

# AGENDA

---

Meeting: **Cabinet**  
Place: **Kennet Room - County Hall, Trowbridge BA14 8JN**  
Date: **Tuesday 18 March 2014**  
Time: **10.30 am**

---

## Membership:

Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

---

Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic Services, County Hall, Trowbridge, direct line 01225 718024 or email [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)

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

All public reports referred to on this agenda are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **AGENDA**

### **Part I**

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

**1 Apologies**

**2 Minutes of the Previous Meeting (Pages 1 - 10)**

To confirm and sign the minutes of the Cabinet meeting held on 11 February 2014.

**3 Leader's announcements**

**4 Declarations of interest**

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

**5 Public participation**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Written notice of questions or statements should be given to Yamina Rhouati of Democratic Services by 12.00 noon on Thursday 13 March 2014. Anyone wishing to ask a question or make a statement should contact the officer named above.

#### **Health Services**

**6 Wiltshire's Joint Health and Wellbeing Strategy (Pages 11 - 26)**

Report by Corporate Directors, Carolyn Godfrey and Maggie Rae

**7 Better Care Plan (Pages 27 - 52)**

Report by James Cawley, Associate Director Adult Care Commissioning, Safeguarding and Housing

#### **Education Services**

**8 School Admission 2015/16 (Pages 53 - 122)**

🔑 Report by Carolyn Godfrey, Corporate Director

#### **Financial Services**

**9 Revised Policy for School Infrastructure & Capital Cost Multipliers for Section 106 Agreements (Pages 123 - 140)**

🔑 Report by Carolyn Godfrey, Corporate Director

**10 Report on Treasury Management Strategy 2013-14 - Third Quarter ended 31 December 2013 (Pages 141 - 156)**

To provide an update on the interim treasury management position to the end of December 2013 for the financial year 2013/14.

**11 Urgent Items**

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

**Part II**

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

None

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

This page is intentionally left blank

## CABINET


---

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 11 February 2014.

Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Also in Attendance: Cllr Trevor Carbin, Cllr Tony Deane, Cllr Richard Gamble  
Cllr Jon Hubbard, Cllr David Jenkins, Cllr Gordon King  
Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Alan MacRae  
Cllr Horace Prickett, Cllr Roy While and Cllr Philip Whitehead

---

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

### 16 **Apologies**

All members were present.

### 17 **Minutes of the Previous Meeting**

The minutes of the last meeting held on 21 January 2014 were presented.

#### **Resolved:**

**That the minutes of the meeting held on 21 January 2014 be approved**

**as a correct record and signed by the Leader subject to the following amendment:**

**In respect of minute no. 7 - Wiltshire Local Transport Plan 2011-2026: Other Strategies, to include the following sentence at paragraph 4 to be inserted after the first sentence:**

**‘Cllr Gordon King enquired as to what actions the administration was taking to bring forward a travel plan for the County Hall campus to improve access, particularly for the visiting public and to improve congestion in the car park’.**

## **18 Leader's announcements**

### **Cornwall Council**

The Leader welcomed Cllr John Pollard, Leader and Jen Fishwick, Cabinet Manager of Cornwall Council to this meeting.

### **Flooding**

The Leader updated members on the Council's response to the recent and ongoing flooding crisis. The Leader explained that we had escalated our response to the floods given the unprecedented ground water levels in Wiltshire, and with more rain on the way. We were working with our partners through the Local Resilience Forum to deal with issues all over the County, but it was noted that it was especially serious around Salisbury Plain.

The Leader personally thanked the members of staff who had been working 24/7 to help mitigate the problems caused by this extended period of unsettled weather. We had been working around the clock to protect some of the most vulnerable in our communities and would continue to do so.

With the high possibility of further road closures, our website would be kept up to date with accurate information whilst we continue to work with our partners to try and minimise the worsening of the situation and protect as many roads and properties as possible. We would also work with partners eg police and fire to ensure website information provided was consistent, accurate and up to date.

In the discussion which ensued, members noted the good co-operation between authorities in releasing equipment and sandbags to areas most in need. Cllr Macdonald expressed his gratitude for the measures taken to minimise the impact on Bradford on Avon. It was also noted that whilst the Council had taken the necessary steps in the interests of responding quickly to flooding incidents, it would look to recharge works as appropriate to utility companies.

Cllr Seed explained that a press release would be issued today urging motorists to drive safely and sensibly and to show due consideration to other road users

and pedestrians and to not add to the strain on emergency services. He also advised that local MP's would be briefed on the latest position on Friday 14 February 2014.

Members were unanimous in their praise for the staff involved recognising how hard they were working and the challenges they faced.

**19 Declarations of interest**

No declarations of interest were made.

**20 Minutes - Cabinet Capital Assets Committee**

The minutes of the Cabinet Capital Assets Committee dated 21 January 2014 were presented.


**Resolved:**

**That the minutes of the Cabinet Capital Assets Committee dated 21 January 2014 be received and noted.**

**21 Public participation**

It was noted that no requests for public participation had been received. The Leader did however, explain that as usual at meetings of Cabinet, she would be more than happy to hear from any member of the public present on any of the items on this agenda.

**22 Wiltshire Council's Policy on Fees, Charges and Concessions**

 Cllr Dick Tonge presented a report which explained proposals to harmonise the setting of fees, charges and concessions across the County. Accordingly, Cabinet's approval was sought on a proposed policy for onward recommendation to Council.

If approved, the proposal would not be applied to the fees and charges initially set as part of the 2014/15 budget process. However, this did not preclude fees and charges being amended during that year as a result of a review of the current charges against the principles set out in the proposed policy.

Cllr Laura Mayes had slight reservations over the wording in the proposed policy which referenced the provision of accommodation for children under section 20 of the Children Act 1989 – paragraph 3 (6) of the policy refers. Cllr Mayes agreed to clarify this further with the relevant Corporate Directors. Cllr Thomson referred to a recent court case which could have implications on the charging policy in this regard and it was agreed that this be referred to the Associate Director, Law and Governance to investigate.

Cllr Jon Hubbard questioned whether the proposed policy should make provision for the Council not providing services where there were commercial alternatives. Cllr Tonge whilst appreciating the point being made, clarified that the proposed policy was for where charges were being made; the decision on whether or not particular services should be provided was a separate issue.

**Resolved:**


**That Cabinet agree the Wiltshire Council Fees, Charges and Concessions Policy and recommend its approval to Council (subject to any clarification required as a result of the points raised in the third paragraph of this minute).**

Reason for decision:

To enable the Council to:

- Maintain a consistent approach to setting its fees and charges.
- Deliver the outcomes of its Business Plan through effective pricing, subsidising those areas of strategic need.
- Recover costs and contribute to the medium term financial plan.

**23 Wiltshire Council Financial Plan 2014/2015**

 The Leader presented the draft Financial Plan for 2014/15 for Cabinet's consideration, agreement and onward recommendation to Council on 25 February 2014.

The Leader explained that once again, in the face of continued reduction in Government grant, increased demand for services particularly children's services and adult care and the Council's commitment to protect front line services as far as possible, it had not been an easy task. She acknowledged that next year was likely to be even more challenging. The proposed budget included savings from services of £25.540 million. Every effort had been made to optimise efficiency savings internally to minimise the impact on the public and maintain a zero increase in council tax.

Cabinet received a report which provided an assessment of draft proposals to Council to set a budget for 2014/15 and the impact on Council Tax, rents, fees and charges, the capital programme, school budgets as well as reserves.

Cllr Dick Tonge presented the Financial Plan and guided members through the document and the detailed financial information in the Budget Book.

It was noted that the specific changes to the Financial Plan also reflected decisions that the Council was already progressing and the Plan thus confirmed the commitments to resource the 12 key actions as detailed in the report presented, in order to ensure delivery.



The budget for 2014/15 would redirect and invest £18.085 million of resources in line with the Business Plan. To date in response to the consultation responses received, investment as set out at Section 7 of the report presented, supported money being directed into the identified priority areas, namely the maintenance of roads, older people and adult social care and affordable housing.

It was noted that £1.994 million net was proposed to safeguard vulnerable Children. Provision was being made for £2.548 million before savings to increase pay by 1%, the first pay rise for staff in five years. The proposals also protected ongoing investment in building more homes and campuses which would help stimulate the local economy. £10.481 million of new capital money would be invested in Highways in 2014/15 and £45 million over the next four years. Aligned to the Business Plan the budget would also safeguard the commitment to Military Civil Integration and creating / protecting jobs.

Cllr Roy While, presented the report of the Special meeting of the Overview and Scrutiny Management Committee held on 5 February to consider its response to the budget proposals. Cllr While guided Cabinet through the key points raised by the Committee and acknowledge the challenges faced by Cabinet in drawing up a budget in difficult financial circumstances.

The report also detailed the various forms of consultation undertaken on the budget which included a household survey, details of which were presented; a meeting with trade unions; a meeting with non-domestic rate-payers had been arranged; People's Voice; a very well attended budget consultation event on 10 February with various sectors and ages of the community and the Wiltshire Council's Housing Board on 27 January, the minutes of which were presented.

Cllr Jon Hubbard commented that works to highways should also include residential and rural roads. Cllr John Thomson explained that Area Boards would be involved in prioritising works to rural roads and footpaths in their respective areas.

Cllr Thomson referred to concessionary fares which cost the Council £4.2 million and was well received. There was an argument that the scheme should be targeted with some of the funds directed towards provision for youth facilities.

Cllr David Jenkins commented on the high collection levels of council tax and asked what the administration attributed this to. Cllr Tonge explained that this was down to improved efficiencies and taking a prudent approach on anticipated levels. He did acknowledge that nationally, debt levels were on the increase and this could well impact on future collection levels.

Cllr Tonge paid tribute to the immense hard work on the budget by officers and thanked Michael Hudson and his team.

**Resolved:**

**That Cabinet recommend to Council that it:**

- a. Endorses the update of the Financial Plan for 2014/15.**
- b. Approve the savings and investment proposals summarised at Sections 9 and 7 respectively of this report and at Appendix 1, to provide a net revenue budget for 2014/15 of £333.063 million.**
- c. To:**
  - i. Freeze Wiltshire Council's element of the Band D council tax for 2014/15 £1,222.43, as calculated in accordance with statute, as set out in Section 10 of this report.**
  - ii. Set the Council's total net expenditure budget for 2014/15 at £333.063 million.**
  - iii. Set a 3.7% increase for dwelling rents in accordance with rent restructuring;**
  - iv. Set the HRA Budget for 2014/15 (original) as set out at Appendix 1G of this report;**
  - v. That all other service charges related to the HRA be increased by 3.7%, and Garages rents to be increased by 2%**
  - vi. Approve the Capital programme proposed at Appendix 1F of this report.**
  - vii. Set the changes in fees and charges set out in detail at Section 8 of and at Appendix 1H of this report.**

Reason for decision:

To enable the Council to:

Set its revenue, capital, housing revenue accounts, fees and charges, levels of reserves and resultant Council Tax 2014/15 to then issue Council Tax and rent bills. Provide the council with a strong business and financial plan for sustainable delivery for the remaining years of those plans.

## 24 Treasury Management Strategy 2014/15

Councillor Dick Tonge, presented a report which set out the proposed Treasury Management Strategy for 2014-15 for approval by Cabinet and onward recommendation to Council.

The report set out:

- a) the Prudential and Treasury Indicators (Prls and Trls) for the next three years;
- b) other debt management decisions required for 2014-15 that do not feature within the Prls or Trls, as shown in paragraphs 3.11 to 3.20;
- c) the Annual Investment Strategy for 2014-15 (only one change from 2013-14 as detailed in paragraph 3.23 of the report); and
- d) the updated Treasury Management Practices.

Cllr Tonge explained that whereas he was aware that some authorities had chosen to sell on their Icelandic bank debts, this Council had not given we were classified as preferred creditors.

**Resolved:**

**That Cabinet recommend to Council to:**

- a) **adopt the Prudential and Treasury Indicators (Appendix A of the report presented);**
- b) **adopt the Annual Investment Strategy, including the proposed increase in the lending limit associated with Government backed UK banks (Appendix B of the report presented);**
- c) **adopt the updated Treasury Management Practices (TMPs) (Appendix C of the report presented);**
- d) **delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
- e) **authorise the Associate Director, Finance, Revenues & Benefits and Pensions to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;**
- f) **agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and**

- g) **agree that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to select such funds.**

Reason for decision:

To enable the Council to agree a Treasury Management Strategy for 2014/15 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

## 25 **Budget Monitoring**

### (a) **Revenue Budget Monitoring**

Cllr Dick Tonge presented a report which advised members of the revenue budget monitoring position as at the end of Period 9 (end of December 2013) for the financial year 2013/2014 with suggested actions as appropriate.

It was noted that a forecast overspend was not unusual at this time of the year and action would be taken to correct that ensured a balanced budget at year end. Action was currently being assessed to identify areas where savings could be made and progress suggested that the full amount would be managed within budget. To date this work had identified ways to save £2 million.

On 20 January 2014, the Council received approval of its request from central Government for a £2.8 million capitalisation directive to capitalise expenditure relating the voluntary redundancy scheme. This was included in these figures.

Overall therefore the forecasts suggested a £0.449 million overspend if no further action was taken. This represented 0.1% of the Council's net budget. An updated position would be reported to Cabinet in the next quarter. The year-end general fund reserves balance was projected to be £7.840 million, rising to £11.3 million at the start of April 2014. This was in line with the Council's Financial Plan and recommendations by the Section 151 Officer.

#### **Resolved:**

**That Cabinet note the outcome of the period 9 (end of December 2013) budget monitoring and approve the transfer of £1.5 million from earmarked Reserves to the General Fund.**

Reason for decision:

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

**(b) Capital Monitoring Period 9 2013/2014 (as at 31 December 2013)**

Cllr Dick Tonge presented a report which detailed changes to the budget made since the 2013/2014 budget was set in February 2013, and amended as part of the period 4 and the period 7 reports. The report reflected the position of the 2013/2014 spend against budget as at Period 9 (as at 31 December 2013).

**Resolved:**


**That Cabinet:**

- a) **Note the general budget additions for grants and revenue contributions of £0.352 million as per appendix B and to note the Period 9 position of the Capital Programme in Appendix A; and**
- b) **Note the reprogramming of £16.248 million between 2013/2014 and 2014/2015, and the returning of £0.034 million of budgets no longer required to Central Funding in Appendix A and B.**

Reason for decision:

To advise Cabinet of the position of the 2013/2014 capital programme as at Period 9 (31 December 2013), including highlighting of budget changes.

26 **Arrangements to be put in place following the end of the Department for Education Trial on permanent exclusion and alternative provision**

 Cllr Richard Gamble, Portfolio Holder for schools, skills and youth presented a report to enable the Council to make a decision as to what arrangements should be put in place once the Department for Education Trial on permanent exclusion and alternative provision comes to an end in June 2014.

The background to the trial was outlined. It was noted that the responsibility under S.19 of the Education Act to provide suitable education for permanently excluded pupils would revert to the Council. The issue for the Council was how best to fulfil this responsibility. A number of options were put forward for Cabinet's consideration, namely :

- The Council should end the devolution of funds to schools and return to fulfilling the responsibility itself directly;

- The Council could commission a third party – an existing alternative provider or an academy trust to make the provision on its behalf or
- The council could continue to devolve funding to schools and replace the Power To Innovate with a service level agreement through which secondary schools agree to provide suitable education for those pupils permanently excluded or at risk of permanent exclusion in line with section 19 of the Education Act for a specified period.

The implications of each of these options were outlined to Cabinet.

**Resolved:**

**To continue the present devolution of funding to secondary schools replacing the Power To Innovate Order with a service level agreement under which secondary schools undertake to provide suitable education in accordance with section 19 of the Education Act for those pupils permanently excluded or at risk of permanent exclusion for the period 1 April 2014 to 31 March 2017.**

Reasons for decision:

There is evidence that the current system of devolved funding is working effectively. All the secondary schools currently involved in the Trial wish to continue with this arrangement and the one school that did not take part would like now to do so. Any change would cause a considerable degree of turbulence to a very vulnerable group of young people. All other possible alternatives appear to be more expensive and less effective.

**27 Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.18 pm)

<p>These decisions were published on the 14 February 2014 and will come into force on 24 February 2014</p>
--

The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail [yamina.rhouati@wiltshire.gov.uk](mailto:yamina.rhouati@wiltshire.gov.uk)  
 Press enquiries to Communications, direct line (01225) 713114/713115

**Wiltshire Council**

**Cabinet**

**18 March 2014**

---

**Subject: Wiltshire's Joint Health and Wellbeing Strategy**

**Cabinet member: Councillor Keith Humphries – Adult Care, Public Health & Protection and Housing  
Councillor Laura Mayes – Children's Services**

**Key Decision: No**

---

## **Executive Summary**

Wiltshire Joint Health and Wellbeing Strategy was approved at the first meeting of Wiltshire's Health and Wellbeing Board in September 2013 and formally launched at the Health and Wellbeing Fair in Trowbridge in February 2014.

The preparation and approval of the strategy is a statutory function of the Health and Wellbeing Board.

## **Proposal**

**That Cabinet note the importance of the Joint Health and Wellbeing Strategy and its bearing on the delivery of council services.**

## **Reason for Proposal**

The plans of Wiltshire Clinical Commissioning Group, NHS England, and Wiltshire Council for commissioning services must be informed by the Joint Strategic Needs Assessment and the Joint Health and Wellbeing Strategy. Where plans are not in line with the Joint Strategic Needs Assessment or Joint Health and Wellbeing Strategy then CCGs, NHS England and Wiltshire Council must be able to explain why.

---

**Maggie Rae  
Corporate Director**

**Carolyn Godfrey  
Corporate Director**

## Wiltshire Council

### Cabinet

18 March 2014

---

<b>Subject:</b>	<b>Wiltshire's Joint Health and Wellbeing Strategy</b>
<b>Cabinet member:</b>	<b>Councillor Keith Humphries – Adult Care, Public Health &amp; Protection and Housing</b> <b>Councillor Laura Mayes – Children's Services</b>
<b>Key Decision:</b>	<b>No</b>

---

### Purpose of Report

1. To outline the importance of Wiltshire's Joint Health and Wellbeing Strategy and the main considerations for Wiltshire Council.

### Relevance to the Council's Business Plan

2. Wiltshire's Joint Health and Wellbeing Strategy aims to ensure that services are joined up and people can stay in their homes for longer. It also supports two of the six outcomes set out in the business plan, namely:
  - People in Wiltshire have healthy, active and high-quality lives
  - People are protected from harm, as much as possible, and feel safe

### Main Considerations for the Council

3. The Health and Social Care Act 2012 amended the Local Government and Public Involvement in Health Act 2007 to introduce duties and powers for Health and Wellbeing Boards on Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWSs). The aim of JSNAs and JHWSs is to improve the health and wellbeing of the local community and reduce inequalities for all ages. These will be used to help to determine what actions local authorities, the NHS and other partners need to take to meet health and social care needs and to address the wider determinants that impact on health and wellbeing.
3. Local authorities and clinical commissioning groups (CCGs) have an equal and joint duty to prepare JSNAs and JHWSs, through the Health and Wellbeing Board. The JSNA should consider the health and social care needs for the area, as well as the assets that the local communities can offer to meet identified needs. The JHWS is a strategy for meeting the needs identified in the JSNA. It is not about taking action on everything at once; rather it sets out priorities for joint action.
4. Wiltshire's JHWS has four key aims:
  - Living longer



- Living healthily for longer and enjoying a good quality of life
- Living independently for longer
- Living fairly – reducing the higher levels of ill health faced by some less well-off communities

These aims will be delivered by the actions set out under four key themes:

- Prevention
- Independence
- Engagement
- Safeguarding

5. The full approved strategy is attached as **Appendix 1**. The plans of Wiltshire Clinical Commissioning Group, NHS England, and Wiltshire Council for commissioning services must be informed by the Joint Strategic Needs Assessment and the Joint Health and Wellbeing Strategy. Where plans are not in line with the Joint Strategic Needs Assessment or Joint Health and Wellbeing Strategy then CCGs, NHS England and Wiltshire Council must be able to explain why.

## Background

6. Wiltshire's first draft of the JHWS was drawn up in line with the guidance from government and through a steering group comprising representatives from Adults' and Children's Social Care, Public Health and the Clinical Commissioning Group.
7. A number of principles for the development of the JHWS were agreed, namely that it should:
  - Cover the whole local population across the life course
  - Prioritise issues that have the biggest impact
  - Focus on joint working
  - Be framed as a continuous/ iterative process – not a 'one-off'
  - Provide continuity with existing priorities where appropriate
  - Reflect the outcomes as set out in the national outcomes frameworks
  - Focus on improving health and wellbeing overall but making improvements faster for groups and communities that experience poorer health and quality of life
8. Three months consultation on a draft document was undertaken through Area Boards, partnership meetings, Clinical Commissioning Group executives, the Children's Trust and a public workshop. Following this the strategy was updated and an Easy Read version of the strategy was also produced. The JHWS was approved by the Health and Wellbeing Board in September and formally launched by the Chair (Cllr Jane Scott) and Vice Chair (Dr Steve Rowlands) at the Health and Wellbeing Fair in February. The launch of the Strategy was followed by the signing of the draft Better Care Plan – which outlines how a new £27m pooled budget between Wiltshire Council and CCG will be used – and has now been submitted to government.

9. The Health and Wellbeing Board will be considering whether an update of Wiltshire's Joint Health and Wellbeing Strategy is necessary in 12 months time, following publication of the latest figures for the Joint Strategic Assessment. Extensive consultation will inform any revision.

### **Safeguarding Implications**

10. The strategy outlines a range of areas for joint working to ensure people are kept safe from avoidable harm.

### **Public Health Implications**

11. The strategy outlines a range of areas for joint working on ensuring people are supported to live healthily.

### **Environmental and Climate Change Considerations**

12. Carbon emissions will be reduced as a result of measures to tackle fuel poverty and encourage active travel.

### **Equalities Impact**

13. One of the key aims of the strategy is to ensure the higher levels of ill health faced by some less well-off communities are reduced.

### **Financial Implications**

14. The strategy sets out the main areas for joint working between health, public health and social care. Demographics and budgetary constraints provide a clear imperative for further joint working. The detailed financial implications of joint working or joint commissioning will be considered as detailed proposals are put to the Board.

### **Legal Implications**

15. Legislation and government guidance sets out various requirements relating to the Joint Strategy. Namely Section 116A and 116B of the Local Government and Public Involvement in Health Act 2007 which deal with the Joint Strategy; and section 196 of the Health and Social Care Act 2012 which deals with the Board's involvement in the Joint Strategy, together with statutory guidance on preparing JSNAs and JHWS.
16. The Council and the CCG (acting through the Board) must prepare the Joint Strategy. The shadow Board delegated preparation of the first draft to a Steering Group (referred to at paragraph 7 above). The Steering Group completed the consultation exercise and made amendments to the first draft which was subsequently approved by the Board.
17. In preparing the Joint Strategy, the Board must:
  - consider how needs can be met more effectively using "Section 75" partnership arrangements. Many of the joint activities described in the JHWS are under active consideration for section 75 agreements and

could form the basis for these (or are already in place). Detailed proposals for s75 agreements will be developed for sign off on the basis of the areas for joint working in the strategy.

- have regard to (i) the Secretary of State’s annual “Mandate” to NHS England. The NHS Mandate is structured around five key areas where the Government expects the NHS Commissioning Board to make improvements:
  1. preventing people from dying prematurely
  2. enhancing quality of life for people with long-term conditions
  3. helping people to recover from episodes of ill health or following injury
  4. ensuring that people have a positive experience of care
  5. treating and caring for people in a safe environment and protecting them from avoidable harm.

Each of these is considered explicitly in the Strategy. The success of the mandate is being measured through the NHS Outcomes Framework which is also the basis of performance measures in the strategy.

- involve Healthwatch Wiltshire on a continuous basis. Wiltshire Involvement Network (the predecessor body) helped with the consultation event and Healthwatch Wiltshire Board approved the document on the basis of the consultation. Healthwatch will also be involved with any revisions to the strategy.
- involve the local community: as detailed above the strategy has been subject to wide-ranging consultation.

## **Conclusions**

18. Wiltshire’s Joint Health and Wellbeing Strategy sets out a range of areas in which Wiltshire Council will be working with partners so that people have longer, healthier lives. The strategy will be revisited in 12 months time to ensure the commitments remain relevant.

**Maggie Rae**  
**Corporate Director**

**Carolyn Godfrey**  
**Corporate Director**

---

Report Author: David Bowater, Senior Corporate Support Officer

## **Background Papers**

No unpublished documents have been relied on in the preparation of this report.

## **Appendices**

Appendix 1: Wiltshire’s Joint Health and Wellbeing Strategy

This page is intentionally left blank

# Working together in Wiltshire so people have the support they need to live longer, healthier lives



  
NHS  
Wiltshire  
Clinical Commissioning Group

  
Wiltshire Council  
Where everybody matters

# Welcome

We all want to live healthily and to be independent, to have our needs met and to be safe. We believe these are positive, healthy aims and that public services in Wiltshire should support the delivery of these aims.

Wiltshire is already doing well – people here are living longer than ever before, but that brings with it new challenges such as a rise in the number of dementia sufferers. Tackling unhealthy lifestyles, helping those at risk from ill health and dealing with the increase in illnesses from living longer is something public services and other agencies need to do together.

This strategy, the first published by the Health and Wellbeing Board, is not about taking action on everything at once. It sets out the main areas where working together will be vital for making a real difference to people’s lives – such as making sure the right help is available on leaving hospital and offering support to enable them to live in their own homes for longer.



## What is the Health and Wellbeing Board?

The board is a partnership group that brings together Wiltshire Council and the newly established Wiltshire Clinical Commissioning Group (CCG) which replaces the former Primary Care Trust (PCT). The CCG is GP led and responsible for buying health services for the community.

## What is the strategy?

The Health and Wellbeing Strategy is the plan which sets out the priorities and actions that will be taken to improve the health and wellbeing of Wiltshire’s local communities and ensures everyone, of all ages, has equal access to medical services and facilities.

## Why do we need a strategy?

Wiltshire’s Health and Wellbeing Board is required by the Government and law to produce one.

## How long will the strategy last?

It is important the plan does not become out of date or fail to keep up with changing situations so this strategy will be reviewed in 12 months’ time.

## Who has had a say on the strategy?

The first draft strategy went out for consultation for four months between November 2012 and February 2013. A wide range of organisations and the public were invited to comment and their suggestions and opinions have helped create this strategy. These included GPs, hospitals, housing services, carers, religious organisations, arts groups, the emergency services, the NHS, Age UK, children and young people’s groups, British Red Cross, walking groups, transport organisations, town councils and Wiltshire residents.

## Who will deliver the strategy?

Working together Maggie Rae, Carolyn Godfrey, Corporate Directors, Wiltshire Council and Deborah Fielding, Chief Accountable Officer, CCG will ensure that the actions and outcomes set out in the strategy are delivered.



Page 18



## Our aims for Wiltshire:

- Living longer
- Living healthily for longer and enjoying a good quality of life
- Living independently for longer
- Living fairly – reducing the higher levels of ill health faced by some less well-off communities

There are four key themes –

- Prevention**
- Independence**
- Engagement**
- Safeguarding**



For each theme there is a set of ambitions. Joint actions will ensure that we deliver these.



Maggie Rae, Corporate Director, Wiltshire Council



Carolyn Godfrey, Corporate Director, Wiltshire Council



Deborah Fielding, Chief Accountable Officer, CCG



## Eating well and exercising more:

- Promoting and encouraging healthy eating for children
- Free swimming sessions for under 16s in school holidays
- Promoting leisure facilities and services
- Promoting walking and cycling
- Providing open green spaces close to homes
- Providing active health programmes
- Promoting the Green Gym scheme
- Supporting conservation volunteering
- Supporting communities to develop their own health lifestyle initiatives.

## Helping people make informed decisions about alcohol, drugs and cigarettes:

- Offering training to prevent risk
- Working with schools to stop pupils smoking
- Providing essential information to raise awareness
- Providing help and advice to stop smoking
- A dedicated stop smoking service for those with long term conditions or awaiting surgery.

## Helping people make informed decisions in relationships:

- Offering training to prevent risk
- Providing multi-agency drop in centres
- Sexual health clinics
- Provision of screening programmes
- Providing advice and help through the Healthy Schools programme.

## Enabling people to access emotional support:

- Anti-bullying and counselling services
- Peer mentoring groups
- Sharing information on case referrals
- Specialised and targeted suicide and self harm prevention plans
- Promoting positive mental health
- Debt and financial advice
- Having a system for sharing vital information with other bodies such as the police
- Putting people in touch with 'wellbeing' projects aimed at improving how people feel about themselves such as Wiltshire Wildlife Trust or the Local Nature Partnership.

## Providing the best start in life:

- More integrated working between children's centres, health visitors and midwives to support mother and child
- Reducing the number of babies and young children exposed to smoking.

## Reducing the number of babies and young children exposed to smoking



## Keep people warm and well in their homes

### Enabling current and former armed forces personnel and their families to access support:

- Helping serving and ex-military personnel and their families integrate into their local community
- Enable access to the services and facilities they need
- Providing services and opportunities through the Military Civilian Integration Partnership and the Wiltshire Veterans' Action Plan.

### Ensuring people live in safe and warm homes:

- Promoting the initiative to keep people warm and well in their homes
- Working to ensure people can afford their fuel bills
- Adapting to climate change
- Working to reduce falls and increase healthy bones and reduce osteoporosis
- Integrate the community equipment service.

## Ensuring serious illness is diagnosed early and people are supported to live a long, healthy life:

- Increase early diagnosis
- Increase the number of health checks
- Improve cancer screening coverage
- Improve access to chemotherapy treatment in the community
- Improve quality of life for cancer survivors
- Improve early and timely diagnosis of dementia
- Improve support after dementia is diagnosed
- Improve early and timely diagnosis of high impact diseases including diabetes and renal conditions
- Ensure short term support where need through step up beds
- Ensure community based transport is available
- Develop seamless health and social care services
- Ensure those with long term conditions have a care co-ordination plan.





Ensure those caring for others have a good quality of life:

- Continually develop and extend an active support network for carers, including young carers
- Identify, develop and promote employment, volunteering and training opportunities for carers
- Promote the GPs' Investors in Carers scheme
- Provide information and guidance for carers in a single handbook
- Good availability and easy access to financial and benefits advice for carers
- Provide personalised breaks and respite for carers
- Provide advocacy for carers
- Emergency and crisis support for carers through the Emergency Card service.

Ensure those who use care services have a good quality of life:

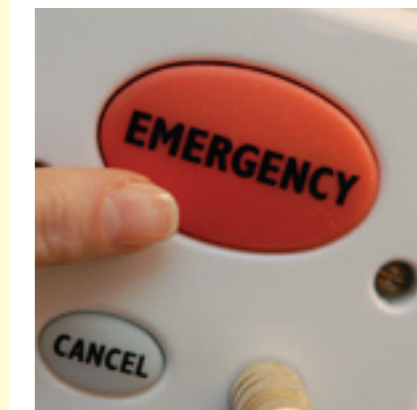
- Ensure safeguarding policies and procedures are of the highest quality
- Support good neighbour schemes
- Support social networks and facilities such as the Bridging the Gap initiative and multi sensory arts projects.

## Personalised breaks and respite for carers

Make help available so people can live at home rather than in a care home:

- Mental health awareness training for housing professionals to help the early identification of people with mental health issues at risk of losing their tenancy
- Help communities become more dementia aware and dementia friendly
- Promote the Moving Out initiative
- Access to financial advice and support
- Dedicated 'help to live at home' ongoing support and active ageing support
- Integrated community equipment service, including home adaptations. Providing care and help by telephone – telecare and telehealth
- Access to extra care in the home rather than being moved into a care home through the Help to Live at Home service.

## Dedicated 'help to live at home' ongoing support and active ageing support



Access to urgent support at times of crisis such as when leaving hospital:

- Seamless working between NHS, social care and mental health services to reduce delayed transfers from hospital to home or care homes
- Develop help to live at home initial support plans for people
- Access to Starr beds to enable people to remain at home – develop a system of 'step up, step down' care which increases or is reduced depending on the individual's need
- Promote and implement the Health Gain agreement.







## Help people commission care and support services for working age adults:

- Involve people in services through working with user led organisations such as strategic action groups or tenants' groups
- Work with Wiltshire Voices, advocacy and user networks, support community led activities such as stroke clubs.

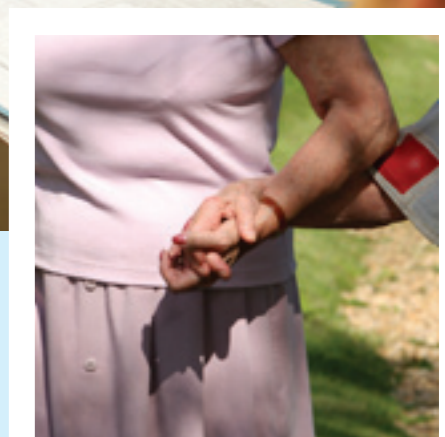
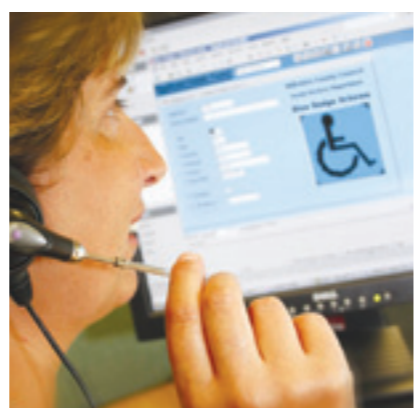
## Enabling children to help develop services:

- Offer opportunities for children, with their parents and carers, to be involved in developing services through dedicated programmes and initiatives
- Ensure findings are shared with other agencies and bodies and consultation is co-ordinated.

## Make it easy for people to find out what help is available:

- Ensure information is clearly available, easily accessible and easy to understand
- Improve information about how people can look after themselves.

Improve information and advice about how people can look after themselves



## Enable people to make the important decisions about their care and support:

- Ensure assessments, support plans and reviews are focused on the individual
- Ensure there is timely future planning for people with dementia.

## Ensure carers are involved in care decisions for the person they look after:

- Provide support, access and information for carers through specialist organisations such as Carers Voice, Wiltshire Carers Action Group, carer involvement networks and other groups.

## Ensure people know how much the council will pay towards their care:

- Personal budgets for people and direct payments.

## Enable people at the end of their lives to decide where they want to die:

- End of life planning and co-ordination
- Ensure appropriate support to care homes so they can improve end of life care.

Ensure findings are shared with other agencies and bodies and consultation is co-ordinated



Providing support for parents and carers to enable them to look after their children or those in their care:

- Provide support services for carers, parents and families
- Be part of the 'team around the child' initiative that brings together all relevant services and professionals in one team focused on the child
- Use the child assessment framework and the 'lead professional role' so families, parents and carers have one point of contact/person rather than a large number to deal with or contact.



Ensuring children can live, study and play in safe environments:

- Reducing and avoiding injuries to children through prevention initiatives
- Reducing child deaths and injuries on our roads through road danger reduction initiatives such as the Safe Drive Stay Alive campaign.

## Provide support services for carers, parents and families

Minimising the impact on children and their families at times of crisis such as domestic violence, mental health issues or substance abuse:

- Ensure we work together as a range of services including children and adult services – the 'think family' approach
- Early intervention to deal with issues as quickly and efficiently as possible to minimise the impact on children and their families
- Promote and raise awareness of the Hidden Harm initiative.

Enabling children to remain with their family when they are safe from abuse and exploitation:

- Using dedicated guidance for such instances including working with the Wiltshire Safeguarding Board and relevant safeguarding meetings.

Ensuring the needs of domestic abuse victims are understood and they are offered the right support:

- Ensure staff are properly and fully trained and appropriate domestic abuse policies are in place for all agencies.

People with alcohol and/or drug problems are supported into treatment and helped to a sustained recovery:

- Early intervention as soon as problems are identified
- Support for vital services such as housing, training and employment.



Investigations into attacks and attempted attacks are carried out sensitively and quickly:

- Safeguarding policies, procedures and training in place to ensure effective response and actions
- Ensure investigations into abuse allegations are proportionate.

People feel safe:

- Providing victim support and other emotional wellbeing support that is available when people need it.

## Reducing and avoiding injuries to children through prevention initiatives



# Delivering success, what will this look like?

We believe success will be making a real difference to people's lives. Success will mean different things to different people. We believe through working together we can achieve our aims to ensure people in Wiltshire live long, healthy and happy lives. That will be success.

Page 28

## Prevention Delivering success

- Fewer people dying from preventable conditions
- Reduction in number of pregnant women and young parents smoking
- Fewer low birth weight babies
- Reduction in number of people being admitted to hospital due to smoking or drinking
- Fewer teenage pregnancies
- Improved cancer diagnosis
- Better quality of life for cancer survivors
- Fewer suicides and fewer people admitted to hospital after self harming
- Fewer deaths in winter
- Reduction in number of smokers
- Reduction in number of children smoking
- Healthier children and adults through increased exercise and better diets
- Fewer children suffering bullying
- Fewer elderly people suffering falls and a reduction in osteoporosis
- People being able to afford to live in warm, safe homes.

## Independence Delivering success

- More people having a choice in where they die and how they are supported at the end of their life
- Reduction in falls and injuries for our over 65s
- People getting back on their feet faster after falls
- People being able to live at home for longer and be supported to do so
- Faster discharge from hospital to home or a care home
- Number of people with mental health issues living independently
- Increase in the number of people with learning difficulties in paid work
- People with long term conditions spending less time in hospital
- Well established Good Neighbour schemes
- Safeguarding policies and procedures of the highest quality
- A network of support and opportunities for carers of all ages
- Communities that understand dementia issues and support dementia sufferers.





- More physically active children and adults
- Increase in the number of people successfully completing drug treatment
- Fewer lonely and isolated people
- Increase in the number of people using services who say they feel safe and secure
- Good availability of information for people on all aspects of looking after themselves

- Co-ordinated and seamless working between all agencies and bodies
- People fully involved with decision making
- Services developed with input from children
- Strong involvement of relevant groups and organisations
- People making the right decisions for them
- Carers fully involved in decision making and care

- People aware of how much financial support they will have for their care
- Individuals deciding where they want to die.

**Co-ordinated and seamless working between all agencies and bodies**

- Our children feel safe
- Fewer children living in poverty
- Less bullying, less truancy
- Reduction in number of 16 to 18 year olds not in education, employment or training
- Reduction in number of domestic violence incidents involving children and young people
- The right support for adult victims of domestic violence
- More adults with alcohol and/or drug problems sustaining recovery through early support and treatment
- Fewer attacks and attempted attacks.



# Living healthily for longer and enjoying a good quality of life in Wiltshire

ENABLE PEOPLE TO LOOK AFTER THEMSELVES  
 ENSURE CHILDREN CAN LIVE, STUDY AND PLAY SAFELY  
 GOOD NEIGHBOUR SCHEMES  
 LIVING LONGER  
 LIVING HEALTHILY  
 PEOPLE FEEL SAFE  
 LESS TIME IN HOSPITAL  
 CUTTING WINTER DEATHS  
 ACTIVE ADULTS AND CHILDREN  
 KEEP PEOPLE WARM AND WELL IN THEIR HOMES  
 BEING SAFE FROM AVOIDABLE HARM  
 LIVING FAIRLY  
 HEALTHY EATING  
 LIVING INDEPENDENTLY  
 STOPPING SMOKING  
 REDUCE FALLS AND INJURIES FOR OVER 65s



## Clinical Commissioning Group

NHS Wiltshire  
 Clinical Commissioning Group (CCG)  
 Southgate House  
 Pans Lane  
 Devizes  
 Wiltshire  
 SN10 5EQ

Telephone: 01380 728899  
 Email: [WCCG.info@nhs.net](mailto:WCCG.info@nhs.net)  
 Web: [www.wiltshireccg.nhs.uk](http://www.wiltshireccg.nhs.uk)



Wiltshire Public Health  
 Wiltshire Council  
 County Hall  
 Bythesea Road  
 Trowbridge  
 Wiltshire BA14 8JN

Telephone: 0300 003 4566 (Local call rate)  
 Email: [PublicHealth@wiltshire.gov.uk](mailto:PublicHealth@wiltshire.gov.uk)  
 Web: [www.wiltshire.gov.uk/healthandsocialcare/publichealthwilt](http://www.wiltshire.gov.uk/healthandsocialcare/publichealthwilt)

This page is intentionally left blank

**Wiltshire Council**

**Cabinet**

**18 March 2014**

---

**Subject: Better Care Plan**

**Cabinet member: Councillor Keith Humphries,  
Public Health, Protection Services, Adult Care and  
Housing**

**Key Decision: No**

---

## **Executive Summary**

To report to Cabinet on the joint work between the Council and the Clinical Commissioning Group on a Better Care Plan

## **Proposal**

**That Cabinet note the development and submission of a draft Better Care Plan to NHS England and the Local Government Association**

## **Reason for Proposal**

To inform Cabinet of the work on the Better Care Plan and the integration of health and social care, which is being overseen by the Wiltshire Health and Wellbeing Board

**James Cawley,  
Associate Director Adult Care Commissioning, Safeguarding and Housing**

**Subject: Better Care Plan**

**Cabinet member: Councillor Keith Humphries,  
Public Health, Protection Services, Adult Care and  
Housing**

**Key Decision: No**

---

### **Purpose of Report**

1. This report presents to Cabinet the draft Better Care Plan, 2014-2016. The Plan has been developed jointly by Wiltshire Council and Wiltshire Clinical Commissioning Group (CCG) and has been submitted to NHS England and the Local Government Association. The plan sets out our commitment to the integration of health and social care services, and our plans to allocate £22m in 2014-15 and £29m in 2015-16 to developing services jointly.

### **Relevance to the Council's Business Plan**

2. The Better Care Plan supports the Council's goal to protect those who are most vulnerable in our communities. By ensuring that services are coordinated, and are delivered to support the objective of care close to home, it also supports two of the six outcomes set out in the business plan, namely:
  - People in Wiltshire have healthy, active and high-quality lives
  - People are protected from harm, as much as possible, and feel safe

### **Main Considerations for the Council**

3. The Comprehensive Spending Review 2013 announced the 'transfer from the NHS to Social Care' of an additional £200m in 2014/15 to provide a total of £1.1bn and in 2015/16 £3.8bn will be ring fenced nationally to create an Integration Transformation Fund' – this has been re-named as The Better Care Fund.
4. The £3.8bn Better Care Fund is not new funding, but is made up from utilising existing funding streams: £1.1bn 'NHS to Social Care'; £354m Local Authority Capital Grants; £130m CCG Carer Break Funding; £300m CCG Reablement Funding and £1.9bn NHS Funding.



5. The Better Care Fund is described as a single pooled budget for health and social care services to work more closely together in local areas, based on a plan agreed between the NHS and local authorities. The nationally stipulated sum (£27m for Wiltshire in 2015-16) is seen as a minimum amount within the pooled budgets and Clinical Commissioning Groups and Local Authorities are encouraged to pool more of their funds to maximise the benefits achieved for local residents.
6. There is a national template for the Better Care Plan, and the deadline for submitting the draft was 14<sup>th</sup> February 2014. The plan will be quality-assured by NHS England, and then finalised by 31<sup>st</sup> March. The final submission will form part of the CCG's 2 year Operational Plan and 5 Year Strategic Plan (see separate item on this agenda).
7. There are a number of national conditions and requirements that must be met through the delivery of the Plan. These are:
  - A jointly agreed plan
  - The protection of social care services
  - The provision of 7-day services to support patients being discharged and prevent admissions
  - Data sharing based on the NHS number
  - Joint assessments and an accountable lead professional
  - Clarity on the consequential implications for acute hospitals.
8. Wiltshire's Better Care Plan was developed jointly during January and February 2014. It was informed by a stakeholder event, attended by 70+ representatives from the statutory and voluntary sector, and by a number of events held by the CCG on their 5-Year Plan. There will be further opportunities to gather views during March. The first draft was submitted, as required, on 14<sup>th</sup> February.
9. The Better Care Plan sets out a shared vision and includes a description of how the funds will be used and a set of performance metrics and targets required for the Better Care Fund. The main focus of the plan is on frail elderly people, and the reasons for this are set out in the plan - we know that if we do not focus on this group, the impact of increased spending as a result of demographic change will be felt by people of all ages.
10. The overarching aim of Wiltshire's Better Care Plan is to deliver care as close to home as possible, with home always as the first option. This will see an emphasis placed on prevention and personal responsibility rather than treatment and intervention, and more services based in local communities, not just in acute hospital settings.
11. Some of the developments set out in Wiltshire's Better Care Plan will be in line with the national conditions, i.e.

- A joint approach to assessments and care planning, so that people do not have to repeat the same story to different professionals again and again
  - Better sharing of data between health and social care, based on the NHS number (to allow information to flow with the patient and keep them and their GP informed)
  - More 7-day services (and services round the clock where appropriate) to ensure there are no gaps in care, including investment in a rapid response service that operates 24/7.
12. Other developments will be focussed on achieving our aim of care closer to home, including:
- An investment in intermediate care services - services which prevent unnecessary hospital admissions and help people who are discharged from hospital
  - Improvements to hospital discharge processes
  - Implementing a model of local, multi-disciplinary working, moving staff and services into local clusters, with care being led by GPs.
13. Delivery on the objectives within the plan will be undertaken through a number of separate work streams which are currently being scoped in more detail, for presentation to, and agreement by, the Health and Wellbeing Board. These work streams will report, through the Joint Commissioning Board for Adults Services, to the Health and Wellbeing Board which will be accountable for delivering on the objectives set out in the Plan.

### **Safeguarding Implications**

14. The Better Care Plan will support the delivery of efficient and safe services across the whole health and care system, and therefore has an impact on ensuring that vulnerable people are safeguarded.

### **Public Health Implications**

15. Public Health colleagues have contributed to the development of the Better Care Plan and will advise on implementation. In particular, the Plan emphasises the importance of prevention and the need to invest in community capacity to support health and wellbeing, as well as the importance of information and advice for self-care.
16. Due to this emphasis on prevention, community capacity and self care in this plan there should be a positive impact on health and well being now and in future years (such as preventing disease or enabling people to manage their condition better), especially on the older people in the community. This would include mental health and dementia. Another possible impact may be increased community cohesiveness.
17. One of the main public health impacts of this plan should be a reduction in health inequalities due to the envisioned effective integration of health and

social care and increased community focus where care is most required tailored to patient/population need rather than service need.

18. The better integration of health and social care should also mean a higher quality of care for patients, carers and the community as a whole across the entire care pathway. However, care should be taken with regard to those needing more specialised care as this may not be available closer to home.

### **Environmental and Climate Change Considerations**

19. There are no direct implications for environment / climate change, however work to bring care closer to home links to the council's actions to reduce carbon emissions.

### **Equalities Impact of the Proposal**

20. The Better Care Plan has an indirect impact on tackling health inequalities. The initiatives set out in the plan will help ensure that health and care services are available across the whole system to anyone who needs to access them and that health resources are distributed equitably across the county.

### **Risk Assessment**

21. The Better Care Plan includes a section on risk. As each work stream is scoped into separate project plans, detailed risk analyses will be completed.

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

22. If the Better Care Plan is not adopted, the Council and CCG will fail to meet a national requirement and the transfer of resources from the NHS to the pooled budget will not take place.

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

23. The Better Care Plan risk analysis sets out potential risks and actions that are being taken to mitigate those risks.

### **Financial Implications**

24. The 2014/15 (final) and 2015/16 (initial) allocations are set out by Government and Appendix 1 of the Better Care Plan, and summarises both the monies available and spending plans in support of the actions set out within the Plan.
25. In 2014/15, both the Council and the CCG have chosen to increase the allocation to the pooled arrangement above the national minimum. The CCG has allocated an additional £7.68m, and the Council an additional £3.11m (£1.83m for growth in demography and need; £0.7m one off to

focus development of a single health record; and £0.58m on careers. This was included in the Council's 2014/15 Budget as set by Council on 25 February 2014. The Council continues to work with the CCG to work up how the monies will be pooled from 2015/16, and further reports and decisions will be taken to the Health and Well Being Board. This demonstrates our commitment to develop pooled budgets further, in order to improve outcomes and maximise efficiencies for people who use health and care services.

### **Legal Implications**

26. There are no direct legal implications from this work. Pooled budgets will be established under S75 and S256 of the Health Act 2006, and will be set out within the Joint Business Agreement held between the Council and the CCG.

### **Options Considered**

27. Wiltshire Council's participation in the Better Care planning process is not optional.

### **Conclusions**

28. The Better Care plan sets out a shared commitment to the integration of health and care services. Cabinet is requested to note the ongoing development of the Better Care Plan, including the scoping of a number of work streams to deliver on the objectives within the Plan. Cabinet is also requested to note the role of the Health and Wellbeing Board in overseeing delivery.

**James Cawley**  
**Associate Director, Adult Care Commissioning, Safeguarding and Housing**

---

Report Author:

Sue Geary, Head of Service Performance, Health and Workforce

[Sue.geary@wiltshire.gov.uk](mailto:Sue.geary@wiltshire.gov.uk)

Telephone 01225 713922

6<sup>th</sup> March 2014

### **Background Papers**

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

Wiltshire Clinical Commissioning Group Draft 5-Year Plan

### **Appendices**

**Appendix 1 – Wiltshire Better Care Plan**

# Better Care Plan



**NHS**  
Wiltshire  
Clinical Commissioning Group

**Wiltshire Council**  
Where everybody matters

- Engagement
- Vision
- Aims and objectives
- Planned changes
- Implications
- Governance
- National conditions
- Key risks



# Welcome

This document sets out our shared vision for Better Care and provides details about how the Wiltshire Health and Wellbeing Board expects the Better Care Fund to act as a catalyst for change.

Approximately £800m is spent in Wiltshire on health and social care. We see the £27m of Better Care funding as a driver for stimulating the integration of health and social care services. Both the council and the Clinical Commissioning Group (CCG) are investing additional resources in the Better Care Fund in 2014/15, and we will see a move to increasing pooled budgets in future years.

**Our Better Care Plan is built upon our overriding vision of care as close to home as possible, with home always as the first option.**

We can also demonstrate that the Better Care Fund will help us deliver on the national conditions and our local priority; such as:

- protecting social care services – through increased investment in social care services to meet the requirements of demography and of the Care Bill
- 7-day services to support discharge from hospital – through increased investment across the whole system
- data Sharing – through working together on new systems and developing our ability to share information not just between health and social care, but more widely with other public sector services
- joint assessments and accountable lead professional – through local joint working and the development of patient/service user-held records
- ensuring services support people to remain at home or in their community.

We are confident that the priority schemes set out in our plan will enable us to maintain and improve performance in relation to the national outcomes. We understand the need to achieve balance between each of these areas of performance and will not allow performance against one indicator to outweigh our ability to achieve improvements against all five:

- Admissions to residential and nursing care
- Success of reablement and rehabilitation
- Delayed transfers of care
- Avoidable emergency admissions
- Patient and service user experience

We are clear that the governance of the Better Care Fund sits with the Wiltshire Health and Wellbeing Board and see that the Wiltshire Health and Wellbeing Board, as systems leaders, will play a key role in ensuring each of the partners delivers on our plan.

This plan must focus on services for adults – specifically on older people, because we know that this is where the Better Care Fund can have the greatest impact. However, the Wiltshire Health and Wellbeing Board believes that many of the changes described in the plan will be of benefit to everyone in Wiltshire, including disabled children, disabled adults and people with mental health needs. We therefore intend to expand the vision document for better care to ensure it encompasses everyone in Wiltshire and will publish that shared vision in the next few months.

We are proud to be launching our Better Care Plan at a Health Fair event in Trowbridge on 12 February and it will then be submitted, as a draft, for ministerial approval on 14 February. The final version of the Better Care Plan will be available by 31 March 2014.



*Jane Scott*  
**Jane Scott OBE,**  
 Chair,  
 Wiltshire Health and  
 Wellbeing Board



*Steve Rowlands*  
**Dr Steve Rowlands,**  
 Vice-chair,  
 Wiltshire Health and  
 Wellbeing Board

## Engagement with the service provider

Please describe how health and social care providers have been involved in the development of this plan, and the extent to which they are party to it

In discussion with stakeholders, including health and social care providers, we have adopted the National Voices definition (2) of good integrated care:



Health and social care providers all recognise that delivering our vision will involve us in significant changes to the way services are designed and delivered, and that those changes are already underway.

### We have engaged providers in a number of ways:

- Through a Health and Wellbeing Board hosted event on the Better Care Plan (14 January 2014) attended by Acute Trusts, community health social care and mental health, providers and the voluntary sector
- Through work with the Wiltshire Care Partnership, the membership organisation for social care providers
- Through the Health and Wellbeing Board itself – the board is made up of a range of stakeholders, including the three district general hospitals serving Wiltshire people, the Mental Health Trust and the Ambulance Trust
- Through the work underway on the CCG's Five Year Plan. The Five Year Plan has been developed jointly with council colleagues and has involved extensive provider engagement. The information gathered at these events is also informing our Better Care Plan.

The Better Care Plan also reflects a number of existing programmes of joint work which have engaged with health, social care and voluntary sector providers as active participants. Examples include:

- engagement on the Joint Health and Wellbeing Strategy
- engagement on the CCG's Community Transformation Programme
- workshops with providers on a whole system workforce strategy
- a steering board for the development of intermediate care services (STARR).

## Engagement Patient, service user and public

Please describe how patients, service users and the public have been involved in the development of this plan, and the extent to which they are party to it

Our vision is set out below. It is based upon what people have told us is most important to them.

### We have developed this vision with the public, patients and service users in a number of ways:

- Wiltshire Council area board meetings. All area boards have run engagement sessions on the Joint Strategic Assessment, which has created a public debate on priorities for each community. To reinforce the health and wellbeing focus of area boards, all meetings are attended by a CCG Group Director and have an aligned GP. The CCG uses the area boards as an opportunity to listen and respond to local issues and to be informed about local priorities
- Consultation events on the Joint Health and Wellbeing Strategy
- NHS Wiltshire CCG Stakeholder Assemblies
- Work on a Home Truths project which involved a survey of older people about their care choices and discussions with patients in GP surgeries about access to social care
- Adult Social Care customer reference group which assists with service development, the contract review process and gathers service user feedback on our behalf
- A wide group of stakeholders (70+ individuals) attended our workshop on Better Care hosted by the council on 14 January 2014. The workshop focussed on principles and priorities for the Better Care Fund. Attendance included user-led organisations, voluntary and community sector organisations, scrutiny councillors, health and social care providers and more.

Throughout March, we will continue to run stakeholder engagement events on our Better Care Plan. We will work with the Wiltshire Care Partnership to discuss the plan in more detail with social care providers. The Better Care Plan is likely to be a theme at our Skills for Care Partnership conference. Throughout April and May we will work with Wiltshire's area boards to generate local debate and local actions in support of our Better Care Plan in each of our 20 community areas most important to them.



Throughout the life of the Better Care Plan, we intend to strengthen our patient and service user involvement in service development. We will use the council's research team and will also commission Healthwatch to understand what people really think about current services and what they want to see in the future.

We will use National Voices outcome statements and test these with patients, service users and staff to develop our own "I statements" (e.g. "I was always kept informed about what the next steps would be."; "I always knew who was the main person in charge of my care.") and patient stories that reflect our aspirations for better co-ordinated care. We will use these "I statements" and stories to measure our success in delivery.



# Engagement Related documents

Please include information/links to any related documents such as the full project plan for the scheme and documents related to each national condition

The following list is a current synopsis of some of the key published source documents that have informed this plan.

<p>Joint Strategic Assessment (JSA)  <a href="http://www.intelligenetwork.org.uk/joint-strategic-assessment">www.intelligenetwork.org.uk/joint-strategic-assessment</a></p>	<p>A joint assessment of population needs produced for different audiences, including local community area information.</p>
<p>Joint Health and Wellbeing Strategy (JHWS) <a href="http://www.wiltshire.gov.uk/healthandsocialcare/jointhealthandwellbeingstrategy.htm">www.wiltshire.gov.uk/healthandsocialcare/jointhealthandwellbeingstrategy.htm</a></p>	<p>Setting out the priority outcomes and actions for the year ahead.</p>
<p>Pioneer Application, June 2013</p>	<p>Wiltshire was unsuccessful in its application for pioneer status. However, the application sets out our emerging vision for integrated care and support.</p>
<p>Wiltshire Council Business Plan  <a href="http://www.wiltshire.gov.uk/council/howthecouncilworks/plansstrategiespolicies.htm">www.wiltshire.gov.uk/council/howthecouncilworks/plansstrategiespolicies.htm</a></p>	<p>The plan sets out priorities for the next four years, as follows:</p> <ul style="list-style-type: none"> <li>• Protect those who are most vulnerable</li> <li>• Boost the local economy</li> <li>• Bring communities together to enable and support them to do more for themselves.</li> </ul>
<p>Wiltshire Clinical Commissioning Group, The Right Healthcare for you, with you, near you (High Level Strategic Plan)  <a href="http://www.wiltshireccg.nhs.uk/publications/reports-and-strategies">www.wiltshireccg.nhs.uk/publications/reports-and-strategies</a></p>	<p>The plan sets out priorities up to 2014/15. It will be updated by the Five-year Plan, developed alongside the Better Care Fund Plan.</p>
<p>Health and Social Care Integration Update Report  <a href="http://www.wiltshireccg.nhs.uk/tuesday-26th-november-2013">www.wiltshireccg.nhs.uk/tuesday-26th-november-2013</a></p>	<p>This update paper was presented to the CCG Governing Body and the Health and Wellbeing Board in November 2013, providing a summary of current initiatives to integrate health and social care commissioning and provision.</p>
<p>Joint submission for Local Vision: Systems Leadership programme</p>	<p>This document elaborates on our intention to improve urgent care, through the story of Gwen Wiltshire, a persona developed to illustrate the current and future system to reduce inappropriate hospital admissions.</p>
<p>Community Campuses in Wiltshire  <a href="http://www.wiltshire.gov.uk/communityandliving/communitycampuses.htm">www.wiltshire.gov.uk/communityandliving/communitycampuses.htm</a></p>	<p>A series of documents describing the council's proposals for innovative community campuses across the county. Campuses will help deliver services which are value for money, tailored to local need and influenced by local people and partners. They are a key opportunity for health and social care integration at a community-level.</p>
<p>Help to Live at Home Service: an outcomes approach to social care  <a href="http://www.ipc.brookes.ac.uk/publications/index.php?absid=691">www.ipc.brookes.ac.uk/publications/index.php?absid=691</a></p>	<p>This paper by Professor John Bolton of the Institute of Public Care, describes Wiltshire Council's approach to developing its Help to Live at Home Service for older people. The approach has focussed on the outcomes older people wish to gain from social care and involved an overhaul of care management and contracting within the council.</p>
<p>Wiltshire Dementia Strategy 2014-2021  <a href="http://www.cms.wiltshire.gov.uk/ieListDocuments.aspx?CID=141&amp;Mid=7216&amp;Ver=4">www.cms.wiltshire.gov.uk/ieListDocuments.aspx?CID=141&amp;Mid=7216&amp;Ver=4</a></p>	<p>This is a joint strategy, currently out to consultation. The aim of the strategy is to ensure that all people with dementia in Wiltshire are treated as individuals and are able to access the right care and support, at the right time so that they can live well with dementia and can remain independent and living at home for as long as possible within supportive communities.</p>
<p>NHS Wiltshire CCG Five Year Plan and Two Year Plan</p>	<p>First drafts are being developed in parallel, and linked, to the Better Care Fund Plan.</p>





# Vision for Health and Care Services

Please describe the vision for health and social care services for this community for 2018/19 – what changes will have been delivered in the pattern and configuration of services over the next five years? What difference will this make to patient and service user outcomes?

Our Better Care Plan is built upon our overriding vision of care as close to home as possible, with home always as the first option.

We are clear about the challenges facing us and know that without a change in the health and care system there is a significant risk that service quality will decline.



## Context

Our Joint Strategic Needs Assessment provides us with the detailed information we need to inform our vision. Overall health and life expectancy in Wiltshire are well above the national average. **People over 65 make up 20% of the county's population and will make up 22.5% of the county's population within the next seven years** and the number of older people is rising much faster than the overall population of the county. Older people are more likely to need health and care services and we know that nearly half of Wiltshire's NHS resources (47.4%) are consumed by people aged over 65. Much of this resource is needed for frail and vulnerable older people. Dementia in particular can affect people of any age, but is most common in older people. One in 14 people over 65 has a form of dementia and one in six people over 80 has a form of dementia.

The prevalence of dementia in Wiltshire is predicted to rise because of this ageing population. Oxford Brookes University and the Institute of Public Care (2013) estimate that there are approximately 6,538 people with dementia. It is predicted that this number will increase by 27.8% by 2020 – equating to an additional 1,800 people with dementia and will nearly double by 2030 to 11,878 people. It is also estimated that there will be an increase in those people with severe dementia from approximately 800 in 2012 to 1,600 in 2030.

Whilst increased life expectancy is a cause for celebration, the high rate in growth in the number of elderly people and people with dementia in Wiltshire is placing a burden on care budgets, creating financial pressures and capacity issues for health and social care. Table 1 shows that whilst the rate of growth of the total population is below the South West and national average, the rate of growth in the older population in Wiltshire exceeds the rate of growth in the rest of the South West, and exceeds the average for England.

Table 1 – rate of population growth – Wiltshire comparison

Area	Growth in 65 or older population	Growth in 85 or older population	Growth in all age population	% growth in 65 or older population	% growth in 85 or older population	% growth in all age population
Wiltshire Unitary Authority	27,981	5,161	31,097	32.4%	42.4%	6.6%
South West	264,085	53,491	442,388	25.3%	34.5%	8.3%
England	2,057,457	459,573	4,580,615	23.6%	38.5%	8.6%

For NHS services, we have estimated that without transformational change, we would need an additional £60.1m by 2021 – of that 97.85% (£58.8m) would be required for people aged 65 and over. Tables 2 and 3 below show the impact of the growth in population of older people on resources required. Table 2 illustrates that the biggest impact is of the increase in numbers of people aged 85 and over.

Table 2 – The impact of population growth on resource requirements – all age groups

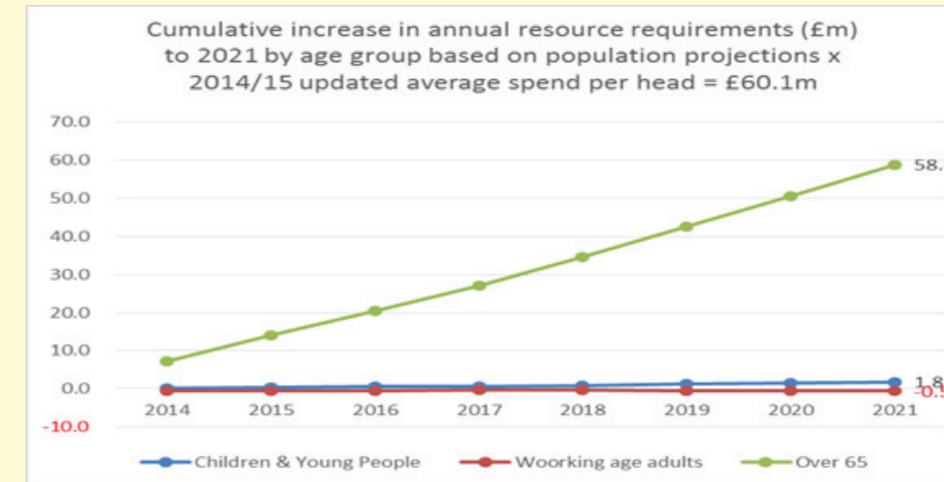
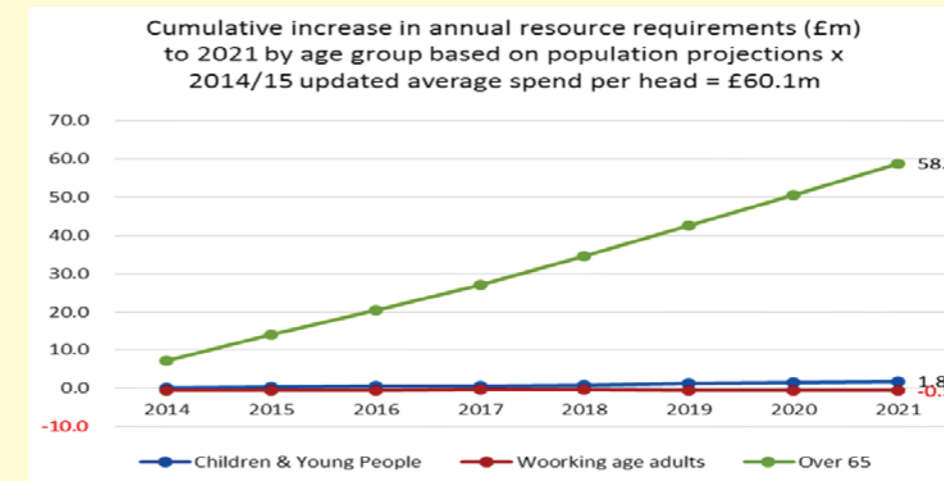


Table 3 – The impact of population growth on resource requirements – older people



We are clear about the challenges facing us and know that without a change in the health and care system there is a significant risk that service quality will decline



We are aware of other challenges within the health and care system:

- Care and support is fragmented, so people experience gaps in care and patients are treated as a series of problems rather than as a person. Care and support plans do not link together, which is inefficient and frustrating for people on the receiving end of our services. People have to repeat their stories to different agencies and are not always kept informed.
- The health and care system gives a higher priority to treatment and repair, rather than prevention or early intervention. Often, people are not eligible to receive services until they reach a point of crisis, when a little support earlier may have avoided the crisis from developing.
- Acute hospitals, specialist hospitals, including mental health hospitals, and emergency departments are under pressure, with unacceptably high levels of delayed transfers of care and extended lengths of stay in hospital.
- Too many people make a decision about their long-term care and support whilst they are in hospital, and this may result in frail elderly people being rushed into decisions and possibly an unnecessary admission to a residential or nursing home.

# Developing our vision

Our focus for the Better Care Fund must therefore be upon frail older people. We know that if we do not, the impact will be felt by people of all ages.

We want people in Wiltshire to say...

There are no gaps in my care, and I don't need to worry about who is paying for my care, I contact one person and it's all sorted

Our vision for better care is based upon the four priority outcomes which are set out in our Joint Health and Wellbeing Strategy

## I will be supported to live healthily

For example

- through health promotion and prevention activities
- through the provision of appropriate information and advice
- through treating me as a person, not just a set of conditions.

## I will be listened to and involved

For example

- through services working together to treat the person, not the condition
- through having to tell my story only once, rather than repeat it to different organisations
- through involving me in my care arrangements
- through involving me in how services are developed.

## I will be supported to live independently

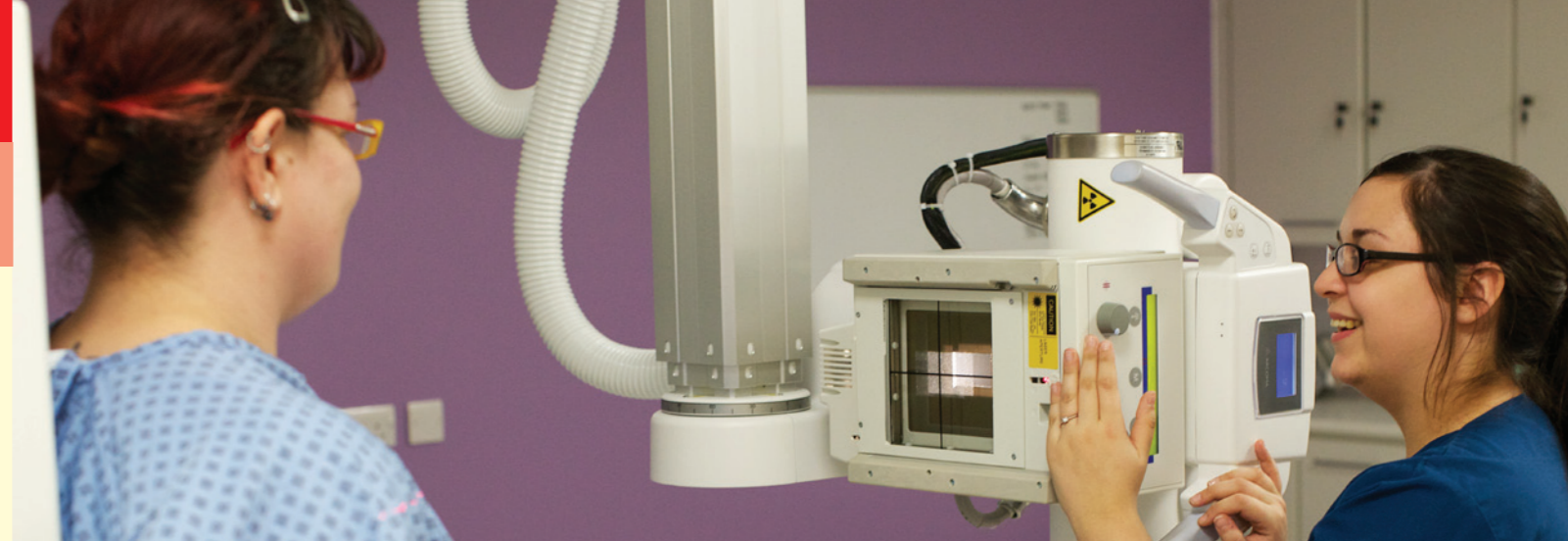
For example

- through the right care being provided in the right place and at the right time
- through helping me recover from any episode of injury or illness
- through supporting my network of family, friends and neighbours to help me.

## I will be kept safe from avoidable harm

For example

- through a culture that treats people the way we would all like to be treated ourselves
- through care being joined up, with appropriate sharing of information
- through providing me with a plan to help me cope if things get worse.



Our Pioneer Bid helped us consolidate our vision for a clear and simple system of care closer to home. It set out a vision for healthy, resilient communities.

**Our vision is based upon the overriding principles of care closer to home, with health care led by local GPs. We have adopted the following principles:**

- Care will be as close to home as possible, with home always as the first option.
- We will shift our services from being paternalistic to ensuring that **services are designed for and with the people who use them.**
- We will focus **care around the person**, building from communities of approximately 20,000 people.
- We will join up care at a local level and will **work with communities** to integrate care around clusters of GP practices and other community settings.
- We will ensure that **care is co-ordinated** for all older people, particularly to support those at risk of deterioration and hospital admission.
- We will create a team around the person, with someone to co-ordinate care between all the professionals and agencies involved, so that the person at the receiving end feels in control.
- We will build on the council's work with local communities on the development of **campuses** to incorporate health and care facilities.
- We will support individuals and communities to take more **personal responsibility** for their own health and wellbeing.
- We will ensure that **carers are supported** and that contingency plans are in place, to recognise when informal care arrangements may break down.
- We will develop our **intermediate care services** so that more people can be supported to be independent.
- We will ensure people have access to the right support when they need it, even if this is **24/7.**
- We will take a holistic approach, with locally accessible services to support **mental health needs.**
- We will ensure that people with dementia can remain independent and living at home for as long as possible within supportive communities.
- We will launch **dementia** friendly communities and towns where people can feel safe and looked after.
- People with dementia will be diagnosed early, so that the most appropriate treatment and support is provided to maintain independence for as long as is possible and to allow people and their carers to plan for the future.
- We will continue to develop **outcomes-focused commissioning**, based on the principles of our Help to Live at Home services.
- We will reduce duplication of assessments and support plans, so that there are **shared assessments and support plans** owned by the individuals they support.
- We will **minimise delays**, with a focus on reducing high numbers of delayed transfers of care across the system.
- We will invest in the capacity and competency of the health and care **workforce**, so that people with complex needs can be supported safely in their communities.



We want people in Wiltshire to say...

I know that services provide good value for money

Page 39

In future, we want people in Wiltshire to say things like:

"There are no gaps in my care, and I don't need to worry about who is paying for my care, I contact one person and it's all sorted out."

"I am always kept informed, and I always know who is in charge of my care and who to contact."

"I don't have to keep repeating myself to lots of different professionals."

"The people who support me provide a good quality of service."

"If things get worse, I have a plan to help me cope, to make sure I stay at home and don't go to hospital or to a care home."

"I know that services provide good value for money."

Our future health and care system model

The diagram shows how we expect that health and care services will wrap around the person to support them at the appropriate level. The diagram is made up of rings of support wrapped around the individual.

The extended Primary Care Team (Amber ring – 20,000 population)

These services are those that are wrapped immediately around the patient and are accessed and co-ordinated through the extended Primary Care Team. Each team serves a population of approximately 20,000 people (typically, one or two GP practices). Enhanced General Practitioner Services will be supported by 'wrap-around' community nursing teams, care co-ordinators, primary care mental health liaison and psychological therapies, memory nurses, access to intermediate care, therapies and reablement, carer support, etc. Enablers will include multi-disciplinary team working, health stratification tools, care co-ordination, personalised care planning and enhanced interconnectivity of personal data across organisational boundaries.

Expected additional services provided for a market town population (Blue ring – 40,000 population)

These services include those available in the community covering the 7-day period provided for a market town and may include out-of-hours access for minor injuries and ailments, services for nursing and care homes and frail elderly people in their own homes, support for rapid admission and discharges to local District General Hospitals and access to community-based rapid response via the single point of access.

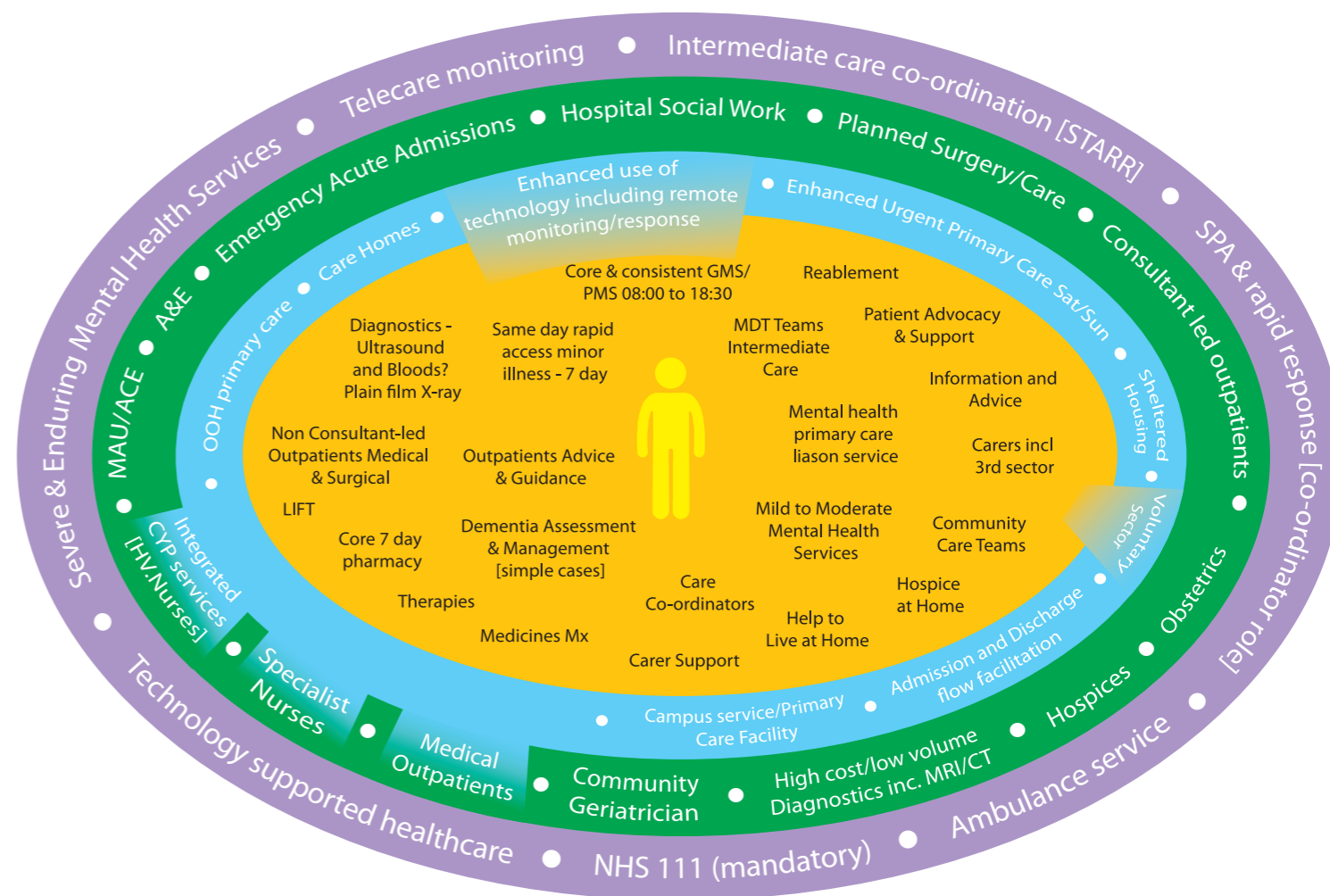
Expected service provision for a group area (Green ring-100,00 + population)

These are more specialist services provided within a maximum travel time of one hour. These services would include obstetrics and accident and emergency units, ambulatory and medical assessment units and hospice services. There should also be access to most surgical and intervention services and complex diagnostics, specialist nursing and outpatients and outreach advice from consultants in elderly medicine, dementia and long-term conditions.

Services provided on whole Wiltshire scale (Lilac ring)

To cover the whole of the county, a simple point of access will be provided which will work for professionals to co-ordinate and facilitate rapid access to services 24 hours, 7-days a week. This will include co-ordination of intermediate care and hospital discharge. Ambulance services and access to NHS 111 will also be co-ordinated at this level. There will be greater use of technology to support health and social care delivery and there will be access to health and care records across the system. It is at this level that we will co-ordinate services for people with severe and enduring mental health difficulties.

Table 4 – Our future health and care model





## Integration aims and objectives

Please describe your overall aims and objectives for integrated care and provide information on how the Better Care Fund will secure improved outcomes in health and care in your area. Suggested points to cover:

- What are the aims and objectives of your integrated care system?
- How will you measure these aims and objectives?
- What measures of health gain will you apply to your population?

We understand that in order to secure improved outcomes, we must address integration through a number of routes:

- Joint commissioning
- Joint service delivery – co-ordinated pathways of care and co-ordinated services
- Joined-up governance.

### Joint commissioning

We believe that integrated services are based on joint commissioning and our Joint Commissioning Board agreed the following principles in July 2013:

- We will take account of local needs and priorities, as set out by the Wiltshire Health and Wellbeing Board through the Joint Strategic Assessment and the Joint Health and Wellbeing Strategy.
- We will take account of an evidence base of what works to deliver the best outcomes for local people.
- We will focus on early, creative preventive approaches, based in local communities.
- We will adopt a shared understanding of risk.
- We will improve information, advice and signposting about services available to people.
- We will acknowledge the national direction and national outcomes frameworks for the NHS and social care.

We expect to see joint commissioning teams, based upon the above principles, implemented from 2015.

We expect commissioners to be managing and tracking outcomes through the intelligent use of data. We will be developing systems to track total activity and cost data across health and social care, for individuals and for whole segments of our local population.

We will develop information systems to identify people who incur the greatest health and social care costs and use this information to identify interventions that could have made a difference earlier to achieve better outcomes and reduce overall costs and to begin to shift the allocation of funding towards more early intervention and prevention.

We believe that integrated services are based on joint commissioning and key principles

# Integration aims and objectives

## Joint service delivery

We expect our principles for better care to be translated into integrated services and better outcomes for people who use services. We have summarised these in the table below:

Our principle	Our objectives for integration	Our measures
We will shift our services from being paternalistic to ensuring that services are designed for and with the people who use them.	People will be involved in the redesign of integrated services.	<ul style="list-style-type: none"> <li>Patients and service users will be involved in pathway reviews, service specifications and tendering.</li> </ul>
Care will be as close to home as possible, with home always as the first option.	We will create multi-disciplinary teams, wrapped around primary care clusters, providing integrated, accessible care in local communities. These teams will work across community health services, social care, mental health, voluntary sector, commissioned Help to Live at Home providers and other community resources such as sheltered housing.	<ul style="list-style-type: none"> <li>Emergency attendances and admissions to acute hospitals will not increase.</li> <li>Long-term care home admissions will be reduced.</li> <li>Activity levels of community health services will increase.</li> <li>Patient and customer experiences of services will improve.</li> </ul>
We will focus care around the person, building up from communities of approximately 20,000 people.	Services will match levels of needs in each community and existing inequalities in levels of service provision in some parts of the county will be levelled out.	
We will join up care at a local level and will work with communities to integrate care around clusters of GP practices and other community settings.	We will create a team around the person, with someone to co-ordinate care between all professionals and agencies involved, so that people at the receiving end feel in control.	<ul style="list-style-type: none"> <li>Emergency attendances and admissions to acute hospitals will not increase.</li> <li>Every older person will have a named GP and a co-ordinated support plan.</li> <li>It will be possible to share information between professionals so that care is more effective, more timely and safer.</li> </ul>
We will ensure that care is co-ordinated for all older people, particularly to support those at risk of deterioration and hospital admission.	Within the next five years, we will see an accessible location within each community bringing together services such as primary and community health with leisure, library and other council services and the voluntary sector. Facilities can be used imaginatively as a resource to promote health and wellbeing and provide treatment.	<ul style="list-style-type: none"> <li>Patient and customer experiences of services will improve.</li> </ul>
We will build on the council's work with local communities on the development of campuses.	We will focus our investment in voluntary and community services, working towards a shift in investment towards more preventative services and more accessible information and advice to promote self care and independence.	<ul style="list-style-type: none"> <li>Reliance on urgent and crisis services will reduce.</li> <li>Patient and customer experiences of services will improve – people will feel more in control of their care.</li> </ul>
We will support individuals and communities to take more personal responsibility for their own health and wellbeing.	We will continue to use our carers pooled budget to provide options for carers and we will plan for new responsibilities to carers under the Care and Support Bill. We will offer carers personal budgets to allow them more choice and control over their support.	<ul style="list-style-type: none"> <li>Carers' experiences of services will improve.</li> </ul>

Our principle	Our objectives for integration	Our measures
More people will be supported to remain independent.	<p>We will develop our intermediate care services to prevent hospital admission and provide a 'stepping stone' for people recovering from a hospital stay.</p> <p>Intermediate care for people with mental health and dementia needs will be strengthened.</p> <p>We will open a new Extra Care scheme in Malmesbury in 2015/16 and will commence work on a similar scheme in Devizes in 2015/16. This is part of our programme to ensure all market towns offer appropriate supported housing for frail elderly people.</p>	<ul style="list-style-type: none"> <li>Delayed transfers of care will be reduced.</li> <li>Emergency attendances and admissions to acute hospitals will not increase.</li> <li>Decisions about long term care will not be taken in hospital and admissions to long term care will be reduced.</li> <li>Activity levels of community health services will increase.</li> <li>The option of extra care housing will be available in more communities in Wiltshire.</li> </ul>
We will ensure that people have access to the right support when they need it.	People with complex health conditions, including dementia, often need support in the middle of the night or at weekends, and we believe community health and support services should be available 24/7.	<ul style="list-style-type: none"> <li>People will access new out-of-hours services and unnecessary admissions to acute hospitals will be avoided.</li> </ul>
We will take a holistic approach, with locally accessible services to support mental health needs.	We will integrate mental health and dementia care into our local services and we will support communities to be dementia friendly.	<ul style="list-style-type: none"> <li>Long-term care home placements will be reduced for people with dementia.</li> <li>People with mental health needs will not be delayed in hospital.</li> </ul>
We will ensure that people with dementia can remain independent and living at home for as long as possible within supportive communities.		<ul style="list-style-type: none"> <li>A toolkit for dementia friendly communities and towns will be available for area boards to use.</li> <li>A Neighbourhood Return scheme will be trialled to support people with memory problems who go missing.</li> </ul>
People with dementia will be diagnosed early, so that the most appropriate treatment and support is provided to maintain independence.		<ul style="list-style-type: none"> <li>Diagnosis of dementia within primary care will increase.</li> </ul>
We will continue to develop outcomes-focussed commissioning, based on our Help to Live at Home model of commissioning.	We will commission service providers, including care homes, to focus on outcomes for individuals, in order to give people the maximum independence and choice.	<ul style="list-style-type: none"> <li>Care providers will work to contracts with incentives to deliver the best outcomes for individuals.</li> </ul>
We will reduce duplication of assessments and support plans.	<p>We will develop shared assessments and support plans, with appropriate information-sharing systems, and support plans owned by the individuals that they support.</p> <p>We will develop our IT systems.</p>	<ul style="list-style-type: none"> <li>The number of people with their own single support plan will increase.</li> <li>Patients and customers will say they are better informed about services.</li> </ul>
We will minimise delays, with a focus on reducing high numbers of delayed transfers of care across the system.	<p>We will review processes for discharge from hospital to minimise delays.</p> <p>We will invest in capacity planning and in 'surge' capacity for community-based services so that our services can better cope when demand is greatest.</p>	<ul style="list-style-type: none"> <li>The number of delayed transfers of care will be reduced.</li> </ul>
We will invest in the capacity and competency of the health and care workforce.	We will increase the capacity of the community-based workforce, and ensure they have the skills to support people with complex needs.	<ul style="list-style-type: none"> <li>The objectives of our workforce plan will be met, including increased competencies, improved recruitment and retention of care and support staff.</li> <li>The workforce will say they feel valued.</li> <li>The domiciliary care workforce will have a structured career path and zero hour contracts will be minimised.</li> </ul>

# Description of planned changes

Please provide an overview of the schemes and changes covered by your joint work programme.

We recognise that achieving our vision will mean change across the whole of our current health and care landscape. All providers of health and care services will need to change how they work and how they interact with their patients, customers or service users and with each other.

## Investing in transformation

During 2014/15

- We will establish a joint integration programme team, using new capacity (a programme director) and existing resources from within the council and the CCG. This team will lead the implementation of joint commissioning and joint delivery and ensure we achieve the objectives set out within this plan.
- We will undertake a systems review of the pathway of care for older people. This will tell us where different organisations invest and what outcomes are achieved. It will allow us to see a shift in investment from repair to preventative services that can make the biggest difference.
- We will use the systems review to prioritise the areas for development in 2015/16 and beyond. The first area for development will be hospital discharge.

## Joint commissioning

During 2014/15

- We will plan for joint commissioning teams for specialist services (learning disabilities and mental health).
- We will scope the potential for further pooled budget arrangements.
- We will evaluate options for joint commissioning of community health and care services.
- We will build on developing systems to share information to support commissioning. This will inform us how investment decisions across the whole system can be changed to get the best overall outcomes.
- We will start the implementation of a joint workforce strategy, which has been developed across acute, community and social care providers.

During 2015/16

- We will implement joint commissioning teams for learning disabilities and mental health.
- We will implement further pooled budgets as scoped in 2014/15.



We will support informal carers in their caring role, listen to their views and realign the services funded through our carers pooled budget

## Supporting individuals and communities to take more responsibility for their own health and wellbeing

During 2014/15

- We will commission an information and advice portal to support healthy lifestyles, independent living and self care.
- We will support informal carers in their caring role, listen to their views and realign the services funded through our carers pooled budget.
- We will review our existing investment in preventative services and maximise the opportunities for joint commissioning of voluntary and community sector services.

During 2015/16

- We will continue to invest in preventative services.

# Description of planned changes



## Supporting care closer to home

During 2014/15

- We will review processes for hospital discharge so that people do not make a decision about their long-term care arrangements in an acute hospital. This will reduce delays in hospital.
- We will implement our model of local multi-disciplinary team working, moving staff and services into local clusters.
- We will realign investment in community health services to ensure we address inequity of provision across the county.
- We will review the provision of bed-based care in the county, including the commissioning of care home beds. We will re-commission care home beds using an outcomes-based approach to ensure that all care takes an enabling approach and achieves the right outcomes to maximise independence. The council and the CCG will ensure care home beds are commissioned in a consistent way.
- We will make the best use of telecare and telehealth services to increase the range of equipment used and the number of people benefitting.
- We will increase investment in capacity and skills for intermediate care and reablement in the community. This will be through a review of our existing STARR step up and step-down bedded scheme with a view to moving more of the investment from beds to support in people's own homes.
- We will review the implementation of Help to Live at Home processes to improve outcomes for intermediate care.
- We will ensure the availability of additional capacity within intermediate care services for escalation beds in the community, when the whole system is under pressure, for example, over the winter period.
- We will work explicitly with NHS England to develop capacity in General Practice in Wiltshire.

During 2015/16

- We will implement new contracts for care home beds.
- We will continue to increase investment in community-based therapy and support for rehabilitation and re-ablement and further shift to more re-ablement at home rather than in hospital or care home beds.

## The right support when people need it

During 2014-15

- We will continue to invest in 24/7 rapid response services
- We will continue to invest in acute liaison services to support hospital discharge at weekends
- Our pathway review will help us determine where to invest in 24/7 services to get the best outcomes.

During 2015-16

- We will implement 24/7 and weekend working, as determined by our pathway review.

## Shared assessments and support plans

During 2014/15

- We will develop and pilot a single support plan record which is held by the patient/service user.
- We will scope requirements for information systems to allow people to share information at a local level about patients and service users. This will avoid the need for people to repeat their story to different agencies.

During 2015/16

- We will implement a single assessment and support plan.
- We will implement information sharing systems.

## How you will ensure other related activity will align, including the JSNA, JHWS, CCG commissioning plan/s and Local Authority plans/s for social care

The Health and Wellbeing Board will assure that organisations are working together and in line with the Joint Strategic Assessment and the Joint Health and Wellbeing Strategy.

Our schemes for integration will be reported for information to the Wiltshire Urgent Care Board. This board will ensure alignment to other services such as 111, ambulance and out-of-hours GP services.

We will use the Systems Leadership Local Vision Programme to support the Health and Wellbeing Board to meet the challenges of implementing the Better Care Plan and working effectively as a system. The programme will focus on understanding roles and responsibilities at different levels and in different organisations, and of what organisations can expect and need from others.

Wiltshire Council's Business Plan (2013-2017) is based on a vision to create stronger and more resilient communities. One of the council's priorities is to continue to protect the most vulnerable in its communities. Within the plan, Outcome 5 focusses on people having healthy, active and high quality lives, whilst Outcome 6 is focussed on ensuring people are as protected from harm as possible and feel safe. The priority actions set out in the plan are fully consistent with the vision and objectives of the Better Care Plan.

The Clinical Commissioning Group's Two Year Plan and Five Year Plan are framed on the principles set within the Wiltshire Health and Wellbeing Strategy. Our joint working on these plans over the coming months will ensure that we are driving a coherent approach on our shared vision, building on work already achieved within the community transformation programme.

The CCG's Two Year and Five Year Plan are framed on the principles set within the Wiltshire Health and Wellbeing Strategy



# Implications for the acute sector

Set out the implications of the plan on the delivery of NHS services including clearly identifying where any NHS savings will be realised and the risk of the savings not being realised. You must clearly quantify the impact on NHS service delivery targets including the scenario of the required savings not materialising. The details of this response must be developed with the relevant NHS providers.

The biggest impact is expected in year one as the CCG and council move to reduce the average length of stay experienced by patients

## Supporting care closer to home

We have assessed the impact on the local acute system which includes the Royal United Hospital, Bath, NHS Trust (RUH), Great Western Hospitals NHS Foundation Trust (GWH), and Salisbury Hospitals NHS Foundation Trust (SFT). The innovation and transformation that the BCF strategy sets out aims to reduce Wiltshire's dependency on acute hospital bed capacity as a result of reducing the average length of stay that Wiltshire's patients currently experience as well as reducing the number of inappropriate admissions to the acute sector. This will allow the three trusts to reduce their bed occupancy rates therefore making the acute system far more sustainable. It will increase their ability to manage future fluctuations in emergency activity demand. This impact will only materialise once the service changes set out in this plan have been delivered and the acute hospitals have experienced the impact.

Our shared ambition is to reduce the average length of stay of emergency admissions by 20% (approximately two days) over the next two years. This will be achieved by improving the flow through the acute hospitals by enhancing the services on the front of the emergency system as well improving the discharge process.

We are also expecting to see a reduction in non-elective admissions of 4.5% in 2014/15 and for 2015/16 commissioners are setting an ambition of minimising the impact of demographic growth which equates to approximately 2%. This will be achieved by reducing the level of inappropriate admissions through the enhancement of health and social care services to support people more effectively in the community. This will include the enhanced community response to supporting clients in crisis situations.

The CCG and council have modelled the potential impact of the Better Care Plan on the three trusts for 2014/15 and have set an ambition of reducing the demand on acute bed capacity by 20%. For patients who stay longer than two days this will equate to approximately 37,000 bed days by reducing the average length of stay by two days. Table 5 represents the potential impact across the three acute hospitals.

Table 5 – The impact of reducing the average length of stay across the three acute hospitals

Hospital	RUH	GWH	SFT	RUH	GWH	SFT	RUH	GWH	SFT
	Admissions			Reduced bed-days			Average LoS reduction		
Length-of-Stay (LoS) reduction	0	0	0	13,094	7,566	12,720	2.1	2.0	2.3
Admissions reductions	538	424	471	1,076	848	942			
<b>Total</b>	<b>538</b>	<b>424</b>	<b>471</b>	<b>14,170</b>	<b>8,414</b>	<b>13,662</b>			

The Length-of-Stay (LoS) reductions will benefit both commissioners and the acute trusts, with the greatest impact on the trusts which will be expecting to reduce the number of beds in the three hospitals. In reality the trusts will be able to close escalation beds that have been opened in 2013/14 allowing them to reduce their cost base and contribute to the delivery of the annual 4% efficiency challenge set by the Department of Health.

The results for commissioners will be some reduced numbers of 'excess bed days', although it is not possible to quantify the detailed impact due to the changes in the nationally defined 'trim points'. The CCG will work in partnership with the three acute trusts and has made a commitment that there will be no contractual changes with the acute hospitals that stipulate a bed day reduction, providing assurance to the three trusts that they will not be financially disadvantaged by the impact of the Better Care Fund.

## The impact of not delivering our Better Care Plan objectives

We will work in partnership with the acute hospitals to reduce length of stay and the non-elective admission reductions will have a number of effects. We know that the result of not doing this would be as follows:

- Hospitals would struggle to expand their current bed capacity as growth of 3.3% or more would impact on the acute system in 2014/15 and 2015/16. The predicted extra number of required beds could be as many as 15 beds per year across the three acute hospitals.
- The CCG would experience 'over performance' on the three acute hospital contracts as non-elective QIPP targets would not be deliverable. The financial impact of non-delivery of the Better Care Plan objectives in relation to length of stay and reduced admissions is £3m for the CCG in 2014/15. The impact would approximately double in 2015/16 if growth could not be contained and the Better Care Plan and other initiatives did not deliver. The CCG will have only limited reserves to mitigate this over performance in 2014/15 and 2015/16 due to the creation of the Better Care Fund.
- The result of longer stays in hospital will mean there will be a rise in care home admissions. The Better Care Fund includes a growth prediction of £1.8m over and above the Wiltshire Council funded growth. If the objectives of the Better Care Plan are not delivered, then the £1.8m will be required for care home placements, and will have a recurrent impact in 2015/16.

The Better Care Fund includes a growth prediction of £1.8m over and above the Wiltshire Council funded growth of £2.5m





## Governance

Please provide details of the arrangements in place for oversight and governance for progress and outcomes.

We see strong joint governance as one of the routes to integration

Page 45

### We see strong joint governance as one of the routes to integration.

The **Wiltshire Health and Wellbeing Board** will oversee the delivery of Better Care and has already taken an active interest in the development of our plans. Health providers are all represented on the Health and Wellbeing Board.

Elements of our plan that require key decisions will, as required, be reported to the **CCG Governing Body** and to the **Wiltshire Council Cabinet**.

We have a **Joint Commissioning Board** for adult services and many of the emerging service changes have been developed and overseen by this board.

We have a number of existing joint arrangements between the council and the CCG, including pooled budgets for carers' services. These agreements sit within a single overarching **Joint Business Agreement** which is overseen by the Joint Commissioning Board. We will expand this agreement to cover the Better Care Fund pooled budget.

We are developing a **joint integration programme team**, led by a jointly-appointed programme director and including specialist capacity from the council's system thinking team and information management team.

The host arrangements for the pooled budgets are still to be determined. The Joint Commissioning Board will be responsible for monitoring the pool and taking any in-year decisions to manage the budget. The Better Care Fund will be allocated against areas for investment and a manager with accountability will be identified for each area of investment.

### Providing effective oversight and co-ordination

There will be bi-monthly update reports on the delivery of Better Care and the use of the pooled funds to our Joint Commissioning Board. The Joint Commissioning Board has developed a **dashboard of performance outcomes** which it monitors at every meeting. This dashboard will be expanded to include the key performance outcomes for the Better Care Fund.

There will be six-monthly **public reports** on the delivery of Better Care. These reports will be circulated to the council's cabinet, the CCG's governing body and the Health and Wellbeing Board. In this way, we will ensure that the leadership of the CCG and the council have clear and shared visibility and accountability in relation to all aspects of the joint fund.

We will also ensure that the public are informed of progress, both through the publication of six-monthly reports and through regular updates in the Your Wiltshire Magazine. We will work with our Older People's Reference Group and with Healthwatch Wiltshire to ensure that we develop our patient and customer feedback and can respond to people's views.



## National conditions Protecting social care services

Please outline your agreed local definition of protecting social care services.

...we expect the Better Care Fund to help focus an investment in information, advice, preventative services and re-ablement order to improve outcomes and provide more choices for self funders

Protecting social care services in Wiltshire means ensuring that those in need within our local communities continue to receive the support they need in a time of growing demand and budgetary pressures. We expect to maintain our current eligibility criteria for social care services, but also expect to develop more alternatives to support people to remain healthy and well and have the maximum independence. This will benefit individuals but also delay the need for more intensive, and more expensive services.

Wiltshire is a county with a large percentage of 'self funders' – people who do not currently meet the financial threshold for support from the council for their social care needs – we expect the Better Care Fund to help focus an investment in information, advice, preventative services and re-ablement in order to improve outcomes and provide more choices for self funders.

The new Care Bill will bring, amongst other things, major changes for eligibility, assessment and support planning and an element of the Better Care Fund will help the council meet additional demand. We will use the next year to assess additional demands for social care services and the likely impact upon the Better Care Fund.

### Please explain how local social care services will be protected within your plans

The financial appendix for this plan sets out how much of the Better Care Fund is invested in social care services.

Funding currently allocated within the social care 'Health Gains' transfer and reablement transfers have been used to enable the local authority to meet increased demands for services and sustain the current level of eligibility. This has been through investment in 2013/14 on the following

#### Direct care provision

- Admissions to care homes
- Help to Live at Home services
- Care for people with complex needs (delegated healthcare)
- Step up and step down beds (STARR)
- Telecare response service
- Services for carers.

#### Capacity to support discharge from hospital

- Additional social work capacity
- Liaison services to support discharge teams
- Information services to support self-funders.

We will sustain these funding allocations for 2014/15 to protect social care services. However, our review of the pathway for frail older people, and review of hospital discharge arrangements will allow us to refocus this investment to ensure that there is a shift from placements to care at home and intermediate care services.

The financial appendix for this plan sets out how much of the Better Care Fund is invested in social care services. We have agreed that Wiltshire's fund includes an additional £1.833m investment by Wiltshire Council.

## National conditions 7-day services to support discharge

Please provide evidence of the strategic commitment to providing 7-day health and social care services across the local health economy at a joint leadership level (Joint Health and Wellbeing Strategy).

In the last year, we have used NHS Health Gains transfer to enhance our 24/7 telecare response service and provide with an urgent domiciliary care response. We will sustain this funding and evaluate this service in early 2014 to determine future investment.

We have increased capacity for 24/7 nursing care services and weekend community discharge liaison staff based in three acute hospitals.

The CCG has used Winter Pressures funds to pilot 7-day working in primary care. Some practices have evidence of reduced emergency admissions and the CCG are currently considering plans to roll-out successful pilots across the county.

The council used Winter Pressures funds to pilot social care 7-day working in acute hospitals. The results of this pilot were reported in our winter plan, and demonstrated to us that social work alone cannot make a difference to weekend discharges. The whole system, including therapy, discharge liaison, transport, pharmacy etc needs to be geared to full 7-day working.

We are therefore proposing to invest an element of the Better Care Fund to pump-prime 7-day working across the whole health and social care sector.

### Please describe your agreed local plans for implementing 7-day services in health and social care to support patients being discharged and prevent unnecessary admissions at weekends.

Our systems review of the pathway for frail elderly people and of processes for hospital discharge will allow us to see where 7-day services will be best targeted to get the best outcomes. We will then produce a costed plan for 7-day services across the whole system.



## National conditions Data sharing

Please confirm that you are using the NHS Number as a primary identifier for correspondence across health and care services.

All health services use the NHS number as the primary identifier. The adult social care system records the NHS number and the council subscribes to the national tracing service. 84% of all current social care customer records have a validated NHS number. We are committed to increasing the percentage and ensuring the NHS number's use in all correspondence between agencies.

If you are not currently using the NHS number as primary identifier for correspondence please confirm your commitment that this will be in place and by when.

The number will be the primary identifier by April 2015.

Please confirm that you are committed to adopting systems that are based upon Open APIs and Open Standards (i.e. secure email standards, interoperability standards (ITK))

We are committed to adopting systems based upon Open APIs and Open Standards. This is being reflected in the forthcoming ICT Strategy being compiled for Wiltshire CCG by Central Southern Commissioning Support Unit (CSCSU) and in relevant ICT tender requirements. A cross organisational IT Forum is in operation that reviews and ratifies technical proposals and designs concerning transfer of and access to information between partners.

Primary care uses System One, a clinical computer system that allows service users and clinicians to view information and add data to their records; 98% of GP practices in Wiltshire use System One.

Social care uses Carefirst 6, a software solution from OLM, that provides a range of functionality and content for both adult and children's social care. GPs are being given access to a 'cut down' view in the form of a system called Multi Agency View (MAV) for adult care information. It is the intention that this will be rolled out further over the next 12 months.

The council is investing resources and expertise into developing shared information systems to create a single view of the customer – bringing together information from council systems, including revenue and benefits, housing, social care, and from the police. There is potential to develop this work further to include health data from a range of sources and to form the basis of a shared record.

An electronic based modelling tool will be developed that provides a statistical description of need, demand, provision, capacity and outcomes in Wiltshire. It will contain pseudo-anonymous data supplied by social care, data from the acute hospitals and from community health systems and primary care, mental health and out of hours' services. This will form the basis of good commissioning intelligence.

The Devon Risk tool is utilised by Wiltshire GPs to identify patients at risk. It is intended to add the social care module to further improve the risk stratification process.



Please confirm that you are committed to ensuring that the appropriate IG controls will be in place. These will need to cover NHS Standard Contract requirements, IG Toolkit requirements, professional clinical practice and, in particular, requirements set out in Caldicott2.

We are committed to maintaining five rules in health and social care to ensure that patient and service user confidentiality is maintained:

- Confidential information about service users or patients should be treated confidentially and respectfully.
- Members of a care team should share confidential information when it is needed for the safe and effective care of an individual.
- Information that is shared for the benefit of the community should be anonymised.
- An individual's right to object to the sharing of confidential information about them should be respected.
- Organisations should put policies, procedures and systems in place to ensure the confidentiality rules are followed.

A cross organisational Information Sharing Group is in operation, composed primarily of IG Managers/Caldicott Guardians, to review and ratify any proposed changes to information sharing. An overarching AWG Information Sharing Core Principles document is in place with level 2 protocols (Data Deposit Agreement and Commercial Data Sharing Agreement) created to underpin the statistical modelling tool.

Wiltshire Council is IGSOE compliant and utilises N3 network connectivity when sharing data with health partners.

# National conditions Joint-assessments and accountable lead professional

Please confirm that local people at high risk of hospital admission have an agreed accountable lead professional and that health and social care use a joint process to assess risk, plan care and allocate a lead professional.

Please specify what proportion of the adult population are identified as at high risk of hospital admission, what approach to risk stratification you have used to identify them, and what proportion of individuals at risk have a joint care plan and accountable professional.

Wiltshire CCG and the council's public health team have developed data to segment the older population according to risk. This has been presented as a report: "Quantifying the number of vulnerable older people in Wiltshire" – prepared in January this year by a public health consultant. The report acknowledges the high number of indicators for vulnerability which makes it difficult to define a cohort that is not duplicated. It uses a number of proxy measures to estimate the population. Table 6 shows census data, whilst Table 7 shows the work undertaken by using the Devon Risk Tool to produce a risk score for patients aged 65 and over.

GPs have used the Devon Risk Tool to identify the top 5% of people at risk in their practice (21,000 people across the county). A GP Local Enhanced Scheme is in place to support risk stratification. We are working towards at risk individuals having a joint care plan and an accountable professional. At the end of December 2013, 27% of patients receiving care co-ordination had a care plan in place and 43.9% of identified patients had an identified clinician supporting them.

The next stage will be to include social care information within the risk stratification process.

The development of the role of the care co-ordinator within primary care, and the use of multi-disciplinary team meetings on high risk patients will increase that number of patients with a care plan to approximately 85%.

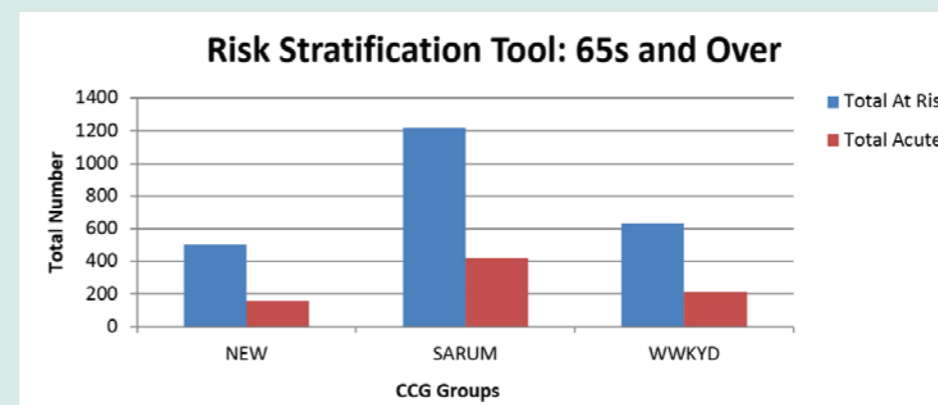


Table 6 – People aged 65 and over with a long-term health problem or disability

Age	All categories: General health	Very good or good health	Fair health	Bad or very bad health
Age 65 and over	85,488	48,156	27,849	9,483

(Census, 2013)

Table 7 – People aged 65 and over who are indicated as at risk through the use of risk stratification



	At risk (score 60-80)	Acute (score 80+)	Both
Overall total	2,351	787	3,138

The intention is to commission services to support the numbers of people in at risk groups and strengthen the clinical pathways associated, providing services in a more holistic way across health and social care rather than by disease.



# Key risks

The table below provides an overview of some of the key risks identified through the co-design process to date. A full risks and mitigations log is being produced.

Ref	Risk	Status	Mitigating actions
R1	The introduction of the Care Bill, currently going through Parliament and expected to receive Royal Assent in 2014, will result in a significant increase in demand for assessments and an increase in the cost of care provision from April 2016 onwards that is not fully quantifiable currently and will impact the sustainability of current social care funding and plans.	High	<p>We are undertaking an initial impact assessment of the effects of the Care Bill and will continue to refine our assumptions around this as we develop our final Better Care Fund response, and begin to deliver upon the associated schemes.</p> <p>We have identified a specific sum within the Better Care Fund for 2015/16 to be held against this risk until the impact assessment has been completed.</p> <p>We believe there will be potential benefits that come out of this process, as well as potential risks.</p>
R2	The expected shift to more community-based services will not deliver the expected benefits, for example because of the acuity levels of people requiring services.	High	Each element of our Better Care Plan will be monitored and project-managed, with timeframes for delivery and early evaluation. Service developments will be flexible to reflect evidence of what is working or not working well. Contingency plans will be in place for all new service developments.
R3	A lack of high quality and meaningful local key performance indicators will make it difficult to monitor outcomes.	High	The integration programme will work with the council's research team and will commission Healthwatch to work on some patient/service user-led outcome measures. We will work with service providers on outcomes-based commissioning specifications.
R4	Operational pressures will restrict the ability of our workforce to deliver the required investment and associated projects to make the vision of care outlined in our Better Care Fund submission a reality.	High	<p>Our 2014/15 schemes include specific non-recurrent investments in the infrastructure and capacity to support overall organisational development.</p> <p>We will use expertise within Wiltshire Council's transformation team to build on integration and transformation work already undertaken with other services, including the police.</p>
R5	Improvements in the quality of care and in preventative services will fail to translate into the required reductions in acute and nursing/care home activity by 2015/16, impacting on the overall funding available to support core services and future schemes.	High	<p>We have modelled our assumptions using a range of available data, including metrics from other localities.</p> <p>We will use data from a number of existing pilot projects.</p> <p>2014/15 will be used to test and refine these assumptions, with a focus on developing detailed business cases and service specifications.</p>
R6	Recruitment and retention of health and care staff is challenging. This is due to the population profile in the county, high employment and high cost of living. This may impact upon our ability to increase capacity of community health and care services.	High	We will work together to implement our workforce strategy, including joint recruitment, retention and workforce development plans.
R7	The extent of cultural and behavioural change required of the public and of professionals working in the system will not be achievable.	High	<p>The public and professionals must be given confidence in the quality and competence of all the options for care delivery, wherever they are provided. This will be achieved through rigorous monitoring and through a robust communications strategy.</p> <p>The use of personalised care plans for people with long term conditions and/or at risk of hospital admission will also help reassure people that services are co-ordinated and information is shared in order to support them safely and in the best place.</p>

Page 49



# Appendix 1: Financial Plan

Note – All schemes to report to Health and Wellbeing Board in first quarter 2014/15 to agree detail of investment, delivery and expected outcomes.



Ref	2014/15 £m	2015/16 £m	Detail
<b>Scheme 1 - Intermediate Care</b>			
Intermediate Care Schemes to avoid hospital admission and reduce delayed transfers of care.	6.80	8.30	4.3m currently committed to STARR + 0.5m to support community services. Assume £2m new investment in intermediate care in 14/15 and further £1.5m in 2015/16.
<b>Scheme 2 – 7-day working</b>			
Single Point of Access, Rapid Response, Telecare, services to support hospital discharge over days.	3.39	6.89	Additional 3m in 2016/17 for whole system working 7/7. Investment priorities will be determined by a systems review of the pathway for frail elderly - allowing us to target changes in areas to make the biggest difference.
<b>Scheme 3 – Protecting social care services</b>			
Maintaining services for vulnerable people, including demographic growth.	9.18	9.18	Includes Wiltshire Council investment in adult care £1.833m.
<b>Scheme 4 – Care Bill requirements</b>			
Anticipated additional demand for assessments and services.	0.13	2.50	0.13m in 14-15 for carers assessments in advance of Care and Support Bill.
<b>Scheme 5 – Supporting communities to be more resilient</b>			
Carers services and increased investment in communities.	1.47	2.47	0.89m in carers pool from CCG. 0.58m in carers pool from Wiltshire Council. Additional investment in 2015/16 in community capacity.
<b>Scheme 6 – Data sharing and joint assessments</b>			
Shared records and information portal.	1.20		New commitment. Includes Wiltshire Council investment of 0.7m non recurring funds.
<b>Scheme 7 – Service user feedback and involvement</b>			
Investment in involvement.	0.10	0.10	New commitment.
<b>Total investment</b>	<b>22.28</b>	<b>29.44</b>	
<b>New investment recurrent and non-recurrent</b>	<b>6.93</b>	<b>8.00</b>	

Funds available	2014/15 £m	2015/16 £m
Better Care Fund	11.58	27.10
CCG non recurring funds	7.68	
Wiltshire Council growth	1.83	1.83
Wiltshire Council adult care contribution to carers	0.58	0.58
Wiltshire Council non recurring funds	0.70	
<b>Total</b>	<b>22.37</b>	<b>29.51</b>

Signed

**Jane Scott OBE,**  
Chair,  
Wiltshire Health and Wellbeing Board

**Dr Steve Rowlands,**  
Vice-chair,  
Wiltshire Health and WellBeing Board

Metric		Current Baseline (as at....)	Performance underpinning April 2015 payment	Performance underpinning October 2015 payment	Assumption
Permanent admissions of older people (aged 65 and over) to residential and nursing care homes, per 100,000 population.	Metric Value	609	N/A	613	
	Numerator	550		594	Ambition of maintaining placements at 13-14 estimated levels.
	Denominator	90345		96870	
Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services.	Metric Value	83%	N/A	88%	Ambition of increasing patients over 65 in reablement by 5%.
	Numerator	1005		1095	
	Denominator	1205		1244	
Delayed transfers of care from hospital per 100,000 population (average per month).	Metric Value	378		125	Ambition to reduce DTOC by 66%.
	Numerator	1419		475	
	Denominator	375265		380,383	
Avoidable emergency admissions (composite measure).	Metric Value	1.6%	0.8%	0.8%	Assumes increase in avoidable admissions of 4.5% as per CCG QIPP plan.
	Numerator	7718	4033	4033	
	Denominator	479992	483069	486230	
Patient/service user experience Use national metric [for local measure, please list actual measure to be used. This does not need to be completed if the national metric (under development) is to be used].		( insert time period )		( insert time period )	
	Metric Value	57.1%	67.0%	67.0%	
	Numerator	3835	4590	4590	
Improvement in the rate of dementia diagnosis.	Denominator	6714	6851	6851	
		( insert time period )	( insert time period )	( insert time period )	

# Better Care Plan 2014 – 2016



## **Clinical Commissioning Group**

NHS Wiltshire  
Clinical Commissioning Group  
Southgate House  
Pans Lane  
Devizes  
Wiltshire SN10 5EQ

Telephone: 01380 728899  
Email: [WCCG.info@nhs.net](mailto:WCCG.info@nhs.net)  
Web: [www.wiltshireccg.nhs.uk](http://www.wiltshireccg.nhs.uk)



Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire BA14 8JN

Telephone: 0300 003 4566  
Email: [PublicHealth@wiltshire.gov.uk](mailto:PublicHealth@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk/  
healthandsocialcare/publichealthwilts](http://www.wiltshire.gov.uk/healthandsocialcare/publichealthwilts)

This page is intentionally left blank



**Wiltshire Council**

**Cabinet**

**18 March 2014**

---

**Subject: School Admissions 2015/16**

**Cabinet member: Councillor Laura Mayes, Children's Services**

**Key Decision: Yes**

---

## **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 2015/16 are substantially the same as those operating for the current academic year.

The Local Authority is the statutory admission authority for the 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 schemes and arrangements were submitted for approval to the School Admissions Forum on 27 February 2014 following a period of consultation with schools, parents, neighbouring authorities and Senior Officers at Wiltshire Council. The consultation period ended on Friday 21 February 2014.

Following approval by the School Admissions Forum, Cabinet will now be required to approve the four documents which are appended to this report which then will become the determined admission policy for Wiltshire for 2015/16.

The admissions process for the intakes in September 2015 begins in September 2014.

## **Proposal**

That Cabinet approves and determines:

- a) the proposed scheme for the co-ordination of admission to secondary schools for 2015/16.

- b) the proposed scheme for the co-ordination of admissions to primary schools for 2015/16.
- c) the proposed admission arrangements for Voluntary Controlled & Community secondary schools for 2015/16.
- d) the proposed admission arrangements for Voluntary Controlled & Community primary schools for 2015/16.

**Reason for Proposal**

The Local Authority has a statutory duty to have a determined admission policy for 2015/16 in place on or before 15 April 2014.

**Carolyn Godfrey**  
**Corporate Director, Children's Services**

## **Wiltshire Council**

### **Cabinet**

**18 March 2014**

---

**Subject: School Admissions 2015/16**

**Cabinet member: Councillor Laura Mayes, Children's Services**

**Key Decision: Yes**

---

### **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 covers primary schools (including infants and juniors) and the other is for secondary schools.

There is a requirement to have in place schemes for the co-ordination of admissions 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 have been recommended for approval by The School Admissions Forum. Following this meeting which took place on 27 February 2014, they now have to be determined by Cabinet.

### **Background**

1. 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.
2. The co-ordinated process is accepted by schools and the scheme does not need substantial revision at this time. The proposed schemes are substantially the same as those currently being used with the exception of a new process being introduced for parents wishing to accept the school place they have been offered. All four schemes have been drafted in line with The School Admissions Code.
3. The LA is the admissions authority for all Community and Voluntary Controlled (C&VC) schools in the county. The governing bodies of Academies, Voluntary Aided and Foundation schools are their own admissions authority.

4. Each admission authority has to determine the arrangements which are used when allocating school places. These proposed arrangements will be used solely for admissions to 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 the school's admission number allows) as well as showing how all admissions will be processed.

### **Main Considerations for the Council**

5. The proposed co-ordinated schemes and admission arrangements have been sent out to all maintained schools and other neighbouring admission authorities for consultation. They have also been placed on the Wiltshire Council website. The documents were sent out in December 2013 which invited comments to be received up until 21 February 2014.
6. From consultation responses received it is clear that the general issue of co-ordinating arrangements is not questioned. There is confidence 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.
7. The proposed timetable for the primary and secondary co-ordinated schemes are based on that used in previous years and so they are familiar to schools and the admissions team in Wiltshire Council.
8. The statutory regulations give clear deadlines to which the co-ordinated admissions schemes have to adhere.
  - Secondary Deadline 31 October 2014
  - Primary Deadline 15 January 2015
  - Secondary Notification Date 2 March 2015
  - Primary Notification Date 16 April 2015
9. The co-ordinated schemes include the provision to co-ordinate all admissions to all schools for the main years of entry. From September 2014 and in line with the School Admissions Code, there is no longer the requirement for In Year applications to be co-ordinated cross border. It is proposed however in the attached schemes that all In Year applications continue to be made directly to Wiltshire Council for places at Wiltshire schools so that we can monitor which children are potentially out of the school system for safeguarding purposes.
10. The co-ordinated scheme for main round applications (i.e. reception and year 7 intake) for places at primary schools mirrors that which operates for secondary schools. 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.
11. This year the Local Authority has consulted on a change to the Co-ordinated Primary and Secondary Schemes 2015/16. The proposed change relates to the

way in which parents accept the place that they have been offered. Whilst the current process in place works well, the Local Authority is keen to support our schools to ensure they have information about parents who have accepted their place at the school as quickly as possible and therefore we have consulted on all acceptance slips being returned to the preferred school and no longer to the Local Authority.

12. The proposed change would mean that all parents who are offered a place at a Wiltshire Primary or Secondary School and wish to accept the place they have been offered would accept the place directly via the school and no longer the Local Authority. This will enable the school to have direct contact with prospective parents and inform them about when they are likely to receive further information about taster days and information about school uniform etc. This will also benefit the school as this will enable to have an idea of numbers for the prospective intake as well as help with class organisation.
13. The Local Authority will continue to receive acceptances for places at out of county schools so that they can advise other LA's of parents who have accepted a place at one of their schools. Parents who wish to decline the place that they have been offered should also do this to the Local Authority and not to the school.
14. This proposed change was discussed at The Admissions Forum in November 2013 prior to consultation, and this change was welcomed. The Forum did however feel that before any change was implemented that extensive consultation with all of our schools would be required.
15. The Local Authority has consulted with all schools in Wiltshire on the proposed change, from responses received comments are extremely positive and in favour of the change. From the 96 schools that responded to the consultation, 92 schools were in favour of the change. Four schools felt that the current process works well and there was no need for change, they also felt that the new process could be confusing for parents. The responses were discussed at the Admissions Forum on 27 February 2014 and it was recommended that the proposed changes should be implemented for 2015/16 entry.
16. From consultations responses so far, it is also clear that there is widespread agreement with the proposed admission arrangements for VC&C schools which are considered to be fair and objective as required by the School Admissions Code.
17. This year the Local Authority has also consulted on an amendment to the over-subscription criteria for these schools. The change has been made in order to support military families with their relocation to Wiltshire.
18. There have been no objections at all received to the proposed oversubscription criteria. These give priority to children in care as required by the School Admissions Code.
19. Currently children living within a school's designated area are given priority over children from outside that area. This will still be the case, however a further criteria has now been added above the final criterion which declares a special planning area. This criterion has been put in place to ensure that Wiltshire

Council is providing as much support as possible to military families relocating to Wiltshire. We are also in discussions with all Voluntary Aided, Foundation and Academies in the special planning area to see if they are willing to introduce the same criterion to their oversubscription criteria for entry into September 2016. The tie break used if a school is oversubscribed within any criterion above is that of distance from the school.

20. All returns from the consultation period were presented to the Admission Forum on 27 February 2014. After full consideration the Local Authority recommended to the Forum that these schemes and admission arrangements be agreed.
21. 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 1 February 2012.
22. The admission arrangements for VC & C 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.
23. Once determined by Cabinet, the schemes and admission arrangements will be circulated to all schools in Wiltshire and to our nine neighbouring local authorities. They will be implemented from September 2014 when the process of admitting children to the intake year in 2015 starts.

### **Environmental Impact of the Proposal**

24. 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's 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 0.7%.

### **Equality Impact of the Proposal**

25. Although not part of the proposed co-ordinated schemes or admission arrangements, it should be noted that all application forms can be and are produced in different languages on request.
26. The online system for applications to be made has developed since it was introduced in 2006. Over 50% of applications for September 2014 intakes were received electronically.

### **Risk Assessment**

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

28. The Office of the Schools Adjudicator has a monitoring role to play in regard to admission arrangements and it is a statutory duty to have these in place by 15 April 2014 for admissions to schools in 2015.

### **Financial Implications**

29. There have been additional costs associated with co-ordinated admission arrangements. These have been recognised by the Cabinet on a previous occasion. Additional staffing and software has been provided for the school admissions team.

30. There will also be increased printing costs since the required forms will be produced and printed by Wiltshire Council rather than by individual admission authorities. These costs will be managed within existing resources.

31. Academies receive funding from the Government to enable them to be part of the co-ordinated arrangements and therefore appropriate charging mechanisms have been put in to place.

32. The budget to support admission arrangements is funded from the Dedicated Schools Grant (DSG) received by the Council. Under the new arrangements for school funding, following the implementation of the government's school funding reform proposals, many budgets previously held centrally by the local authority must now be delegated to schools. The budget for the Admissions Service has been confirmed as a budget which can continue to be centrally retained but no new commitments or increases in expenditure are allowable from 2013-14. This means that ongoing costs of the admissions process will need to be met from within the current level of resources.

### **Legal Implications**

33. 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 upon us. The proposed schemes and scheme changes have been drafted to comply with the requirements of the Schools Admissions Code.

### **Options Considered**

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

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

## **Conclusion**

36. Subject to agreement by the School Admissions Forum, Cabinet is asked to approve the appended schemes which will become the determined admission policy for Wiltshire for 2015/16.

**Carolyn Godfrey**  
**Corporate Director, Children's Services**

---

Report Author  
Debbie Clare – Admissions Coordinator - School Buildings and Places

## **Background Papers**

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

## **Appendices**

- A. Proposed Scheme for the Co-Ordination of Secondary Admissions 2015/16
- B. Proposed Scheme for the Co-Ordination of Primary Admissions 2015/16
- C. Proposed Admission Arrangements for VC&C Secondary Schools 2015/16
- D. Proposed Admission Arrangements for VC&C Primary Schools 2015/16
- E. Types of Schools - Background Information
- F. Map of Schools within the Special Planning Area.



SECONDARY

**Proposed Co-ordinated Scheme for Secondary  
School Admissions for 2015/16**

Status: A258-13 Proposed Co-ordinated Scheme 2015/16

# **Proposed Co-ordinate Admissions Scheme for secondary school admissions for year 2015/16**

## **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 secondary schools in Wiltshire with effect from September 2015 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 (the Education Act 1996 defines school in section 4).

“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 means the governing body of that school;

“the specified year” means the school year beginning September 2015;

“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 2014.

“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 2014

“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).

## Raising of participation age

From the summer of 2015 new government legislation states that young people have to stay in education or training until their 18<sup>th</sup> 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 18<sup>th</sup> 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 2014 up until the deadline of 31 October 2014.
4. There will be a standard written application form known as the Secondary Common Application Form (SCAF). This form must be used for the admission of pupils into the first year of secondary education in the specified year.
5. 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 and from all primary and secondary schools in the LA area, and
  - 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 (schools may be inside or outside Wiltshire), and to give their reasons for each preference, 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 it 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 Appendix 1.

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 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 2014**. 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 received by the deadline. Forms returned to schools and not received by the LA by 31 October 2014 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 application.

### **Shared Parental Responsibility**

13. Where two (or more) adults both 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.

### **Applications for children of UK Service Personnel (UK Armed Forces)**

14. Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in 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 admissions round.

15. 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 (the address of the closest house in the nearest 'quartering area').
16. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
17. The LA will not refuse children of service personnel a place because they family does not currently live in the area nor will it reserve blocks of places for these children.
18. Children will be considered to be siblings if any brother or sister is going to be attending a school. The sibling will not apply if the child on roll is in Yr11. Their position on any waiting list will be set accordingly.

### **Armed Forces Personnel Relocating to Salisbury Plain - a Proposed Special Planning area for admissions**

19. Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.
20. Wiltshire Council is proposing from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to families of the troops rebasing to settlements around Salisbury Plain until 2017. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.
21. Wiltshire Council is proposing to add criteria 'G' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.
22. The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.
23. Applications for children of service personnel with a confirmed posting 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.
24. 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 relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.
25. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

26. The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.
27. Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.
28. All applications will be dealt with in accordance with these admission arrangements.

## **Children from overseas**

29. Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.
30. Applications on behalf of children currently living outside the UK will be considered but until the children are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of future UK residency (or a service unit's postal address) will be required if application is made to an oversubscribed school.

## **Selection test for Grammar Schools**

31. 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 2015 Intake (applications received before the deadline of 31 October 2014)**

32. 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.
33. The process by which the LA will allocate places is explained at paragraphs 35-43.

34. **31 October 2014 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/on time applications.**
35. **By 19 November 2014** where parents have nominated a secondary school outside the LA area, the LA will notify the relevant LA.
36. **By 26 November 2014** the LA will notify all A, F and VA schools of every preference that has been expressed for that school.
37. **22 December 2014: 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 2014.
- a. the illness/death of a close relative such that meeting the deadline was not possible.
  - b. 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 22 December 2014).
  - c. a move into Wiltshire from outside the county after the deadline date but before noon 22 December 2014. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement) must be provided before on 22 December 2014.
  - d. service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 22 December 2014.
  - e. where there has been a delay in the LA receiving the application due to an administrative error by a school or/and Children's Services staff.
  - f. where a common application form has not been received by the LA but the parent can provide proof of posting.
  - g. where written evidence from a specialist (such as the Ethnic Minority Achievement Service) is available showing that it would be detrimental to the family unit to split siblings.

Such late applications can only be considered if they are received by the LA before on **22 December 2014**.

Documentary evidence should be provided with the application (or at the latest by 22 December 2014) 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.

38. **By 9 January 2015** 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 18 and those residents in other LA areas.

39. **By 16 January 2015** 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.
40. 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), the child will be allocated a place at their designated school unless an alternative place is available within the safe statutory walking distance from their home address. Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
41. **By 4 February 2015** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
42. **By 26 February 2015** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
43. On **2 March 2015 (National Offer Date)** letters will be despatched to all parents who submitted an application form by 31 October 2014 offering a place at one school.
44. 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;
  - d. contact details for the LA and the schools for which they expressed a preference.
45. **18 March 2015 is** the deadline for parents to accept the place offered. Parents will be asked to respond to the school directly if they are accepting the place. If they wish to decline the place they must respond by this date to the LA.

### **Second Round Applications for Secondary YR 7, 2015 Intake (applications received between 1 November 2014 and 09 March 2015)**

46. Second round applications, i.e. those received between 1 November 2014 and 9 March 2015 (except those covered by paragraph 27) 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.

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 47-50 will be followed:

47. **25 March 2015** details of second round applications received between the 1 November 2014 and 9 March 2015 to be sent to Academies, Foundation and Voluntary Aided Schools.
48. **15 April 2015** 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.
  - LA to send schools a list of late applicants being offered a place on 27 April 2015.
49. **29 April 2015** the LA will send out the second round offers for applications received between 1 November 2014 and 9 March 2015.
  50. **13 May 2015** is the last date for offers to be accepted by parents. Parents should contact the school if accepting the place and the LA if declining the place.

### **Third Round Applications for Secondary YR 7, 2015 Intake (applications received after 10 March 2015)**

51. Third round applications, i.e. those received after 10 March 2015 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.

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 52 - 55 will be followed:

52. Applications received after the 10 March 2015 will be considered in date order of receipt and will be looked at after 13 May 2015 (i.e. once the second round of applications have been processed).
53. Any applications received by the LA after 10 March 2015 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 practically possible.
54. For applications received after 10 March 2015 naming an Academy, Foundation or Voluntary Aided School, the governing body must confirm to the Local Authority if a place can be offered within 10 days of receipt.
55. Any applications received by any school should be forwarded to the LA within 5 days of receipt.

### **Applications for Secondary YR7, 2015 Intake (applications received after 24 July 2015)**

56. Any applications received by the LA after 24 July 2015 which express 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.

### **Final List of expected Secondary Yr7 pupils to schools**

57. On or before 31 August 2015 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 2015/16 school year.

### **Admitting in area children above Published Admissions Number (PAN)**

58. 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 school for local children is a service priority for the School Buildings and Places team.
59. 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 an additional transport cost which would be required were an alternative school to be allocated.
60. 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.

61. It may not always be possible to find a space at the designated school if this is already oversubscribed. In area children will be given priority on any waiting list. 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.
62. 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.

### **Transfer Applications for year groups other than Secondary Yr7 2015 Intake.**

**All 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 transfer application process for Wiltshire Schools is explained below.**

63. The LA will make available copies of the Admissions Guide and CAF through all primary and secondary schools and on request from County Hall.
64. 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.
65. 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.
66. Where a school receives 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.
67. Where the LA receives an in year application form expressing a preference for an VC or C school the application will be forwarded to the school within five school days of receipt.
68. 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.
69. 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.
70. In all cases, a decision letter will be sent out by Wiltshire Council within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
71. 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.

72. 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.
73. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
74. The school/academy will maintain waiting lists for all year groups for A, F & VA schools.
75. In accordance with paragraph 2.21/2.22 of the School Admissions Code the LA is required to provide parents on request the availability of school places within its area. All schools must provide the LA with this information. This must be done on a termly basis with the first return to be sent by 4 September 2015.

### **Applications for transfer at a future date**

76. Applications for transfer for VC and C schools will be considered a maximum of one traditional term in advance. Where early applications are received for VC and C schools the LA will advise the parent that their application will not be considered until a specified later date.
77. 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.

### **Proof of address**

78. 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 copy of your Council Tax Bill

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.

## **Fair Access Protocol**

79. 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](http://www.wiltshire.gov.uk)

## Appendix: 2015/16

## Timetable for Secondary co-ordination (Wiltshire)

<b>31 October 2014:</b>	<b>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.</b>
19 November 2014:	Details of applications which include preferences for school in other LAs to be sent to those LAs.
26 November 2014:	Details of applications to be sent to F, VA schools and Academies of all first round applicants.
22 December 2014:	<b>Last date for any exceptional applications to be considered.</b>
9 January 2015:	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 2015:	Academies, Foundation and VA schools to provide the LA with ranked list of all first round applications.  Between 16 January and 4 February 2014, the LA will match the ranked list of all the schools and allocate places.
4 February 2015:	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 2015:	By this date the LA will provide schools with details of those children to be offered places at the school.
<b>2 March 2015:</b>	<b>Notification letters for first round applicants will be despatched and sent to parents.</b>
18 March 2015:	Last date for first round offers to be accepted by parents. Parents should contact the school if accepting the place or the LA if declining the place. Parents should contact Wiltshire if they wish to accept a place in another LA
25 March 2015:	Details of second round applications received after deadline and before 9 March to be sent to Academies, Foundation and VA schools.
15 April 2015:	Academies, Foundation and VA schools to provide the LA with ranked list of late applications.
27 April 2015:	LA to send all schools a list of second round applicants being offered a place.
29 April 2015:	<b>Notification letters sent out by the LA for all second round applications received between the deadline 31 October 2014 and 9 March 2015.</b>

- 13 May 2015: Last date for second round offers to be accepted by parents. Parents should contact the school if accepting the place or the LA if declining the place. Parents should contact Wiltshire if they wish to accept a place in another LA.
- 13 May 2015: 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 2015: 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 2015/16 school year.

This page is intentionally left blank



PRIMARY

**Proposed Co-ordinated Scheme for Primary School  
Admissions for 2015/16**

**Status: A259-13** Proposed Primary Co-ordinated Scheme 2015/16

# **Proposed Co-ordinated Admissions Scheme for Primary schools within Wiltshire for year 2015/16**

## **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 Primary schools in Wiltshire with effect from September 2015 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) or voluntary aided (VA) 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 of that school;

“the specified year” means the school year beginning in September 2015.

“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 2015.

“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 on 15 January 2015.

“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.

### **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, *Sure Start centres, pre-schools, day nurseries, playgroups or nursery schools*

A child must be in full-time education in the term following their fifth birthday. In Wiltshire children can start school at the earliest from the September following their fourth birthday. Full time provision will be made available in all reception classes for all children from September 2015.

### **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 2014 up until the deadline of 15 January 2015.
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 schools may be inside or outside Wiltshire, and to give their reasons for each preference, 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 it 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) 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 2015**. 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 2015 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.

### **Shared Parental Responsibility**

14. Where two (or more) adults both 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.

### **Applications for children of UK Service Personnel (UK Armed Forces)**

15. Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in 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.
16. 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 (the address of the closest house in the nearest 'quartering area').
17. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
18. The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.
19. Children will be considered to be siblings if any brother or sister is going to be attending a school. The sibling link will not apply if the child on roll is in Yr6. Their position on any waiting list will be set accordingly.
20. 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 2012).

### **Armed Forces Personnel Relocating to Salisbury Plain - a Proposed Special Planning area for admissions**

21. Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.
22. Wiltshire Council is proposing from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to families of the troops rebasing to settlements around Salisbury Plain until 2017. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.
23. Wiltshire Council is proposing to add criteria 'H' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.
24. The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.

25. Applications for children of service personnel with a confirmed posting 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.
26. 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 relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.
27. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
29. The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.
30. Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.
31. 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 2012.

### **Applications for Children from overseas**

32. Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right to abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.
33. Applications on behalf of children currently living outside the UK will be considered but until the child/ren are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of the future UK residency will be required if an application is made to an oversubscribed school.

### **The Application Process**

#### **First Round Applications for Reception 2015 Intake (applications received before the deadline of 15 January 2015)**

34. 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.
35. The process by which the LA will allocate places is explained at paragraphs 37- 44.
36. **15 January 2015 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.**
37. **By 10 February 2015** where parents have nominated a Primary school outside the LA area, the LA will notify the relevant LA.
38. **By 24 February 2015** the LA will notify all F and VA schools and Academies of every preference that has been expressed for that school.
39. **By 13 March 2015** 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.
40. 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.
41. 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.
42. **By 1 April 2015** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
43. **By 14 April 2015** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
44. On **16 April 2015 (National Offer Date)** letters will be despatched to all parents who submitted an application by 15 January 2015 offering a place at one school.
45. 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;
  - d. contact details for the LA and the schools for which they expressed a preference.
46. **30 April 2015** is the deadline for parents to accept the place offered. Parents should contact the school to confirm if they are accepting the place or the LA if they wish to decline the place.

**Second Round Applications for Reception 2015 Intake (applications received between 16 January 2015 and 23 April 2015)**

47. Second round applications, i.e. those received between 16 January 2015 and 23 April 2015 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.

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. The process explained in 48-51 will be followed:

48. By **12 May 2015** Details of second round applications received between the 16 January 2015 and 23 April 2015 to be sent to Academies, Foundation and Voluntary Aided Schools.
49. By **22 May 2015** 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.
50. **15 June 2015** the LA will send out the second round offers for applications received between 15 January 2015 and 23 April 2015.
51. **30 June 2015** is the last date for offers to be accepted by parents. Parents should contact the school if accepting the place and the LA if declining the place.



### **Third Round Applications for Reception 2015 Intake (applications received after 23 April 2015)**

52. Third round applications, i.e. those received after 23 April 2015 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.

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. The process explained in 53 - 56 will be followed:

53. Applications received after the 23 April will be considered in date order of receipt and will be looked at after 30 June 2015 (i.e. once the second round of applications have been processed).
54. Any applications received by the LA after 23 April 2015 will be dealt from 30 June 2015, with allocations to a single school being made and offer letters sent out from the LA as soon as is practically possible.
55. For applications received after 23 April 2015 naming an Academy, Foundation or Voluntary Aided School, the governing body must confirm to the Local Authority if a place can be offered within 10 days of receipt.
56. Any applications received by any school should be forwarded to the LA within 5 days of receipt.

### **Applications for Reception 2015 Intake (applications received after 24 July 2015)**

57. Any applications received by the LA after 24 July 2015 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.

### **Final List of expected reception pupils to schools**

58. On or before 31 August 2015 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 2015/16 school year.

### **Admitting in - area children above Published Admissions Number (PAN)**

59. 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.

60. 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.
61. 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.
62. It may not always be possible to find a space at the designated school if this is already oversubscribed. In - area children will be given priority on any waiting list. 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 available places.
63. 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 Transfer Application Process**

#### **Transfer Applications for year groups other than Reception 2015 Intake.**

**All 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 transfer application process for Wiltshire Schools is explained below.**

64. The LA will make available copies of the Admissions Guide and CAF through all primary and secondary schools and on request from County Hall.
65. 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.
66. 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.
67. Where a school receives 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.
68. Where the LA receives an in year application form expressing a preference for an VC or C school the application will be forwarded to the school within five school days of receipt.
69. 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.

70. 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.
71. 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.
72. 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.
73. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
74. The school/academy will maintain waiting lists for all year groups for A, F & VA schools.
75. In accordance with paragraph 2.21/2.22 of the School Admissions Code the LA is required to provide parents on request the availability of school places within its area. All schools must provide the LA with this information. This must be done on a termly basis with the first return to be sent by 6 September 2015.

#### **Applications for transfer at a future date**

76. Applications for transfer for VC and C schools will be considered a maximum of one traditional term in advance. Where early applications are received for VC and C schools the LA will advise the parent that their application will not be considered until a specified later date.
77. 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.

#### **Proof of address**

78. 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 copy of your Council Tax Bill

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.

## **Fair Access Protocol**

79. 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](http://www.wiltshire.gov.uk)

## **Appendix: 2015/16 Timetable for Primary Co-ordination (Wiltshire)**

- 15 January 2015:** 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.
- 10 February 2015: Details of applications which include preferences for schools in other LAs to be sent to those LAs.
- 24 February 2015: Details of applications to be sent to F, VA schools and Academies of all first round applicants.
- 13 March 2015: F, VA schools and Academies to provide the LA with ranked lists of all first round applicants.
- Between 13 March and 1 April the LA will match the ranked list from all schools and allocate places.
- 1 April 2015: The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
- 14 April 2015: By this date the LA will provide schools with details of those children to be offered places at the school.
- 16 April 2015:** Notification letters despatched and sent to parents for all first round applicants.
- 30 April 2015: Last date for first round offers to be accepted by parents. Parents should contact the schools if they are accepting the place and the LA if they are declining the place. Parents should contact Wiltshire if they wish to accept a place in another LA.
- 12 May 2015: Details of second round applications to be sent to F, VA schools and Academies of all second round applicants.
- 22 May 2015: F, VA schools and Academies to provide the LA with ranked lists of all second round applicants.
- 15 June 2015: **Notification letters despatched and sent to parents for all second round applicants.**
- 30 June 2015: Last date for second round offers to be accepted by parents. Parents should contact the schools if they are accepting the place and the LA if they are declining the place. Parents should contact Wiltshire if they wish to accept a place in another LA.
- 30 June 2015: Applications received after the 23 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 2015: 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 2015/16 school year.

This page is intentionally left blank



**Proposed Admission Arrangements for Community and Voluntary  
Controlled Secondary Schools for 2015/16**

**Status:** A261-13 Proposed Admissions Arrangements 2015/16

# PROPOSED SECONDARY ADMISSION ARRANGEMENTS

## Wiltshire Council's proposed admission arrangements for admission to Voluntary Controlled and Community (VC and C) Secondary Schools for the 2015/16 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 proposed for 2015/16.**

#### 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 s/he is ordinarily resident with his/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. Maps for each designated area are held by the local authority.

#### 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 applicant will normally be offered a place at the designated school for their home address, if possible. 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.

#### c. Children with statement of special educational needs

Pupils with a Statement of Special Educational Needs must be admitted to the school named on their statement. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Statutory SEN Service at which point this policy ceases to apply.



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, would be allocated a place at the designated school even if this exceeds the PAN. Reasonable in this circumstance 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.

e. **Shared Parental Responsibility**

Where two (or more) adults both 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

f. **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.

g. **Children of UK Service Personnel (UK Armed Forces)**

Applications for children of UK service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in 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 (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The local authority will not refuse a child of UK service personnel a place because the family does not currently live in the area nor will it reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly. The sibling link will not apply if the child that is going to be attending the school will be in year 11.

#### **h. Armed Forces Personnel Relocating to Salisbury Plain - a Proposed Special Planning area for admissions**

Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.

Wiltshire Council is proposing from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to families of the troops rebasing to settlements around Salisbury Plain until 2017. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

Wiltshire Council is proposing to add criteria 'G' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.

The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.

Applications for children of service personnel with a confirmed posting 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 relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements.

## **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 welfare. 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**

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, 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 2014 will be considered as first round applications**

The closing date for main round applications (i.e. applications for entry into Secondary Yr7 2015) is 31 October 2014.

All applications received after the deadline of 31 October 2014, 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 2015/16.

## 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, residence, 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; children with particular educational needs where written evidence is available from Statutory SEN Service to show that it would be detrimental to the child not to be admitted to the 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 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 year 12 or 13 at 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 one of the above applies to the applicant must be provided at the time of application.

g. **Children of Serving Forces Personnel relocating to Salisbury Plain**

The above criteria will only apply to the following schools:

Amesbury - Stonehenge

h. **Other children**

Children to whom none of the above criteria apply.

### **Tie Break**

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.

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.

## **5. Waiting Lists**

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 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 oversubscription criteria.

Waiting lists for the all year groups will close on 24 July 2016.

Parents may submit a fresh application for the next academic year group which will be considered from 5 May 2016 onwards.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC or C school then you must accept or decline the place 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 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 the lists 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 considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement.
- 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 2014**

Applications received after the deadline of 31 October 2014 will be considered as late applications.

Applications received between the 1 November 2014 and 9 March 2015 will be treated as second round applications.

Applications received after the 10 March 2015 will be treated as third round applications.

## **7. In Year Transfer Applications for year groups other than Secondary Yr7 2015 Intake**

Applications received after the 24 July 2015 for the year of entry and any applications received for other year groups are classed as transfer applications.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next traditional term.

All applications will be considered together with any applications already on a school's waiting list.

Applications received at least one traditional term before the term in which admission is being sought are considered together and are ranked using the oversubscription criteria listed in this policy.

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 your child is offered a place at any VC or C school then you must accept or decline the place 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 five working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

If your child is offered a place at any VC or C school and you accept the place, you must take the place 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.

## **8. 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 copy of your Council Tax Bill

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.

## **9. 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 (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, 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](http://www.wiltshire.gov.uk)

## **10. Sixth Form Admissions**

Parents or students wishing to enrol for sixth form courses at Voluntary Controlled or Community Secondary Schools should in the first instance 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.

## **11. Appeal Process**

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.

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 Democratic and Members Service team at County Hall, Trowbridge. The clerk for the appeals panel will be provided by the D&M Service team.

If a place has been awarded by the independent appeal panel the place must be taken up within 28 days of the required date of admission stated on the original application form.

Should the place not be taken up within the 28 days the LA will then write to the parents informing them that the place has been withdrawn.

## **12. Further Appeals**

Unless there are significant and material changes, as agreed by the Director for Children's Services, in the circumstances of the parent, child or school relevant to a further application, a repeat application during the same academic year will not be considered and no fresh appeal can be made.

Where there have been material changes in circumstances and the repeat application is considered and again refused, the parents will have the right to a fresh appeal.

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 with that application.



## Consultation on Published Admission Numbers (PAN's) for VC & C Schools

In line with the School Admissions Code, the Local Authority is formally consulting on the published admission numbers for the below VC or C schools.

Any objections to the proposed PAN's should be sent to [admissions@wiltshire.gov.uk](mailto:admissions@wiltshire.gov.uk)

<b>DfES</b>	<b>School</b>	<b>Agreed 2015 PAN</b>
<b>4000</b>	<b>Abbeyfield School, Chippenham</b>	<b>180</b>
<b>4013</b>	<b>Melksham Oak Community School</b>	<b>230</b>
<b>4070</b>	<b>The Stonehenge School, Amesbury</b>	<b>164</b>

This page is intentionally left blank

**PRIMARY**

**Proposed Admission Arrangements for Community and Voluntary  
Controlled Primary Schools for 2015/16**

**Status: A260-13** Proposed Admissions Arrangements 2015/16

## 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 2015/16 Academic Year

#### 1. General Information

This policy applies solely to applications for places at Voluntary Controlled (V) 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.

**Determined Arrangements for the co-ordination of primary admissions are made with the co-ordinated admissions scheme proposed by 2014/15.**

##### 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 s/he is ordinarily resident with his/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. Maps for each designated area are held by the Local Authority (LA).

##### 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.

##### c. Children with statement of special educational needs

Pupils with a statement of special educational needs are required to be admitted to the school named on their statement. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Statutory SEN Service at which point this policy ceases to apply.

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 whom there is no reasonable alternative place available would be admitted. "Reasonable" in this circumstance is defined as a school within the statutory safe walking distance from the applicant's 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.

e. **Shared Parental Responsibility**

Where two (or more) adults both 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.

f. **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 which came into force in February 2012, 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 30<sup>th</sup> child admitted.

g. **Children of UK Service Personnel (UK Armed Forces)**

Applications for children of service personnel with a confirmed posting to the county or crown servants returning from overseas to live in 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 relocation

date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly. The sibling link will not apply if the child that is going to be attending the school will be in year 6.

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 2012.

**h. Armed Forces Personnel Relocating to Salisbury Plain - a Proposed Special Planning area for admissions**

Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.

Wiltshire Council is proposing from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to families of the troops rebasing to settlements around Salisbury Plain until 2017. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

Wiltshire Council is proposing to add criteria 'H' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.

The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.

Applications for children of service personnel with a confirmed posting 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 relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. 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 2012.

## **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, Sure Start Centres, pre-schools, day nurseries, playgroups or nursery schools.

A school place will be made available for children from the September following their 4<sup>th</sup> 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 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 and the pre-school or nursery school does not give priority in itself 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 4<sup>th</sup> 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 and no priority will be given to such children.

#### **4. Early, deferred or delayed admission**

##### **a. Early admission**

Admissions earlier than the term following the child's 4<sup>th</sup> 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**

A school place in the reception class is available for children from the September of the academic year in which they are four. Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for the child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the admission is sought.

Where a parent or guardian chooses to defer their child's admission beyond the academic year for which admission is sought, the place originally offered cannot be held over and a fresh application is required. Children whose entry is deferred are expected to join their chronological peer group, i.e. year 1.

##### **c. Exceptional circumstances requiring delayed admissions**

In exceptional circumstances children may be considered for delayed school entry into reception class, i.e. out of their chronological year group. A written request must be made by the parents to the LA. All such requests will be considered by the authority's professional advisors on a case by case basis, in discussion with parents and the preferred school.

#### **5. Deadline – applications received by the deadline date of 15 January 2015 will be considered as first round applications**

The closing date for main round applications (i.e. applications for entry into Reception 2015) is 15 January 2015.

All applications received after the deadline of 15 January 2015, 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, residence, 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.

Children with particular educational needs where written evidence is available from health or educational professionals to show that it would be detrimental to the child not to be admitted to the school;

For the purpose of the above criteria the word 'families' 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 Infant School (this criterion applies to infant-to-junior transfer 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 infant school, i.e. F, A, C or VC.

d. **Designate area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked in junior school in the case of applications to an infants' 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 for 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 in junior school in the case of applications to an infants' 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.

**h. Children of Serving Forces Personnel relocating to Salisbury Plain**

The above criteria will only apply to the following schools:

Durrington All Saints CE Infants School,  
Durrington CE Junior School,  
Figheldean St Michael's CE Primary School,  
Kiwi Primary School, Bulford,  
Larkhill Primary School,  
Collingbourne C E Primary School.  
Amesbury C of E Primary School  
Amesbury Archer Primary School

**i. Other Children**

Children to whom none of the above criteria apply.

## **Tie Break**

If the school is oversubscribed within any category above, 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.

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 (random application).

## **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 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 24 July 2016.

A fresh application can be made for a place for the next academic year group but this will not be considered before 5 May 2016.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC, C schools then you must accept or decline the place 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 the lists 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.
- 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.
- 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 2015 Intake – applications received after 15 January 2015**

Applications received after the deadline of 15 January 2015 will be considered as late applications.

Applications received between the 16 January 2015 and 23 April 2015 will be treated as second round applications.

Applications received after the 23 April 2015 will be treated as third round applications.

**9. In Year Transfer Applications for year groups other than Reception 2015 Intake**

Applications received after the 24 July 2015 for the year of entry and any applications received for other year groups are classed as transfer applications.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next traditional term.

All applications will be considered together with any applications already on a school's waiting list.

Applications received at least one traditional term before the term in which admission is being sought are considered together and are ranked using the oversubscription criteria listed in this policy.

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 your child is offered a place at any VC or C school then you must accept or decline the place 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 five working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

If your child is offered a place at any VC or C school and you accept the place, you must take the place 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.

## **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 copy of your Council Tax Bill

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.

## **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 (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, 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](http://www.wiltshire.gov.uk)

## **12. Appeals Procedure**

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.

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.

If a place has been awarded by the independent appeal panel the place must be taken up within 28 days of the required date of admission stated on the original application form.

Should the place not be taken up within 28 days the LA will then write to the parents informing them that the place has been withdrawn.

## **13. Further Appeals**

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.

Unless there are significant and material changes, as agreed by the Director of Children's Services, in the circumstances of the parent, child or school relevant to a further application, a repeat application during the same academic year will not be considered and no fresh appeal can be made.

Where there have been material changes in circumstances and the repeat application is considered and again refused, the parents will have the right to a fresh appeal.

## Consultation on Published Admission Numbers (PANs) for VC & C Schools

In line with the School Admissions Code, the Local Authority is formally consulting on the published admission numbers (PAN's) for the below VC or C schools. The first table provides information of the PAN's which are in line with the indicated admission number.

Any objections to the PAN's should be sent to [admissions@wiltshire.gov.uk](mailto:admissions@wiltshire.gov.uk)

<b>School – Voluntary Controlled</b>	<b>2015 for PAN</b>
<b>All Cannings CE Primary School</b>	<b>21</b>
<b>Amesbury CEVC Primary School</b>	<b>50</b>
<b>Ashton Keynes CE Primary School</b>	<b>29</b>
<b>Box CE Primary School</b>	<b>25</b>
<b>Bradford-on-Avon Christ Church</b>	<b>60</b>
<b>Brinkworth Earl Danby's CE Primary School</b>	<b>30</b>
<b>Longford CE (VC) Primary School</b>	<b>13</b>
<b>Broad Hinton CE Primary School</b>	<b>17</b>
<b>Broad Town CE Primary School</b>	<b>12</b>
<b>St. Nicholas CEVC Primary School, Bromham</b>	<b>12</b>
<b>St. Mary's Broughton Gifford VCCE Primary School</b>	<b>12</b>
<b>St. Dunstan CE Primary School, Calne</b>	<b>60</b>
<b>Chirton CE Primary School</b>	<b>8</b>
<b>Christian Malford CE Primary School</b>	<b>17</b>
<b>Churchfields, The Village School</b>	<b>24</b>
<b>Colerne CE Primary School</b>	<b>38</b>
<b>Collingbourne CE Primary School</b>	<b>17</b>
<b>St. Sampson's CE Junior School, Cricklade</b>	<b>67</b>
<b>Crudwell CE Primary School</b>	<b>17</b>
<b>Southbroom CE Junior School, Devizes</b>	<b>90</b>
<b>Dilton Marsh CE Primary School</b>	<b>30</b>
<b>Dinton CEVC Primary School</b>	<b>17</b>
<b>Durrington All Saints CEVC Infant School</b>	<b>60</b>
<b>Durrington CE Cont. Junior School</b>	<b>60</b>
<b>Figheledean St Michael's CE Primary School</b>	<b>17</b>
<b>Five Lanes Primary</b>	<b>21</b>
<b>Great Bedwyn CE Primary School</b>	<b>30</b>
<b>Hilperton CEVC Primary School</b>	<b>25</b>

Holt VC Primary School	21
Hullavington CE School	21
Kington St. Michael CE Primary School	17
Lacock CE Primary School	12
Langley Fitzurse CE Primary School	16
Lea & Garsdon CE Primary School	21
Lydiard Millicent CE Primary School	30
St Barnabas CE School, Market Lavington	20
St.Mary's CE Infant School, Marlborough	60
St.Peter's Junior School, Marlborough	60
Minety CE Primary School	17
North Bradley CE Primary School	25
Oaksey CE Primary School	16
Oare CE Primary School	17
Ogbourne St.George & St. Andrew VC CE Primary School	13
Preshute CE Primary School	30
St. Mary's CE Primary School, Purton	60
Harnham CE Cont. Junior School, Salisbury	90
St Mark's CE Junior School, Salisbury	90
Wyndham Park Infants' School, Salisbury	90
St. Katharine's CE (VC) Primary School, Savernake Forest	12
Seagry CE Primary School	12
St George's CE Primary School, Semington	12
Shalbourne CE Primary School	9
Shaw CE Cont. Primary School	30
Sherston CE Primary School	30
Shrewton CE Primary School (New site)	17
Southwick CE Primary School	26
Staverton CEVC Primary School	45
Stratford sub Castle CEVC Primary School	21
Sutton Veny CEVC School	24
St John's CE Primary School, Tisbury	20
Bellefield Primary & Nursery School, Trowbridge	42
Urchfont CE Primary School	16
The Minster CE Primary School, Warminster	30
Warminster Sambourne CEVC Primary School	21
St John's CE Primary, Warminster	21
Westbury CE Junior School	82
Westbury Leigh CE Primary School	60
Wilton and Barford CE Primary School	25
Winsley CEVC Primary School	21

Winterbourne Earls CE Primary School	30
--------------------------------------	----

<b>School - Community</b>	<b>PAN for 2015</b>
Amesbury Archer Primary School	60
Fitzmaurice Primary School, Bradford-on-Avon	45
Bratton Primary School	30
Kiwi School, Bulford	38
Fynamore Primary School, Calne	60
Priestley Primary School, Calne	30
Charter Primary School, Chippenham	47
Ivy Lane Primary School, Chippenham	55
Kings Lodge Community School, Chippenham	60
Monkton Park Community Primary School, Chippenham	38
Queen's Crescent Primary School, Chippenham	50
Redland Community Primary School, Chippenham	40
St. Paul's Primary School, Chippenham	41
Lypiatt Primary School, Corsham	7
St. Sampson's Infant School, Cricklade	60
Nursted Community Primary School, Devizes	30
Devizes Southbroom Infants School	90
Gomeldon Primary School	21
Hilmarton Primary School	16
Horningsham Primary School	12
Larkhill Primary School	47
Luckington Community School	8
Ludwell Community Primary School	12
Lyneham Primary	60
Bowerhill Primary School, Melksham	55
Mere School	30
Neston Primary School	30
Old Sarum Primary	30
Pewsey Primary School	30
Ramsbury School	30
Greentrees Primary School, Salisbury	34
Harnham Infant School, Salisbury	90
Salisbury Manor Fields Primary School	30
Woodlands Primary School, Salisbury	30
Stanton St. Quintin Primary School	21



<b>Grove Primary School, Trowbridge</b>	<b>60</b>
<b>Holbrook Primary School, Trowbridge</b>	<b>45</b>
<b>Newtown Community Primary School, Trowbridge</b>	<b>45</b>
<b>Walwayne Court School, Trowbridge</b>	<b>42</b>
<b>New Close Community School, Warminster</b>	<b>30</b>
<b>Princecroft Primary School, Warminster</b>	<b>21</b>
<b>Bitham Brook Primary School, Westbury</b>	<b>42</b>
<b>Westbury Infants School</b>	<b>80</b>
<b>Westwood-with-Iford School</b>	<b>17</b>
<b>Wootton Bassett Infants</b>	<b>60</b>
<b>Longleaze Primary School, Wootton Bassett</b>	<b>37</b>
<b>Noremarsh Junior Community School, Wootton Bassett</b>	<b>60</b>

This page is intentionally left blank

### Types of Schools – Background Information

There are four types of state school all of which receive funding from the local authority. They all follow the National Curriculum and are regularly inspected by the government; they are said to be “maintained schools”.

#### Community schools

A community school is run by the local authority, which:

- employs the staff
- owns the land and buildings
- decides which ‘admissions criteria’ to use (these are used to allocate places if the school has more applicants than places)

Community schools look to develop strong links with the local community, sometimes offering use of their facilities and providing services such as childcare and adult learning classes.

There are 54 mainstream community schools in Wiltshire

#### Foundation schools

Foundation schools are run by their own governing body, which employs the staff and sets the admissions criteria. Land and buildings are usually owned by the governing body or a charitable foundation.

There are 14 foundation schools in Wiltshire

#### Voluntary-aided schools

Voluntary-aided schools are mainly religious or ‘faith’ schools, although anyone can apply for a place. As with foundation schools, the governing body:

- employs the staff
- sets the admissions criteria

School buildings and land are normally owned by a charitable foundation, often the RC or CE Diocese. The governing body contributes to building and maintenance costs.

There are 57 VA schools in Wiltshire

#### Voluntary-controlled schools

Voluntary-controlled schools are similar to voluntary aided schools, but are run by the local authority. As with community schools, the local authority:

- employs the school's staff
- sets the admissions criteria

School land and buildings are normally owned by a charity, often the CE Diocese, which also appoints some of the members of the governing body.

There are 70 VC schools in Wiltshire

#### Academy

An Academy is a self determining school that is included in the co-ordinated admissions scheme and, for admissions purposes, operate in the same way as a foundation school. The Academy trust owns the building and Land.

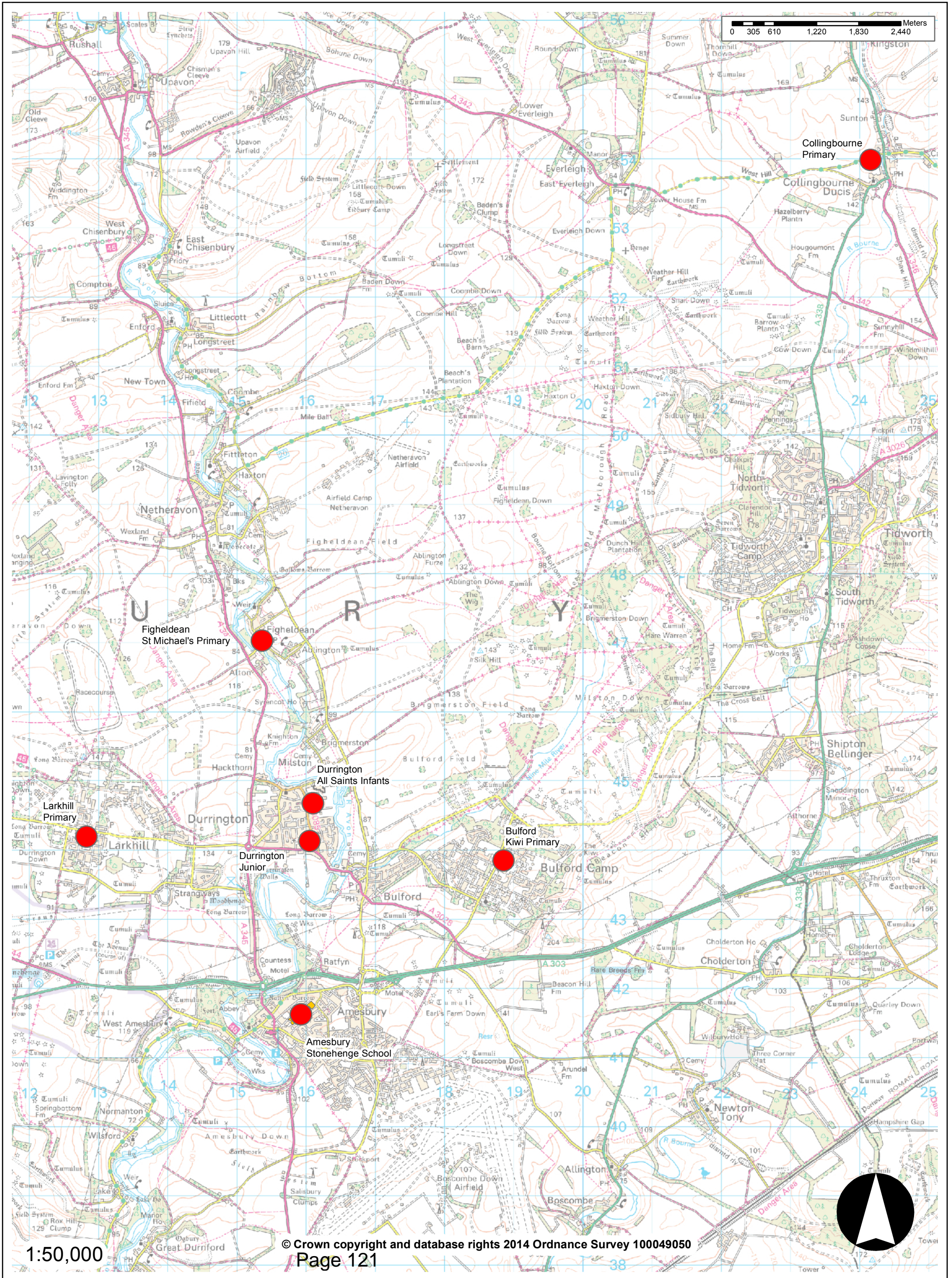
There are 34 Academies in Wiltshire.

**Admission Arrangements** explain how children will be admitted to schools and in particular outline the criteria which will be used to allocate places if the school is oversubscribed for the

## Appendix E

intake year in September. The local authority sets the admission arrangements for voluntary controlled and community schools.

**Co-ordinated Schemes** explain the process which has to happen before an allocation can be made. They say how applications to all maintained schools will be handled. Academies are included in the co-ordinated scheme and, for admissions purposes, operate in the same way as a foundation school.



This page is intentionally left blank

**Wiltshire Council**

**Cabinet**

**18 March 2014**

---

**Subject: Revised Policy for School Infrastructure & Capital Cost Multipliers for Section 106 Agreements**

**Cabinet member: Cllr Toby Sturgis, Strategic Planning, Development Management, Strategic Housing, Property, Waste**

**Key Decision: Yes**

---

## **Executive Summary**

This report seeks Cabinet approval of the draft policy for School Infrastructure & Capital Cost Multipliers for Section 106 Agreements.

Previously, the council has used the Department for Education multipliers for a capital cost per place. In 2006/07 the DfES Cost Multipliers were £10,732 for each primary school place, and £15,848 for secondary places. However, these multipliers were last updated by DfE in 2008/09 to £11,356 for primary and £17,381 for secondary places, and it is no longer reasonable or sufficiently clear to base cost indexed contributions on these historical figures.

A new methodology has been introduced based on the BCIS public sector national cost standards for State Schools.

The revised calculated rates at present are £16,416 per Early Years place, £16,768 per primary school place and £19,084 per Secondary school place

## **Proposal**

**That Cabinet approve the policy for School Infrastructure & Capital Cost Multipliers for Section 106 Agreements.**

## **Reason for Proposal**

The decision is required to enable the Council to update the policy for requesting infrastructure contributions where the need for extra school places arises directly from housing developments. The draft document replaces the 2006 policy.

**Carolyn Godfrey  
Corporate Director**

## **Wiltshire Council**

### **Cabinet**

**18 March 2014**

---

**Subject: Revised Policy for School Infrastructure & Capital Cost Multipliers for Section 106 Agreements**

**Cabinet member: Cllr Toby Sturgis, Strategic Planning, Development Management, Strategic Housing, Property, Waste**

**Key Decision: Yes**

---

### **Purpose of Report**

1. This report seeks Cabinet approval of the draft revised policy for School Infrastructure & Capital Cost Multipliers for Section 106 Agreements. Attached as appendix A.

### **Background**

2. A developer contribution will be sought where it can be demonstrated that there is a need to expand education provision for early years, primary and/or secondary school (irrespective of the school's status) as a consequence of a proposed housing development. Generally, the schools considered for expansion will be those serving the designated area in which the housing development is to be located. Occasionally, a housing development will relate geographically better to a school other than that which currently serves the designated area.
3. Wiltshire Council aims to provide a good match between pupils and places with an infrastructure of high quality school buildings and facilities where all schools are of sufficient size and standard to deliver the curriculum cost effectively. Wiltshire Council has a "local children going to local schools" policy, which is desirable both in environmental and school travel plan terms, and because local schools make a valuable contribution to the broader sustainable communities agenda. It is also the general and reasonable expectation of parents moving to a new housing development that their children will be able to attend their local or "designated area" school. Hence, the Council aims to facilitate this by focusing upon the position of those designated area schools, and in particular, their ability to accommodate the additional children generated by housing development in their locality
4. Wiltshire Council has a comprehensive and well-established system for forecasting the future pupil populations of primary and secondary schools in the County. Information is gathered on: children registered with GPs in the County; admission trends (taking into account parental preferences for schools and demographic changes in population) and planned housing developments. In addition, the Council has tracked the actual number of children arriving in Early Years settings and Wiltshire schools from a variety of different sized housing developments over 10 years. From this it has calculated pupil product figures which it uses as the basis for



estimating the number of nursery, primary, secondary aged children likely to come from future housing developments. These figures are:

0.04 per dwelling for 0-2 year olds (4 per 100 dwellings)

0.09 per dwelling for 3-4 year olds (9 per 100 dwellings)

0.31 per dwelling for primary aged pupils (31 per 100 dwellings)

and

0.22 per dwelling for secondary aged pupils (22 per 100 dwellings).

5. These “pupil products” are in-line with other similar local authorities and do not apply to any one bedroom dwellings in a development, but do apply to all other sizes/types of property and to affordable housing as well as open market.

### **Safeguarding Considerations**

6. Section 106 agreements enable additional school places to be provided in a safe environment for children as close as reasonably possible to the new housing development. Without the local expansion, young people would need to be transported to schools further away from their community leaving them more vulnerable due to the distance they are from home.

### **Public Health Implications**

7. Section 106 agreements may be used to enable school infrastructure to be built which can enhance the range of sporting facilities to the pupils such as a hall, netball courts and football pitch. Such facilities encourage young people in the community to participate in sports and thereby promote healthy behaviours and practices to ensure the population stay healthy and ensure health resilience.

### **Environmental and Climate Change Considerations**

8. Additional classrooms or other new buildings generally require increased use of energy to operate the buildings. In addition, the number of students travelling to and from schools by motor transport may increase. Section 106 agreements can ensure compliance with Wiltshire’s renewable energy and environmental requirements as well as building control and other statutory requirements.

### **Equalities Impact of the Proposal**

9. This proposal is aimed at meeting the need for new school places across Wiltshire. The duties in relation to schools are:

Not to discriminate against a person:

- a) In the arrangements it makes for deciding who is offered admission as a pupil
- b) As to the terms on which it offers to admit the person as a pupil
- c) By not admitting the person as a pupil

Not to discriminate against a pupil:

- a) In the way it provides education for the pupil
- b) In the way it affords the pupil access to a benefit, facility or service
- c) By not providing education for the pupil
- d) By not affording the pupil access to a benefit, facility or service
- e) By excluding the pupil from the school
- f) By subjecting the pupil to any other detriment

Not to harass:

- a) A pupil
- b) A person who has applied for admission as a pupil.

Not to victimise a person:

- a) In the arrangements it makes for deciding who is offered admission as a pupil
- b) As to the terms on which it offers to admit the person as a pupil
- c) By not admitting the person as a pupil.

Not to victimise a pupil:

- a) In the way it provides education for the pupil;
- b) In the way it affords the pupil access to a benefit, facility or service;
- c) By not providing education for the pupil;
- d) By not affording the pupil access to a benefit, facility or service;
- e) By excluding the pupil from the school;
- f) By subjecting the pupil to any other detriment.

## **Risk Assessment**

10. Contributions from developers are sought, where the Council can evidence a shortfall in school places will occur as a result of future development. Section 106 contributions and other funding streams are used for the provision of sufficient school places and are accompanied by strict contractual arrangements including timeframes for the utilisation of funding. The main risk to Wiltshire Council is there will be a considerable shortfall in places for young people both in normal admission rounds at Reception and year 7 as well as those that move to the area in-year.

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

11. Identified risks that may arise if the proposed decision and related work is not taken:
- 1. The schools are approaching capacity and young people will have to be accommodated in 'out of area' provision' at substantially increased transport cost to the Council and disruption for the child and family

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

12. Identified risks that may arise if the proposed decision is taken:

<b>Risk</b>	<b>Action to mitigate the risk</b>
1. Financial envelope does not enable delivery of proposals	Project steering group to drive specifications and work with property services and design teams to ensure proposals are deliverable
2. Delays in project delivery	Management of project to an agreed timeline

## **Financial Implications**

13. The policy sets out the Councils approach to assessing the impact, requesting developer contributions and the rates that apply.

Previously, the council has used the Department for Education multipliers for a capital cost per place. In 2006/07 the DfES Cost Multipliers were £10,732 for each primary school place, and £15,848 for secondary places. However, these multipliers were last updated by DfE in 2008/09 to £11,356 for primary and £17,381 for secondary places, and it is no longer reasonable or sufficiently clear to base cost indexed contributions on these historical figures.

14. For the revised methodology the Council commissioned an independent firm of quantity surveyors, Dixon Powell, to develop an objective approach using authoritative published figures to give a cost per place for nursery, primary and secondary phases. The index chosen on the basis of objectivity and reliability is BCIS public sector national cost standards for State Schools.

15. In summary, the revised calculated rates at present are £16,416 per Early Years place, £16,768 per primary school place and £19,084 per Secondary school place. These figures have been cross checked by Dixon Powell with recently complete projects for each phase of education in the county. This cost multiplier is consistent with the financial outturn from these projects, and more accurately reflects the actual building costs.

## **Legal Implications**

16. The policy is consistent with the guidance contained in Circular 05/05 as given statutory force more recently under regulation 122 of the CIL Regulations 2010 i.e. that it is, in summary: necessary, directly related, reasonable and proportionate. This policy also accords with the NPPF by seeking to promote sustainable and viable communities, encouraging local schools thereby reducing the need to travel by car and encourage where possible walking to school by ensuring local services are able to develop. Specifically, paragraph 72 of the NPPF attaches great importance to ensuring that a sufficient choice of school places is available to meet the needs of existing and new communities. Wiltshire Council will take a proactive, positive and collaborative approach to meeting this requirement, and widen choice in education. Great weight will be placed on the need to create, expand or alter schools.

17. Under the Childcare Act 2006 the Council must provide free early years funding for all 3 and 4 year olds up to 15 hours each week. Since September 2013 the Council has a duty under statute to provide free early years funding for 20% of two year olds in low income families and from September 2014 40% of all two year olds. These must be created when there is housing development in our communities.

## **Options Considered**

18. The draft policy has been prepared following consultation with Planning Officers, affordable Housing Officers and other internal stakeholders. The draft policy has been presented to and approved by Changing School Board.

## **Conclusions**

19. It is recommended that Cabinet approve the revised policy for School Places and Capital Cost Multipliers for Section 106 Agreements. The conclusions reached having taken all of the above issues into account.

---

**Carolyn Godfrey**  
**Corporate Director**

Background Papers relied upon to a material extent in preparing this report:

None

## **Appendix A**

School Infrastructure & Capital Cost Multipliers for Section 106 Agreements

## **Appendix A**

### **School Infrastructure & Capital Cost Multipliers for Section 106 Agreements**

#### **Revised Policy April 2014**

##### **1. Summary**

- 1.1 This document sets out Wiltshire Council's policy for requesting infrastructure contributions where the need for extra school places arises directly from housing developments. It is consistent with the guidance contained in Circular 05/05 as given statutory force more recently under regulation 122 of the CIL Regulations 2010 i.e. that it is, in summary: necessary, directly related, reasonable and proportionate. This policy also accords with the NPPF by seeking to promote sustainable and viable communities, encouraging local schools thereby reducing the need to travel by car and encourage where possible walking to school by ensuring local services are able to develop. Specifically, paragraph 72 of the NPPF attaches great importance to ensuring that a sufficient choice of school places is available to meet the needs of existing and new communities. Wiltshire Council will take a proactive, positive and collaborative approach to meeting this requirement, and widen choice in education. Great weight will be placed on the need to create, expand or alter schools. This document replaces the 2006 policy.
- 1.2 Wiltshire Council aims to provide a good match between pupils and places with an infrastructure of high quality school buildings and facilities where all schools are of sufficient size and standard to deliver the curriculum cost effectively. Wiltshire Council has a "local children going to local schools" policy, which is desirable both in environmental and school travel plan terms, and because local schools make a valuable contribution to the broader sustainable communities agenda. It is also the general and reasonable expectation of parents moving to a new housing development that their children will be able to attend their local or "designated area" school. Hence, the Council aims to facilitate this by focusing upon the position of those designated area schools, and in particular, their ability to accommodate the additional children generated by housing development in their locality.
- 1.3 The School Organisation Plan states that Wiltshire Council only seeks to open new (4 -11) schools for primary phase pupils and (11 – 16) or (11 -18) schools for secondary phase pupils rather than any other school organisation arrangements. For primary schools there is a strong preference for schools which take in between one (210 places) and three forms of entry (630 places). Smaller new schools will only be considered if it is not possible to provide the extra places by expanding existing schools and the additional demand does not require seven classes.

- 1.4 The Council will consider the establishment of a new secondary school where long term demand is likely to lead to a school with 900 11-16 school places.
- 1.5 Under the Childcare Act 2006 the Council must provide free early years funding for all 3 and 4 year olds up to 15 hours each week. Since September 2013 the Council has a duty under statute to provide free early years funding for 20% of two year olds in low income families and from September 2014 40% of all two year olds. These must be created when there is housing development in our communities.
- 1.6 In general terms, proposals for the development of 600 dwellings or more are likely to require both a new early years provision and a new primary school (preferably in integrated nursery/primary school provision) to serve the pupils generated by that development unless there is considerable surplus capacity within reasonable walking distance of the development. Due to their relatively wide designated areas, a new secondary school is only likely to be required to serve a major urban expansion scheme.

## **2. Assessing the need for school places**

- 2.1 Wiltshire Council has a comprehensive and well-established system for forecasting the future pupil populations of primary and secondary schools in the County. Information is gathered on: children registered with GPs in the County; admission trends (taking into account parental preferences for schools and demographic changes in population) and planned housing developments.
- 2.2 Wiltshire Council publishes a School Organisation Plan. This document outlines the strategy for the planning and provision of school places. Education officers also work closely with planning officers and developers to ensure that the most up to date information is obtained prior to consideration of a planning application.
- 2.3 The 2006 Childcare Act (section 11) states that Local Authorities have a statutory obligation to ensure that they have a strategy in place for the provision of childcare sufficient to meet the needs of parents who require childcare. If capacity is exceeded then the Council in its role of market facilitator and commissioner will require resources to stimulate the market and provide additional capacity. When a new school is required, the Council's strong preference is for integrated nursery provision on the new school site.
- 2.4 A developer contribution will be sought where it can be demonstrated that there is a need to expand education provision for early years, primary and/or secondary school in the locality of the proposed housing development. Generally, the schools examined will be those serving the designated area in which the housing development is to be located. Occasionally, a housing development will relate geographically better to a school other than that which currently serves the designated area.
- 2.5 It is accepted that it may not be reasonable to seek contributions for a single small development and generally contributions will only be sought in respect of developments of 10 or more dwellings. However where a number of small developments are located close together, the cumulative impact of all these

developments on school place availability in the area will be taken into account when assessing the need to seek contributions from individual developers. Similarly, where there is immense pressure on the availability of places in a particular area, the Council reserves the right to assess all applications coming forward that generate the need for an additional place or more, and to aggregate these contributions.

- 2.6 It is possible that a housing development may give rise to the need for a new school, either because the number of houses involved is so large (when all developments in the area are considered) or because existing schools have already reached the limits of their potential to expand. In these circumstances the Council would seek to provide both a new school and early years provision – preferably on the same site.
- 2.7 The Council has tracked the actual number of children arriving in Early Years settings and Wiltshire schools from a variety of different sized housing developments over 10 years. From this it has calculated pupil product figures which it uses as the basis for estimating the number of nursery, primary, secondary aged children likely to come from future housing developments. These figures are:
- 0.04 per dwelling for 0-2 year olds (4 per 100 dwellings)
  - 0.09 per dwelling for 3-4 year olds (9 per 100 dwellings)
  - 0.31 per dwelling for primary aged pupils (31 per 100 dwellings)
- and
- 0.22 per dwelling for secondary aged pupils (22 per 100 dwellings).

These “pupil products” are in-line with other similar local authorities and do not apply to any one bedroom dwellings in a development, but do apply to all other sizes/types of property and to affordable housing as well as open market.

- 2.8 When a request for information about the estimated level of Section 106 Education contributions to be sought is made, the developer or landowner will be asked to specify the number of dwellings broken down by type, divided into open market and affordable, and specifying where possible, the number of one bed sized units within each category. If the enquiry is preliminary to making or considering an actual planning submission, then an indicative assessment for guidance only, will be provided. Formal assessment will take place as part of the consultation process on a submitted planning application. Assessments will be based upon the most current data available on pupil numbers and forecasts, schools’ capacities and details of other known housing applied for/approved within the relevant designated area/s. It should be noted that as the situation in schools does not remain static, a time lapse between assessments of a proposal may well result in different outcomes. Any changes to the site location, housing number or mix specified in

an application will necessitate a new assessment, as they are material to the basis of the assessment and effectively present a new proposal.

- 2.9 In order to make an assessment of the impact of the new housing upon the existing education infrastructure in the locality, the Council's officers will first deduct any one bed sized units from the accommodation schedule, and then apply a standard discount of 30% to the remaining (if any) affordable housing. This discount reflects evidence that families in affordable housing move within the immediate area and so their children will not need to change schools, and is most pertinent at secondary level where designated areas can be wide ranging.
- 2.10 Using the pupil products described at above, the likely number of pupils arising from the development will be calculated and if appropriate, rounded up or down to give a whole number. It will then be assessed whether they can be accommodated within the existing capacity of the relevant designated area school(s) by taking into account other known granted or pending developments in their designated area. The estimated pupil product calculated for a new housing development, plus the forecast numbers on roll at the appropriate school(s) are compared to their permanent capacities to identify the extent of any deficit that will need to be addressed.
- 2.11 The determination of whether or not there is sufficient Early Years provision in the area of the development will be done via reference to the current "Wiltshire Childcare Sufficiency Report" and an assessment of the impact of the development on existing capacity.
- 2.12 Upon consideration of all the relevant data (as described above), where the proposed housing development would lead to a forecast school and early years population in excess of the permanent capacity, a contribution will be sought in respect of land and/or finance to enable the Council to meet the shortfall in places. Where insufficient places are available at a designated area school to accommodate the full pupil product of a development, then those available will be "allocated" to individual developments and priority established by the date of registration of the relevant planning applications/s. Informal enquiries about the position in a school/s and/or requests for preliminary assessments where no application has yet been submitted, will not therefore be eligible for such an allocation. When the Council receives money via section 106 contributions there will be a presumption that the designated area school/s will receive investment.

### **3. Assessing Developer financial contributions to schools places**

- 3.1 This section defines the school place cost multiplier figure required by Wiltshire Council. Previously, the council has used the Department for Education multipliers for a capital cost per place. In 2006/07 the DfES Cost Multipliers were £10,732 for each primary school place, and £15,848 for secondary places. However, these multipliers were last updated by DfE in 2008/09. A new methodology has been introduced as it is no longer reasonable or sufficiently clear to base contributions on these historical figures.



- 3.2 For the revised methodology the Council commissioned an independent firm of quantity surveyors, Dixon Powell, to develop an objective approach using authoritative published figures to give a cost per place for nursery, primary and secondary phases. The index chosen on the basis of objectivity and reliability is BCIS public sector national cost standards for State Schools.

#### **Early Years Provision Place Cost Multiplier**

- 3.3 Early years provision (3 – 4 Years) are most efficiently organised in groups of 13 children (this derives from statutory staff to child ratio). For two year olds regardless of staff qualifications the ratio is 1 adult to every four children. Taking the groups across the age ranges and 40% provision for 0 - 2 year olds, this means that Early years provision built in Wiltshire is generally in blocks of 40 places.
- 3.4 As the basis for calculating project costs quantity surveyor's Dixon Powell have chosen the mean value from the BCIS cost data for all public schools [past 5 years results], location adjusted to South West Region with an index of 1.02. The accommodation requirements for a (40 place) Early Years settings is calculated by reference to Building Bulletin 99 and to the Sure Start Guidance at 240 sq m. Further details about how project costs have been derived are set out in appendix 1.
- 3.5 This is £16,416 per Early Years place (£0.66 million/ 40 places). This figure has been cross checked by Dixon Powell with recently complete similar sized Early Years projects in the county. This cost multiplier is consistent with the financial outturn from these projects.

#### **Primary School Place Capital Cost Multiplier**

- 3.6 Primary schools are most efficiently organised in classes of 30 pupils (there is a statutory maximum of 30 pupils for pupils aged 4-7). Taking the 30 pupils across the seven years of primary school, this means that primary schools built in Wiltshire are built in blocks of 210 places. This is often known as a 'form of entry' (FE). In some cases new 1FE schools may later develop into 2FE (420 places) schools, or even 3FE (630 places).
- 3.7 Practically, large developments are generally built in phases, starting with 1FE and expanding later to 2FE and beyond. Therefore, for the purposes of the primary cost multiplier in this document it is based on 1FE (210) place schools as these are most likely to be actually built in the first phase.
- 3.8 As the basis for calculating project costs quantity surveyor's Dixon Powell have chosen the mean value from the BCIS cost data for all public schools [past 5 years results], location adjusted to South West Region with an index of 1.02. Rebased to 4Q 2013. The floor area for a 1FE (210 place) Primary school is provided from DFE Building Bulletin 99 at 1287 sq m. Further details about how project costs have been derived are set out in appendix 2.
- 3.9 This is £16,768 per primary school place (£3.5 million/210places). This figure has

been cross checked by Dixon Powell with recently complete similar sized primary school projects in the county. This cost multiplier is consistent with the financial outturn from these projects.

### **Secondary School Place Capital Cost Multiplier**

**3.10** Like primary schools, secondary schools are most efficiently organised in classes of 30 pupils. Taking the 30 pupils across the five years of secondary school, this means that secondary schools built in Wiltshire are built in blocks of 150 places. Practically, large developments are generally built in phases starting with 1FE and expanding later to 2FE or more as required. Therefore, for the purposes of the secondary cost multiplier in this document it is based on 1FE (150) place expansions as these are most likely to be actually built in each phase. Expansion of secondary schools is dependent on the circumstances at the specific school.

3.11 As the basis for calculating project costs quantity surveyor's Dixon Powell have chosen the Extension - rate based upon BCIS data - Secondary Schools - Average of specialised teaching blocks/mixed facilities - Mean - South West Region - 5 Years Results - Rebased to 4Q 2013 (237; forecast)

3.12 The floor area for a 1FE (150 places) in a secondary is derived from DfE Building Bulletin 98 using the DfE utilisation factor of 0.75 for a 11-16 secondary school – totaling 1340 sq m. Further details about how project costs have been derived are set out in appendix 3.

3.13 This is £19,084 per Secondary school place (£2.9 million/150places). This figure has been cross checked by Dixon Powell with recently complete secondary school projects in the county. This cost multiplier is consistent with the financial outturn from these projects.

### **4. Assessing developer's other contributions**

4.1 Land if required for a new school / early years provision, or an extension to an existing one should be provided free of charge by the developer to the Council. The size of the site area required should be agreed with the Council; as should the location, shape and orientation of the land before a master plan is produced for the proposed development.

4.2 Where the scale of a development is sufficient in itself to justify a new school and or Early Years provision, then the developer will be expected to provide the site free of charge and pay the full construction costs, including all design fees and charges.

4.3 Where a development is not large enough to require new provision, but is of sufficient size to trigger the need for one because existing schools and or Early Years providers cannot satisfactorily accommodate all the pupils from the development, then a contribution to the land and construction costs will be required in proportion to the estimated pupils generated. The Council will use its best endeavours to draw together contributions from two or more sites to commission a new provision with a strong preference for integrated nursery and primary

education. However developers will be required, as an absolute minimum, to provide the new site free of charge.

- 4.4 If the pupil yield from a development can be accommodated by expanding an existing school, or by replacing temporary accommodation with purpose built permanent accommodation, then the developer will be expected to acquire and provide any land required free of charge and pay the relevant cost multiplier unless estimates based on actual schemes are already available, in which case these figures will be used.

Figures used to demonstrate shortfalls and any cost estimates will be made to applicants on request. These will be indicative and the value of the cost multiplier will be accurate at the time of responding to an enquiry. The Council will require that the cost multiplier figures on which the final contribution will be calculated are those applicable on the date of signature of a legal agreement. At that time, if more than a year has elapsed since the original assessment of the application was made, the latest School Population Forecasts will be used to determine whether there should be any modification to the earlier indicative contribution to allow for changes in the number or mix of dwellings, or to the pupil numbers in the local schools.

- 4.5 Once the level of contribution has been determined, it will be included within a legal agreement and thereafter that sum of money will be indexed from the date of signature using the relevant BCIS index.

Standard terms will apply to these legal agreements:

- Where the development is for less than 100 units of housing, payment will be required in full, prior to/upon commencement of, development on site.
- Where the development is for more than 100 units, in order to assist the developer with cashflow issues, whilst still allowing the Authority sufficient time and funding for implementation of larger capital schemes, two or three phased payments will be considered. However, the first tranche of payment will be for 100 units as for smaller developments, and payable upon or prior to commencement of development. The remaining phased payments will be linked to completion of construction of certain numbers of dwellings throughout the progress of the development. It should be noted that linkage of payment to occupation of dwellings is not acceptable to the Council.
- Individual arrangements will apply to situations where a new school is required or being provided by a developer.
- Where phased payments apply, any sums not payable either prior to or upon completion of a development, will require Bonding.
- The Council will require 10 years from date of receipt of the (final) tranche of payment in which to utilise the contribution provided, either by expenditure, or commitment to a developed/planned scheme or project. (This will allow the Council to collect contributions from smaller developments in a particular area in order to accumulate sufficient

budget to fund a cost effective and appropriate expansion of infrastructure in that area or at a particular designated area school/s).Where the housing number/mix of a development has not been finalised prior to the need to complete a legal agreement, then formulae can be included within the agreement to allow for a detailed calculation (and/or re – calculation) to be made when this situation has been resolved.

## **5. Meeting additional demand.**

- 5.1 Wiltshire Council will identify and decide how best to meet the increased demand for education provision. The Council will need to take into account both educational and financial considerations when deciding whether it is necessary to build a new school, extend an existing school, or replace temporary accommodation with permanent accommodation.
- 5.2 The Council works closely with schools and will need to consult with headteachers, school governing bodies, academy trusts, diocesan education boards, parents and the local community about a new residential development and the impact it is likely to have on existing school provision in the locality. During these consultations the Council will take into account:
  - the size of existing schools;
  - the proportion of their accommodation that is permanent/temporary;
  - whether the schools are capable of expansion (in terms of site areas) and how easily the existing buildings lend themselves to extension, and
  - whether it is desirable, on education grounds, to extend them.
- 5.3 The Council will also consider the geography of the area, the accessibility of safe routes between any existing schools and a new development, and the impact that increased pupil numbers are likely to have on road traffic in the surrounding area.
- 5.4 In addition to this, the Council will also wish to consider, in conjunction with planning officers and the developer, whether it would be desirable for the new development, if it is of sufficient size, to have its own school to serve the community. These consultations can be lengthy and a Section 106 Agreement may have to be signed before a definite conclusion can be reached. As a consequence such agreements may need to contain a number of options, in terms of the land and financial contributions that the LA may need for school provision, depending on which option is finally adopted.
- 5.5 This policy will be reviewed annually, and cost multipliers updated by the relevant BCIS index using Quarter 1 data each financial year.

## Appendices

**Appendix 1** – Evidence of the £16,416 per Early Years place (£0.66 million for 40 places) according to BCIS mean figures

### **COST APPRAISAL - NEW BUILD 40 Place Early Years Provision**

Typical Gross Floor Area	m2
Ground floor	240
Total	240

<b>A. New Building</b>	<b>Unit</b>	<b>Rate £/m2</b>	<b>Total</b>
New Build - rate based upon BCIS data - Primary Schools Generally - Mean - South West Region - 5 Years Results - Rebased to 4Q 2013 (237; forecast)	240	1,824	437,760
<b>B. Site Works</b>			
External Works allowance including drainage and incoming services	20%		87,552
<b>C. CRC Measures</b>			
Allowance for enhanced fabric and increased renewables to achieve 40%CRC	5%		21,888
<b>Sub-total</b>		<b>£</b>	<b>547,200</b>
<b>D. Allowance for Fees</b>			
Project/Design Team Fees, surveys and statutory fees	15%		82,080
<b>E. Allowance for Client Contingency</b>			
Design Development Risk Allowance/Contingency	5%		27,360
<b>APPROXIMATE ESTIMATE OF ORDER OF COST FOR TYPICAL NEW BUILD 40 PLACE EARLY YEARS PROVISION (EXCLUDING VAT) *</b>		<b>£</b>	<b>656,640</b>
<b>COST PER PUPIL PLACE (BASED ON 40 PUPILS)</b>	<b>£16,416</b>		

\* See below for exclusions/assumptions made.

#### **Exclusions**

VAT

Any inflation allowance - rates current at  
4Q2013

FF&E, IT equipment and the like

Any allowance for site abnormalities - these require review on a site specific basis

Any off site works - e.g. Extending/upgrading sewers, highway works etc.

#### **Assumptions**

Gross internal floor area based upon BB99 and assuming a single storey  
building

**Appendix 2 – Evidence of the £16,768 per primary school place (£3.5 million for 210 places) according to BCIS mean figures**

**Wiltshire Council**

**ORDER OF COST ESTIMATE - TYPICAL PRIMARY SCHOOL ONE FORM ENTRY**

Based on attached BCIS data

<b>COST APPRAISAL - NEW BUILD 1FE PRIMARY SCHOOL</b>				
	Typical Gross Floor Area	m2		
	Ground floor	1,287		
	Total	1,287		
<b>A</b>	<b>New Building</b>	<b>Unit</b>	<b>Rate £/m2</b>	<b>Total</b>
.				
	New Build - rate based upon BCIS data - Primary Schools Generally - Mean - South West Region - 5 Years Results - Rebased to 4Q 2013 (237; forecast)	1,287	1,824	2,347,488
<b>B</b>	<b>Site Works</b>			
.				
	External Works allowance including drainage and incoming services	20%		469,498
<b>C</b>	<b>CRC Measures</b>			
.				
	Allowance for enhanced fabric and increased renewables to achieve 40%CRC	5%		117,374
	<b>Sub-total</b>		<b>£</b>	<b>2,934,360</b>
<b>D</b>	<b>Allowance for Fees</b>			
.				
	Project/Design Team Fees, surveys and statutory fees	15%		440,154
<b>E</b>	<b>Allowance for Client Contingency</b>			
.				
	Design Development Risk Allowance/Contingency	5%		146,718
	<b>APPROXIMATE ESTIMATE OF ORDER OF COST FOR TYPICAL NEW BUILD 1FE PRIMARY SCHOOL (EXCLUDING VAT) *</b>		<b>£</b>	<b>3,521,232</b>
	<b>COST PER PUPIL PLACE (BASED ON 210 PUPILS)</b>	<b>£16,768</b>		
	* See below for exclusions/assumptions made.			
	<b>Exclusions</b>			
	VAT			
	Any inflation allowance - rates current at 4Q2013			
	FF&E, IT equipment and the like			
	Any allowance for site abnormalities that might be encountered - these require review on a site specific basis			
	Any off site works - e.g. Extending/upgrading sewers, highway works etc.			
	<b>Assumptions</b>			
	Gross internal floor area based upon BB99 and assuming a single storey building			

**Appendix 3 – Evidence of the £19,084 per secondary school place (£2.9 million for 150 places) according to BCIS mean figures**

<b>COST APPRAISAL - 1FE SECONDARY SCHOOL EXTENSION</b>				
	Typical Gross Floor Area	m2		
	Ground floor	1340		
	Total	1340		
<b>A</b>	<b>Extension to Existing Building</b>	<b>Unit</b>	<b>Rate £/m2</b>	<b>Total</b>
.				
	Extension - rate based upon BCIS data - Secondary Schools - Average of specialised teaching blocks/mixed facilities - Mean - South West Region - 5 Years Results - Rebased to 4Q 2013 (237; forecast)	1340	1,483.50	1,987,890
<b>B</b>	<b>Site Works</b>			
.				
	External Works allowance including drainage and incoming services	15%		298,184
<b>C</b>	<b>CRC Measures</b>			
.				
	Allowance for enhanced fabric and increased renewables to achieve 40%CRC	5%		99,934
	<b>Sub-total</b>		<b>£</b>	<b>2,385,468</b>
<b>D</b>	<b>Allowance for Fees</b>			
.				
	Project/Design Team Fees, surveys and statutory fees	15%		357,820
<b>E</b>	<b>Allowance for Client Contingency</b>			
.				
	Design Development Risk Allowance/Contingency	5%		119,274
	<b>APPROXIMATE ESTIMATE OF ORDER OF COST FOR TYPICAL 1FE SECONDARY SCHOOL EXTENSION (EXCLUDING VAT) *</b>		<b>£</b>	<b>2,862,562</b>
	<b>COST PER PUPIL PLACE (BASED ON 150 PUPILS)</b>	<b>£19,084</b>		
	* See below for exclusions/assumptions made.			
	<b>Exclusions</b>			
	VAT			
	Any inflation allowance - rates current at 4Q2013			
	FF&E, IT equipment and the like			
	Any allowance for site abnormalities that might be encountered - these require review on a site specific basis			
	Any off site works - e.g. Extending/upgrading sewers, highway works etc.			
	<b>Assumptions</b>			
	Gross internal floor area based upon area provided by DfE guidelines(150 pupils x 8.93m2 per pupil [BB98 – 6.7m2 per pupil/75% room utilisation factor for 11-16 Secondary School]); and assuming a single storey building			

This page is intentionally left blank



**Wiltshire Council**

**Cabinet**

**18 March 2014**

---

**Subject: Report on Treasury Management Strategy 2013-14 – Third Quarter ended 31 December 2013**

**Cabinet member: Councillor Richard Tonge  
Finance, Performance, Risk, Procurement and Welfare Reform**

**Key Decision: No**

---

### **Executive Summary**

The Council has adopted a Treasury Management Strategy and an Annual Investment Strategy (AIS) for 2013-14, which can be found in the Cabinet meeting on 12<sup>th</sup> February 2013 agenda in the reports pack at the following link, <http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=6131&Ver=4>, Item 10, Pages 75 to 96.

In addition to an Annual Report, the policy requires quarterly reports reviewing the Treasury Management Strategy (TMS). This is the third quarterly report of 2013-14 and covers the period from 1 April 2013 to 31 December 2013.

### **Proposals**

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

### **Reasons for Proposals**

To give members of the Cabinet an opportunity to consider the performance of the Council in the period to the end of the quarter against the parameters set out in the approved Treasury Management Strategy for 2013-14.

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

**Michael Hudson  
Associate Director, Finance, Revenues & Benefits and Pensions**

**Subject: Report on Treasury Management Strategy 2013-14 – Third Quarter ended 31 December 2013**

**Cabinet member: Councillor Richard Tonge  
Finance, Performance, Risk, Procurement and Welfare Reform**

**Key Decision: No**

---

## **1. Background & Purpose of Report**

- 1.1 The Council adopted a Treasury Management Strategy for 2013-14 at its meeting on 26 February 2013, incorporating Prudential Indicators (PrIs), Treasury Management Indicators (TrIs) and an Annual Investment Strategy, in accordance with the Prudential Code for Capital Finance in Local Authorities (the Prudential Code). The Strategy report can be found in the Cabinet 12 February 2013 agenda reports pack, Item 10, Pages 75 to 96 at <http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=6131&Ver=4>.
- 1.2 The Council agreed that, in addition to an Annual Treasury Report reviewing the year as a whole, quarterly reports would be submitted to Cabinet reviewing the Treasury Management Strategy. This report covers the third quarter of 2013-14, ended 31 December 2013.

## **2. Main Considerations for the Cabinet**

- 2.1 This report reviews management actions in relation to:
- a) the PrIs, TrIs originally set for the year and the position at the 31 December 2013;
  - b) other treasury management actions during the period; and
  - c) the approved Annual Investment Strategy.

### **Review of Prudential and Treasury Indicators and Treasury Management Strategy for 2013-14**

- 2.2 The following is a review of the position on the key prudential and treasury indicators for the nine months to 31 December 2013.
- 2.3 A full detailed listing of the indicators required by the CIPFA Prudential Code, Treasury Management Code and Treasury Management Guidance Notes is given in Appendix 1.

## Key Prudential Indicators

### Prl 2 – Ratio of Financing Costs to Net Revenue Stream

	<b>2012-13 Actual Outturn</b>	<b>2013-14 Original Estimate</b>	<b>2013-14 Revised Estimate</b>
General Fund	6.5%	6.6%	<b>6.1%</b>
Housing Revenue Account	15.9%	18.7%	15.3%

- 2.4 The General Fund revised estimate for 2013-14 (highlighted above) is marginally lower than the original due to a reduction in financing cost and a fall in expected investment income. It is also slightly lower than the figure reported in the last quarterly report, reflecting a change in the anticipated level of investment income and a slight decrease in the minimum revenue provision required for capital expenditure.

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

	<b>2012-13 Actual Outturn £ million</b>	<b>2013-14 Original Estimate £ million</b>	<b>2013-14 Revised Estimate £ million</b>
CFR – General Fund	341.9	404.4	<b>378.1</b>
CFR – HRA	122.6	122.6	122.6
Gross Borrowing – General Fund	245.2	275.2	245.2
Gross Borrowing – HRA	118.8	118.8	118.8
<b>CFR not funded by gross borrowing – General Fund</b>	<b>96.7</b>	<b>129.2</b>	<b>132.9</b>
<b>CFR not funded by gross borrowing – HRA</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>

- 2.5 Prl 4 measures the so called “Golden Rule” which ensures that over the medium term net borrowing is only for capital purposes.
- 2.6 The 2013-14 revised estimate for CFR – General Fund (as highlighted) is lower than the figure reported in the last quarterly report due to a change in the expected level of capital expenditure for the year.
- 2.7 The main reasons for the difference in the 2013-14 revised and original estimates are:
- a decrease in the capital financing requirement; and
  - a revision of the external borrowing requirement. It is anticipated that no borrowing will be taken in 2013-14, any increase in capital financing requirement being funded (internally) by a reduction in investments. Using ‘internal cash’, where it is available, to fund increases in CFR, through cash flow management, rather than borrowing externally reduces the cost of borrowing, depending on duration, (from 4.5%, externally to 0.80%, internally).

## Key Treasury Management Indicators within the Prudential Code

2.8 The Operational Boundary and Authorised Limit, as approved by Council in February as part of the Treasury Management Strategy, detailed below are control limits and do not compare with actual borrowing figures as capital funding requirements are not automatically taken as loans and may be funded from cash balances.

### Trl 1 – Authorised Limit for External Debt

<b>Authorised Limit</b>	<b>2013-14 £ million</b>	<b>2014-15 £ million</b>	<b>2015-16 £ million</b>
Borrowing – General Fund	436.0	450.3	451.9
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>559.4</b>	<b>573.7</b>	<b>575.3</b>

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

### Trl 2 – Operational Boundary for External Debt

<b>Operational Boundary</b>	<b>2013-14 £ million</b>	<b>2014-15 £ million</b>	<b>2015-16 £ million</b>
Borrowing – General Fund	425.3	439.3	440.9
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>548.7</b>	<b>562.7</b>	<b>564.3</b>

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

### Trl 3 – External Debt

	<b>31/03/13 Actual £ million</b>	<b>31/12/13 Actual £ million</b>	<b>31/03/14 Expected £ million</b>
Borrowing – General Fund	245.2	245.2	245.2
Borrowing – HRA	118.8	118.8	118.8
<b>Total Borrowing</b>	<b>364.0</b>	<b>364.0</b>	<b>364.0</b>
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>364.2</b>	<b>364.2</b>	<b>364.2</b>

2.11 Trl 3 shows the gross External Debt outstanding, both long-term loans and temporary borrowing. No long term loans were repaid in the first nine months of 2013-14. The figure for actual borrowing at 31 March 2013 is stated at the amount that reflects actual outstanding external borrowing at the end of 2012-13 (i.e. excluding accounting adjustments, such as accrued interest and effective interest rate adjustments).

## **Key Treasury Management Indicators within the Treasury Management Code**

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

- 2.12 This Trl is now covered by the Annual Investment Strategy for 2013-14, which set a limit of £30 million. During the first nine months of 2013-14 no cost effective investments have been identified. The Authority however holds a number of money market funds and an on-call deposit account, which offer both an attractive interest rate and instant access for flexibility of cash management.

### Trl 7 - Local Prudential Indicator

- 2.13 In addition to the main maturity indicators it was agreed as part of the Treasury Management Strategy, approved by Council in February, that no more than 15% of long term loans should fall due for repayment within any one financial year. The maximum in any one year is currently 11.5% (£42 million) in 2014-15. However, £30 million relates to the treatment of LOBO loans, which are shown as maturing at the date (the “call date”) on which the lender has the right to increase the interest rate. Indications are that interest rates will not move upwards until the second quarter of 2016 and it is, therefore, unlikely that these loans will be “called” in 2014-15 (or those that are due to be called in 2013-14). A summary maturity profile is shown in Appendix 2.

## **Other Debt Management Issues**

### Debt Rescheduling

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

### Cash Surpluses and Deficits

#### *Short Term Surpluses and Deficits*

- 2.15 Any short term cash surpluses or deficits have been managed through temporary deposits or loans, respectively. Temporary deposits outstanding at 31 December 2013 amounted to £119.4 million, including outstanding Icelandic bank deposits, shown at their current estimated recoverable amounts, as detailed in Appendix 3.

#### *Icelandic Banks*

- 2.16 The Council received further repayments from both former Icelandic banks in August (Heritable) and September (Landsbanki) 2013, as reported to Cabinet as part of the quarterly report for the end of September 2013. There have been no further repayments to date.
- 2.17 Up to this date the Council recovered approximately £10.2 million of the original £12 million deposited in 2008.
- 2.18 Based on the latest information, the Council is expecting to recover up to 95% of its deposits with Heritable (94% already recovered) and 100% of its deposit in Landsbanki. However, repayments from Landsbanki are likely to be completed

over several more years and are subject to fluctuations in foreign exchange rates and the Icelandic capital controls, which currently remain in place.

- 2.19 On Thursday 30th January 2014 a number of local authorities sold their Landsbanki claims through a competitive auction process. Wiltshire Council decided not to sell its claim at this time (at a potential loss of £300,000), for less than the 100%, to be received eventually by waiting for the remaining distributions, as indicated by the Winding-up Board. The Council is, however, keeping the matter under review and is in regular receipt of offers from parties interested in buying our claim.
- 2.20 The Council is also liaising with the Local Government Association and Bevan Brittan in respect of its position now that several authorities have sold their claims. Ongoing support will still be available from LGA/Bevan Brittan, but the Council will need to consider how best to proceed as, with the number of authorities that still hold claims significantly diminished, the relative costs of any legal proceedings will be higher.

#### *Longer Term Cash Balances*

- 2.21 Interest rate movements in the period have not provided many opportunities for an increased return by longer term investment of the more permanent cash surpluses, such as reserves and balances. However, the availability of any appropriate longer term investment opportunities is continually monitored, such as those that offer “special tranche rates”.
- 2.22 Rates have remained relatively low, which is, therefore, reflected in rates available, including the “special tranche rate” investments. Details of investments outstanding are shown in Appendix 3.
- 2.23 However, the interest rate on the Council’s 35 day notice call account with Svenska was increased in August 2013 from 0.40% to 0.55%. This compares favourably with other rates currently available (in the market and through the Council’s money market funds, with a maximum rate, currently, of 0.44%).

#### **Review of Investment Strategy**

- 2.24 The Treasury Management Strategy Statement (TMSS) for 2013-14, which includes the Annual Investment Strategy, was approved by the Council on 12 February 2013. It sets out the Council’s investment priorities as being:
- a) Security of capital;
  - b) Liquidity; and
  - c) Yield.
- 2.25 The Council will also aim to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs but also to seek out value available in higher rates in periods up to 12 months with highly credit rated financial institutions, using Sector’s suggested creditworthiness approach, including sovereign credit rating and Credit Default Swap (CDS) overlay information provided by Sector.

2.26 All investments have been conducted within the agreed Annual Investment Strategy and made only to authorised lenders within the Council's high credit quality policy.

2.27 Credit ratings are incorporated within the approved Investment Strategy as detailed within the Treasury Management Strategy 2013-14 and the current ratings have been shown against the deposits outstanding in Appendix 3.

### **3. Environmental and Climate Change Considerations**

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

### **4. Equalities Impact of the Proposal**

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

### **5. Risks Assessment and Financial Implications**

5.1 All investment has been at fixed rates during the period. The Council's current average interest rate on long term debt is 3.787%, which, according to the latest available information, remains one of the lowest rates amongst UK local authorities.

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

5.3 Investment counterparty risk is controlled by assessing and monitoring the credit risk of borrowers as authorised by the Annual Investment Strategy.

### **6. Legal Implications**

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

### **7. Public Health Implications**

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

### **8. Safeguarding Considerations**

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

### **9. Options Considered**

9.1 The market improvement, although still in its relatively early stages, has enabled the Council to increase potential optimum rates with longer dated deposits (between three months and one year), whilst ensuring and maintaining the security and liquidity of investments.

9.2 The availability of any longer term opportunities, such as those offered by "special tranche rates" is continually monitored.

### **10. Conclusion**

10.1 Cabinet is asked to note the report.

Michael Hudson  
Associate Director, Finance, Revenues & Benefits and Pensions

---

Report Author:

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

### **Background Papers**

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

### **Appendices**

- Appendix 1 Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16
- Appendix 2 Summary of Long Term Borrowing 1 April 2013 – 31 December 2013
- Appendix 3 Summary of Temporary Loans and Deposits 1 April 2013 – 31 December 2013



**Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16**

**Prudential Indicators**

Prl 1 – Capital Expenditure

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

	<b>2012-13 Actual Outturn</b>	<b>2013-14 Original Estimate</b>	<b>2013-14 Revised Estimate</b>	<b>2013-14 Actual To date 31/12/13</b>
	<b>£ million</b>	<b>£ million</b>	<b>£ million</b>	<b>£ million</b>
General Fund	67.3	132.1	<b>102.4</b>	<b>70.2</b>
HRA	4.5	10.2	<b>7.1</b>	<b>5.6</b>

2. The revised estimate for 2013-14 (as highlighted) has reduced since the original estimate because budgets including Campuses and Education schemes have been reprogrammed from 2013-14 forward into 2014/2015 to reflect the revised expenditure profile. The revised estimates have also been amended to reflect the most up to date capital spending expectations.
3. The actual capital spends (as highlighted) have increased from those reported in the September quarterly report because of additional capital expenditure incurred between the end of September 2013 and the end of December 2013.
4. The Capital Programme is monitored closely throughout the year and progress on the programme is reported to the Cabinet Capital Asset Committee (CCAC). The Month 9 2013-2014 report (as at 31 December 2013) was taken to Cabinet on 11 February 2014.

Prl 2 – Ratio of Financing Costs to Net Revenue Stream

	<b>2012-13 Actual Outturn</b>	<b>2013-14 Original Estimate</b>	<b>2013-14 Revised Estimate</b>
General Fund	6.5%	6.6%	<b>6.1%</b>
Housing Revenue Account	15.9%	18.7%	15.3%

The General Fund revised estimate for 2013-14 (highlighted above) is marginally lower than the original due to a reduction in financing cost estimates and a fall in expected investment income. It is also slightly lower than the figure reported in the last quarterly report, reflecting a change in the anticipated level of investment income and a slight decrease in the minimum revenue provision required for capital expenditure. The HRA revised estimate is lower than the original due to lower borrowing costs.

**Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16**

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

5. This indicator is only relevant at budget setting time and for 2013-14 was calculated as being £-8.99.

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

	<b>2012-13 Actual Outturn £ million</b>	<b>2013-14 Original Estimate £ million</b>	<b>2013-14 Revised Estimate £ million</b>
CFR – General Fund	341.9	404.4	<b>378.1</b>
CFR – HRA	122.6	122.6	122.6
Gross Borrowing – General Fund	245.2	275.2	245.2
Gross Borrowing – HRA	118.8	118.8	118.8
<b>CFR not funded by gross borrowing – General Fund</b>	<b>96.7</b>	<b>129.2</b>	<b>132.9</b>
<b>CFR not funded by gross borrowing – HRA</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>

6. Prl 4 measures the so called “Golden Rule” which ensures that over the medium term net borrowing is only for capital purposes.
7. CFR not funded by gross borrowing represents capital expenditure met by internal borrowing, i.e. funded from the Council’s own funds, such as reserves and balances and working capital (an accounting term for the difference, at a point in time, between what the Council owes and what is owed to it).
8. Internal borrowing is cheaper than external borrowing, however, the ability to borrow internally will depend upon the sufficiency of reserves, balances and working capital. The sufficiency needs to be monitored and projections carried out to indicate where any adverse movements are expected, that could jeopardise the Council’s cash flow position, making it necessary to replace internal with external borrowing.
9. The 2013-14 revised estimate for CFR – General Fund (as highlighted) is lower than the figure reported in the last quarterly report due to a small change in the expected level of capital expenditure for the year.
10. The main reason for the difference in the 2013-14 revised and original estimates are:
- a) a decrease in the capital financing requirement;
  - b) a revision of the external borrowing requirement. It is anticipated that no borrowing will be taken in 2013-14, any increase in capital financing requirement being funded (internally) by a reduction in investments. Using ‘internal cash’, where it is available, to fund increases in CFR,

**Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16**

through cash flow management, rather than borrowing externally reduces the cost of borrowing, depending on duration, (from 4.5%, externally to 0.80%, internally); and

- c) the revision of the estimated level of short term investments likely to be held at the end of 2013-14.

**Pr1 5 – Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services**

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

**Treasury Management Indicators within the Prudential Code**

- 12. The Operational Boundary and Authorised Limit, as approved by Council in February as part of the Treasury Management Strategy, detailed below are control limits and do not compare with actual borrowing figures as capital funding requirements are not automatically taken as loans and may be funded from cash balances.

**Tr1 1 – Authorised Limit for External Debt**

<b>Authorised Limit</b>	<b>2013-14 £ million</b>	<b>2014-15 £ million</b>	<b>2015-16 £ million</b>
Borrowing – General Fund	436.0	450.3	451.9
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>559.4</b>	<b>573.7</b>	<b>575.3</b>

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

**Tr1 2 – Operational Boundary for External Debt**

<b>Operational Boundary</b>	<b>2013-14 £ million</b>	<b>2014-15 £ million</b>	<b>2015-16 £ million</b>
Borrowing – General Fund	425.3	439.3	440.9
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>548.7</b>	<b>562.7</b>	<b>564.3</b>

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

**Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16**

Trl 3 – External Debt

	<b>31/03/13 Actual £ million</b>	<b>30/12/13 Actual £ million</b>	<b>31/03/14 Expected £ million</b>
Borrowing – General Fund	245.2	245.2	245.2
Borrowing – HRA	118.8	118.8	118.8
<b>Total Borrowing</b>	<b>364.0</b>	<b>364.0</b>	<b>364.0</b>
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>364.2</b>	<b>364.2</b>	<b>364.2</b>

15. Trl 3 shows the gross External Debt outstanding, both long-term loans and temporary borrowing. No long term loans were repaid in the first nine months of 2013-14. The figure for actual borrowing at 31 March 2013 is stated at the amount that reflects actual outstanding external borrowing at the end of 2012-13 (i.e. excluding accounting adjustments, such as accrued interest and effective interest rate adjustments).

**Treasury Management Indicators within the Treasury Management Code**

Trl 4a – Upper Limit on Fixed Interest Rate Exposures

**The Council's upper limit for fixed interest rate exposure for the period 2013-14 to 2015-16 is 100% of net outstanding principal sums.**

Trl 4b – Upper Limit on Variable Interest Rate Exposures

**The Council's upper limit for variable interest rate exposure is 35% for 2013-14, 50% for 2014-15 and 55% for 2015-16 of net outstanding principal sums.**

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

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

<b>Limits on the Maturity Structure of Borrowing</b>	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>Position at 31/12/13</b>
Maturing Period:			
- under 12 months	15%	0%	3%
- 12 months and within 24 months	15%	0%	11%
- 2 years and within 5 years	45%	0%	14%
- 5 years and within 10 years	75%	0%	10%
- 10 years and above	100%	0%	62%

**Prudential and Treasury Indicators for 2013-14, 2014-15 & 2015-16**

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

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

19. This PrI is now covered by the Annual Investment Strategy for 2013-14, which set a limit of £30 million, as approved by Council in February as part of the Treasury Management Strategy. During the first nine months of 2013-14 no cost effective investments have been identified. The Authority however holds a number of money market funds and an on-call deposit account, which offer competitive interest rates and instant access for flexibility of cash management.

Trl 7 - Local Prudential Indicator

20. In addition to the main maturity indicators it was agreed in the approved Treasury Management Strategy that no more than 15% of long term loans should fall due for repayment within any one financial year. The maximum in any one year is currently 11.5% (£42 million) in 2014-15. However, £30 million relates to LOBO loans and, with interest rates likely to remain low for some time, the lenders are unlikely to exercise their option to increase the interest rates and, therefore, the Council is unlikely to repay the loans in 2014-15 (or those that could be called in 2013-14). A summary maturity profile is shown in Appendix 2.

**SUMMARY OF LONG TERM BORROWING 1 APRIL 2013 – 31 DECEMBER 2013**

**Loans Raised During the Period**

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

Average period to maturity (years) 0.00

Average interest rate (%) 0.00

\* Loans taken to restructure \*\* Loans taken for purchases instead of leasing

**Maturity Profile at 31 December 2013**

Year	Amount (£m)					% age		Average rate (%)	
	PWLB	Market Loans (LOBO)		Total		Earliest Repay	Contracted Maturity	Earliest Repay	Contracted Maturity
		Earliest Repay	Contracted Maturity	Earliest Repay	Contracted Maturity				
(A)	(B)	(C)	(A)+(B)	(A)+(C)					
1 to 5 years	46.041	56.000	-	102.041	46.041	28.0	12.6	3.919	3.501
6 to 15 years	84.933	5.000	-	89.933	84.933	24.7	23.3	2.786	2.873
16 to 25 years	93.500	-	-	93.500	93.500	25.7	25.7	3.837	3.836
26 to 50 years	78.500	-	45.000	78.500	123.500	21.6	33.9	4.618	4.418
Over 50 years	-	-	16.000	-	16.000	-	4.4	-	4.298
<b>Totals</b>	302.974	61.000	61.000	363.974	363.974	100.0	100.0	3.787	3.787

Average period to maturity (years) 17.81

CIPFAs Guidance Notes on Treasury Management in the Public Services recommends that the Treasury Management Strategy Reports include LOBO (Lender Option Borrower Option) loans at the earliest date on which the lender can require payment, deemed to be the next 'call date'. At that date the lender may choose to increase the interest rate and the borrower (the Council) may accept the new rate or repay the loan (under the current approved Treasury Management Strategy, the Council would repay the loan). Whether or not the lender chooses to exercise their right to alter the interest rate will depend on market conditions (interest rates). Current market conditions, where interest rates are predicted to remain low for some considerable time, indicate that it is highly unlikely that lenders will call the loans in the immediate future.

The alternative method of determining the maturity profile of LOBO loans, based on contracted maturity dates, was used in the 2012-13 year end outturn.

The table above includes the maturity profiles using both the earliest date on which the lender can require payment and the contracted maturity dates.

**SUMMARY OF TEMPORARY LOANS AND DEPOSITS 1 APRIL 2013 – 31 DECEMBER 2013**

**Deposits Outstanding at 31 December 2013**

<b>Borrower</b>	<b>Amount £m</b>	<b>Terms</b>	<b>Interest Rate</b>	<b>Sector Credit Rating at 31/12/2013</b>
HSBC Bank Plc - Treasury	0.800	No fixed maturity date	0.20	Orange - 12 Months
National Australia Bank	8.000	Fixed to 15-Jan-14	0.48	Red - 6 Months
Standard Chartered	8.000	Fixed to 14-Apr-14	0.55	Red - 6 Months
Lloyds TSB Bank	5.000	Fixed to 11-Aug-14	1.01	Blue - 12 Months
Ulster Bank Ltd	8.000	Fixed to 16-Sep-14	0.92	Blue - 12 Months
Nationwide Building Society	8.000	Fixed to 16-Jan-14	0.45	Green - 3 Months
National Bank of Abu Dhabi	8.000	Fixed to 15-Jan-14	0.55	Red - 6 Months
Barclays	8.000	Fixed to 16-Jan-14	0.46	No Colour*
Commonwealth Bank of Australia	8.000	Fixed to 17-Feb-14	0.42	Red - 6 Months
Development Bank of Singapore (DBS)	8.000	Fixed to 11-Apr-14	0.47	Purple - 24 Months
Canadian Imperial Bank of Commerce	8.000	Fixed to 16-Jul-14	0.50	Orange - 12 Months
Overseas Chinese Banking Corporation	8.000	Fixed to 17-Mar-14	0.45	Purple - 24 Months
Svenska Handelsbanken AB	0.017	No fixed maturity date	0.55	Orange - 12 Months
J P Morgan Money Market Fund	0.005	No fixed maturity date	0.28	AAA
Prime Rate Money Market Fund	13.048	No fixed maturity date	0.42	AAA
Goldman Sachs	4.453	No fixed maturity date	0.37	AAA
Ignis Money Market Fund	14.861	No fixed maturity date	0.43	AAA
Heritable Bank	0.002	Est Recoverable Amount	6.00	N/A
Heritable Bank	0.001	Est Recoverable Amount	6.00	N/A
Heritable Bank	0.002	Est Recoverable Amount	6.00	N/A
Heritable Bank	0.001	Est Recoverable Amount	5.42	N/A
Landsbanki	1.201	Est Recoverable Amount	6.10	N/A
Landsbanki	0.021	Est Recoverable Amount	4.17	N/A
<b>Total</b>	<b>119.412</b>			

\*The suggested duration associated with Barclays was three months (Green) at the time the deposit was taken out. However, since that time the credit default swap (CDS) spread for the bank increased, which put it into the "out of range" category, with no colour/duration. Because of this, no new investments will be entered into with Barclays until the CDS spread has improved and returns to either the "monitoring" or "in range" status and the suggested duration returns to an allocated duration and associated colour. There is little option other than to allow the deposit outstanding to 'run its course'. The deposit matured in mid January.

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

Investments held (as highlighted) have increased by £5.234 million between the end of September 2013 as reported in the previous quarters report, and the end of December 2013. This is because of changes in cash flows (e.g. increased receipts/decreased payments) resulting in the investment of surplus cash.

**SUMMARY OF TEMPORARY LOANS AND DEPOSITS 1 APRIL 2013 –  
31 DECEMBER 2013**

**Transactions During the Period**

Type	Balance 1 Apr 13 £m	Raised		Repaid		Balance 31 Dec 13 £m	Interest Variance * High/Low(%)
		Value £m	No.	Value £m	No.		
<b>Temporary loans</b>							
- General	0.000	0.000	0	0.000	0	0.000	
Total	<b>0.000</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	
<b>Temporary deposits</b>							
- General	47.242	181.100	24	142.114	19	86.228	1.01/0.42
- HSBC Overnight	0.000	274.550	105	273.750	101	0.800	0.20/0.20
- Call Accounts	0.017	14.950	11	14.950	2	0.017	0.80/0.55
- Money Market Funds	20.079	379.149	89	366.861	91	32.367	0.43/0.28
Total	<b>67.338</b>	<b>849.749</b>	<b>229</b>	<b>797.675</b>	<b>213</b>	<b>119.412</b>	

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

\* In terms of general deposits, the high of 1.01% was obtained in August 2013 on a 12 month deposit.

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