

COUNCILLORS BRIEFING NOTE

No. 80

Service Department: Housing

Further Enquiries to: Janet O'Brien (01249 706550)
James Cawley (01225 713951)

Date Prepared: January 2012

Gypsy and Romany Travellers Project

It is an objective of the Council's adopted Gypsy and Traveller strategy to provide appropriate sites for Gypsies and Travellers, with standards of accommodation on local authority sites being equitable to that of the settled population.

In order to work towards achieving this objective, the Council took advantage of an opportunity to bid for funding from the Government to invest in gypsy and traveller pitches across Wiltshire. A bid has been submitted to the Homes and Communities Agency for £3.6m of capital funding to invest in the refurbishment of 40 pitches currently owned and managed by the Council and the provision of a further 20 pitches. Securing this funding will enable the council to;

- (i) provide appropriate sites for Gypsies and Travellers, with standards of accommodation on local authority sites being equitable to that of the settled population (Gypsy and Traveller Strategy, May 2010)
- (ii) ensure the identified needs of Gypsies, Travellers who permanently reside in Wiltshire are met through the allocation of suitable and sustainable new sites (Gypsy and Traveller Site Allocations Development Plan Document (DPD), Issues and General Approach Consultation Document, April 2010)
- (iii) assist the Council in reducing the occurrence of unauthorised Gypsy and Traveller encampments and associated nuisance through the provision of adequate authorised transit and permanent sites. (Gypsy and Traveller Site Allocations DPD, Issues and General Approach Consultation Document, April 2010)
- (iv) enable capital investment in council owned gypsy and traveller sites to address issues of poor repair and health and safety (Site conditions survey 2008, Internal Audit Report, August 2011).

It is anticipated that the results of the bidding process will be announced tomorrow, Thursday 5th January 2012, by the Homes and Communities Agency.

COUNCILLORS BRIEFING NOTE

No. 81

Department: Department Public Protection

Further Enquiries to: Jo McClay/Nancy Chamberlain

Date Prepared: January 2012

Direct Line: 01722 434291 /01249 706409

Gas Safety In Catering Premises

Overview

Members will be aware of a previous briefing note No. 77 outlining the above initiative which Public Protection Officers undertook in November 2011, with Gas Safe engineers and the Health and Safety Executive (HSE). The aim of the project was to raise awareness of the importance of gas safety in the catering industry.

Background

A pilot project undertaken in Gloucestershire found on visiting 31 catering premises and inspecting 99 appliances, that there were 76 at risk situations and 4 immediately dangerous situations which had to be resolved.

The Results of the Wiltshire Project

Public Protection Officers and Gas Safe engineers carried out joint visits to catering establishments across Wiltshire during November 2011.

They were encouraged to note that out of the 16 businesses visited;

- 25% were found to have no defects.
- 1 immediately dangerous situation was found (which represented an immediate danger to life or the property) and this was rectified at the request of Public Protection Officers whilst on site.
- 67 at risk situations were detected, in which the appliances or installations were identified with one or more faults and if and when operated, may have constituted a danger.

This equipment was fixed with “at risk” labels, and should not be used until the deficiencies are rectified. Public Protection Officers have legal powers to remedy these defects if necessary.

- A further 234 “not to current standards” issues were found. This equipment was not considered dangerous or at risk but did not meet the most up-to-date gas safety requirements. All businesses operators were advised on whether the installation should be brought into line with current installation standards.
- Officers were also concerned to find many catering businesses had appliances installed by unregistered gas engineers or registered engineers who had not complied with relevant standards. Gas Safe have begun investigating these cases.

Additional Issues Addressed

Whilst on site other immediate food and electrical safety concerns were identified:

- One business was operating without a satisfactory hot water supply and this had been continuing for several days. A notice was served immediately to rectify the situation and a temporary solution was found by officers working with the business to allow them to continue trading safely.
- One business had an imminently dangerous electrical problem. A fuse had been replaced with a piece of tin foil, causing the fused outlet to become extremely hot and potentially cause a fire risk. The problem was resolved whilst officers were on site and later health and safety notices were served requiring the whole electrical supply to be checked.

Conclusion

All the aims of the gas safety project were achieved by the Public Protection Team.

- Gas safety issues were identified in Wiltshire’s catering establishments by working in partnership with Gas Safe and the HSE.
- Officer’s have raised the importance of gas safety with our catering businesses and will continue to do this. A press release has been drafted to raise awareness about the findings of the project. A newsletter and advice sheet containing practical gas safety information will be sent to all catering premises in Wiltshire and officers will raise awareness during routine food hygiene interventions. This information will also be added to the Council’s website.
- Gas safety issues found during the project were rectified through advice and enforcement action if and where necessary. All businesses with defects noted received a full report detailing matters to be rectified. Public Protection Officers have followed up this work and asked for evidence that the “*at risk*” situations have been corrected within 2 months.
- Officer’s received on site training to ensure they are competent to identify gas safety issues when undertaking inspections. Joint inspections and shadowing engineers provided officers with practical knowledge and will ensure officers are giving businesses sound advice on gas safety.
- This action also reduces risks where there is accommodation over the premises thereby achieving wider outcomes as well.

This project has been extremely successful in raising gas safety awareness and addressing safety issues to provide safer businesses in the community.

Councillors Briefing Note

No. 82

Service Area – Children and Families Social Care: **Further Enquiries to:** Karen Reid
Virtual School Headteacher

Date Prepared: January 2012 **Direct Line:** (01225) 718223

PROPOSAL FOR THE USE OF 50 SPA ROAD, MELKSHAM AS A DEDICATED SUPPORT CENTRE FOR LOOKED AFTER CHILDREN AND YOUNG PEOPLE.

The 'Aspire' Centre

It is proposed that Children and Families Services develops a dedicated support/resource centre "Aspire" specifically and solely for the use of children in the care of Wiltshire Council. Children and Families Services, has in its portfolio a 5 bedded detached property with an annexe at 50 Spa Road Melksham.

This property was purchased following Cabinet approval in June 2010. At that time there were 27 young people placed in residential children's home provision and there was a projected need to provide further residential places. However, the Children and Families "Change Agenda" has produced more robust case assessment, management planning and review. Improved gate keeping processes and development of a range of creative and innovative placement options have put the service in a far stronger position than could ever be anticipated last year.

Since the Cabinet report of June 2010, there have been significant improvements in the way services are developed and delivered and a positive outcome has been achieved which has reduced the need for a children's home.

The proposed change of use for the property enables Children and Families to now focus more robustly on improvement in two key areas:

- The increase in young people who are in or have been in the care system, to engage in education, employment or training and sustain a high level of engagement. This facility will also enable a higher proportion of Care Leavers to graduate from university due to the support programmes that will be put in place.
- The centre will facilitate support for children who are estranged from their families and for whom, without specific intervention, reunification will not be an option.

The centre will operate in 52 weeks of the year, Monday to Friday 8.00am up to 8.00pm, Saturday 9.00am to 3.00pm with only occasional Sunday opening for specific events. The centre will be managed by the Virtual School Headteacher, working in close partnership with the Head of Children in Care.

Programmes will range from one-to one support in literacy, numeracy and IT, to group activities such as homework club; life-skills workshops including cooking, budgeting and promoting healthy living; gardening; CV writing, performing and creative arts sessions, peer mentoring, and so on.

This is an exciting opportunity to improve the life chances of Wiltshire' children in care.

COUNCILLORS BRIEFING NOTE

No. 83

Service Area: Schools and Learning

Further Enquiries to: Gill Hanlan

Date Prepared: January 2012

Direct Line: 01225 757958

Re-shaping the Early Years and Childcare Service

Background

Wiltshire has a range of provision delivering the Early Years Foundation Stage for 0-5 year olds.

- 298 pre-schools and nurseries managed by private and voluntary providers
- 190 school reception classes
- 645 childminders
- 65 out of school clubs

Children of 3 and 4 years old receive 15 hours per week of free early education for 38 weeks of the year. In Wiltshire we have an allocation of 10 hours per week for 90 of the most disadvantaged two year olds. This allocation of free places for two year olds will increase to 700 children by September 2013 supported by Central Government funding.

The Early Years and Childcare Service provides advice and support for the range of Early Years and Childcare providers. The direct work with children is carried out by the providers and is unaffected by changes within the local authority Early Years and Childcare Service.

Support for Children in the Early Years Foundation Stage

The present structure comprises of 67.98 full time equivalent posts (plus 4.5 vacancies). The Service delivery model has been reshaped to prioritise those most in need and support a more localised approach.

Changes within different parts of the service are outlined below. Consultation with staff has recently started.

Early Learning and Development

There is presently one manager, a co-ordinator for North East and South West and two Lead Professionals; for Assessment and Moderation and for Quality Improvement. There are 24 advisory teachers (18.76 FTE) in post. They provide early curriculum advice and support for the pre-school settings and school reception classes. The number of advisory teachers will be reduced by 4.76 full time equivalent posts. Previously, in the development of Children's Centres each centre with full day-care was required to have a teacher for 0.5 week in order to be judged to be achieving the Full Core Offer. This is no longer a requirement. The service will now work on a stronger cluster basis to ensure the whole 'family' of settings: schools, nurseries, childminders and Children's Centre support one another within their local area, together with support from the Advisory Teacher Team.

Early Years Inclusion

This team consists of one manager, two co-ordinators and 19 field staff (14.73 FTE). This team supports settings working with children with difficulties and disabilities and they form a key role in offering early help. The team members will be offered full time appointments rather than the part time, term time only situation at present. This will be an investment and it will ensure all year round coverage and mirror the rest of the early year's team structure. It is intended to reduce the number of Early Support teams from three to two (- 0.73 FTE) to reflect the north/east and south/west organisation of the team. This aligns with other geographical structures across children's services.

Childcare

The childminding service had previously been a commissioned service but was brought in house a few years ago and the staff worked alongside the childcare team, although with a separate manager. When the management review took place in 2011 the management was brought together although the roles were assigned to either childcare or childminding. There are presently 22 people, 20.49 FTE including 2 Play Advisers and a part time post for a Childcare Inclusion Officer. The number of staff will be reduced to 16 FTE. This number is sufficient to cover the work load required as posts will be combined to support both childcare and childminding in a cluster arrangement. This will give far greater flexibility and the ability to respond more effectively. The Play posts will be removed as a separate role. The funding for play has been removed by the Government. These staff will have the opportunity to apply for childcare posts.

Children's Centres.

All Children's Centres will remain open. This follows a successful tendering service last year and all Centres are now provided by the voluntary sector. The Children's Centre support team was not affected by the management review. However following the commissioning of the contracts, two members of staff left to work for one of the commissioned services. The nature of the work and the relationship between the LA and the providers has changed as a result of the commissioning. The Head of Early Years has taken on the lead officer role for Children's Centres. This was her previous post during the development phase for the 30 children's centres. She is ably supported by one FTE Development Officer. This saves 2 FTE posts and 1 vacancy.

Further enquiries to Gill Hanlan, Head of Early Years and Childcare 01225 757958
gill.hanlan@wiltshire.gov.uk

COUNCILLORS BRIEFING NOTE

No. 84

Service: Public Protection

Further Enquiries to: Jo McClay/Anna Brett

Date Prepared: 30 January 2012

Direct Line: 01722 434291 /01225 776655

Public Protection Service - Food and Safety Team

Poor Performers Project – Targeted support for failing businesses

The Council's Food and Safety team is about to launch a new project aimed at improving levels of compliance in poor performing food businesses in Wiltshire.

It is designed to focus on poor performing food businesses and to provide some intensive support to these local businesses to help them comply with legislative requirements. Such projects are an interesting example of local authorities' developing attitudes towards underperforming businesses, i.e. more of the 'carrot' and less of the 'stick' approach.

Project Outline

The project is funded using existing funding from an officer secondment, and will run during February and March 2012. The work will be carried out by Environmental Health and Public Protection Officers in our Food & Safety team working some additional hours.

The intention is to tailor the interventions to the specific needs of the businesses, and it is anticipated that between 30 and 36 businesses will benefit from the project. The businesses will be picked using the data outlined in the definition section below. We will tend to concentrate on those in need of help with their documented food safety management system.

We will include the Amesbury premises and similar ones which were recently highlighted in press reports.

One of our Environmental Health Officers, Sam Tai, will be able help our Chinese businesses, as he is able to translate into a number of languages. It may also be possible to use some of the existing budget to use an Indian translator, who has helped us in the past.

Definition of a poor performer

There are a number of factors considered when deciding which businesses are targeted as poor performers.

- The history of compliance over the past 4 inspections focusing on the 3 key inspection criteria; Hygiene, Structure and Confidence in Management.
- Legal Notices served

- Star / Food Hygiene Ratings
- Local Authority officer knowledge of the business.

Benefits of the project

- It is in line with our service direction of 'Better Regulation' supporting business where possible and helping with compliance rather than enforcement.
- It helps businesses from slipping into non-compliance which the targeted businesses are at risk of doing
- By virtue of the above it also fosters the change in the regulatory culture that we are seeking as a service, putting customer needs at the centre of the service
- Costs are covered from within existing budget
- It represents value for money in terms of achieving compliance as against the cost of enforcement
- It builds a on a partnership we already have with the private sector but retains the expertise and knowledge of our own qualified officers
- It will support the current Scores on the Doors initiative and also the future Food Hygiene Rating Scheme which will be introduced in April 2012.

Outcomes

- The project aims to improve compliance and reduce levels of time consuming formal action
- Target the specific needs of failing businesses
- Encourage businesses to engage in further training
- Deliver significant improvements in businesses that have failed to respond for a number of years
- Improve levels of support and engagement with local food businesses

COUNCILLORS BRIEFING NOTE

No 85

Service Area: Waste Management

Further Enquiries to: Andy Conn

Date Prepared: February 2012

Direct Line: 01225 713422

WITHDRAWAL OF THE SOUTH WILTSHIRE WEEKEND PARISH 'SKIP' SERVICE

Background

Historically Salisbury District Council (SDC) provided grants to parish councils in the south for the provision of one weekend 'skip' per year. The service is currently provided by Wiltshire Council's in-house collection service which provides a refuse collection vehicle (RCV) on one agreed Saturday per year for the collection of general and bulky waste over and above the household collection service provided in the area. A mixture of waste types is collected in one vehicle and the compacted load has to be sent to landfill.

Figures show that the cost to the council is over £500 per visit, which includes collection and disposal costs.

During 2010/11, 30 of the 59 parishes in south Wiltshire requested at least one weekend RCV collection. From 2010, parishes requesting the weekend skip service were made aware that plans to harmonise waste collection services across the county might result in the cessation of this service and in 2011/12 the number of bookings fell to 13 with only two parishes requesting a second visit. (Second visits are charged at £300).

Actions

The provision of this service in the south increases the amount of waste sent to landfill that could have been reused or recycled and undermines the council's strategy to harmonise waste collection services across the county. A decision has been made to end the service from 31 March 2012, which will also address the council's financial strategy to make further savings during 2012/13.

A number of alternatives to the annual weekend 'skip' service are available to residents:

- charity reuse of suitable items
- council operated bulky household waste collection service
- 11 household recycling centres across Wiltshire
- increased council kerbside recycling services
- skip and clearance services provided by private waste management companies
- retailer / distributor take-back schemes

These alternatives provide more opportunities for reuse and recycling and will divert a significant proportion of waste from landfill, thereby reducing the local and global environmental impact as well as securing cost savings for residents.

Parishes that used the service in 2011/12, or have expressed an interest for 2012/13, will be notified of the decision by letter. A general notice will be published in the parish newsletter to advise the remaining parishes.

For further information please contact Andy Conn, Head of Waste Management on 01225 713422
andy.conn@wiltshire.gov.uk

COUNCILLORS BRIEFING NOTE

No 86

Service Area: Adult Care Commissioning

Further Enquiries to: Nicola Gregson

Date Prepared: February 2012

Direct Line: 01225 771673

HELP TO LIVE AT HOME CARE AND SUPPORT CONTRACTS NORTH AND WEST WILTS

Background:

When the Council went out to tender for the provision of a new integrated care and support service a stringent evaluation process was put in place that required providers to demonstrate an achievement of a 60% quality score before the financial aspects of the bid were scored. This quality score was based on providers responses to a wide range of questions as well as a demonstration of the quality of care they proposed to deliver through their submission of care plans against pen profiles of typical customers.

Following this evaluation Wiltshire Council awarded Complete Care Services Wiltshire (CCSW) a contract for two geographic areas for the new Help to Live at Home service in the West 1 (Melksham, Trowbridge and Westbury) and North 2 (Chippenham, Corsham). Since submitting the bid CCSW were purchased by another company called Enara.

Current Situation:

Enara has worked closely with the Council and is fully committed to the Help to Live at Home Service and making it a success. However the new ways of working required for the Help to Live at Home service have led to a number of challenges in the North 2 area. Complete Care have agreed to hand-back the North contract which will allow them to concentrate on providing quality care and support for customers in the West 1 area.

This handover will be taking place over the next 10 weeks and work has commenced to appoint a new provider. This provider will be selected from amongst the 5 organisations which were previously selected and which surpassed the quality threshold

The priority will continue to be to ensure that customers and tenants of sheltered housing schemes in both North and West continue to receive the care that they need to the quality and standard that they expect. It will be important that we ensure that they and their carers are fully aware of the proposed changes, have an opportunity to discuss any concerns or to have questions answered and that wherever possible their care is not disrupted. Staff from our operational teams will be visiting every domiciliary care customer in the North 2 and West 1 areas on Feb 20th and 21st to do this.

In addition, in the next two weeks every sheltered housing scheme in the West 1 area will be visited by officers of the Council, Enara, Selwood and Westlea to inform them of the situation.

North 2 area:

Work has begun to appoint a new provider to take over the care and support of customers in this area. Every effort will be made to ensure continuity of care and wherever possible staff currently employed by Complete Care will transfer to the new organisation when appointed. Support to sheltered housing tenants is currently sub-contracted by Complete Care to Westlea who are also the landlords for the majority of these schemes. This arrangement will continue which will mean that tenants of sheltered housing will experience no change in service. Those customers who are happy with the service that they receive from Complete Care will be able to continue with their existing arrangements.

West 1 area:

Enara will continue to provide care in this area.

Sheltered housing: As is the case in the North 2 area, Complete Care have appointed Westlea to provide the housing support service to sheltered housing schemes in this part of the county. We are taking the opportunity of these changes to visit sheltered housing schemes to review the services tenants are receiving and to give tenants an opportunity to raise any questions or concerns.

People in receipt of care: We appreciate that this development could leave some customers and their carers concerned about their care arrangements. We will be working very closely with Complete Care to ensure that their service is of the quality we require. An action plan is in place which will be monitored weekly which has clear targets around customer visits and the quality of service provided. Regular reports will be made to senior managers and Members as to the progress made in implementing this action plan.

Helpline:

The Help to Live at Home team will continue to respond to calls to the Helpline 01225 712553 but individual customers' concerns are best directed to our operational staff who can be contacted on 0300 456 0111.

The Help to Live at Home Project:

We have been testing the new way of working in West Wilts including the telecare and response service, the new equipment service and working with customers in a different way that is focused on helping people to achieve outcomes. Whilst this is in the early stages both staff and customers have commented upon the improvement to the service both in terms of the process and the speed with which services can be arranged. Further reports will be published in the Elected Wire.

COUNCILLORS BRIEFING NOTE

No. 87

Service Department: Housing

Further Enquiries to: Janet O'Brien (01249 706550)
James Cawley (01225 713951)

Date Prepared: February 2012

Gypsy and Romany Travellers Project Update

The Homes and Communities Agency announced on Thursday 5th January 2012 that Wiltshire Council had been successful in its bid for funding to invest in refurbishing 40 pitches currently owned and managed by the Council and to provide a further 20 pitches across the county.

The Homes and Communities Agency awarded a total of £3.42m which has to be spent by March 2015. A Project Board and Project Delivery Group have been established to provide a framework for delivering the project and it is anticipated that the work will be split into phases starting with a review of several of the existing Council owned sites.

An initial programme of communication and consultation is being put together to inform local Members, the existing site residents and the local communities which will be made available when finalised. Further plans will be developed for ongoing communication with relevant parties following these initial sessions.

As part of initial communications we will be inviting local Members to a briefing session to discuss the plans and any implications for them at a local level.

For more information please contact Janet O'Brien, Head of New Housing on 01249 706550/ or Jo Harding, Project Manager on 07733 315841.

COUNCILLORS BRIEFING NOTE

No. 88

Department: Department Public Protection

Further Enquiries to: Graham Steady/Gary Tomsett

Date Prepared: February 2012

Direct Line: 01225 776655 / 01722 434340

Public Protection Service – Environmental Control and Protection Team

Transfer of Private Sewers and laterals to the Water Companies

The law relating to private sewers has changed. Formerly, these pipes were the joint responsibility of all those properties using them, but since 1 October 2011 they have become the responsibility of the Sewage Undertaker.

The transfer also includes single drains, once the blockage is outside the curtilage of the property served.

If members receive complaints about sewage overflowing, in most cases, the appropriate response is to report it to Wessex Water, Southern Water or Thames Water (as appropriate).

Wessex Water 0845 600 4 600

Thames Water 0845 9200 800

Southern Water 0845 278 0845

There are a small number of exceptions to this general rule which should still be reported to the Public protection team. These include:

- Rural drainage – where the sewage does not flow into a Public Sewer. This would include overflowing cesspools and septic tanks.
- Sewers served by private pumping stations. These will be transferred by October 2016

COUNCILLORS BRIEFING NOTE

No 89

Service Area: Waste Management

Further Enquiries to: Andy Conn

Date Prepared: 1st March 2012

Direct Line: 01225 713422

CONSULTATION ON THE REVIEW OF MINI RECYCLING SITES
AND
HOUSEHOLD RECYCLING CENTRE SUMMER EVENING OPENING HOURS

Proposal

In the waste services budget for 2012-13 the service proposes to make savings of around £250,000, following major improvements to kerbside recycling services. This will help the council to spend more on priority services, such as those for vulnerable adults and children, and roads. We will do this by some reduction in the number of mini recycling sites and the removal of summer evening opening hours at Wiltshire's household recycling centres (5pm-7pm on Wednesday and Thursday evenings from 1 April to 31 October).

Background

Local mini recycling sites:

Currently there are just over 300 local mini recycling sites in operation across Wiltshire. Following the successful introduction of the new and improved waste and recycling collection services in Wiltshire, residents can now recycle a wide range of materials from the kerbside. The mini recycling sites are being used less by residents and the recycling tonnage collected has reduced year on year. Figure 1 shows a steady decline in the use of paper, glass and can sites, plus a more recent decline in use of sites for plastic bottles and cardboard. We now expect plastic bottle and cardboard bins to be used much less, due to the popular new kerbside blue lidded bin collections.

Figure 1	2007/08	2008/09	2009/10	2010/11
Local Mini Recycling Sites	Tonnes	Tonnes	Tonnes	Tonnes
Paper, Glass, Cans	6,547	5,804	5,465	5,062
Plastic bottles /card	1,279	1,581	1,853	1,513
	7,826	7,385	7,318	6,575

The proposal is to review bring site network and reduce the number, whilst retaining a good strategic network.

Summer evening opening at household recycling centres:

Since 2006 the household recycling centres (HRCs) in Wiltshire have been open until 7pm on Wednesday and Thursday evenings, to help residents to recycle their garden waste in particular. Everyone in Wiltshire can now ask to have a free garden waste collection from the kerbside, making it easier to recycle garden waste. Also, anecdotal evidence from site staff suggests that this evening service is not fully utilised by residents and visitors to the sites during these times are few.

The proposal is to discontinue the summer evening opening on Wednesdays and Thursdays. The HRCs will be open until 5pm on all days. (This change will not apply to Salisbury HRC, because a long standing sub-contract for this site and the planning permission allow longer opening hours, which will continue).

Consultation Process

The council will be consulting with residents to obtain their views on the proposed changes to waste and recycling services. The consultation process will seek comments and feedback on the proposals outlined above by asking respondents to complete a short questionnaire. The consultation process will focus on usage of the local mini recycling sites and HRCs, the impact of the changes on residents' opportunity to recycle and the criteria which will be used to determine which mini recycling sites should be removed.

The deadline for comments and feedback will be 28 May 2012.

The proposal and questionnaire will be available online at
<http://www.wiltshire.gov.uk/rubbishrecycling/localrecyclingcentresconsultation.htm>
(for information and link to questionnaire)

and
<http://www.wiltshire.gov.uk/wasteandrecycling2012.htm>
(for questionnaire)

Paper copies will be available on request and can be obtained by contacting the council on 0300 456 0102 or emailing wastemanagement@wiltshire.gov.uk

Following completion of the consultation, the service will provide a report on the results and the technical assessment, with a recommendation about which local mini recycling sites should be retained and which should be closed.

For further information please contact Andy Conn, Head of Waste Management on

01225 713422

or andy.conn@wiltshire.gov.uk.

COUNCILLORS BRIEFING NOTE

No 90

Service Area: Childrens Services

Further Enquiries to: Communications

Date Prepared: March 2012

Direct Line: 01225 713115 or 713116

Wiltshire Council Funding for ask – Family Support Services

I understand that yesterday you received an email from the Chief Executive Officer of **ask**, a local voluntary sector organisation suggesting that Wiltshire Council had cut funding to the organisation by a significant amount. The letter contains a number of inaccurate statements.

I thought it may be helpful to clarify the position.

In November 2010, the Family and Parenting Support Strategy produced by Wiltshire's Children's Trust Partnership was agreed by the Wiltshire Council Cabinet. This Strategy was developed with full involvement of representatives of the Children's Voluntary Sector Forum.

As a result of the Strategy, a review of Family Information Services was undertaken by children's services. This Review found that there were examples of duplication between different providers of information to parents and carers, and that there were opportunities to make better use of the available resource, whilst still meeting statutory obligations and providing a good service to parents and carers. The recommendation of the review was that information services be re-designed to remove duplication. A series of negotiation meetings have therefore been held with Ask to discuss how we can remove this duplication and ensure that parents continue to receive effective information services.

Ask has been offered a significant level of funding to continue to provide services and following discussion with the organisation we agreed to increase the funding proposed. We also extended their contract so that they could effectively manage the transition process. The level of funding totals £225,390 for 2012/13. We are also aware that Ask has substantial funds in reserves that it has set aside from previous funding provided by the Council.

We will continue to provide good family information services and we are aware that there are a number of other voluntary and community sector organisations who are interested in providing these services. We will be offering the opportunity to other organisations to bid to provide these services. Please be assured that there will be no adverse implications for parents and families.

I would also like to tell you that we have received media interest on this matter and BBC Radio Wiltshire will be covering it on their mid morning radio programme today.

Yours sincerely

Jane Scott
Leader of the Council

COUNCILLORS BRIEFING NOTE

No 91

Service Area: Public Health and Wellbeing

Further Enquiries to: Steve Clover

Date Prepared: March 2012

Direct Line: 01249 706412

Schmallenberg Virus

What is Schmallenberg virus?

Schmallenberg virus is a disease of farm animals that was first seen late last year in Northern Europe. It is named after the German town 80 km east of Cologne where it was first identified. To date cases have been found in Germany, the Netherlands, Belgium, Luxembourg, France, Italy as well as the UK. It has so far been seen in sheep, cattle and goats. The virus appears to be a member of the Orthobunyavirus genus which are known to cause other animal diseases some serious and some not so. Orthobunyaviruses easily swap genetic material with each other and scientists suspect that the new strain arose recently through an interaction between existing viruses. The virus is believed to be carried and spread by midges.

What does it do to farm animals?

Schmallenberg produces fever, diarrhoea and loss of milk production in adult cattle though the animals recover after a few days. In adult sheep infection appears to be symptomless. However when pregnant females are infected the virus can damage the foetus leading to a range of deformities at birth. These include malformations of the brain such as hydrocephalus (sacs of fluid), scoliosis (severe curvature of the spine) and the fusing of limbs. In German flocks half of the lambs born show such symptoms and many are stillborn.

What is the latest position in the UK? (Figures correct as of 27 February 2012)

Schmallenberg virus (SBV) infection has been identified on 83 farms. Five of the positive cases have been diagnosed in cattle, 78 in sheep, and none to date in other species. So far, none of the affected farms have reported importing animals during 2011 from the affected areas in mainland Europe.

County	Positive holdings (Sheep)	Positive holdings (Cattle)
Berkshire	1	0
Cornwall	1	0
E Sussex	15	0
Essex	5	0
Hampshire	2	0
Hertfordshire	4	0
Isle of Wight	1	0
Kent	13	0

Norfolk	14	2
South Gloucestershire	1	0
Suffolk	12	2
Surrey	2	0
W Sussex	6	1
Wiltshire	1	0
Total	78	5

Does it affect people?

So far there are no signs that it does. The European Centre for Disease Prevention and Control says it is “unlikely that the virus will cause disease in humans but it cannot be excluded at this stage”. The majority of known orthobunyaviruses are benign in humans although there are exceptions such as the California encephalitis virus. German researchers have already produced a genome sequence of Schmallerberg which indicates that the virus lacks genetic sequences that would make it a threat to humans.

How can it be tackled?

Nothing can be done to improve the lot for lambs and calves being born this spring as their conditions result from infections that happened last autumn. It is believed that infected midges were blown over from Northern Europe in probably October 2011 and bit adult animals in the UK spreading the virus. A German institute has already developed a test for the virus but it can only be used in a laboratory at present. The National Farmers Union is among those pushing for the rapid development of a test that can be used on farms. Scientists in Europe are already working on a vaccine but that will not be available until 2013 at the earliest

What is the advice to Wiltshire farmers?

Schmallerberg is not a notifiable disease but farmers are being asked by DEFRA to report incidences of stillborn foetuses, birth malformations or nervous disorders to their veterinary surgeon who will pass the information on to DEFRA if they believe it to be Schmallerberg. It is important this is done as it will help the scientists determine the extent of the spread. Although the risk of this disease affecting individuals in the farming industry is small they are being advised to take sensible hygiene precautions when working with livestock and abortion material. Pregnant women should not have contact with sheep at lambing/kidding time due to risks of exposure to other disease causing organisms.

Is there a role for the Local Authority?

There are no movement restrictions in force, at the moment, due to Schmallerberg nor is there any disease specific legislation in place for the local authority to enforce. The Public Protection Service has placed links on the Wiltshire Council website to the latest position/best advice on Schmallerberg for the farming community to access. Their Animal Health Officers are also available to advise the farming community on the developing situation and are making the excellent Veterinary Laboratories Agency leaflet on Schmallerberg available at Salisbury Livestock Market for farmers to take away.

How can farmers and others keep up to date with the situation?

Almost daily the BBC and the press publish something on Schmallerberg. However perhaps the best information can be found on the following websites:-

www.hpa.org.uk
www.defra.gov.uk
<http://vla.defra.gov.uk>

COUNCILLORS BRIEFING NOTE

No 92

Service Area: Waste Management Service

Further Enquiries to: Tracy Carter

Date Prepared: March 2012

Direct Line: 01225 713258

Waste Management Services: Expression of Interest in Weekly Collection Support Scheme

On 3 February 2012 Department for Communities and Local Government (DCLG) published a prospectus and bidding form for the Weekly Collection Support Scheme (WCSS). The scheme is worth up to £250 million. Three types of waste collection scheme are eligible for funding. They are

- weekly residual collection with some recycling collected weekly
- weekly residual collection
- fortnightly residual collection with weekly food waste collection

Wiltshire Council has submitted an expression of interest in the WCSS. This gives an overview of a proposed bid for a limited weekly food waste collection to 60,000 of Wiltshire's 200,000 households in four of Wiltshire's main towns. The service should divert over 1,200 tonnes of food waste each year from landfill. This would be in addition to the fortnightly collections of recycling and fortnightly collections of non-recycled waste.

The expression of interest is non-binding. DCLG will use the information given to assess and prepare for the volume and range of bids that the WCSS might receive. Successful bids will have to demonstrate that they deliver

- a weekly collection service for a minimum of five years
- value for money (in terms of cost effectiveness)
- environmental benefits

The submission date for outline bids is 11 May 2012 and for final bids is 17 August 2012. We await a response on whether Wiltshire Council is invited to submit an outline bid.

COUNCILLORS BRIEFING NOTE

No 93

Service Area: Public Health and Wellbeing

Further Enquiries to: Nigel Baker

Date Prepared: March 2012

Direct Line: 01722 434409

Petrol storage at domestic premises

In view of recent reporting by the media Petrol Filling Stations are experiencing very high levels of demand. There has been some confusion as to the volume and method of storing petrol at domestic premises.

The Health & Safety Executive guidelines are as follows:

Q. What is the limit of the amount of petrol I can store for domestic use?

The Petroleum Spirit (Motor Vehicle etc) Regulations 1929 and the Petroleum Spirit (Plastic Containers) Regulations 1982 limit the amount of petrol that can be kept in a domestic garage or within six metres of a building (e.g. most domestic driveways). The limit is a maximum of two suitable metal containers each of a maximum capacity of ten litres **or** two plastic containers (which have to be of an approved design) each of a maximum capacity of five litres. These limits also apply to any containers kept in a vehicle parked in the garage or on the driveway (but not in the internal fuel tank of the vehicle). The containers must be fitted with a screw cap or enclosure to prevent the leakage of liquid or vapour. Any storage place must be well away from living areas and be well ventilated.

Under no circumstances should the petrol containers be stored in the house itself

Q. How should I store diesel and what quantity am I allowed?

There are no specific legal requirements on how to store diesel or the quantity allowed in domestic premises. However, it is recommended to follow the limits for petrol.

While diesel is not a particularly dangerous substance from a health and safety point of view, it is an environmental hazard, with considerable clean-up costs if it should leak into a drain, watercourse or the soil. You may, therefore, wish to contact the Environment Agency for further information.

Q. How many containers can I fill at a petrol station?

Petrol filling stations have their own internal policy on the types and numbers of containers they are prepared to fill - frequently one or two 5 litre plastic and/or one or two 10 litre metal cans. This is a decision made by the filling station operator and is not a legal requirement.

Q. What colour should my container be?

There are no restrictions on the colour. Custom and practice is that green is used for unleaded and black for diesel.

Questions relating to workplace storage should be referred to the Petroleum Officer on 01722 434409.

COUNCILLORS BRIEFING NOTE

No 94

Service Area: Public Health and Public Protection

Further Enquiries to: Mandy Bradley
John Carter
Graham Steady

Date Prepared: March 2012

Direct Lines: 01225 776655
01225 718290

This is the first briefing note to update Members regarding the contingency arrangements that are being put in place with respect to the current fuel situation.

Update from Maggie Rae and Councillor Keith Humphries

We are happy that everything is being done by the Emergency Planning team to ensure that the appropriate plan are in place to deal with this unrest should he need arise.

Current Situation (as of Friday 30 March 2012)

There is no strike date set, and no strike can commence without 7 days notice. Wiltshire Council has adequate bunkered diesel fuel for 3 – 4 weeks normal usage.

Contingency Planning

- An initial tele-conference of the LRF was held on 28 March 2012.
- A Fuel Contingency Group has been established and has met 3 times so far.
- Critical services have been identified in accordance with the fuel contingency plan.
- Actions from the SCG tele-conference of 28 March have been taken forward including the development of comms strategy, together with those from the previous Fuel Contingency Group of 23 and 26 March. The Fuel Contingency Group met on the 29 March and has agreed to meet again on 2 April.

Matters under consideration/action

- Frontline services – non-critical
 - Discussions around the maintenance of some front-line services which are not critical, but may be important in terms of reputation or public perception. In particular:
 - Waste Collection – There is an option to scale back collection of recyclables, but intention is to maintain services for the time being.
 - Library Services – Agreed that mobile library should be scaled back once fuel is short. Fixed libraries not expected to be unduly affected.
 - Burial Services – Agreed that in reputational terms and because of limited mortuary facilities, preparation of graves should be maintained as far as possible (only affects West).
 - Customer Services – Reported that service should be maintainable at all times, though not clear whether a strike would increase or decrease calls to the Authority.

- Registration Services –particular concerns around registration of deaths and also Marriages – Recognised that these are important services in terms of reputation and efforts should be made to maintain them. Possibility of using fleet vehicles and bunkered fuel to keep the service running.
- School Transport – Do not expect schools to contact the Council about this. There are an estimated 10,000 pupils transported each day. Recognised that there was no point in transporting to a school that is closed because staff unable to attend. No conclusion reached.
- Bunkered Fuel
 - There is an option to store up to 15,000 litres of petrol in an unused licensed tank at Churchfields, Salisbury. Fleet to consider.
 - Fuels stocks likely to remain good, as suppliers do not rely on UNITE drivers.
 - Highlighted concerns about security issues both of depot sites and of Council vehicles – Fleet, waste collection and highways to address the the issue.
 - Discussion on prioritisation of bunkered fuel took place.
 - May be an increased demand on bunkered fuel from critical and key frontline services.
 - Plan is going to be developed.
- Access to pool cars and the reallocation of Council vehicles to critical or priority services
 - Discussed and plan is going to be developed.
- HR Policy re staff able to get to work, but where normal work is not possible
 - Discussion take place about this. HR business continuity policy does envisage some staff can be re-allocated to other work. The policy, which was agreed with the Unions, can be implemented by CLT inter alia to ensure payment of staff who are willing to work.
- Service Directors Group
 - Discussion as to whether such a group was needed to moderate decisions affecting specific services. It was felt that the Group were competent to address these issues at present. Any service could escalate matters through line management in the event of a dispute. Issue can be reviewed as required.
- ‘Stop press’ – it has now been decided that this strategic group should be convened. Arrangements for this will be put in place next week.
- Temporary Logo Scheme
 - Applications are being received.
 - Small group has been formed to moderate applications, first meeting Monday.
- Fuel Stock Reporting
 - Agreed to arrange a reporting mechanism so that fuel stations can ring in a daily situation report.
 - Likely to be displayed as a simple Green, Amber, Red, map (with another colour for no information supplied).
- Guidance on storage of fuel at home

Guidance being produced for website and scripting for Technical Support/Customer Services advising on the safe storage of fuel. The information is available on the council's website: www.wiltshire.gov.uk/communityandliving/publicprotection/petrolstorageatdomesticpremises.htm
- Wiltshire Council is leading on linking communications from the LRF agencies to ensure key messages are consistent

Planned Activities

- Emergency Planners to meet with Corporate Director PH&PP Friday morning
- Fuel Contingency Group agreed to meet on 2 April (no meeting Friday).

Maggie Rae

Corporate Director, Public Health and Public Protection

Councillor Keith Humphries

Cabinet Member for Public Health
and Public Protection

COUNCILLORS BRIEFING NOTE

No 95

Service Area: Adult Care Commissioning

Further Enquiries to: Nicola Gregson

Date Prepared: April 2012

Direct Line: 01225 771673

UPDATE ON PROGRESS TOWARDS THE IMPLEMENTATION OF THE HELP TO LIVE AT HOME PROJECT

This project is made up of a number of different elements all focused on improving services to older people and other people who require additional support to enable them to remain at home. Having spent two years in development and planning, the project is now in the early stages of its full implementation and already has attracted considerable interest nationally for its innovative approaches to delivering social care. The way in which the services have been designed, as well as delivering improvements for customers will also result in financial benefits through greater efficiencies.

The Help to Live at Home Service: - Integrated domiciliary care, Reablement and housing support service

Four providers (Leonard Cheshire, Aster Living, Somerset Care and Enara Complete Care) have been appointed to deliver services in 8 geographical areas. Since the contract award, 900 customers are currently receiving service from one of these four organisations.

Following difficulties in service delivery and considerable customer dissatisfaction, Enara Complete Care, who were awarded two contractual areas, decided to hand back one, North 2, the Chippenham and Corsham area. This is expected to enable them to improve service delivery in the West 1 area, Melksham and Trowbridge. All contracts are being closely monitored and the early signs are that customer satisfaction has improved in the West 1 area. Customers have been contacted twice in the last four weeks to ascertain their views about the service and there have been reported improvements. This will continue to be monitored.

Following a tender process, the North 2 contract area was awarded to Somerset Care. Customers and some staff will be transferring from Enara to Somerset Care shortly. In view of the fact that a number of staff will be transferring, many customers will continue to receive support from the same care workers. Additional support however, will be provided by the Council's adult care teams to minimise disruption and ensure a safe transition.

Joint Working and Contract Monitoring:

The Council's commissioning and operational teams meet fortnightly with providers to maintain a close overview of the service delivery and implementation. Weekly issues logs identify all issues raised by staff or customers and are followed up with providers.

Telecare and Response Service:

The response service, provided by Wiltshire Medical Service (WMS) started at the beginning of March. Linked to telecare, if a customer requires a non medical response WMS have two teams of staff available to respond 24 hours a day. WMS have taken over many of the services previously delivered by Careconnect which closed last week, including acting as the contact point for people who have Carers Emergency Cards or Family Emergency Cards.

Community Equipment Service:

From November 2011 Medequip now delivers a wider range of equipment and products to help people live at home, and have also taken over the countywide continence service commissioned by the NHS. They are now responsible for the assessment, delivery and installation of telecare products which is being undertaken under sub-contract by Aster Living.

Medequip are working with the Independent Living Centre, this will form part of a network of extended facilities available to the public to help them access the professional advice and products they need.

People not Eligible for Financial Support from the Council:

All of the above services are available to be purchased by anyone in the county. Individuals will benefit from knowing that the companies have been selected by the Council and from prices that reflect the Council's purchasing relationship with them. Over the next few months, the companies will be marketing their services widely to ensure that everyone who may need support is able to access it.

Many people in need of some kind of care are not aware of the specialist financial advice that is available to them, to help with planning to pay for any long term care needs. The Society of Later Life Advisors accredits these specialist financial advisors and the Council has identified two such companies able to provide this service in Wiltshire. These are:

Care Fee Investments – Annette Williams (covering North and East)

Tel: 0845 077 5654

e-mail: wilts@carefeeinvestment.co.uk

Ashcourt Rowan – Andrew Page (covering South and West)

Tel: 01225 571383

e-mail: wilts@ashcourtrowan.com

Benefits Realisation:

As well as improving services, it is expected that these projects will result in long term and sustainable savings as a result of the new approach.

- Fewer providers mean lower back office costs.
- Paying care and support providers only if they achieve the outcomes agreed by the Council, the customer and the provider.
- Making better use of universal services to reduce people's dependency on paid for support.
- Ensuring people get the right help at the right time, to avoid more expensive interventions.

For further information on any of the above, or if you have any concerns or queries about these services please contact 01225 712553.

COUNCILLORS BRIEFING NOTE

No 96

Service Area: Neighbourhood Services

Further Enquiries to: Ali Stewart

Date Prepared: April 2012

Direct Line: 01225 756178

Path Improvement Grants Scheme (PIGS) 2012

The Paths Improvement Grants Scheme aims to help local people make innovative improvements to countryside access in their area. In 2012 around £60,000 will be available for community led projects. We can also help with bids to external organisations, so additional funding may also be available. PIGS bids may be of any amount up to £5000 (however, if you have a larger scheme we may be able to help source other funding). Applicants need to provide at least 50% of the total cost of their project.

Projects that can be considered for PIGS funding include;

- improvements to the existing rights of way network such as upgrading surfaces and replacing stiles with self-closing gates or kissing gates
- creating new rights of way or permissive routes to avoid busy roads or provide links to existing routes or services
- creating areas of informal recreation/exercise
- providing parking areas
- meeting changed needs of the community

Anyone can put together the background work for bids. However, the bids themselves have to be submitted from parish or town councils in Wiltshire. The reason for this is to demonstrate support for the scheme from the local council.

If you have suggestions for a scheme, please contact Mike Crook at Wiltshire Council as soon as possible to discuss whether or not it might meet the criteria.

Telephone: 01225 713349

e-mail: michael.crook@wiltshire.gov.uk

Further details of the scheme and some examples from previous years can be found on the Countryside Access Forum website:

www.wiltshirelaf.org.uk

The closing date for applications to be fully complete and submitted is Friday 13th July 2012.

COUNCILLORS BRIEFING NOTE

No. 97

Department: Public Health and Public Protection

Further Enquiries to: Mary-Ann McKibben

Date Prepared: 25th April 2012

Direct Line: 01380 733976

A Summary: The Government's Alcohol Strategy (2012)

The Government published a new Alcohol Strategy in March 2012 outlining a revised approach for tackling the harms of alcohol. This briefing summarises the 28 page strategy.

The strategy acknowledges that alcohol can impact positively on the lives of adults when enjoyed moderately. However, the ambition of the strategy is to 'reshape the approach to alcohol', with the following key aims:

- Change behaviour so that it is no longer acceptable to drink in ways that cause harm to self or others.
- Reduce the amount of alcohol fuelled violent crime.
- Reduce the number of adults drinking above the NHS guidelines.
- Reduce the number of people 'binge drinking'.
- Reduce the number of alcohol related deaths.
- A sustained reduction in the number of 11-15 year olds drinking and the amount of alcohol consumed.

Pricing and Promotion of Alcohol

A number of approaches around the availability of alcohol are proposed:

- Raise the alcohol duty by 2% above retail inflation (RPI) each year to 2014-15.
- Introduce a 'minimum juice' rule for cider so that high strength, white ciders can no longer qualify for lower apple cider duties.
- Introduce a new high rate of duty for high strength beer over 7.5% ABV and a new lower rate for beer at 2.8% and below.

- Introduce a minimum unit price (MUP) for alcohol. A consultation on the level at which this should be set is planned although current proposals are around 40p per unit.
- The introduction of a MUP negates the need for a ban on below cost alcohol sales.
- Work with the Advertising Standards Agency (ASA) and Ofcom to examine ways to ensure alcohol is not promoted during programmes of high appeal to young people.
- Ask the ASA to examine new powers in relation to online and social media in order to verify the age of users.

Enabling Local Action

The strategy outlines actions to enable local agencies to take action, including:

- The transfer of Public Health teams to the local authority from April 2013 will include transfer of the ring fenced public health grant which includes funding for alcohol services.
- From November 2012, elected Police Crime Commissioners will be encouraged to develop strong links with Health and Wellbeing Boards and Clinical Commissioning Groups to develop common causes on a range of crime and health issues, and it is envisaged alcohol will be a key cross cutting issue.
- From end April 2012, licensing authorities and local health bodies will become 'responsible authorities' under the Licensing Act 2003. New powers will make it easier to revoke licences or impose conditions by changing the evidential test from 'necessary' to 'appropriate'.
- From October 2012, Early Morning Restriction Orders will enable local areas to restrict alcohol sales late at night.
- Cumulative Impact Policies (CIPs) will work to ensure that there are not a high density number of venues selling alcohol in one area. Local areas can also impose staggered closing times and zoning where appropriate.
- Police.uk will be updated to include information on incident outcomes and the number of Drink Banning Orders in an area.
- From April 2012, alcohol licensing conditions for use at local level will be published. Local authorities will be encouraged to publish licence conditions for premises online to inform the public and maximise reporting.
- From October 2012, local authorities will be able to impose a late night levy on premises that serve alcohol to be used to contribute to the cost of policing and local authority actions in relation to alcohol.
- The fine for selling alcohol to an under 18 will be doubled to £20,000.
- Greater use of 'Offence of Persistently Possessing Alcohol in a Public Place' will be encouraged.
- An additional discretionary power for Police Community Support Officers will be explored to enable them to enter licensed premises to support local enforcement of licensing laws.
- Hospital security staff will be able to issue £80 Penalty Notices for Disorder (PNDs) for drunken behaviour in A&E.

- A&E staff will have the right to refuse to treat people who are drunk and abuse, and NHS Protect will have the power to apply for injunctions against individuals.
- Enforced Sobriety Schemes will be piloted as part of conditional cautions and community sentence orders when the crimes are related to alcohol.
- The use of sobriety schemes as part of Conditional Cautions and Community Sentence Orders for people convicted of alcohol related offences will be encouraged. New powers will also be introduced on sobriety will be introduced through the Legal Aid, Sentencing and Punishment of Offenders Bill.
- Hospitals will be encouraged to share anonymised information on alcohol related assaults and injuries with the Police for use in targeting problem premises – this is already in place in Wiltshire.

Drinks Industry Action

The Government recognises that well-run and responsible community pubs form an important component of the social fabric of communities and such supervision of drinking can help prevent crime and disorder. Working with the alcohol industry is key and the following actions are proposed:

- The industry has pledged to take one billion units out of the market by 2015.
- Clearer information on containers such as unit and calorie content.
- Change the ease of availability of alcohol through responsible product placement.
- Ensuring that alcohol is named, packaged and advertised in a way that demonstrates positive associations to alcohol.

Supporting Individuals to Change

It is recognised that there is no 'one size fits all' approach to helping individuals to change their drinking behaviour, therefore several actions are required targeting different groups, including:

- Ensure young people know the risks of alcohol through a new £2.6 million youth marketing programme aimed at reducing regular smoking, drinking, drug use and risky sexual behaviour.
- Ensure that young people who attend A&E due to alcohol receive the proper follow-up and care.
- Drinkaware is funding research into social drinking 'norms' to reduce the perception of higher drinking levels among peer groups.
- From April 2013 the Department of Health will include alcohol identification and advice within the NHS health check for adults aged 40-75.
- All areas should implement the NICE guidance and quality standard on the management of harmful drinking and alcohol dependence.
- Use learning from eight pilot areas to develop a payment by results approach to alcohol treatment for offenders.

The full Government Alcohol Strategy can be viewed on:

<http://www.homeoffice.gov.uk/drugs/alcohol-strategy/>

COUNCILLORS BRIEFING NOTE

No. 98

Department: Housing

Further Enquiries to: Nicole Smith

Date Prepared: May 2012

Direct Line: 01249 706567

Review of Wiltshire Council's Allocation Policy

The Housing Act 1996 Part VI (as amended by the Homelessness Act 2002 and Localism Act 2012) requires the Council to have a scheme which determines how allocations and nominations will be made. In Wiltshire we operate a Choice Based Lettings policy called Homes4Wiltshire which was adopted shortly before unitary.

The purpose of the Council's Choice Based Lettings Policy is to set out clear guidelines to ensure that affordable housing is allocated fairly and according to applicants' need for housing while at the same time taking into account effective management of the affordable housing stock across Wiltshire.

The Council holds a Housing Register of those wanting to be considered for affordable housing from which nominations are made. There were 17,088 applicants on the Housing Register at 1 April 2012, of which 7,626 had no identified housing need and would be considered as households who have a desire to move, but are currently suitably housed. We also have 5,174 who were identified as having a low need for re-housing, with only 213 households in our highest band. The Housing Register allows households to be considered for properties owned by over 32 housing providers. We would always encourage all housing providers to include all their properties in the Choice Based Lettings scheme whether they are subject to nomination rights or not.

The Council receives around 2,000 nominations a year. The majority of applicants on the Housing Register therefore will not be nominated or referred for a vacancy. It is important therefore that our policy is able to clearly identify those in the greatest housing need and minimises the level of time taken to assess applicants that are not going to receive active consideration for vacancies. This will free up time for the Council to offer a more comprehensive housing advice and options service to help applicants find housing.

Our allocations policy has 5 bands which are Platinum, Gold plus, Gold, Silver and Bronze. Applicants with the highest level of need are placed into Platinum and applicants with no housing need are placed into the bronze band.

Following the introduction of the Localism Act we now have the opportunity to review our allocations policy to consider some of the new freedoms that the act has introduced. Our policy must be framed so as to secure that 'reasonable preference' is given to certain categories of housing need. The reasonable preference categories include:-

- a) People who are homeless (within the meaning of Part 7)
- b) People who are owed a duty under s190(2) (homeless, priority need but intentionally homeless); s193(2) (full homelessness duty); s195(2) (threatened with homelessness and in priority need) or s192(3) (homeless but non priority)
- c) People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- d) People who need to move on medical or welfare grounds (including any grounds relating to a disability)
- e) People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others)

In adopting any new policy we must ensure that the following principles are applied:-

- Allocations should only be made to those who are eligible
- Every local authority must have an allocation scheme for determining priorities with clear procedures in allocating accommodation
- The scheme must include a choice of housing accommodation or the opportunity for the applicant to express preference about their housing accommodation
- The scheme should be framed so as to secure reasonable preference
- We must have regard to our Homeless Strategy and Strategic Tenancy Policy
- Before adopting a new scheme all housing providers should be consulted, allowing a reasonable opportunity to comment on the proposals
- We must not allocate housing accommodation except in accordance with our adopted allocation policy.

It has been agreed that a full review of our allocations policy is required to discuss how Wiltshire would like to frame its allocation policy based on the new freedoms introduced. We are therefore pulling together a project plan to confirm the process and timetable for this review. It is vital that we engage and involve members at the start and during the whole process. Our intention is to go out to every area board in September 2012 to raise awareness and start the process of consultation. We will provide further communication as soon as we have further detail about the project plan and timetable.

In the meantime if anyone has any questions please don't hesitate to contact Nicole Smith

School funding reform:

Next steps towards a fairer system

Consultation Response Form

The closing date for this consultation is:

21 May 2012

Your comments must reach us by that date.

THIS FORM IS NOT INTERACTIVE. If you wish to respond electronically please use the online response facility available on the Department for Education e-consultation website (<http://www.education.gov.uk/consultations>).

The information you provide in your response will be subject to the Freedom of Information Act 2000 and Environmental Information Regulations, which allow public access to information held by the Department. This does not necessarily mean that your response can be made available to the public as there are exemptions relating to information provided in confidence and information to which the Data Protection Act 1998 applies. You may request confidentiality by ticking the box provided, but you should note that neither this, nor an automatically-generated e-mail confidentiality statement, will necessarily exclude the public right of access.

Please tick if you want us to keep your response confidential. ☐

Name Elizabeth Williams

Organisation (if applicable) Wiltshire Council

Address: County Hall
Bythesea Road
Trowbridge
BA14 8JB

If you have an enquiry related to the policy content of the consultation you can contact either

Ian McVicar : Telephone: 020 7340 7980 e-mail: ian.mcvicar@education.gsi.gov.uk or

Natalie Patel: Telephone: 020 7340 7475 e-mail: Natalie.patel@education.gsi.gov.uk

If your enquiry is related to the DfE e-consultation website or the consultation process in general, you can contact the Consultation Unit by e-mail: consultation.unit@education.gsi.gov.uk, by Fax: 01928 794 311, or by telephone: 0870 000 2288.

Please tick the box that best describes you as a respondent.

<input type="checkbox"/> Maintained School	<input type="checkbox"/> Academy	<input type="checkbox"/> Teacher
<input checked="" type="checkbox"/> Individual Local Authority	<input checked="" type="checkbox"/> Schools Forum	<input type="checkbox"/> Local Authority Group
<input type="checkbox"/> Teacher Association	<input type="checkbox"/> Other Trade Union / Professional Body	<input type="checkbox"/> Early Years Setting
<input type="checkbox"/> Governor Association	<input type="checkbox"/> Parent / Carer	<input type="checkbox"/> Other

If 'Other' Please Specify:

Simplification of the local funding arrangements

Basic per-pupil entitlement

In paragraphs 1.3.10 and 1.3.11 we discuss the basic per-pupil entitlement. The difference between providing education for Key Stage 3 compared to Key Stage 4 is sometimes significant due to the additional costs of practical work and examinations incurred in the latter Key Stage.

Question 1: Should local authorities and Schools Forums be able to agree separate rates for Key Stage 3 and Key Stage 4?

☒ Yes

☐

No

☐

Not Sure

Comments:

We would support the ability to agree separate rates for KS3 and KS4 locally.

The traditional rationale for separate rates has been to reflect higher costs of provision at KS4. These include teaching in smaller groups, higher exam costs, more practical exams, etc, and we would want to continue to be able to reflect these additional costs in the new formula.

In para. 1.3.13 we consider setting a minimum threshold for the basic entitlement. There is an interaction between the amount of funding that goes through the basic entitlement and the amount remaining for other factors, such as deprivation and low-cost SEN. There are three options available:

- a) To require a minimum percentage to go through **the basic entitlement only** (and we think that 60% represents a reasonable starting point);*
- b) To require a minimum percentage to go through **all of the pupil led factors** (so would include the basic entitlement, deprivation, looked after children, low cost SEN and EAL). We think that 80% represents a reasonable amount for this threshold.*
- c) To not set a threshold at all and accept that there will be inconsistency in some areas*

Question 2 : Do you think we should implement option a, b or c?

☐

(a)

☐

(b)

☐

(c)

☐

None

☒

Not
Sure

Comments:

Wiltshire currently allocates 72% of funding through AWPUs and is therefore already exceeding the proposed minimum threshold for the basic entitlement.

The stated aim of the proposal for a minimum threshold for the basic entitlement is to reduce variation between LA formulae and ensure that funding follows the pupil. The option that would produce the most consistency between LA formulae is likely to be Option (a).

If LAs are currently distributing higher levels of pupil led funding through elements such as deprivation then Option (b) may be the model that retains the most stability for schools within LA areas whilst providing a broad comparison between LAs. With the restrictions on the level of lump sum the percentage driven by all pupil led factors is likely to be more consistent across LAs anyway.

Deprivation

In paragraphs 1.3.15 to 1.3.23 we discuss deprivation funding and the issue of banding. Our preference is to allow banding only for IDACI under a new system, and to keep it as simple as possible, for example by only allowing a certain number of bands with a fixed unit rate applied to each and a minimum IDACI threshold. We do not propose to allow banding for FSM.

Question 3: Do you agree with our proposals on banding? How do you think they might be applied locally?

✓ Yes

☐

No

☐

Not Sure

Comments:

Wiltshire would support allowing banding within the deprivation element of the formula to enable funding to be targeted where needs are highest.

As an authority we have not previously used the IDACI data and it is difficult to comment on specific banding proposals until more detailed modelling has been done. We would consider that LAs and their Schools Forums should be able to determine their own banding in order to reflect local circumstances such as pockets of deprivation in rural areas.

Lump Sums

In paragraphs 1.3.38 to 1.3.42 we discuss the issue of lump sums. Many local formulae currently allocate a lump sum to schools. We want to set the upper limit on the lump sum at a level no higher than is needed in order to ensure that efficient, small schools are able to exist where they are genuinely needed. We think that the upper limit should

probably fall somewhere between £100k and £150k, and is certainly no higher than £150k.

Question 4: Where within the £100k-150k range do you think the upper limit should be set?

<input type="checkbox"/> £100k	<input type="checkbox"/> £110k	<input type="checkbox"/> £120k	<input type="checkbox"/> £125k	<input type="checkbox"/> £130k
<input type="checkbox"/> £140k	<input type="checkbox"/> £150k	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Not Sure	

Comments:

It is difficult to comment on the preferred value of the lump sum until we have had more opportunity to carry out detailed modelling work.

Of more concern is the proposal for a single lump sum across all phases with no flexibility to vary the lump sum between primary and secondary. The proposals within the document will potentially impact most significantly on small secondary schools

The rationale behind the lump sum within Wiltshire has been a calculation of the management costs of a school of particular size – for example Head Teacher, Caretaker, Head of Year Group, etc in order to recognise that there is a level of fixed cost within any school structure. Such a rationale could not be applied within the proposed limits to the lump sum.

Free Schools, University Technical Colleges (UTCs) and Studio Schools

In paragraphs 1.8.12 to 1.8.14 we discuss the funding of Free Schools, UTCs and Studio Schools. We have decided that Free Schools, UTCs and Studio Schools, like other Academies, should move across to be funded from 2013/14 through the relevant local simplified formula. One consequence of this is that confirmed funding levels for new schools will not be available until the spring prior to a September opening.

Question 5: What sort of information do Free School, UTC and Studio School proposers need, and at what stages, to enable them to check viability and plan effectively?

Comments:

The requirements would be similar to a new maintained school setting up within a LA area. School proposers need to know the values for each formula driver and an estimate of numbers on roll.

A ready reckoner could be produced based on the proforma submitted by the LA to

the EFA

Improving arrangements for funding pupils with high needs

In Section 3 and Annex 5a, b and c we discuss the new arrangements for funding pupils with high needs. In Section 3.8 we discuss the roles and responsibilities under the new place plus approach, specifically those of providers, commissioners and the EFA. We want to ensure that unnecessary bureaucratic burdens are not placed on providers and that there is clarity as to the respective roles and responsibilities of the EFA and local authorities.

Question 6: What are the ways in which commissioners can ensure responsibilities and arrangements for reviewing pupil and student progress and provider quality can be managed in a way that does not create undue administrative burdens for providers?

Comments:

It will be important to be clear how commissioners (LAs) are going to work together regionally to ensure strategic planning of places within special schools and other settings. Schools will now be dealing directly with the commissioner rather than through the inter-authority recoupment process. This may cause an administrative burden for schools but will also potentially impact on the ability of the LA to plan strategically for the high needs pupils in its area.

Clarity on framework for top-up funding: there will be administrative burdens for providers and commissioners if individual top-up fees have to be negotiated for each pupil. The solution would be to continue to apply the current banding framework in Wiltshire which would enable fixed top up rates to be agreed according to level of need. Additional resources would be required within local authorities, and potentially schools also, if fees are to be individually negotiated

Clarity of roles of the commissioner and the EFA to ensure there is no duplication.

In section 3.9 we discuss transitional protection for providers. We want to ensure that

the transition from the current funding system to the new arrangements is as smooth as possible. In the document we set out a number of ways we intend to provide support through the transitional period and enable commissioners and providers to become accustomed to the new approach

Question 7: Are there other ways that we can help to ensure a smooth transition for commissioners and providers to the reformed funding approach for high needs pupils and students?

Comments:

Wiltshire would propose to continue the current mechanism of banding to enable calculation of the top up values and the existing processes for agreeing planned place numbers on an annual basis.

There will be implications for residential schools as the £10,000 base value is a smaller proportion of the costs for a residential setting compared with a Resource Base for example. Could there be a higher base rate for residential settings?

A key issue here is that of empty places within specialist settings. Transitional protection is based on special schools and resource bases being full however at certain points in the year it would not be unusual for Special Schools, for example, to carry a small number of vacant places – for example in Term 1. Whilst Wiltshire would agree that it is not good practice to continue to fund high levels of empty places, special schools and resource bases will have staffing models in place based on the current planned place funding and it could cause significant disruption if funding is reduced for 2013/14. This is particularly acute for BESD schools who would be expecting to have a higher number of vacant places at the start of the academic year.

Schools within the independent sector would already build in this level of uncertainty in to their prices but there would be affordability issues if LAs have to do this for maintained special schools and academies.

This may also make strategic planning for places difficult for the commissioner if schools have more incentive to fill places with out of county pupils in order to ensure continuity of funding.

This issue could, in part, be managed through a review of the numbers of places and associated place values, in particular for resource bases, prior to April 2013.

For post-16 pupils it will be important to have early details of the individuals for whom the LA will be responsible for funding and the funding to be transferred to the LA for the top up element

In Annex 5a, paras 38 to 41 we discuss the level of base funding for AP settings and suggest that £8,000 would be an appropriate level of base funding.

Question 8: Do you agree that £8,000 per-planned place would be an appropriate level of base funding for AP settings within a place-plus funding approach?

☐ Yes☐ No☒ Not Sure

Comments:

Given Wiltshire's participation in the national pilot for exclusions and alternative provision it is difficult to respond to this question.

Further clarification needs to be given by the DfE as to how these proposals are affected by the Alternative Provision pilot, in particular how we would identify a number of "planned places" to be funded within the high needs block as all pupils will be on the rolls of mainstream schools who will be funding alternative provision directly.

In Annex 5a paras 42 to 46 we discuss the top-up funding for AP settings. For short-term and part-time placements, we propose that appropriate pro rata arrangements would be put in place for calculating top-up funding and that it would be sensible to calculate top-up funding for short-term placements on a termly or half-termly basis, while part-time placements could be calculated on a daily rate. For very short-term placements, for example those that lasted less than ten days in an academic year, we would envisage that AWPU would not be repaid by a commissioning mainstream school and that the commissioner would pay an appropriate level of top-up funding to reflect this.

Question 9: Do you agree that it would be sensible to calculate pro rata top-up payments for short-term placements in AP on a termly or half-termly basis?

☐ Termly☐ Half-termly☒ Not Sure

Comments:

We are not sure why only termly or half-termly are being suggested. A daily rate would be more straightforward and easily applied.

Question 10: Do you agree that it would be sensible to calculate pro rata top-up payments for part-time placements in AP on the basis of a daily rate?

☒ Yes☐ No☐ Not Sure

Comments:

In Annex 5a paras 47 to 52 we discuss hospital education. Hospital schools occupy an important place in the education system and we need to think carefully about how hospital education is funded within the parameters of a new approach to high needs funding. Hospital education is not an area where commissioners plan education provision and where pupils and their families exercise choice about the institution in which they will be taught. In funding terms, our aim must be to ensure that high-quality education provision is available whenever a pupil has to spend time in hospital.

Question 11: What are the ways in which hospital education could be funded that would enable hospital schools to continue to offer high-quality education provision to pupils who are admitted to hospital?

Comments:

By definition this is an area where expenditure is difficult to plan and to control for individual authorities.

A place plus methodology could be applied, this may reduce the inconsistency between the cost of places between different hospital provision and give hospital schools more certainty of a base level for funding. There would be complexities in negotiating the top up funding, however, as placements are not planned in advance.

In Annex 5a paras 53 to 56 we discuss the base level of funding for specialist providers. Under the place-plus approach there will be a simple process, with clear responsibilities and transparent information, for reviewing and, if appropriate, adjusting the allocation of base funding for specialist placements. The key components of this process are set out in the document.

Question 12a: Do you agree with the proposed process for reviewing and adjusting the number of places for which specialist settings receive base funding?

☐

Yes

☐

No

✓ Not Sure

Comments:

Wiltshire would have some concerns over who would have the responsibility for convening reviews – for High Needs pupils it is our view that LAs should have responsibility for all pupils, in maintained schools, academies and free schools

Question 12b: Are there any other ways in which this process could be managed in a way that is non-bureaucratic and takes account of local need and choice?

Comments:

Simplifying arrangements for the funding of early years provision

In paragraphs 4.5.1 to 4.5.5 we discuss the 90% funding floor for three year olds. Current funding for three year olds is based on the actual number of three year olds who take up their entitlement to free early education or an amount equivalent to 90% of the estimated three year old population doing so, whichever is higher. We now think the time is right to phase out the floor so it is removed entirely from 2014-15. We also think it is right that we use 2013-14 as a transition year. Removing the floor from 2014-15 will require a level of transition support for local authorities, enabling them to increase participation levels. There are various options for how this transitional protection could operate but we think the most obvious way is to lower the floor in 2013-14 from 90% to 85%.

Question 13: Do you have any views on the move to participation funding for three year olds, particularly on how transitional protection for 2013-14 might operate?

Comments:

Wiltshire would agree with the proposal to remove the 90% floor and fund on participation. It is difficult to comment on how transitional protection should work without knowing the potential scale of the impact on individual local authorities – Wiltshire currently has greater than 90% uptake.

In paragraphs 4.6.1. to 4.6.3 we discuss free early education provision in academies. A small number of Academies with early years provision which existed prior to September 2010 continue to be funded by the Young People's Learning Agency (YPLA) through replication. We believe there is a strong case to be made for bringing together free early education funding for three and four year olds for all providers. This would mean that wherever a child accesses their free early education they would be funded and paid by local authorities through the EYSEF. This would further support simplicity and transparency in funding for free early education.

Question 14: Do you have any views on whether free early education in all Academies should be funded directly by local authorities?

Comments:

We believe that free early education in academies should be funded directly by local authorities through the Early Years Single Funding Formula.

Question 15: Have you any further comments?

Comments:

National Funding Formula

No national redistribution of funding through a new formula has been proposed, this was a key element of the initial consultation documents issued by the DfE. Without a national redistribution Wiltshire will retain its relative position as a low funded authority and will need to make the required changes within existing levels of funding. In 2011/12 Wiltshire's per pupil funding was the lowest in its statistical group at £4,593 per pupil compared with a national average (median) of £5,000 per pupil, and the fourth lowest of all local authorities.

Whilst it is difficult to predict the impact of a national formula on any individual LA at this stage, there is the potential for significant turbulence in schools budgets from implementation of the new local formula in 2013/14 and then again if a national formula is implemented from April 2015.

Pupils from Service Families

The proposals state that the EFA will only have discretion to consider exceptional circumstances relating to premises. Wiltshire would view this as too restrictive and would wish to propose that an exception be allowable for the specific issues associated with schools with a high proportion of pupils from Service families. Currently the Wiltshire local formula contains two factors to protect schools against in year, and year on year, changes in pupil numbers resulting from the high proportion of service pupils and associated levels of pupil movement. These structural issues are

not catered for by the Pupil Premium Grant which is designed to support schools in meeting the additional needs of individual pupils in the school.

Service pupils currently account for 8% of the numbers on roll in Wiltshire schools and the percentage of pupils from service families can be significant, with 9 schools having over 50% of pupils on roll from service families – ranging from 58% to 100% across those schools. In 12-13 12% of Wiltshire schools received service school funding. In all of those schools the funding in 12-13 is more than 1% of their budget.

High Needs Pupils

We are concerned about the high level of change proposed for the funding of specialist provision and the associated impact on school's budgets, particularly where special schools and resource bases do carry a level of empty places – this is not unusual at certain points in the year, for example in term 1. Wiltshire would agree that it is not appropriate to continue to fund significant numbers of empty places however it is important to be able to access places during the year and part of the strategic planning of places would take this in to account.

There is a particular risk to schools supporting pupils with BESD who carry higher levels of unfilled places at the start of an academic year. Special schools tend to be small schools and so are not easily able to absorb changes to their funding.

There is a risk that the speed of change to the way in which special schools are funded will result in redundancy costs in the short term and a loss of experienced staff.

Within Wiltshire the numbers of planned places and associated funding of special school places has been agreed by Schools Forum on an annual basis and this is a key part of our strategic approach to planning provision for pupils with SEN. This has allowed the prioritisation of resources to meet the needs of the most vulnerable pupils and those with the most complex needs right across the schools budget, including the release of funding from external placements in order to increase funding delegated to mainstream schools. There is a danger that the proposals within the document mitigate against Schools Forum taking this strategic overview of funding if discussions and decisions relating to the schools block and high needs block are made by different groups.

A concern has been raised by specialist settings (Special Schools and Resource Bases) that the place plus proposals result in a disincentive to schools to work towards inclusion of pupils within mainstream settings. This would particularly be the case if the specialist provider loses funding for a pupil once they have moved back in to mainstream provision and that place is not then immediately filled.

Draft Proforma for Schools Block

The draft proforma does not include provision to identify formula factors after any delegation of central budgets. It would make more sense for the proforma to show both sets of values.

The proforma also excludes details of the MFG and any potential capping of gains and so does not show a complete picture of the schools block budget.

It is also unfortunate that the modelling tool sent to LAs to model the changes does not include a link to the MFG which would enable the impact and cost to be modelled throughout.

Schools Forum

Currently School membership of Schools Forum in Wiltshire is agreed by the Head Teacher bodies representing primary, secondary and special schools and the Wiltshire Governors Association. There is concern in Wiltshire that strict adherence to the proportionate representation according to pupil numbers in maintained schools and academies could work against the current good working relationships on the forum by polarising discussions between particular groups.

There is a lack of clarity as to whether special school representatives will be able to vote on the funding formula.

Delegation/De-delegation of Central Services

Wiltshire is concerned that some of the services that are proposed for delegation would, if delegated, work against the achievement of economies of scale for example, licences and subscriptions and contingency budgets.

Thank you for taking the time to let us have your views. We do not intend to acknowledge individual responses unless you place an 'X' in the box below.

Please acknowledge this reply ☐

Here at the Department for Education we carry out our research on many different topics and consultations. As your views are valuable to us, would it be alright if we were to contact you again from time to time either for research or to send through consultation documents?

☐

Yes

☐

No

All DfE public consultations are required to conform to the following criteria within the Government Code of Practice on Consultation:

Criterion 1: Formal consultation should take place at a stage when there is scope to influence the policy outcome.

Criterion 2: Consultations should normally last for at least 12 weeks with consideration given to longer timescales where feasible and sensible.

Criterion 3: Consultation documents should be clear about the consultation process, what is being proposed, the scope to influence and the expected costs and benefits of the proposals.

Criterion 4: Consultation exercises should be designed to be accessible to, and clearly targeted at, those people the exercise is intended to reach.

Criterion 5: Keeping the burden of consultation to a minimum is essential if consultations are to be effective and if consultees' buy-in to the process is to be obtained.

Criterion 6: Consultation responses should be analysed carefully and clear feedback should be provided to participants following the consultation.

Criterion 7: Officials running consultations should seek guidance in how to run an effective consultation exercise and share what they have learned from the experience.

If you have any comments on how DfE consultations are conducted, please contact Carole Edge, DfE Consultation Co-ordinator, tel: 01928 738060/ email: carole.edge@education.gsi.gov.uk

Thank you for taking time to respond to this consultation.

Completed questionnaires and other responses should be sent to the address shown below by 11 October 2011

Send by e-mail to: schoolfunding.consultation@education.gsi.gov.uk

Send by post to:

Ian McVicar
Funding Policy and Efficiency Team
4th Floor
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

COUNCILLORS BRIEFING NOTE

No. 99

Service Area: Finance

Further Enquiries to: Liz Williams

Date Prepared: May 2012

Direct Line: 01225 713675

Implementing DfE Proposals for School Funding Reform

Background

On 26th March 2012 the DfE issued a consultation document outlining proposals for a new funding system for schools to be implemented in 2013/14. The document covers all aspects of schools funding and the consultation element is fairly limited. The stated aims of the proposals are to:

- Move towards a national funding formula
- Simplify local funding arrangements
- Change the way in which LAs are funded
- Improve funding arrangements for pupils with high needs
- Improve funding arrangements for Early Years provision

The proposals will require a full review of Wiltshire's funding formula for mainstream schools and for special schools in order to meet the requirements for simplification of local funding arrangements. The current Wiltshire funding formula includes elements that reflect local circumstances and needs and will not be compliant with the new simplified arrangements proposed by the government. The new formula must be approved by the Education Funding Agency (EFA) (who replace the Young Person's Learning Agency from 1/4/2012) by the end of October 2012 in time for implementation in schools budgets for April 2013. All schools must be consulted on the new formula and must receive details of the potential impact on their individual budgets.

There are proposed changes to the constitution of Schools Forum which will require us to reconstitute our Schools Forum by September 2012.

The proposals are wide ranging and a full project plan has been drawn up to ensure that a compliant funding formula can be put in place for approval at the end of October 2012.

Move towards a national funding formula

No proposals are put forward by DfE for a national funding formula within the current comprehensive spending review period but there is a stated intention to introduce it within the next Spending Review Period (after April 2015). This means there will be no national distribution of funding between local authority (LA) areas and Wiltshire will retain its relative position as a low funded authority.

It is difficult to know whether Wiltshire would benefit from a redistribution of funding under a new national formula – an optimistic view would suggest that any rebalancing of funding across the country should benefit the lower funded areas however county areas such as Wiltshire tend not to gain under traditional distribution formulae that use needs led data based on indices such as deprivation. Either way, the delay in implementing a national formula means that schools may face turbulence in their financial position as a result of the implementation of a new local funding formula and then again when the new national formula is implemented.

Simplify local funding arrangements

It is proposed that all schools in a local authority area including maintained schools, academies and free schools will be funded on the same formula, this will be the local formula developed by the LA. This is a change from the current system in which academies are funded on a lagged basis based on the LA formula for the previous year.

The proposals include moving towards a more consistent approach to the development of local funding formulae between LAs which in turn limits the number of formula factors LAs can utilise. There are also proposals to increase delegation of centrally held Dedicated Schools Grant (DSG) budgets which will require formulae to be developed for the delegation of funding for a number of central DSG funded services. Schools Forum can opt to “de-delegate” this element of the formula for maintained schools however if they do not do this then these services would need to be offered on a traded basis to all schools.

The number of allowable formula factors in local funding formulae has been reduced from 37 to 10, only 9 of which will apply in Wiltshire.

Formula factors which **will be allowable** under the new arrangements are (*comments re implications for Wiltshire included in italics*):

- **Per pupil amount** – single unit/Age Weighted Pupil Unit (AWPU) for Primary and possibility to have separate values for KS3 and KS4 at secondary level. The AWPU tends to be the main driver for funding to individual schools. *Wiltshire currently has differential values for each key stage, and for Reception pupils, so any equalisation of AWPU values will cause turbulence to individual school's budgets.*
- **Deprivation** – LAs are encouraged to continue to have an element of the funding formula which distributes funding to schools based on the numbers of pupils from deprived areas within the school. LAs will be allowed to use Free School Meals (FSM) eligibility or Income Deprivation Affecting Children Index (IDACI) data to drive the deprivation elements of the formula. *Wiltshire has a number of deprivation elements in the current formula and would need to move towards one of these indices from the current MOSAIC data that we use. Wiltshire Schools Forum has tried to move away from use of FSM data towards use of post code data as this has been felt to more accurately reflect the pupils in the school.*
- **Looked After Children** – *Wiltshire does not have a LAC factor in our formula as numbers are very small in individual schools. This could be looked at in the development of the new formula although the extent to which this would duplicate the LAC Pupil Premium would need to be considered*
- **Low Cost, High Incidence SEN** – Low cost needs are defined in the DfE document as those requiring provision costing up to £6,000, *Wiltshire would need to increase the level of funding delegated to primary schools in order to meet this level of provision.* LAs will also be limited on what proxy indicators we can use to drive funding for SEN. We will only be allowed to base prior attainment on Early Years Foundation Stage Profile (EYFSP) (Primary) or KS2 (Secondary). *Currently Wiltshire also uses KS1 attainment data and again any change can lead to turbulence in school budgets.*
- **English as an Additional Language** – *Wiltshire does not currently use this as a formula factor*
- **Lump Sum of limited size** – Most LAs will currently have a lump sum element within their formula to recognise that there is a level of fixed costs within any school. DfE have confirmed that this can continue but that the lump sum must not vary with type of school. It is proposed that the maximum level for the lump sum will be set at between £100,000-£150,000. *Currently Wiltshire has a variable lump sum level dependent on the size of the school and this would need to be changed. The lump sum*

element of the formula would seem to be the only mechanism under the new proposals for recognising the specific circumstances faced by small schools and this will make the determination of the appropriate level for the lump sum challenging in a county like Wiltshire with a mix of large and small schools.

- **Split Site** - *Wiltshire currently has a formula factor to reflect the cost of split sites but would need to review in order to ensure compliance with the new requirements*
- **Rates** – *the current Wiltshire formula is likely to be compliant with this element*
- **PFI** – *the current Wiltshire formula is likely to be compliant with this element*
- **London Fringe Area Costs** – *will not be applied to Wiltshire*

In order to dampen the impact of changes a minimum funding guarantee will apply which will ensure that schools do not lose more than 1.5% of per pupil funding compared with 2012/13. LAs will be allowed to cap the level of gains in schools to fund the cost of transition for those schools who lose out. This could mean that it takes some years to move schools on to the new local formula with the gainers funding transition for the losers.

The proposed restriction in the number of allowable formula factors could make the formula less sensitive to local circumstances and will potentially cause significant turbulence across school budgets, albeit dampened to some degree by the minimum funding guarantee.

In particular the impact on Wiltshire could be in relation to small schools and to schools with a significant number of pupils from service families. The current Wiltshire formula includes an element of protection for small schools and this will not be allowable under the new arrangements – the only mechanism for this will be the lump sum element of the formula. No separate element to support schools with high numbers of service children will be allowed in the new formula.

A Formula Review Task Group is now in place, comprising representatives from primary and secondary schools including representatives from small schools, service schools, schools with split sites, etc. This group will carry out the detailed modelling work on the new formula and make recommendations to Schools Forum in June.

Funding arrangements for pupils with high needs

The document includes radical proposals for the funding of provision for pupils with high cost/low incidence SEN. These pupils are defined as pupils whose provision costs more than £6,000 and applies to pupils within Special Schools, Resource Bases and in receipt of Enhanced Learning Provision in Wiltshire's secondary schools.

Funding for Special Schools and Resource Bases will be removed from the main funding formula described above and a new methodology for funding specialist provision is proposed.

These types of provision in Wiltshire, and in many other LAs, are currently funded on the basis of "planned places". An agreement is reached with each school or setting on the number of planned places that will be funded and pupils are allocated to Bands that reflect their level of need. Each Band has a funding value attached to it. Any empty places in the school or setting are funded at the average band value of the pupils in the setting. This means that special schools and resource bases in Wiltshire are funded as if they are full and are able to plan staffing etc on the basis of a full year budget. The LA would look to place in an empty place within a maintained special school prior to placing outside of Wiltshire as long as a pupil's needs could be met within that setting.

The DfE proposes that from April 2013 specialist provision will be funded on a "place-plus" basis. This will mean that special schools and resource bases will receive funding of £10,000 as a base level for each planned place and that the commissioner (the LA) will pay a top up for each pupil placed, based on assessed need. This means that settings will only receive the base level of funding for empty places rather than the full level. For some schools and resource bases this may result in significant turbulence within their funding.

A High Cost Pupils review group is being established to work through the financial issues including the recalculation of the banding values for each level of need. Again, proposals will be brought to Schools Forum in June.

To improve funding arrangements for Early Years provision

LAs will be required to simplify the early years single funding formula (EYSFF) through which the free entitlement for early education for 3 & 4 year olds is funded. Wiltshire reviewed its formula in 2011/12 and has already implemented a simplified formula and it is felt that this element of the proposals will be more straightforward to implement.

Next Steps

1. A detailed work plan has been drawn up to ensure that Schools Forum can agree and consult on a new formula in time for the October deadline. Throughout this process the implications for individual schools, and the impact of any transitional protection, will become clearer.
2. Initial proposals will need to be taken to Schools Forum at the June meeting.
3. Consultation with schools will need to take place during the end of the summer term and beginning of the autumn term. We will be required to publish the potential impact of the changes on each school as part of that consultation.
4. A response to the consultation element of the DfE proposals has been completed and is available for members should they wish to see it.
5. A Project Board has been established to ensure that the links between the review of funding and other key strategies are maintained and that the impact of any changes to the funding formula are considered.

Further enquiries to Liz Williams, Head of Finance 01225 713675 elizabeth.williams@wiltshire.gov.uk

Councillors Briefing Note

No. 100

Department: DCE

Further Enquiries to:

Ian Baker- Wiltshire Online Programme Manager

Date Prepared: May 2012

Direct Line: 01225 793349

Wiltshire Online Programme

Background

The Wiltshire Online Programme aims to bring superfast broadband to homes and businesses across the county. At present, not all parts of Wiltshire have access to broadband and those that do may experience slow speeds and poor service. This means that residents and businesses in the county struggle to make full use of the internet and online services. Poor broadband services are seen as a major obstacle to sustained economic growth and investment in the county.

The main aims of the programme are:

- To improve access to broadband for citizens and businesses in Wiltshire. A minimum of 85%, hopefully up to 95% of premises being able to access superfast broadband, over 24Mbps by 2015 and all other premises to have access to a minimum broadband service of 2Mbps
- To ensure that every adult has the opportunity to be a confident user of technology.
- To increase the uptake and usage of council online services.

Wiltshire Council is investing £16 million to improve broadband provision. An additional grant of £4.66 million from the government has been secured and along with investment from both South Gloucestershire and Swindon brings a total investment of over £23 million. Investment from the successful contractor will make a total of at least £30 million to provide access to superfast broadband services across the three councils.

Summary of Progress

Since July 2011, Wiltshire Council has been working closely with Broadband Delivery UK (BDUK). BDUK was set up by The Department for Culture, Media and Sport as its body to establish a national framework contract for superfast broadband. In March 2012, BDUK completed its evaluation of final tenders and informed two successful suppliers of its intention to make them suppliers on the framework agreement after a period of contract finalisation. Wiltshire Council, in partnership with South Gloucestershire and Swindon Councils is one of four lead projects that will be first to use this framework contract. The partnership is now fully prepared to formally launch its procurement once the Framework Agreement has been signed.

In parallel, BDUK has been following a process to notify an umbrella State Aid agreement with the European Commission. State Aid is a requirement to allow councils to use public money to part fund broadband projects in the UK. BDUK had planned for the Commission to have granted approval for the UK's umbrella State Aid agreement by April 2012. However, BDUK has not yet received approval and is still working with the European Commission to finalise agreement on the remaining aspects of the scheme. As soon as an agreement over the remaining outstanding issues has been made with the Commission, BDUK intends that the two companies sign the Framework Agreement. Wiltshire Council will then launch its procurement and work rapidly to minimise any delay and complete the procurement.

At this stage our procurement is still on course to be completed by August; however this is dependent upon a quick resolution of the State Aid scheme by the European Commission.

The Leader, Jane Scott, has written to David Cameron, Vince Cable and George Osborne to raise our concerns about the possibility of the implementation being delayed if there is no approval of the State Aid scheme by the European Commission and she has asked them to intervene to try to resolve this issue as soon as possible.

The sequence of events still remains the same as in the last update but the date for the issue of Invitation to Tender (ITT) and award of contract is dependent upon the European Commission:

- The 'warm-up' event for bidders, - (Completed in March)
- Issue of the Invitation to Tender (May / June (provisional))
- Award of contract, 16 July / August (provisional)
- Survey work and development of implementation plan, summer-autumn 2012
- Implementation phasing - information shared with Cabinet and Area Boards, November / December 2012
- Contract work commences late 2012 / early 2013

Next steps

It is felt that a monthly communication to all councillors would be helpful to ensure everyone is clear about timescales and progress. The next time I will write to you will be at the end of June with an update.

Councillors Briefing Note

No. 101

Department: Schools and Learning

Further Enquiries to: Stephanie Denovan

Date Prepared: May 2012

Direct Line: 01225 713838

Academy Types and Governance Models

1. **What is an academy?** An academy is a public funded independent school (not maintained by a LA) and accountable to the Department for Education (DfE). Academies were originally intended to raise educational standards and aspirations in deprived areas, often replacing schools with a long history of under-performance. From May 2010 the academies programme was opened up to all schools. Academies have freedoms to set their own pay and conditions of service for staff, they are free to deliver the curriculum as they see fit and they can vary the length of school terms and the length of the school day. Academies must follow the same admissions, exclusions and processes for pupils with Special Educational Needs (SEN) and the same arrangements for Freedom of Information as for all other schools. Academies are inspected by Ofsted.
2. Academies fall into a number of different types, both **traditional** and **converter** with four main governance models emerging nationally and locally: Single Academy Trust (SAT), Multi-Academy Trust (MAT) chains, Umbrella Trust (UT) and Schools Working in Partnership Together (SWIPT).
3. **Traditional** academies with an independent sponsor were originally a feature of the previous Government and originally sponsors had to provide a £2million sponsorship fund. These academies were established in areas of the highest deprivation where standards of achievement were traditionally hard to improve. Money was provided through the previous national Building Schools for the Future (BSF) programme to rebuild these schools. Wiltshire has 2 of these traditional academies: The Wellington Academy, Ludgershall and Sarum Academy, Bemerton Heath, Salisbury. In the case of the latter Wiltshire Council is a part sponsor with Salisbury Diocese (main sponsor), Bryanston School and Bath Spa University. Wiltshire Council received a grant to fund fully the building of Wellington Academy and is receiving a partial grant to build Sarum Academy. However, new academy sponsors are

developing (see later section on new academy sponsors for converter academies).

4. **Converter** academies are a feature of the Coalition Government. At first schools with an Outstanding Ofsted judgement were the first to convert, followed by those with a good Ofsted judgement. Currently all schools can convert to an academy within the following four governance models, although not all four governance models are open to all schools. This could be for two reasons. Firstly the DfE does not consider that some schools will be successful converting to an academy on their own without support and secondly it considers that SWiPT is too loose an arrangement for schools requiring a great deal of support. The definition of requiring support in the main appears to be based on the standards achieved and Ofsted judgements.

Four Academy Governance Models

Four main types of academies are emerging:

5. **Single Academy Trust (SAT)** One school in a single academy trust governed by a funding agreement between the academy and the secretary of state
6. **Multi-Academy Trust (MAT)** There is one legal entity accountable for all schools within the chain. (These schools keep their DfE numbers but the chain is responsible for outcomes and standards)
7. **Umbrella Trust (UT)** Each academy continues to exist as a separate legal entity which sits beneath an umbrella trust e.g. Diocese
8. **Schools Work in Partnership Together (SWiPT).** Each school is an academy with its own funding agreement. There are no shared governance arrangements between schools in this partnership but they may have written agreements to collaborate on particular matters.
9. The DfE expects all schools to eventually convert to academy status although the timescale for this is not prescribed. As at 1 May 2012, 6.5% (1807) of schools nationally are academies or free schools although this is unevenly based across the country and within the phases of education. Forty-five percent of all secondary schools nationally are academies. There are 28,000 schools nationally and of the 1807 national academy/free schools, there are 357 open sponsored academies. The chart below shows how these have grown over the last few years with an average of 70 sponsored academies opening each year over the last four years.

Open Sponsored Academies

Academic Year	Number Opened	Total
2002/3	3	3
2003/4	9	12
2004/5	5	17
2005/6	10	27
2006/7	20	47
2007/8	36	83

2008/9	50	133
2009/10	70	203
2010/11	71	274
2011/12	83	357

10. The DfE website shows the Open Academies and the Sponsored Academies in Development. These lists are updated monthly. The list of Sponsored Academies shows the agreed sponsor, the planned opening date and the stage the project has reached. Of the 224 Sponsored Academies in Development, 153 have Ministerial Approval, 64 have had their Expression of Interest approved and 7 have had their Funding Agreement approved. None of these 224 on the published list is from Wiltshire although there are some schools in negotiation with the DfE. Of these 224 Sponsored Academies in Development, 76 are secondary, 141 are primary and 7 are all-through schools.
11. As at 1 May 2012, Wiltshire has 25 academies in total: 17 secondary academies, 7 primary academies and 1 special school academy. Primary schools are much slower than secondaries to convert to academies probably due to the lack of capacity to convert and a sense of feeling that they may lose more than they might gain. From current studies, such as: The Future of Local Authorities in School Improvement - Jonathan Crossley-Holland, it is anticipated that over the next four years about 20% of primary schools will convert to academies. Currently we have 7 primary schools over the last two years that have converted to academies and 20% of primary schools in Wiltshire would be approximately 40 primaries. This would still leave the large majority of 158 primary schools as maintained LA schools.
12. **Sequential Stages in the process of Converting to an Academy**
The Statement of Intent (SOI) is the approval in principle to move forward with a sponsor. The Expression of Interest (EOI) is the business case with the vision and numbers involved and the Funding Agreement (FA) is the legally binding agreement between the Academy Trust and the Secretary of State, established by the sponsor, which sets out the details including the opening date and the school to be replaced. The DfE has published a Project Management and Educational Services (PMES) Framework to support schools converting to an academy. It is a Framework of suppliers to support academies and free schools in the pre-opening stages although schools do not have to use it. The Project Management services are a list of 6 approved suppliers who can provide legal, financial and TUPE support and the Educational Services is another list of 6 approved suppliers who help to develop the academy's policies and procedures and can provide curriculum and staff appointment advice. The DfE Project Lead runs a mini tender round, there are 10 days to submit bids from these 12 suppliers and contracts are evaluated then awarded.
13. The Local Authority (LA) has been assigned a DfE adviser to discuss the schools where performance has been below floor standards on all three threshold measures for some time. This was announced in Michael Gove's speech in July 2011. This measure has been applied retrospectively over the last five years although the progress measures have not been in place for that length of time. Our DfE adviser has been changed within a matter of months

to divide the patch of South West authorities so we are about to meet our second adviser on Monday 28 May 2012. Currently there are no secondary schools below floor standards and a handful of primary schools that have been below for three years.

14. When schools become subject to Ofsted categories, as part of the LA's Statement of Action, we have to consider structural solutions to restoring them to health. These structural solutions include exploring whether converting to academy status with a sponsor is a good way forward. Currently we have one primary and one secondary school in Special Measures and four other primary schools with a Notice to Improve category. At least four of these schools are exploring converting to academy status with a sponsor. In addition, two other primary schools that are not in an Ofsted category but where standards are difficult to raise are exploring this same route.
15. **Academy Sponsors and Funding Academies.** Sponsors can be successful schools, businesses, universities, charities or faith bodies. Sponsors should have a vision and leadership, which is vital to the academy. Academies receive the same level of per pupil funding as they would receive from a LA with additions to cover the services no longer provided for them by the LA. If academies choose to buy these services they pay a subscription through the Wiltshire Learning Trust/Right Choice Brochure. Funding for academies goes directly from the Education Funding Agency (EFA). Academies are expected to have at least two parent governors on their governing bodies.
16. **New academy sponsors for converter academies.** The Local Authority is meeting with a number of academy sponsors to support schools who want to convert to academy with a sponsor. So far we have had contacts or meetings with:

Active Learning Trust (ALT) - this is a group of ex National Strategies colleagues

Edison – Collaborative Academies Trust (CAT) – a not for profit organisation of ex LA colleagues from Essex

Academies Enterprise Trust (AET) – set up in 2008 David Triggs, Richard Bassett

The Education Fellowship

17. **What is proposed for 'failing' academies?** Mixed messages and confusion abound. For example, Jon Coles the former Director General of Standards at the DfE who is now chief executive of the ULT (speaking at the academies show May 2012) is suggesting that academies should be accountable to councils and not central government. However, this assumes that there are no longer any community schools and the LA is no longer a provider of educational services. This would be similar to what is happening in most cases in housing where the LA is no longer a provider but has a clear role for sufficiency and quality and holds housing associations to account against performance indicators. Michael Gove when providing evidence for a Commons Select Committee in April 2012 said he felt that failing academies should be returned to local authorities. Michael Cove was asked to establish triggers for monitoring and intervening in under-performing autonomous schools, such as checking on high exclusions, poor SEN provision and

inclusion and withdrawing from partnership working. With an election looming the future is not easy to predict in relation to schools becoming academies. The Commons Select Committee is monitoring the impact of academies and academy sponsors and as it stated as early as January 2011: 'The Department has struggled to administer and monitor the academies to date and must now cope with a rapid expansion across many more schools.'

18. **What is a free school?** A free school is an all ability state funded school set up in response to what local people say they want and need to improve education in their community. Free schools are non profit making independent schools. Local teachers, charities, independent schools, faith groups and parents can all request to open schools in their area to meet demand. The first 24 of these nationally opened in September 2011. A free school has the freedoms of an academy; however, teachers in free schools do not necessarily need to have Qualified Teacher Status (QTS.) Free schools are funded on a comparable basis to other state funded schools and are inspected by Ofsted. Free schools cannot be academically selective. They have to take part in locally co-ordinated admissions so applications follow the same process.
19. Free schools are not defined by size or location; they can be primary, secondary or all-through schools as there is not a one size fits all approach. Free schools can be located in traditional school buildings, offices or for example, church halls. Each proposal for a free school is looked at on its merits, staff have to undertake CRB vetting and projects are rejected if they run counter to the UK's democratic values. Free schools are similar to the Charter Schools in America established in areas of high deprivation. The most successful chain of Charter Schools in America is the KIPP Knowledge is Power Programme where 85% of students go to College despite 80% of them from low-income families. A faith based independent school in the Salisbury area is exploring becoming a Free School. In addition, a Steiner-based Free School being established in Frome will use the former Corsley Primary School building from September for its infants as the building in Frome is not yet available. Only 1 or 2 children from Wiltshire have been registered so far
20. In the fast changing self-governing, practitioner-led school system we will work to support our schools to follow the best structural solutions to meet their needs.

Stephanie Denovan

Service Director Schools and Learning

May 2012

COUNCILLORS BRIEFING NOTE

No. 102

Cabinet Member: Mr R Tonge

Department: Highways and Transport

Further Enquiries to: Spencer Drinkwater

Date Prepared: May 2012

Direct Line: (01225) 713480

DISTRIBUTION OF THE LOCAL TRANSPORT PLAN AREA BOARD 'SUBSTANTIVE HIGHWAY SCHEME' BUDGET IN 2012-13

Background

In 2011 the Cabinet Member for Highways and Transport allocated £100,000 of the integrated transport capital grant as a Substantive Highway Scheme Budget to enable Area Boards to bid for funding to deliver priority transport schemes that exceeded their Discretionary Highways Budget.

In May 2012 the Local Transport Plan Programme for Integrated Transport Schemes was agreed by the Cabinet Member for Highways and Transport. As last year, a Substantive Highways Scheme Fund has been made available. However, due to its success last year, the Substantive Highways Scheme Fund has been increased to £250,000 for 2012/13. As before, this funding has to be bid for and the bids will be assessed according to their value for money and their deliverability as set out below.

Mechanism for Awarding Substantive Highway Scheme Funding

The mechanism to be used to award Substantive Highway Scheme Funding in 2012 will be that which was agreed by the Cabinet Member for Highways and Transport in July 2011.

With this mechanism, competing scheme bids are assessed and awarded funding according to two factors:

- Value for money
- Deliverability

Value for money is the ratio of the cost and benefit of the prospective schemes. Under this system, the benefit is determined from the priority score following assessment under the Scheme Assessment Framework (see **Appendix 1**) and the cost is that which would be borne by the Council in implementing the scheme. In this way, the cost/benefit ratio of any scheme is calculated to both acknowledge and stimulate contributory funding from town/parish councils and other external bodies.

Deliverability is an assessment of how challenging a scheme would be to implement within a given financial year, considering technical, legal/procedural, operational, financial and public factors. Schemes are given a 'confidence score' based on these factors.

Appendix 2 sets out the Substantive Highways Scheme Bid Evaluation Formula incorporating the above value for money and deliverability criteria. It should be noted that, as the Council is looking to fund those schemes that are easily deliverable, and offer the maximum benefit for the minimum cost, the successful bids will be those that achieve the lowest score.

Eligibility to Bid for Substantive Highway Scheme Funding

An Area Board is eligible to bid for Substantive Highway Scheme Funding when the infrastructure cost of implementing a scheme is estimated to exceed their available Discretionary Highways Budget.

Schemes which can be achieved within an Area Board's available Discretionary Highways Budget or where it is reasonable and realistic to implement discrete, stand-alone sections in phases over time are not eligible for Substantive Highways Scheme Funding. However, projects that comprise a number of separate but linked elements that form an integral highway improvement will be eligible.

Bids will be limited to a maximum of two per Area Board, although bidding more than once is likely to reduce an Area Board's chances of success as the bids would effectively compete against each other. In such an event, the Board's contribution would be split between the two bids which would adversely affect each scheme's cost benefit ratio.

Finally, schemes for which bids are submitted must have had a feasibility study undertaken which demonstrates that they are feasible and deliverable within the 2012/13 financial year.

Bidding Process

Bids should be completed on the attached pro-forma application form (**Appendix 3**) and submitted by the end of June 2012 to the highways officers serving the Community Area Transport Group. The highway officers will then score the scheme bids in accordance with **Appendix 2**.

It is anticipated that a decision on the awarding of funding will be made by the end of July 2012 by the Cabinet Member for Highways and Transport.

INTEGRATED TRANSPORT SCHEME ASSESSMENT FRAMEWORK

OBJECTIVES	FACTOR	DESCRIPTION	SCORE
SAFETY	Accidents	Number of pedestrian/cycle accidents over proposed length of scheme (last 3 years); 2 points per accident up to a maximum of ten points for five or more accidents	(0 – 10)
	Threat and Intimidation	Traffic volumes: < 300v/hr = 0pts, 300-600v/hr = 2pts, > 600 v/hr = 3pts Traffic speeds: 0-5mph asl* = 0pts, 5-10mph asl* = 2pts, > 10mph asl* = 3pts % HGVs: < 1% = 0pts, 1-5% = 1pt, > 5% = 2pts % through traffic: < 10% = 0pts, 10-50% = 1pt, > 50% = 2pts Existing facilities: 1 point deducted for each existing facility	(0 - 10)
ACCESSIBILITY	Population Benefiting	Number of people potentially benefiting from a scheme: 0-10 = 1pt, 10-100 = 2pts, 100-200 = 3pts, 200-500 = 4pts, 500-1000 = 5pts, 1000-2000 = 6pts, 2000-4000 = 7pts, 4000-8000 = 8pts, > 8000 = 10pts	(0 – 10)
	School Travel	Would a scheme offer improved facilities or a safer environment for children walking/cycling to school(s)? Yes = 5pts; No = 0pts Does the school have a 'live' School Travel Plan? Yes = 5pts; No = 0pts	(0 – 10)
	Amenity Links	To what level would a scheme serve local amenities: 2 points each for a food shop, leisure centre, community centre, public house and Post Office	(0 – 10)
ECONOMY	Economic Considerations	Would a scheme improve pedestrian/cycle access to an urban commercial/retail area? Yes = 5pts; No = 0pts Would a scheme improve the pedestrian/shopping environment in an urban commercial/retail area? Yes = 5pts; No = 0pts	(0 – 10)
INTEGRATION	Network Linkages	Would a scheme improve existing networks? Link on a town cycle network = 5 pts (Link on a recreational cycle/walk route = 2pts) Improved pedestrian link = 5 pts Improved disabled access = 5pts Link to a bus/rail station = 5pts (link to bus stop = 2pts)	(0 – 20)
ENVIRONMENT	Environmental Considerations	Could the scheme help achieve modal shift and reduce car use? Yes = 5pts; No = 0pts Is the scheme in an Air Quality Management Area? Yes = 5pts; No = 0pts	(0 – 10)

* asl = Above speed limit

APPENDIX 2

Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to WC (£000s)	Benefit Score (from Scheme Assessment Framework)	Cost to Benefit Ratio
	A	B	A-B	0-90	A-B/Benefit Score
Example Scheme X	60	30	30	50	0.60
Example Scheme Y	60	0	60	50	1.20

0 = no risk
1 = low risk
2 = medium risk
3 = high risk

Deliverability

Technical	From a technical standpoint, what is the level of confidence in our ability to implement the proposal? Are there any likely departures from standards involved in developing or implementing the proposal? Is there sufficient land to implement a scheme that meets standards?	<input type="checkbox"/>
Legal/Procedural	Are there any statutory procedures that are likely to prove a barrier to delivery? What is the level of confidence that they can be dealt with?	<input type="checkbox"/>
Operational	Are there any aspects of the proposals which would result in the Council incurring significant additional costs over its projected life?	<input type="checkbox"/>
Financial:	Evidence from past transport projects illustrates that there is a systematic tendency for project appraisers to be overly optimistic when estimating costs. This assessment should appraise the likelihood of the project being delivered within the estimated cost.	<input type="checkbox"/>
Public	Has the proposal been made public? If so, how acceptable is the proposal? Are there likely to be objections from particular sections of the community or from particular areas?	<input type="checkbox"/>
Deliverability Score		$\sum \text{X} \div 5$

Overall Score = Cost/Benefit x Deliverability

Application for Substantive Highway Scheme Funding

This form should be completed and submitted to the highways officer serving your Area Board's Community Area Transport Group by the end of June 2012 and copied to Spencer Drinkwater in the Sustainable Transport Group

Applicant Details:

Name:	
Area Board:	
Email:	
Tel:	

Description and Location of Proposed Scheme:

Scheme name	
Town/village:	
Road name/area of town/village:	
Brief description of scheme:	

Scheme Costs and Funding Sought:

Estimated total cost of Scheme	£
Contribution from CATG's Discretionary Highways Budget	£
Contributions from third parties (e.g. town/parish councils)	£
Funding sought from Substantive Highway Scheme Fund	£

.....
Signature of Area Board Chair/Community Area Manager:

.....
Date:

COUNCILLORS BRIEFING NOTE

No 103

Service Area: Waste Management

Further Enquiries to: Tracy Carter

Date Prepared: 06 June 2012

Direct Line: 01225 713259

FUTURE SERVICE DELIVERY PROJECT

Background

In April 2009, Wiltshire Council inherited Waste Collection services from the four former district councils. Three services are delivered in-house, one (the west) is delivered under contract by FCC Environment (previously known as Focsa). This contract is due to expire at the end of March 2014 but could be extended by mutual agreement.

The former County Council's Waste Management service also outsourced a range of activities for disposing of collected waste. These are principally delivered by means of a recycling, waste disposal and landfill contract with Hills Waste Solutions. This contract expires at the end of June 2016 with no facility to extend the term.

The Focsa and Hills contracts cover largely, although not exclusively, statutory functions. The Council is therefore obliged to arrange for most of these services to be delivered in some form after expiry of the current contracts.

Now all residents receive the same, high quality waste and recycling service, we have an opportunity to consider reviewing what services we deliver in the future and how we deliver them. We are embarking, therefore, a review of services and a strategy update which will inform a report which will go to Cabinet in October 2012.

Project Objectives

The objectives and scope of this project, as shown in the project initiation document are

- To challenge and review the waste strategy objectives as well as review and update the strategy
- To establish what service delivery models offer the best balance of cost and quality
- To develop a set of criteria for evaluating different delivery options
- To determine the future role of the Voluntary and Community Sector (VCS) in delivering services
- To determine the 'shape' of the future service (specification) irrespective of the delivery agent
- To develop outline transition plans to new services to help illustrate the implications of different options
- To identify and utilise sufficiently robust data to allow informed comparisons between in-house service delivery and the alternatives offered by both the private & voluntary & community sectors.
- To successfully manage any proposed procurement of services through to contract award
- To successfully manage transition planning for all services where the delivery model will change

Next Steps

The review of services and strategy update will inform a report which will be considered by Cabinet in October 2012. A report will also be submitted to the relevant Overview and Scrutiny sub-committee which will be invited to comment prior to Cabinet determination.

COUNCILLORS BRIEFING NOTE No 104

Department: Children's Services

Further Enquiries to: Gill Hanlan

Date Prepared: 29 June 2012

Direct Line: (01225) 757958

Little Albert's Nursery, Lyneham

Little Albert's Nursery has been running in two adjacent MOD properties in Lyneham for many years. With the drawdown of the RAF from Lyneham, the MOD decided that they could no longer allow this nursery to use MOD property.

An open, informal meeting was held instigated by James Gray MP. It was attended by 9 Regt, the nursery, Councillor Allison Bucknell, representation from the RAF and parent committee members. The agreement reached was that, as long as 9 Regt or similar would agree to provide a Responsible Officer, an approach would be made to the MOD to let them continue to operate from the houses. This also affects Bumblebees Crèche which is closing under the same circumstances.

The most recent development has been that the MOD has changed its mind and they will no longer support the continuation of the nursery. No-one has come forward to be the Responsible Officer. Sarah Clover, Childcare Manager for Wiltshire Council has been involved in seeking a solution to this problem. A number of alternatives have been explored.

The childcare team has had discussions with the parent committee and the play leader about other possible accommodation in the local area. A childcare officer looked at the local village hall and enquired about available time in their timetable to fit in the nursery hours. There were some days that were free but they could not accommodate them every day. The outside area is much more limiting and one of the strengths of the current setting is their outdoor provision. The parent committee was recently considering renting a local private property in the village but they have not been able to go forward with either of these possibilities.

The local authority has a duty to provide sufficient childcare places. The sufficiency of childcare can be covered by another pre-school in the village and a number of childminders.

Little Albert's staff team is now preparing to clear their nursery accommodation, hand back the property to MOD and close. There has been further local representation to the Prime Minister. His office has contacted the DfE and the MOD. The DfE has asked us to give them an update on the current situation but they are expecting that the main comment will come from the MOD.

Councillors Briefing Note

No. 105

Department: DCS

Further Enquiries to: Nicola Gregson

Date Prepared: 5 July 2012

Direct Line: (01225) 771673

Residential Care for Older People in Wiltshire

Wiltshire Council has been working with older people over the last two years to transform the range of services available to support them.

We know that most people choose to remain at home for as long as possible and the Council has commissioned a number of new services, called Help to Live at Home, that can support people to do this. These services include personal care, housing support, community services, a 24 hour response service, equipment for the home and help with regaining confidence and skills after a fall, or hospital admission.

However, some people, choose to move from their own home into a different setting where more support is available. Sheltered housing provides this support where people live in their own flats but have the companionship of others around them and have access to care staff should they require it.

In addition, the Council is developing another option for those seeking accommodation which provides more support than sheltered housing but is an alternative to a care home. This is called extra care housing and the Council has an ambitious programme to encourage the development of 100's of extra care housing units throughout the county over the next few years.

However, for many people sheltered housing or extra care does not provide them with the level of care they require and for this group, a care home is a positive choice made because life in a care home offers people the opportunity to be part of a community and to receive the support, companionship and care they need. However, recent television programmes have highlighted a small number of care homes where the care provided is poor. These programmes often leave people feeling anxious and concerned about moving to, or living in, a care home.

In Wiltshire there are 62 care homes and 40 care homes that provide nursing care for older people. Of these homes there are 96 homes that are meeting the standards required by the Care Quality Commission. The Council is working closely with those homes that are not meeting the standards to ensure improvements are made.

The Council is keen to work with care homes to promote the best possible care and was the first authority in the country to work in partnership with My Home Life, a national charity supported by Age UK and Dementia UK, and care homes providing care for older people to offer a programme aimed at care home managers. The Council is delighted to announce the launch of a further 'My Home Life' Leadership Support programme for 30 Wiltshire care home managers. These programmes offer managers the opportunity to participate in the fourteen month support programme that will promote the quality of life in the care home both for residents and staff.

The Council are optimistic that this programme will ensure that care homes in Wiltshire will become even more attractive places for people to live.

Cllr Jemima Milton Portfolio Holder for Adult Social Care says:

“We all worry about getting older and losing some independence or being lonely. We will continue to work with care home owners and care agencies together, to ensure we have the best trained and supported and valued staff who can help people live the lives they want to. Some people will want to chose to live in a care home , where they can make new friends and feel valued, some will want to stay in their own home where they can have services brought to them. Whatever they chose the most important thing is that they aren’t separate from the community they live in, and each and every one of us has a role to play in that. We are personally committed to the My Home Life Programme, and we will continue to work with them and with care homes in Wiltshire to help make them all places that are safe and caring and part of their communities. “

The My Home Life leadership support programme is fully supported by the Wiltshire Registered Nursing Home Association (WRNHA) and the Wiltshire Care Home Association (WCHA), working together to promote high quality, stimulating and safe environments in all registered care homes in Wiltshire.

THE END

Councillors' Briefing Note

No. 106

Department:

Further Enquiries to:

Ian Baker- Wiltshire Online Programme Manager

Date Prepared: June 2012

Direct Line: 01225 793349

Wiltshire Online Programme

Background

The Wiltshire Online Programme aims to bring superfast broadband to homes and businesses across the county. At present, not all parts of Wiltshire have access to broadband and those that do may experience slow speeds and poor service. This means that residents and businesses in the county struggle to make full use of the internet and online services. Poor broadband services are seen as a major obstacle to sustained economic growth and investment in the county.

The main aims of the programme are:

- To improve access to broadband for citizens and businesses in Wiltshire. A minimum of 85%, hopefully up to 95% of premises being able to access superfast broadband, over 24Mbps, by 2015 and all other premises to have access to a minimum broadband service of 2Mbps
- To ensure that every adult has the opportunity to be a confident user of technology.
- To increase the uptake and usage of council online services.

Wiltshire Council is investing £16 million to improve broadband provision. An additional grant of £4.66 million from the government has been secured and along with investment from both South Gloucestershire and Swindon brings a total investment of over £23 million. Investment from the successful contractor will make a total of at least £30 million to provide access to superfast broadband services across the three councils.

Summary of Progress

I last wrote to you in May to provide an update concerning the procurement for the Wiltshire Online superfast broadband. In the previous communication I detailed how the launch of our procurement was dependent upon two critical factors:

1. The completion of national framework contract for superfast broadband, by Broadband Delivery UK (BDUK)
2. Agreement for State Aid from the European Commission to BDUK

I am pleased to be able to tell you that BDUK has now completed the national framework which means that we were able to launch our call-off procurement on the 29 June. The revised timetable is:

- Issue of the Invitation to Tender (29 June)
- Award of contract (15 October, pending State Aid award)
- Survey work and development of implementation plan, autumn / winter 2012
- Contract work commences early 2013

The agreement for State Aid is progressing. This will need to be completed by BDUK and the European Commission over the next two to three months and is a requirement of our ability to award the contract in October.

Once the contract has been awarded we anticipate three to four months of survey and design work will occur. This will provide us with an implementation plan showing where and when the network will be built. At this stage it is not possible to say what level of detail this will be.

I would also like to take this opportunity to tell you about some of the other parts of the Wiltshire Online programme:

Digital Literacy: *To ensure that every adult has the opportunity to become digitally literate and confident users of technology.*

Following a very successful pilot in Melksham we have now started to advertise for volunteer coordinators in the Salisbury and Chippenham Community Areas. We have already had a number of applications and once these volunteers are in place we'll then begin to recruit our Digital Champions. In each Community Area we will match our volunteers to adults who are looking to receive some support to help them get online and develop their computer skills.

Public Wi-Fi in Wiltshire Libraries: We've been working closely with the library service and IT to develop a Wi-Fi solution for our libraries that will allow members of the public to use their own laptop, Smartphone or tablet. Melksham Library will be the first to trial this service in July. Once this has been evaluated we will then roll this out to all libraries during the coming months.

I will write to you again at the end of July with a further update.

COUNCILLORS BRIEFING NOTE

No. 107

Department: Public Protection

Further Enquiries to: Jo McClay/Sarah Grubb

Date Prepared: July 2012

Direct Line: 01722 434291 /01722 434609

Preventing and Controlling ill health in Young Children from contact with Animals at Nursery Schools and Visitor Attractions

Overview

The Public Protection team are carrying out a project aimed at preventing ill health in young children from contact with animals, particularly at day nurseries where there is animal contact, but also at other premises such as visitor attractions. Advice and guidance is being given to parents to raise awareness of the risks related to contact with animals and premises are being visited to ensure they have adequate measures in place to control the risks and ensure public safety.

Background

Many animals can carry E coli 0157 infection even when they appear to be clean and healthy. Cattle, sheep and goats are the main recognised carriers and it should be assumed that all of these animals will be carrying the infection. The E coli organism can also be found in pigs, chickens, horses, deer and llamas. Other infections carried by animals include cryptosporidium.

E coli is of particular concern because very small numbers of bacteria can cause serious illness especially in young children. The symptoms often include bloody diarrhoea and in serious cases kidney failure, which can be fatal. Cryptosporidium can also cause severe diarrhoea in the young and elderly and is capable of surviving for a long time in the environment.

People can become infected by consuming contaminated food and drink, direct contact with contaminated animals or contact with animal faeces (removing contaminated boots etc). Proper hand washing is one of the key controls at these premises along with segregation of animals, clean petting areas and premises, effective supervision of animal contact and sufficient training and instruction of staff.

Importance of Controls

A major outbreak of E coli at Godstone Farm, Surrey in 2009 resulted in 93 infected people, the majority being children. Severe complications from the illness known as Haemolytic Uraemic Syndrome (HUS) which required intensive hospital treatment

were suffered by 17 people and some of the children may experience long term health problems. Fortunately there were no deaths associated with this outbreak.

Following the outbreak, an Independent Investigation Committee led by Professor Griffin met with the aim of making recommendations to reduce the risk associated with open farms. The Griffin Report was produced and recommended;

- The layout and design of open farms must minimise or eliminate contact with animal faeces
- The importance of raising public awareness of the potential infection risks when visiting a farm, particularly amongst parents and carers.
- Open farms should review their risk assessments relating to E coli due to the high impact and severe consequences of the infection.
- An Approved Code of Practice to be developed for the open farm industry.
- Regulatory agencies should work together in regulating open farms.

As a result of this work all major farm attractions in Wiltshire were visited in 2009 but it is also essential we identify and visit smaller premises and nursery schools where animal contact is common and the risk of ill health just as significant. A second case of E Coli in a small child potentially linked to a nursery located in a farm setting in Salisbury highlighted the important of focusing resources on these premises to assist in improving standards and reducing the risk.

The Project in Wiltshire

Public Protection Officers in partnership with the Health and Safety Executive and Health Protection Team have been visiting farms and day nurseries where there is regular contact with animals. The operator of the business has been advised on what they need to do to comply with the legislation. Resource packs have also been provided which concentrate on the following key aspects;

- Provision of adequate hand washing facilities
- Good general cleanliness around the premises
- Prevention of animal soiling on paths and walkways
- Containing animal bedding material within pens
- Careful transporting and storage of manure
- Good animal husbandry
- Separating animal contact and non-contact areas
- Information for staff and visitors
- Proper supervision of animal contact and hand washing.

The officers will also be providing leaflets for children at nurseries to take home to parents with the intention of raising awareness in the wider community. The leaflets explain the risks associated with E coli, the importance of good hand washing and give advice on how parents can supervise their children to reduce the risk of infection. Guidance for parents, carers and the public will be also posted on the website.

If significant areas of risk are identified at a premise we will work with the business, providing clear advice and timescales on measures to control the hazards and comply with the legislation. The public health team are supporting our role where issues are identified, by visiting the site to provide training in hand washing techniques to both children and staff. All initial visits will be completed by the end of July.

Main benefits of the Project

- To prevent and control the risk of ill health in children from animal contact at day nurseries and other local attractions.
- To raise awareness amongst parents of the risks of contact with animals but also provide reassurance following visits to premises that they are actively controlling the risk.
- To ensure that day nurseries and visitor attractions are maintaining public safety both to customers and employees and are complying with health and safety legislation and guidance.
- To reduce the likelihood of an infectious disease outbreak within Wiltshire which could result in serious consequences and poor media attention.

Members will be updated on the outcomes and success of the project.

Councillors Briefing Note No. 108

Department: Housing Service

Further Enquiries to: Niki Lewis

Date Prepared: July 2012

Direct Line: (01225) 713180

Investing in Wiltshire Council housing and landlord services

Through the recent self-financing initiative, the council has secured an additional £18m, resulting in an enhanced overall investment of £47m over the next five years, in council-owned homes across Wiltshire.

Over this period the 5,400 council-owned properties will undergo a range of improvements which could range from new kitchens, bathrooms and work to improve energy efficiency; with plans also to upgrade and improve the open areas near these properties, car parking and security.

A consultation period with tenants will start in September. This consultation will assist the council (along with stock condition survey data), to develop a draft programme of works, which will then be presented to members for approval.

Empowering council staff to meet tenant's expectations

To help ensure this additional investment delivers improvements to our tenants we are making changes to the structure of our landlord services, so staff are empowered to do more to meet the tenants' needs and provide the services they tell us they want.

This restructure will create new roles for some staff however; it could result in a very small number of job losses. All 68 staff that may be affected have been reassured that any job losses will be kept to an absolute minimum and this restructure could create new career opportunities.

Following the statutory two week consultation period with staff, their comments have been considered resulting in changes to the proposed structure. A number of job descriptions are currently being revised and will go to panel for approval. It is anticipated the housing service structure will be announced by 13 August with recruitment to posts from early September.

As part of the re-structure Derek Streek has been appointed to Head of Business and Tenancy services. The recruitment of a Head of Asset Management will begin shortly.

Commissioning of the housing maintenance and repairs contract

Currently, all housing maintenance and repairs are provided by a selection of small, medium and large contractors as well as its own Direct Labour Organisation (DLO). These contracts are currently managed through the council's team of in-house repairs and contracts inspectors.

Wiltshire Council is now in the process of commissioning a number of new housing maintenance and repairs contracts which we believe will produce a more effective and efficient repairs service for tenants.

The council has received 110 declarations of interest for the new contracts. A stringent assessment exercise is now underway by a panel of housing staff, representatives of Impartlinks and members of the tenant's participation group.

Following this, a number of shortlisted providers will be invited to submit a tender detailing their commitment to the contract.

It is anticipated that the new contracts will start in February 2013.

Improved IT system implementation

Once implemented, the new Housing Service IT system will offer numerous improvements and benefits for both staff and tenants alike. We believe that in line with Wiltshire Council's IT strategy, this system will complement the housing improvement programme overall.

The new IT system includes improvements, such as;

- Enabling officers to update tenant's information while offsite.
- Providing a system that enables Wiltshire Council to meet many of the statutory audit commission's performance indicators
- Offering flexibility, able to respond to the changing requirements of the council and its tenants.
- In time, this system will provide online access for tenants to report repairs, check rent information and update personal details.

The first phase of implementation for this system is scheduled February 2013.

Councillors' Briefing Note

No. 109

Department: Teaching & Learning

Further Enquiries to:
Ian Baker- Wiltshire Online Programme Manager

Date Prepared: July 2012

Direct Line: 01225 793349

Wiltshire Online Programme - Update

Background

The Wiltshire Online Programme aims to bring superfast broadband to homes and businesses across the county. At present, not all parts of Wiltshire have access to broadband and those that do may experience slow speeds and poor service. This means that residents and businesses in the county struggle to make full use of the internet and online services. Poor broadband services are seen as a major obstacle to sustained economic growth and investment in the county.

The main aims of the programme are:

- To improve access to broadband for citizens and businesses in Wiltshire. A minimum of 85%, hopefully up to 95% of premises being able to access superfast broadband, over 24Mbps, by 2015 and all other premises to have access to a minimum broadband service of 2Mbps
- To ensure that every adult has the opportunity to be a confident user of technology.
- To increase the uptake and usage of council online services.

Wiltshire Council is investing £16 million to improve broadband provision. An additional grant of £4.66 million from the government has been secured and along with investment from both South Gloucestershire and Swindon brings a total investment of over £23 million. Investment from the successful contractor will make a total of at least £30 million to provide access to superfast broadband services across the three councils.

Summary of Progress

In my last update to you I was pleased to tell you that we have now launched our Invitation to Tender (ITT) to the bidders who are on the National Framework for Superfast Broadband. The procurement team are working effectively to raise and respond to clarification questions and progress through this stage to the evaluation stage in September. Our timescales for contract award are still on course for 15 October. Once the contract has been awarded the successful contractor will need to undertake detailed surveying and planning. This will provide us with an implementation plan showing where and when the network will be built, however at this stage the amount of detail that the plan will contain is not known.

In the last update I noted that the award of State Aid is still a critical requirement. The agreement for State Aid is progressing and will need to be completed by Broadband Delivery UK (BDUK) and the European Commission over the next two to three months. This is a requirement of our ability to award the contract in October.

Over the coming months we will continue to develop the communications strategy so that we can ensure we are able to share information in the most efficient and timely manner about the procurement outcome and also details as they become available about the implementation plan for early next year.

I would also like to take this opportunity to tell you about some of the other parts of the Wiltshire Online Programme:

Digital Literacy: *To ensure that every adult has the opportunity to become digitally literate and confident user of technology.*

Work continues to progress well in Melksham and over 40 individuals have now benefited from digital champion volunteer support. We have also had a very positive response to our recruitment campaign for volunteer coordinators in the Salisbury and Chippenham community areas. We anticipate being able to advertise the digital champion volunteering opportunities in these areas within the next month. The volunteering is initially promoted to a community through Areas Boards. We have recently presented at Southern Wiltshire and Bradford on Avon with Chippenham, Warminster, Salisbury and South West Wiltshire in the next 6 weeks. This level of community engagement is important and valuable in helping raise awareness of the project and gathering support for the programme.

Feedback from the existing digital champions has been very positive. Below are two examples of the types of comments received from our volunteers so far.

“She didn’t realise what she could access on the internet. She wanted to know about the Forest of Dean. Then she wanted to know about her family tree. And then she wanted to know about births, deaths and marriages. And she was absolutely amazed at the information you could get just by typing in little things.” **Marian**

“I had a lot of sessions showing Jo how to email and I kept saying ‘you need to practise at home, you need to practise at home.’ I’d be at work and suddenly an email from her pops up it’s so nice. That’s my favourite bit. I love it.” **Donna**

We are now building upon the work already underway in Melksham, Salisbury and Chippenham and within the next 6 – 9 months, we aim to roll out the digital champion volunteering programme across the county, with digital literacy activities taking place in every community area in Wiltshire.

Public Wi-Fi in Wiltshire Libraries: I am pleased to announce that since my last update we have been successful in providing public Wi-Fi access in the following libraries:

- Melksham
- Bradford on Avon
- Pewsey
- Amesbury

We will now undertake a 4 week pilot to evaluate this service. After the evaluation we will then be upgrading all libraries with this service over the coming months. The initial feedback has been very positive, the service has been reliable, easy to use and does not take up undue time from the library staff and volunteers.

I will write to you again in September with a further update.

Ian Baker

Wiltshire Online Programme Manager

Councillors Briefing Note

No. 110

Department: Economy & Regeneration

Further Enquiries to: Georgina Clampitt-Dix
Chris Minors

Date Prepared: August 2012

Direct Line: 13472, 18453

Neighbourhood Planning

Purpose:

The purpose of this briefing note is to update councillors on neighbourhood planning including:

- guidance produced for Wiltshire's town and parish councils
- the Wiltshire neighbourhood planning portal
- neighbourhood area designations
- draft referendum arrangements.

Background:

The government published regulations for neighbourhood planning at the beginning of March 2012. These regulations provide the framework for the preparation of neighbourhood plans. They came into effect on 6th April 2012. The government considers neighbourhood plans to be a new way for communities to decide the future of the places where they live and work. This includes providing the ability to choose where they want new homes, shops and offices to be built, by offering communities a say on what those new buildings should look like, and enabling communities to grant planning permission for the new buildings they want to see go ahead.

However, neighbourhood plans must be in general conformity with adopted development plans – such as the Wiltshire Core Strategy. It is therefore important that communities work closely with Wiltshire Council when developing neighbourhood plans.

The Localism Act places a legal duty on local planning authorities to support and advise communities that want to undertake neighbourhood planning. The government notes that the extent of support and advice provided will be dependent on the skills, resources and needs of the local authority and the group preparing the plan.

The government suggests that the sorts of things that local planning authorities might provide are:

- evidence and information on planning issues
- helping with consultation events
- providing advice on assessments and evidence

- providing advice on national and local plan policies with which the neighbourhood plan will need to conform to
- helping communities communicate with external partners where this is required.

A guide for Wiltshire's parish and town councils:

In order to help respond to the duty to support and advise, Wiltshire Council has produced and published a neighbourhood planning guide for Wiltshire's parish and town councils. The guide seeks to help communities plan successfully and cost effectively for their areas. However, it is important to recognise that there is no requirement for local communities to undertake neighbourhood planning. A number of alternative approaches are available and the guide seeks to provide advice on how to select the most appropriate approach.

It is important to also recognise that 'parish plans' and 'village design statements' (VDS) are still valid approaches in many situations. It is therefore anticipated that many communities will choose to update or develop new plans/statements instead of embarking on a neighbourhood planning process. However, neighbourhood plans form part of the statutory development plan and do carry more weight in the decision making process than VDS and parish plans.

Who will lead on neighbourhood planning in Wiltshire?

Neighbourhood plans can only be prepared by a 'qualifying body'. In areas where a parish or town council exists, these are the nominated qualifying body. However, it is important to recognise that neighbourhood planning should not be conducted in isolation from the community. To achieve this, the guide advocates a steering group approach led by the parish or town council.

Each steering group will be allocated a 'link officer' from Wiltshire Council (spatial planning service) to provide informal advice and support. Further information on the neighbourhood planning process supported by the council can be found within the guide available on the Wiltshire neighbourhood planning portal.

[Neighbourhood Planning – A guide for Wiltshire's parish and town councils](#)

Wiltshire Neighbourhood Planning Portal:

The neighbourhood planning portal provides information, news and resources relating to neighbourhood planning in Wiltshire. The portal will also help local communities stay up-to-date on progress with neighbourhood plans in Wiltshire, including the front-runner projects, and provides further information including:

- advice and support
- Wiltshire front-runners
- useful information
- frequently asked questions
- contacts.

The guidance produced for parish and town councils can also be downloaded directly from the website and a dedicated email address (neighbourhood.planning@wiltshire.gov.uk) has been established to enable the spatial planning service to respond to queries and provide further support.

www.wiltshire.gov.uk/neighbourhoodplanning

Neighbourhood area designation:

If a neighbourhood plan is considered the most appropriate approach by a community, the regulations require that a neighbourhood area is defined and then submitted to Wiltshire Council for determination. The process for applying for an area to be designated is outlined within the Wiltshire neighbourhood planning guidance.

An application form and process has been produced and is currently being trialled by the Wiltshire front-runner projects. The application will be made widely available through the neighbourhood planning portal towards the end of August.

Referendum:

Under reforms in the Localism Act 2011, local referendums must be held before neighbourhood plans can come into force. Therefore to become statutory policy and part of the development plan for Wiltshire, any neighbourhood development plan will need:

- to be subject to significant community involvement
- to meet the requirements of the Acts in relation to plan preparation
- to be examined by an independent examiner, and, if found sound (i.e. consistent with the National Planning Policy Framework and in general conformity with the Wiltshire development plan)
- to be subject to a formal referendum.

If the referendum supports, by a simple majority of turnout, the neighbourhood plan will be made part of the statutory development plan for Wiltshire and will be used to make decisions about development proposals.

Regulations relating to the designation of neighbourhood planning areas, and neighbourhood development plans commenced on 6th April. These regulations did not include the procedural requirements in relation to referendums. [Draft Neighbourhood Planning \(Referendum\) Regulations](#) were published on 14th June.

The draft regulations are 117 pages long and provide for a referendum to be undertaken either concurrently with an election, or independently. The question to be asked in the referendum is prescribed within the regulations (page 3).

The area of the referendum will need to relate to the boundary of the neighbourhood development plan. However, the final decision on the referendum boundary will be made by the plan examiner, who may recommend a change to the boundary of a referendum area to better relate it to the plan area or the influence of the proposals it contains. The plan area is proposed by the local community and not the local planning authority. It is therefore unlikely that a recommended referendum boundary will relate well to polling districts.

To date the department of Communities and Local Government (CLG) has made no specific commitment with regard to the form of financial support that will be provided in relation to the preparation of neighbourhood development plans. It is therefore anticipated that the financial burden of both the independent examination and the referendum will fall to Wiltshire Council. The spatial planning service is currently exploring the likely resource implications of undertaking this function.

Next steps

The neighbourhood planning portal will continue to evolve to provide information to parish and town councils wishing to explore this process. It is anticipated that lessons learned from the emerging front-runner projects will also be shared through the portal.

For further information

It is likely that officers and councillors will receive queries from parish and town councils regarding this process. Enquiries and questions should be directed to the dedicated neighbourhood planning portal / email address in the first instance.

Neighbourhood planning email – neighbourhood.planning@wiltshire.gov.uk

Neighbourhood planning portal – www.wiltshire.gov.uk/neighbourhoodplanning

Neighbourhood planning regulations -

<http://www.legislation.gov.uk/uksi/2012/637/contents/made>

13th August 2012

COUNCILLORS BRIEFING NOTE

No 111

Service Area: Waste Management

Further Enquiries to: Andy Conn

Date Prepared: 13 August 2012

Direct Line: 01225 713422

UPDATE ON THE REVIEW OF MINI RECYCLING SITES AND HOUSEHOLD RECYCLING CENTRE SUMMER EVENING OPENING HOURS

Background

The waste services budget for 2012-13 requires savings of around £300,000. This will help the council to spend more on priority services, such as those for vulnerable adults and children, and roads. Following the recent major improvements to kerbside recycling services the budget decision was based on a calculation of savings to be made by terminating plastic bottle and card collections from mini recycling sites, reducing the number of mini recycling sites and slightly reducing household recycling centre summer opening hours.

Following consultation, the service will be reducing the number of mini recycling sites, primarily those used by schools and not accessible to the general public, terminating plastic bottle and card collections from mini recycling sites and removing the summer evening opening hours at Wiltshire's Household Recycling Centres (HRCs)(5pm-7pm on Wednesday and Thursday evenings from 1 April to 31 October).

Consultation

The Council consulted with residents between 29 February and 28 May 2012, in order to obtain their views on the proposed changes outlined above. The consultation asked respondents to complete a short questionnaire which aimed to gather information on residents' recycling behaviours in order to ascertain the impact of the proposals on their ability to continue recycling. During the three month consultation period, 384 responses were received.

Key findings from the survey were that almost 90% of respondents now make frequent use of the kerbside dry recycling collections. In contrast, only 24% of respondents used mini recycling sites frequently and about 70% use them less than they did before the kerbside improvements, or do not use them at all. Responses showed that the main concern was accessibility of available sites to the public.

When asked about the household recycling centres, 60% of respondents thought that the removal of summer evening opening would have no impact on them, whilst a further 25% of people thought that this change would have a small impact. Only 11% of respondents said they used the additional hours a lot and 15% declared that the removal would have a big impact on them.

Timescales for implementation

All changes to mini recycling sites and schools recycling sites will be effected from 1 October 2012, with bins to be removed shortly after.

During the consultation period the household recycling centres were open for normal summer hours only (ie not extended summer opening hours on Wednesday and Thursday evenings). Therefore the removal of summer opening hours will be implemented with immediate effect and this will not require a further change to hours at the HRCs.

Reduction in the number of mini recycling sites

Currently there are just over 300 local mini recycling sites in operation across Wiltshire. The financial savings require removal of the plastic bottles and cardboard mini recycling site collections and an approximate halving of

the remaining bring site network.

Removal of plastic bottle and cardboard bins from recycling sites

Currently there are 84 mini recycling sites which have bins for plastic bottles and cardboard. Many of these also have collections for paper, glass and cans.

All collections of plastic bottles and cardboard from mini recycling sites will cease from the 1 October, with the bins being collected shortly after that date. Paper, glass and can bins will remain on sites where other recycling is collected.

In order to keep a good network of mini recycling sites for residents to utilise, where a mini recycling site only currently collects plastic bottles and cardboard (23 sites) these bins will be removed and replaced with recycling for paper, glass and cans in due course.

Site owners will be informed by letter in advance. Posters will be put onto those bins which are due to be removed. Parish and town councils along with other service users will also be informed at least 3 weeks before the site is due to be removed.

Removal of low performing mini recycling sites

In addition to the removal of plastic bottle and cardboard bins from a number of sites, a further 21 low performing mini recycling sites will be removed completely. These are mainly in areas where local recycling provision is extensive (near household recycling centre or other recycling sites) and are therefore little used. These 21 sites will be out of service from 1 October 2012 with the bins being removed soon after this date.

The council will be writing to the site owners before putting posters on the bins to inform users of the removal.

Site Owners

During the consultation period we engaged with all site owners about future plans for their land or site. As a result 2 land owners contacted us to request their site to be removed. These sites will be removed from 1 October and users will be informed as above. One other landowner request is subject to discussion.

Schools recycling

Currently some schools in Wiltshire receive a free of charge collection of recycling. In nearly all of the 139 schools in the original scheme this consists of a free paper collection, but a few schools have other arrangements. Closure of school recycling sites would achieve the reduction in the overall number of sites required to achieve budget savings.

Generally these sites are used less well than public access sites and do not have public access. In addition, the government has recently clarified statutory guidance on provision of waste collections by local authorities to schools. The guidance now recognises that council waste services are not funded to provide a free of charge collection and enables councils to charge schools for the collection and, in some cases, disposal of the waste. This will avoid the service being cross-subsidised by council tax payers.

In order to make the budget savings all free of charge recycling collections from Wiltshire schools will cease from 1 October. The waste service will send a letter to all affected schools week beginning 20 August, accompanied by a schools information pack giving guidance and support to the school when considering future waste and recycling options.

Options for new recycling collections in schools include

- chargeable recycling collections from the council
- the non-chargeable use of the council's eleven household recycling centres, for which passes will be issued on request by each school (application forms will be supplied with the letter)
- engaging with a waste and recycling contractor

Further support and advice will be available to the schools from waste officers and waste education officers from the Wiltshire Wildlife Trust.

Summer evening opening at household recycling centres

Since 2006 all household recycling centres (HRCs) in Wiltshire (11 sites) have been open until 7pm on Wednesday and Thursday evenings, to help residents to recycle their garden waste in particular. Everyone in Wiltshire can now ask to have a free garden waste collection from the kerbside, making it easier to recycle garden waste. Also, anecdotal evidence from site staff suggests that visitors to the sites during these times are few.

The summer evening opening hours will be removed from summer 2012 and the HRCs will be open until 5pm on all days. This change will not apply to Salisbury HRC, because a long standing sub-contract for this site and the

planning permission allow longer opening hours, which will continue.

Signage will be updated on each of the sites, as well as information being made available to parish councils, town councils and residents using the sites.

More information

Further and more detailed information about local sites which will be affected will be sent to councillors and area board managers in the coming weeks. Should any councillor wish to receive full lists of the sites affected then please contact the officers below –

Andy Conn
Head of Waste Management
01225 713422
Andy.conn@wiltshire.gov.uk

Vicki Harris
Senior Waste Project Officer
01225 718523
Vicki.harris@wiltshire.gov.uk

Councillors' Briefing Note

No. 112

Department: Law and Governance

Further Enquiries to: Stuart Figini

Date Prepared: August 2012

Direct Line: 01225 718376

South West Audit Partnership – Members Workshop

The South West Audit Partnership is organising a workshop for all Members of its partners. The purpose of the workshop is explained below in a letter from Gerry Cox – Head of Internal Audit Partnership. Please can you respond directly to Nicky Gale at the South West Audit Partnership if you wish to attend.

Dear Councillor,

As you will be aware, the Council's internal audit service is provided by the South West Audit Partnership (SWAP). SWAP has grown from a small organisation, in 2005, to a much larger one where we now provide services to twelve local authorities and a number of quasi-government organisations. The partnership is currently constituted as a Joint Committee, under section 101 of the Local Government Act, 1972, with South Somerset District Council acting as the 'host'. This governance arrangement worked well for some time, but with the partnership having grown so large the current arrangements have presented a number of challenges that we have not been able to resolve. The SWAP Board therefore decided to initiate a review of governance arrangements, with a view to adopting a more practical model. Following lengthy research and an evaluation of possible alternate models, the Board have recommended that SWAP become a company limited by guarantee. The transition to a company is currently planned for 1st April, 2013, although no final decision will be made until the Partnership Board meeting on 8th January, 2013. Subsequently, each council will have to endorse this change.

A project to achieve company status has been on-going for some time and we have now reached the point where the detailed governance arrangements, in respect of a company limited by guarantee, need to be decided. In order to facilitate this process, SWAP has organised a workshop for members of the Partnership Board. However, following consultation with the Partnership Board Chairman, Councillor Dawn Hill (Sedgemoor District Council), it has been decided to offer attendance at this workshop to all Members of our Partners. This is because we believe this may be useful and relevant to any Member who is interested in issues pertaining to risk management, corporate governance and effective internal control within the Council and how the internal audit service will be governed in

future. The workshop will be facilitated by subject-matter experts from Local Partnerships (www.localpartnerships.org.uk), as well as participation from senior council management.

The workshop is scheduled to take place on 10th October, 2012 at the Haynes Motor Museum, Sparkford, Somerset, BA22 7LH. Timings and agenda have yet to be determined and will follow shortly to those who express an interest in attending. If you are interested in attending, so as to ensure we cater for sufficient numbers, I would be grateful if you could let Nicky Gale (nicky.gale@southwestaudit.gov.uk tel: 01935 462372) know by Friday, 21st September.

Regards,

Gerry Cox
Head of Internal Audit Partnership

Nicky Gale

PA to the Head of Internal Audit Partnership
South West Audit Partnership
+44 (0)1935 462372
www.southwestaudit.gov.uk



COUNCILLORS BRIEFING NOTE No 113

Department: Finance

Further Enquiries to: Ian Brown

Date Prepared: August 2012

Direct Line: Direct Line: 01380 734743

Local Council Tax Support Scheme

The Welfare Reform Act 2012 (The WRA) is bringing about huge changes in the way welfare benefits are administered. One of those first changes is that The WRA provides for the abolition of council tax benefit with effect from April 2013. In introducing these changes councils must realise a minimum 10% reduction in current funding levels and /or generate further income. In Wiltshire the impact of the changes under this scheme, if applied equally across major precepting authorities, would need to generate around £3.5million to avoid costs falling on other council services. The alternative is to adopt the Government's default scheme, meaning all savings would have to be met from cuts to other services rather than the claimants', whose benefit would not change.

The Local Government Finance Act 2012 (The LGFA) prescribes the way in which a local authority should introduce any replacement for the current scheme, known as the local council tax support scheme. The scheme must be in place by 31st January 2013 in time for application to 2013/14 Council Tax.

This LGFA sets out a default scheme and the ability for each local authority to then draw up its own draft scheme. In considering any local draft scheme the LGFA sets out requirements for how this should be pulled together, and how and who should be consulted. Before making a scheme councils must in the following order:

- (a) consult any major precepting authority which it has the power to issue a precept to it*
- (b) publish a draft scheme in such a manner as it thinks fit, and*
- (c) consult such persons as it considers are likely to have an interest in the operation of the scheme*

Wiltshire Council officers within Finance have been working with colleagues from other major precepting bodies in designing a potential local scheme. The final scheme will be decided by Full Council in November, and as such we are about to begin our wider consultation as set out in the LGFA and statement of intent with key stakeholders. This will include Parish/Town Councils, Police, Fire, Residents (via a website voting tool), and key partnership groups such as Wiltshire Money and Tenant Forums.

The leader of the Council has confirmed her intention to commence the consultation period through a delegated decision <http://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?ID=675>
This decision sets out 4 options, with option 4 being the preferred scheme:

1. Fully fund shortfall in funding through a 1.5% increase in council tax for all.
2. Meet the shortfall from cuts to other services and adopt the Government's 'default scheme'.
3. Maximum eligible council tax support is reduced to 90% of the Council Tax chargeable limit to all those of working age except those in receipt of disability premium and war widows/ disablement pension. Plus reduction of certain exemptions and discounts.
4. Maximum eligible council tax support is reduced to 80% of the Council Tax chargeable limit to all those of working age except those in receipt of disability premium and war widows/ disablement pension. Plus reduction of certain exemptions and discounts.

Officers from Finance, Housing and other bodies are currently appraising how the other affects of Welfare Reform Changes will affect those on benefits. This will affect residents and businesses and officers from across the Council are running awareness sessions with partners. In addition, Member briefings have been, and will continue to be held on this, and further information can be found at the following links:

DWP: - <http://www.dwp.gov.uk/policy/welfare-reform>

DCLG:-<http://www.communities.gov.uk/localgovernment/localgovernmentfinance/counciltax/counciltaxsupport/>

CAB:- <http://www.citizensadvice.org.uk>

Councillors' Briefing Note

No. 114

Department: Economy and Regeneration

Further Enquiries to: Mark Cooke

Date Prepared: August 2012

Direct Line: 01225 713426

Proposed Submission Draft Minerals Site Allocation Local Plan (formerly DPD) – Submission to the Secretary of State for Independent Examination

Wiltshire Council and Swindon Borough Council jointly submitted the Proposed Submission draft Aggregate Minerals Site Allocations Local Plan (the Site Allocations Plan) (formerly Development Plan Document (DPD))¹ to the Secretary of State for Communities and Local Government on 20 July 2012 along with supporting evidence reports and proposed minor modifications to the Plan stemming from the final, pre-submission round of consultation held earlier this year.

The Site Allocations Plan sets out a series of proposals for locating 7 new sand and gravel quarries within the plan area² to meet the councils' locally derived forecast provision requirements of 1.2 million tonnes per annum through the plan period up to 2026. Details of these sites are presented below.

Proposed minerals site name/location	Size of site hectares (ha)	Estimated resource yield	Current land use	Community Area
Cox's Farm	106.1	2,400,000	Agricultural	Royal Wootton Bassett and Cricklade
Blackburr Farm	49.7	812,000	Agricultural	
North Farm	75.6	300,000	Agricultural	
Land east of Calcutt	172.6	2,200,000	Agricultural	
Land at Cotswold Community	38.56	2,760,000	Agricultural/ former educational and residential facility	Malmesbury
Land near Compton Bassett	23.4	450,000	Agricultural	Calne
Extensions to Brickworth Quarry	25.2	1,948,000	Agricultural/ Woodland	South Wiltshire

The Site Allocations Plan has been developed with a restoration led approach at its heart (seeking biodiversity and amenity enhancements not the landfilling of putrescible waste), advocating upfront consideration of suitable after uses for the minerals sites in the document.

¹ For minerals and waste matters, Wiltshire Council prepares its policy framework jointly with Swindon Borough Council.

² For minerals planning, the plan area delineates the boundary of Wiltshire and Swindon, excluding the New Forest.

Copies of all submission documents including copies of representations made and other supporting documents which, in the opinion of the councils, are relevant to the preparation of the Site Allocations Plan are available to view on the councils' website at <http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/mineralsandwastepolicy/aggregate/mineralssiteallocations.htm> and on the councils' dedicated online consultation portal: <http://consult.wiltshire.gov.uk/portal>.

For those without access to a computer, hard copies of the documents can be viewed in the Council's offices in Chippenham (Monkton Park), Devizes (Browfort), Salisbury (Milford Street) and Trowbridge (County Hall and Bradley Road) and Swindon Borough Council (Wat Tyler House) as well as all local libraries.

Please note, due to office closures, documents will only be available at Browfort until 30th September 2012 and at Bradley Road until the 30th November 2012.

The Site Allocations Plan is now being subjected to an independent examination, conducted by the Planning Inspectorate to determine if the Plan can be considered sound. This is a continuous process running from the date of submission through to the receipt of the appointed Planning Inspector's Report.

Part of this process will involve hearing sessions where those invited to attend will have the opportunity to respond to matters raised by the appointed Planning Inspector. These hearing sessions are provisionally scheduled to commence on 23 October 2012. Once confirmed, all details relating to the examination process will be advertised and made available online. In addition, information will be sent directly to all those who made representations at the last stage in the plan preparation process informing them as to how they can get involved in the examination process.

If you have any queries, or for further information, please contact the minerals and waste policy team on 01225 713429 or email (mineralsandwastepolicy@wiltshire.gov.uk).

COUNCILLORS BRIEFING NOTE

No. 115

Service Area: Finance

Further Enquiries to: Liz Williams

Date Prepared: August 2012

Direct Line: 01225 713675

School Funding Reform – Members Briefing Session

A briefing will be held for Councillors on Wednesday 5th September 3pm to 4.30pm in the Council Chamber, County Hall, to update you on the proposed changes to the local funding formula for Wiltshire schools in order to comply with the government's proposals for school funding reform.

A briefing note on the government's proposals has previously been circulated to all Councillors (ref Member's Briefing Note no. 99). This note outlined the requirement for all local authorities to review their funding formula for schools in order to comply with the new national arrangements for a simplified funding formula. All schools need to be consulted on the new formula and as part of that consultation will receive an "Impact Statement" to illustrate the potential impact on the school's budget of the proposed changes. This consultation will be issued to schools on 3rd September and will close on 21st September.

The briefing session on 5th September will inform Councillors of the details of the consultation which will be issued to schools in relation to the new funding formula, including the changes to be made and the impact on school budgets within Wiltshire. The session will also outline the changes that need to be implemented for the funding of provision for pupils with high needs.

Attendance at this briefing session will assist you in understanding the issues affecting schools budgets in the next financial year and ensure you are aware of the detail and background to the proposals in the event that you are contacted by schools during the consultation period.

Please could you contact Kath Elsdon (kathleen.elsdon@wiltshire.gov.uk) to confirm your attendance.

COUNCILLORS BRIEFING NOTE

No. 116

Department: Public Protection

Further Enquiries to: Jo McClay/Colin Hams

Date Prepared: August 2012

Direct Line: 01722 434291 /01249 706422

Reducing Accidents at Paintball Venues in Wiltshire

Overview

The Public Protection team have carried out a project aimed at reducing the number of accidents and incidents at paint ball venues in Wiltshire. Officers have visited the 5 paintballing venues to assess whether health and safety is managed effectively. Benchmark standards for best practice have been drawn up by the officers to ensure members of the public can safely participate in these activities.

Background

The project was initiated following notification of a serious eye injury sustained to an 11 year old boy at a paint ball venue in Wiltshire.

The boy removed his face shield whilst playing the game and was struck by a paintball. He was taken to hospital from where it was determined that he had a blown pupil, scratch to the lens and a bruised eyeball. It is not yet clear whether there will be any permanent damage.

Paintballing is a high risk activity which can result in serious injuries if not managed properly. Over recent years its popularity has grown and it is an activity enjoyed by children as well as adults. On investigation of the incident it was found that there were no major health and safety failings at the venue which contributed to the accident, but officers did determine that there was a real lack of guidance nationally on acceptable standards for paintballing activities.

The Project in Wiltshire

The 5 paintball venues in Wiltshire were visited to determine whether the health and safety standards were acceptable and to provide advice where improvements were required. The UK Paintball Sports Federation was contacted and the Code of Practice for Paintball Site Operators used as a reference guide.

The paintball venues varied and included one at a large holiday complex, one which was part of a national chain and another smaller privately owned business.

In general, the venues had good health and safety standards. Officers visited at a time to witness pre-game safety briefings and where possible, a game in operation. This was to assess information and instruction provided on safety equipment and non removal of protective masks whilst in the game area. It was paramount to ensure sufficient information was provided, especially to children, on how to play the game safely to prevent serious injuries.

Officers looked at the cleanliness, working order and maintenance of the guns and safety equipment. Marshalling and supervision was discussed with the operator and also sufficient signage and areas to allow players to take refuge from the game when tired.

Improvements required by the Venues

The venues were all well managed with regard to public safety however there was a variation in minimum age for taking part in the game and also in opinion relating to mixing age groups (ie. children and adults taking part in the same game).

A set of acceptable standards have been drafted by the food and safety team based on this project and include;

- Agreed minimum age for game players
- Management of mixed groups
- Minimum marshalling levels.
- Standard content of pre-game safety briefing.
- Routine cleaning of face masks.
- Reduced muzzle velocity of guns for younger players (to reduce impact of paintball).
- Improved standards of record keeping for maintenance of equipment and structure.

Main benefits of the Project

- To reduce the likelihood of serious eye injuries and other incidents to members of the public at paint balling activity centres within Wiltshire.
- To ensure that paintball venues maintain safety to customers and employees by complying with health and safety legislation and guidance.
- To provide reassurance on safety to customers and parents of children taking part in the activity.

COUNCILLORS BRIEFING NOTE No. 117

Service Area: Finance

Further Enquiries to: Liz Williams

Date Prepared: September 2012

Direct Line: 01225 713675

School Funding Reform – Consultation with Wiltshire Schools

Further to the briefing held for Members on 5th September I attach a copy of the presentation slides used at that briefing. I also attach for your information a copy of the consultation on the review of the Wiltshire funding formula for schools that has been issued to schools on 3rd September. The funding reform proposals from the government affect all schools in Wiltshire and this document outlines the main changes that we are proposing to make in order to ensure that the Wiltshire funding formula is compliant with the new rules.

The background to the formula review is described in the slides and in Briefing Note 99 previously circulated to all Councillors.

School Funding Reform: next steps towards a fairer system

Consultation with Wiltshire Schools Briefing for Members

Liz Williams, Head of Finance

5th September 2012

Objectives

- To outline the reasons and rationale for the review of the Wiltshire funding formula and the DfE requirements
- To expand on some of the formula factors being consulted on
- To expand on and explain the issues relating to the required delegation of central budgets
- To outline the changes required to the funding of provision for pupils with high needs
- To outline the main impacts of the formula review on school budgets in Wiltshire

School Funding Reform – DfE Proposals

- Initial consultation issued by DfE in July 2011 on principles for a fairer funding system. Included proposals on a national funding formula and simplification of local funding formulae
- Detailed proposals issued by DfE 26th March 2012 on simplification of local formulae, changes to funding for High Needs Pupils, changes to funding for Early Years and to the way local authorities are funded. No proposal for national funding formula before April 2015
- Final arrangements published by DfE 28th June 2012 for implementation in 2013-14 financial year

DfE Proposals – Key themes

- Move towards a national funding formula (implement 2015/16 at earliest)
- Simplify local funding arrangements
- Change the way in which LAs are funded
- Improve funding arrangements for pupils with high needs
- Improve funding arrangements for Early Years provision
- Improved Schools Forum arrangements

What approach have we taken in Wiltshire?

- Recognised need to engage with schools from start
- Early discussions with Schools Forum
- Schools Forum agreed to set up formula review groups to look at mainstream formula and high needs issues – comprised head teachers, business managers, resource base managers, etc
- Also had working groups on specific issues – split site and service schools
- Project Board in place to oversee project and provide strategic input – includes elected members, head teachers, LA officers
- Briefings provided to PHF, WASSH, Governors, special schools, schools with Resource Bases, elected members, etc
- Leader has lobbied Secretary of State and Local MPs on specific issues

Simplify Local Funding Arrangements (Mainstream Schools)

- All schools in LA area to be funded on same formula – academies, maintained schools and free schools
- Funding to LAs allocated on the basis of 3 blocks: Schools, Early Years, High Cost Pupils. Based on 12/13 spend
- More consistency between LA formulae – achieved through limiting number of allowable formula factors.
- Number of allowable factors reduce from 37 to 12 – only 11 of which apply in Wiltshire. **Full review of Wiltshire funding formula therefore required**
- Increased delegation of centrally held DSG budgets – formulae to be developed to delegate, can de-delegate for maintained schools if all agree
- No requirement for DSG LACSEG – services already delegated to academies

Simplify Local Funding Arrangements – allowable formula factors (Mainstream Schools)

1. Per pupil amount – *single unit at Primary level, can have different KS3 and KS4 values*
 2. Deprivation – *use FSM or Income Deprivation Affecting Children Index (IDACI)*
 3. Looked After Children
 4. Low Cost, High Incidence SEN – *provision up to £6,000. Use prior attainment – EYFSP and KS2 – and/or deprivation*
 5. English as an Additional Language – *only for the first 3 years after a pupil enters the system*
 6. Lump sum – *single lump sum across all schools – limited in size*
 7. Split site – *needs to reflect additional cost of split sites*
 8. Pupil Mobility
 9. Post-16 Per Pupil element
 10. Rates
 11. PFI
-
12. London Fringe Area – *not applicable to Wiltshire*

Mainstream Formula – Consultation with Schools

- Proposals have been drawn up for a revised funding formula for Wiltshire and a consultation issued to schools
 - We are required to notify schools of the impact of the proposed formula on their budgets - impact statement has been issued for each option comparing the 2012-13 from the current Wiltshire formula with the budget the school would receive under each option
 - To meet DfE timescales for submission of the revised formula consultation will close on **21st September 2012** – very short timescale for consultation, outside our control
 - Schools Forum will consider the outcome of the consultation on 4th October and finalise the proposed formula on 18th October
 - Cabinet to consider on 23rd October
-
- Final submission to Education Funding Agency by 31st October

Mainstream Formula – what are we consulting on?

Allowable Factor	Mandatory/ Optional	Proposed to Use in Wiltshire formula?	Consultation Options included in document?
Per Pupil Entitlement	Mandatory	Yes	No
Deprivation	Mandatory	Yes	Yes
Looked After Children	Optional	No	No
Prior Attainment – as proxy for SEN	Optional	Yes	No
English as an Additional Language	Optional	No	No
Pupil Mobility	Optional	No	No
Lump Sum	Optional	Yes	Yes
Split site allowance	Optional	Yes	No
Rates	Optional	Yes	No
PFI Factor	Optional	Yes	No
Post 16 per pupil allowance	Optional	No	No
London Fringe Area	Not applicable to Wiltshire		No

Options for Consultation – Deprivation Factor

- Must include deprivation element in formula
- 2 allowable data sources: Free School Meals (FSM) or Income Deprivation Affecting Children Index (IDACI)
- Early decision by Formula Review Group to use one or other, **not** a mixture of the two.
- Formula Review Group agreed if FSM used, should be FSM Ever6 not just current eligibility
- Data sources outlined in consultation document (Section A2, p6)
- Main difference is degree of targeting – FSM gives unit value per eligible child, IDACI is banded with higher weightings given to higher levels of deprivation
- FSM based on individual child, IDACI based on area in which child lives – Lower Super Output Area

Options for Consultation – Lump Sum

- Lump Sum is optional factor – designed to reflect fixed costs of running a school. Propose to include in Wiltshire formula
- Single lump sum can be applied – no variation allowed between primary and secondary, maximum allowable value £200,000
- Big impact in Wiltshire – moving from current formula which contains differential lump sums between primary and secondary, and within the secondary phase
- Lump sum has potential to result in significant redistribution of funding, particularly if set at higher value

Options for Consultation – Lump Sum

- Impact on Wiltshire schools – reduction of funding in small secondary schools, regardless of level at which new lump sum is set. Generally the opposite is true for primary schools, particularly when higher lump sum is proposed.
- Because of redistributive effect, in primary schools in particular, options to be consulted on are:
 1. **Lump sum of £85,000**
 2. **Lump Sum of £100,000**

Protection and Limits to Gains

- Minimum Funding Guarantee (MFG) set at -1.5% per pupil for 2013-14 and 2014-15. Unknown after April 2015.
- Overall cost of MFG 2013-14 estimated at approx £2.5 million (varies with each model under consideration)
- MFG to be funded through capping of gains. Gains capped at 0.7-0.8% depending on model
- Calculation of MFG/Cap is included in the Impact Statement for each school

What are the main implications for Wiltshire Schools?

- Loss of small school curriculum protection factor – impact on very small schools
- Loss of Service School Factor and Service School Turbulence Factor currently used to support schools with high proportion of pupils from service families
- Impact of change to the allowable level of the lump sum – impact on small secondary schools in particular, opposite effect, generally, in primary schools
- Schools funded at the level of the minimum funding guarantee for a number of years
- Capping of gains for schools who would otherwise receive more funding under the new formula

Delegation of Central Budgets

- Key principle within DfE proposals is that funding within the Schools Block should be delegated to schools and not retained centrally.
- Academies already working to this principle as funding received through LACSEG and top-sliced from local authority
- Delegation of Central budgets will replace DSG LACSEG as academies will receive funding for central services through the new formula
- Proposals included within the new formula to delegate central budgets as required by DfE

Delegation of Central Budgets

- Budgets to be delegated detailed in Section C
 - Schools Contingency
 - Free School Meals Eligibility
 - Insurances
 - Licences
 - Maternity costs
 - Trade Union Facilities Costs
 - Ethnic Minority Achievement Service
 - Traveller's Education Service
 - Primary Behaviour Support Service

Delegation of Central Budgets

- For each budget there is a description of what it is currently spent on and what schools will be responsible for when the funding is delegated. Where possible, examples of potential costs are included
- Budgets **must** be delegated to Academies and Special Schools
- Maintained primary and secondary schools can agree to **de-delegate** budgets and the LA could then continue to retain centrally to provide to maintained schools. Schools Forum decision will take in to account the outcome to this consultation
- Impact statement will indicate how much each school is likely to receive for central services
- LA would need to assess potential (and associated risks) of delivery of services on traded basis if budgets are delegated

High Need Pupils

- Defined as pupils requiring provision over £6,000 (or over £10,000 if per pupil funding included)
- For Wiltshire this means Special Schools, Resource Bases and Enhanced Learning Provision (ELP)
- Includes post 16 pupils in schools and those aged 16-25 in FE – alignment of funding streams
- Specialist provision in Wiltshire currently funded on planned places and assumed to be full. From 2013-14 provision is to be funded on a “place plus” basis
 - £10,000 per planned place as base value
 - Top up from commissioner for remaining value for each pupil placed
- Funding for pupil in “real time” – empty places only funded at the base value and in year pupil movement will impact on funding
- Inter-authority recoupment will cease – school/setting liaises directly with commissioner
- Transitional arrangements – transitional protection applied to top-up values in 1st year only, no protection against loss of funding for unfilled places

Next Steps

- Consultation issued to schools on 3rd September 2012
- Consultation closes **21st September 2012**
- Schools Forum to consider outcomes on 4th October and finalise proposed formula on 18th October 2012
- Cabinet to approve final formula 23rd October 2012
- Submission to Education Funding Agency 31st October 2012
- Further work required with special schools and schools with resource bases to develop the “place plus” funding model for implementation in April 2013

School Funding Reform – Consultation with Schools

Why are we consulting with Schools?

On 26th March 2012 the DfE issued a consultation document outlining proposals for a new funding system for schools to be implemented in 2013/14, final arrangements for 2013-14 were published by DfE on 28th June 2012. The new arrangements cover all aspects of schools funding.

The documents from the DfE can be accessed via the following link:

<http://www.education.gov.uk/schools/adminandfinance/financialmanagement/schoolsrevenuefunding/a00205567/school-funding-reform-and-arrangements-for-2013-14>

The proposals required us, in conjunction with Schools Forum, to undertake a full review of Wiltshire's funding formula for mainstream schools and for specialist provision for pupils with high needs in order to meet the requirements for simplification of local funding arrangements. The current Wiltshire funding formula includes elements that reflect specific local circumstances and needs and will not be compliant with the new simplified arrangements proposed by the government. The new formula must be approved by the Education Funding Agency (EFA) by the end of October 2012 in time for implementation in schools budgets for April 2013 (September 2013 for academies).

Under the new arrangements for funding mainstream provision the new funding formula will apply to all mainstream academies, maintained schools and free schools in Wiltshire.

All schools must be consulted on the new funding formula and must receive details of the potential impact on their individual school budgets. Detail on the proposed formula for funding Wiltshire schools and an Impact Statement to provide details of the potential impact of each proposal on your school are included in this document. This consultation needs to take place in order to meet the EFA timescales for approval of the new formula and so has a very tight turnaround time.

The DfE proposals also include requirements to delegate a number of centrally held budgets to schools and details of this are included in the document. For a number of services it is possible for maintained schools to agree to continue to retain funding for these services centrally but funding for academies and special schools must be delegated. Further details of these services and the associated costs for schools are included in the consultation document.

Finally the DfE proposals require changes to be made to the way in which specialist provision for pupils with high needs is funded. Initial work has taken place to model the impact of this on Special Schools, Resource Bases and Enhanced Learning Provision (ELP) and whilst there are no specific consultation questions on this part of the funding arrangements, an estimate of the potential impact on schools is included as part of this document so that you can see the full picture.

What are we consulting on?

There are 6 main sections to this consultation document:

- A. Mainstream funding formula
- B. High Incidence, Low Cost SEN
- C. Delegation of central budgets
- D. High needs pupils
- E. Impact Statements
- F. Response form

The aim of this document is both to inform schools of the required changes, and the impact of those changes, and to seek views on specific aspects of the funding proposals.

In each of the Sections A through to D there will be an explanation of the background, a description of the issues/options to be consulted on and details of the questions and who is eligible to respond in each case.

Key elements of each section are:

Section	Key Issues	Who can respond?
A – Mainstream Formula	Whilst each of the new funding formula factors is described in this section there are 4 main options being consulted on – the options differ in the level of flat rate/lump sum included within schools budgets and also the data which is used to drive funding to support pupils from deprived areas.	<u>All mainstream</u> schools (academies and maintained)
B – High Incidence, Low Cost SEN funding	This part of the document describes the changes that have been made to the funding formula in order to comply with the DfE requirement that schools meet the first £6,000 of provision for pupils with special educational needs	No specific consultation questions included in this section
C – Delegation of Central Budgets	This section includes details of all of the centrally held budgets that are now required to be delegated. In each case there is a description of the budget or service and examples of the potential costs that schools would be responsible for following delegation of those budgets. In each case maintained schools can be consulted on whether those budgets can be retained centrally by the local authority (ie., “De-delegated”) on behalf of maintained schools.	<u>Maintained</u> primary and secondary schools
D – High Needs Pupils	This section of the document will outline the required changes to provision for pupils with high needs – including special schools, resource bases and ELP	No specific consultation questions included in this section
E – Impact Statement	An Impact Statement will be provided for each consultation option on the mainstream formula and to show the potential impact of the changes to funding for high needs provision. In each case for the mainstream formula the impact statement will show your school’s 12-13 budget under the current Wiltshire formula compared with what funding would have been received under the new proposed formula	Provided for information
F – Response form	This section will contain all of the consultation questions and details of how to respond	

How have we arrived at these proposals?

More detail will be provided throughout the document on how proposals have been developed however it is important to stress that proposals have been developed in conjunction with representatives from schools and with Schools Forum. A Formula Review Group which included head teachers and school business managers was established to develop proposals for the mainstream funding formula and a High Needs Pupils Formula Review Group, again consisting of head teachers, school business managers and managers of resource bases, has been consulted on the proposals for specialist provision. Specific groups of schools have been involved with certain elements of the proposals for example considering the impact of split sites and considering the costs associated with service schools.

Who are we consulting with?

This consultation is being sent to all maintained schools and academies within Wiltshire, addressed both to the Head Teacher and to the Chair of Governors.

The consultation is being sent both hard copy and electronically.

When do we need your response?

In order to meet the required timescale of submitting the proposed formula to the Education Funding Agency (EFA) by 31st October the outcome of the consultation needs to be considered by Schools Forum on 4th October and approved by the Council's Cabinet on 23rd October. For this reason there is a short timescale for responses and we will require your response **by close of play on Friday 21st September 2012.**

In order to assist you in considering the consultation document and to try to answer questions that you may have we have arranged a series of consultation roadshows between 4th and 13th September – details have been circulated previously.

If you have any specific questions please contact Liz Williams, Head of Finance, or Phil Cooch, Principal Accountant (Schools) as follows:

Elizabeth.williams@wiltshire.gov.uk (01225) 713675

Phil.cooch@wiltshire.gov.uk (01225) 713814

Responses should be forwarded electronically to

absupport@wiltshire.gov.uk

OR

By hard copy to:

Accounting & Budget Support Team
County Hall – East Wing
Cradle Bridge
Bythesea Road
Wiltshire
BA14 8DQ

By close of play on 21st September 2012 at the latest

SECTION A – FUNDING FORMULA FOR MAINSTREAM SCHOOLS

Introduction

Under the new funding arrangements it is proposed that all schools in a local authority (LA) area including maintained schools, academies and free schools will be funded on the same formula, this will be the local formula developed by the LA. This is a change from the current system in which academies are funded on a lagged basis based on the LA formula for the previous year.

The proposals include moving towards a more consistent approach to the development of local funding formulae between LAs which in turn limits the number of formula factors LAs can utilise

The number of allowable formula factors in local funding formulae has been reduced by the government from 37 to 12, only 11 of which will apply in Wiltshire. As a result a full review has been undertaken of the Wiltshire funding formula in order to develop a formula that is compliant with the new proposals.

Formula factors that will be allowed within the new funding formula are summarised below and further detail is provided on the following pages:

Allowable Factor	Mandatory/ Optional	Proposed to Use in Wiltshire formula?	Consultation Options included in this document?	Section Ref
Per Pupil Entitlement	Mandatory	Yes	No	A1
Deprivation	Mandatory	Yes	Yes	A2
Looked After Children	Optional	No	No	A3
Prior Attainment – as proxy for SEN	Optional	Yes	No	A4
English as an Additional Language	Optional	No – not in formula but will be proposed for delegation of specific central budgets	No	A5
Pupil Mobility	Optional	No	No	A6
Lump Sum	Optional	Yes	Yes	A7
Split site allowance	Optional	Yes	No	A8
Rates	Optional	Yes	No	A9
PFI Factor	Optional	Yes	No	A10
Post 16 per pupil allowance	Optional	No	No	A11
London Fringe Area	Not applicable to Wiltshire		No	n/a

It is clear from the table above that there are certain formula factors in the current Wiltshire funding formula that will not be allowable from April 2013. These include service school turbulence and safety net factors, and small school curriculum protection.

The remaining pages in Section A detail each formula factor, the data used to drive funding and any consultation questions for schools. The final part of this section details the Minimum Funding Guarantee (MFG) and how this will be applied.

A1 – Per Pupil Entitlement

Name of Factor: Per Pupil Entitlement
--

What is the formula driver?

Under the new funding arrangements LAs are required to include a per pupil element of funding within the local formula. **A single per pupil rate is allowable for primary school pupils and separate per pupil amounts are allowable for Key Stage 3 and Key Stage 4 pupils.**

The data used to drive per pupil funding will be the **October** pupil numbers prior to the start of the financial year. This is a change for schools in Wiltshire as currently schools are funded on January pupil numbers.

Within the proposed formula Wiltshire has opted to apply separate rates for KS3 and KS4 using the same proportionate split between the rates as in the current formula.

All per pupil elements of funding from the current Wiltshire formula have been mapped in to the new per pupil element so that the same proportion of funding is distributed according to pupil numbers. In primary schools previous Age Weighted Pupil Unit (AWPU) funding has been consolidated and divided by pupil numbers to arrive at a single per pupil rate for primary age pupils.

You will see the indicative amount for each per pupil funding rate on the attached impact statements for your school.

During the DfE consultation period, local authorities queried how children who defer entry to reception classes might be accounted for as they would not appear in the October census and so would not attract funding. To prevent schools with lots of deferred entries to Reception classes being disadvantaged, Wiltshire's Dedicated Schools Grant will be uplifted to reflect the difference in Reception pupil numbers between the October and January counts of the previous academic year. Regulations will allow local authorities to apply this uplift in pupil numbers to all schools with Reception classes, reflecting what actually happened in each school in the previous year. Where this is applicable to your school it is shown on the impact statement.

Are there any options being consulted on?
--

No options for consultation with schools on this formula factor

A2 – Deprivation Funding

Name of Factor: Deprivation Funding

What is the formula driver?

Under the new funding arrangements LAs are required to distribute a proportion of funding to target funding towards pupils from deprived backgrounds within schools.

Two indicators of deprivation are allowable:

1. Free School Meals (FSM or FSM Ever6)
2. Income Deprivation Affecting Children Index (IDACI) Data; or
3. Both

In developing the Wiltshire formula it was agreed at a very early stage by the Formula Review Group that a combination of deprivation indicators should not be used and therefore Wiltshire will use either Free School Meals Ever6 or IDACI data to drive all deprivation funding. Both data sources are described in more detail below.

The current Wiltshire formula has a number of different deprivation elements – all of that previous funding has been combined to define the total amount of funding to be allocated according to the new deprivation formula factor.

Are there any options being consulted on?

Schools Forum has opted to consult schools on the deprivation indicator to be used within the new funding formula. **The options to be consulted on are:**

1. **Free School Meals Ever6 data**
2. **Income Deprivation Affecting Children Index (IDACI) data**

Impact statements are provided for both options so that schools can understand the impact of each on their funding. Further detail on the data sources for each option is provided below and schools are encouraged to consider the principles behind each data set in making their response.

Further Information

IDACI - this is the Income Deprivation Affecting Children Index, and measures in a local area the proportion of children under the age of 16 that live in low income households. IDACI codes range from 0.00 (least deprived) to 0.99 (most deprived). They are not specific at the level of whole post-code, instead they relate to what are called Lower Level Super Output Areas (similar size to electoral wards). IDACI data is available from the Office of the Deputy Prime Minister and provided by the DfE to all Local Authorities for use in their local formulae. It is included in the funding formula in 6 different bands so that higher IDACI scores are weighted more heavily and thus receive more funding.

Free School Meals Ever 6 - means those pupils recorded on the January 2012 School Census who were recorded as known to be eligible for Free School Meals (FSM) on any of the termly censuses since Summer 2006, including the January 2012 School Census. Each pupil will only be counted once: for example, if a pupil on the January 2012 Census is recorded as known to be eligible for FSM and was recorded as known to be eligible for FSM on the Summer 2011 and Autumn 2011 Censuses, they will be counted as one FSM Ever 6 pupil. The same data is used for calculating the free meals element off the Pupil Premium Grant (PPG). Funding within the formula is applied at a unit value per eligible pupil.

If IDACI is used a proposed banding system has been set out by DfE which has the effect of targeting funding at the higher levels of deprivation. Use of Free School Meals data ascribes a financial unit value to each eligible pupil and therefore does not differentiate between “levels” of deprivation.

A3 – Looked After Children

Name of Factor: Looked After Children
What is the formula driver? Number of looked after children as per previous March SSDA903 return for each LA
Are there any options being consulted on? It is not proposed to include a formula factor based on numbers of looked after children in the Wiltshire funding formula. The reason for this is that use of the annual return for numbers of looked after children means that the data for this potentially mobile group of young people would be static and quite out of date. The Wiltshire approach is consistent with the majority of other LAs in the South West. Pupil Premium Grant for Looked After Children will continue to be funded and is based on more current data.
Any other relevant info None included

A4 – Prior Attainment

Name of Factor: Prior Attainment

What is the formula driver?

LAs are allowed to incorporate an element within the local funding formula to reflect prior attainment as a proxy for high incidence, low cost SEN to be delegated to mainstream schools. The attainment data that LAs are allowed to use within the formula has been prescribed by DfE:

- For secondary schools Key Stage 2 (KS2) data must be used – the allowable formula driver is “all pupils achieving Level 3 or below in both English and Mathematics”.
- For primary schools Early Years Foundation Stage Profile (EYFSP) data is to be used - LAs can choose between either “all pupils achieving fewer than 78 points” or “all pupils receiving fewer than 73 points”

In each case the data is applied to all pupils within the school with an eligible result, not just the most recent cohort of pupils.

Wiltshire has opted to use prior attainment data to drive part of the funding for high incidence low cost SEN and will apply KS2 data for secondary school funding and all pupils achieving fewer than 78 points in the EYFSP for primary schools.

Are there any options being consulted on?

No options for consultation with schools on this formula factor

Any other relevant info

Please refer to Section B of this document for further detail on how funding to meet the needs of pupils with high incidence, low cost SEN has been allocated within the proposed formula.

A5 – English as an Additional Language

Name of Factor: English as an Additional Language (EAL)
What is the formula driver? LAs are allowed to include an element within the funding formula to target funding towards pupils with English as an additional language. This is to be calculated using the National Pupil Database (NPD) and can only be applied for a maximum of 3 years after the pupil enters the statutory age school system. The impact of this is to target any funding towards the primary sector.
Are there any options being consulted on? It is not proposed to include a formula factor based on EAL in the main Wiltshire funding formula. There are no options proposed for consultation with schools.
Any other relevant info It is, however, proposed to use EAL data as a formula driver in the proposed delegation of specific central budgets ie., funding for support for minority ethnic pupils or underachieving groups. This is discussed further in Section C of this document.

A6 – Pupil Mobility

Name of Factor: Pupil Mobility
What is the formula driver? LAs are allowed to include an element within the funding formula to reflect pupil mobility within the school year. This is to be calculated using the school start date for each pupil from the October School Census as provided by DfE and includes pupils who started in the last three academic years, but did not start in August or September (or January for Year 1). A unit rate is to be applied to each pupil, different rates can be applied in primary and secondary schools.
Are there any options being consulted on? It is not proposed to include a formula factor based on Pupil Mobility in the Wiltshire funding formula. There are no options proposed for consultation with schools.
Any other relevant info In carrying out the financial modelling work to develop the new Wiltshire funding formula consideration was given to the issue of pupil mobility, in particular in relation to the impact of pupil mobility on schools with a high proportion of pupils from service families. The current Wiltshire funding formula contains formula factors to recognise the impact of high levels of pupil movement within service schools and a detailed piece of work was carried out with service schools to identify the additional costs that arise in schools with a high proportion of service pupils. The DfE has highlighted the Pupil Mobility factor as the method through which these issues would be addressed. Financial modelling work carried out in the development of the Wiltshire formula demonstrates that the application of a per pupil rate for pupil mobility does not target funding sufficiently at schools with high levels of pupil mobility unless significant amounts of funding are distributed using this factor, diverting funding from the per pupil element of the formula. Without the ability to include a threshold to target mobility funding it is not considered that the benefit of including a mobility factor outweighs the impact on other elements of the formula of diverting funding towards mobility.

A7 – Lump Sum

Name of Factor: Lump Sum
What is the formula driver? LAs are allowed to include a lump sum for each school within the funding formula. The purpose of the lump sum is to recognise the fixed costs within a school. Within the new funding framework the maximum allowable lump sum is £200,000 and a single value must be applied across all types of school and across both secondary and primary.
Are there any options being consulted on? The change to the application of the lump sum has the biggest single impact on schools in Wiltshire in the revised funding formula. The current Wiltshire funding formula includes a lump sum of £85,000 for primary schools and a lump sum of between £311,000 and £346,000 for secondary schools. Moving to a single lump sum across both phases is therefore challenging in Wiltshire and has the potential to result in significant redistribution of funding between schools under the new funding model. Two options for the value of the lump sum in the new Wiltshire funding formula are being consulted on: <ol style="list-style-type: none">1. A lump sum of £85,0002. A lump sum of £100,000 Impact statements are provided for both options so that schools can understand the impact of each on their funding.
Any other relevant info None included

A8 – Split Site Allowance

Name of Factor: Split Site Allowance
What is the formula driver? LAs are allowed to include an element within the funding formula to reflect the additional costs experienced by schools operating across more than one site. Any factor must be based on objective criteria for the definition of a split site and for how much is allocated. The factor can be included as a lump sum or per pupil amount. In Wiltshire the split site allowance will be applied to schools meeting the following definition of a split site school: ‘A school will receive split site funding if, of necessity, it has 2 (or more) distinct campuses between which travel of one mile or more, by means of a public highway, is required and Class teaching and learning must take place on all sites with physically detached administration’ A lump sum will be applied for each additional site, values £65,000 for Primary and £100,000 for secondary in 2013-14
Are there any options being consulted on? There are no options proposed for consultation with schools.
Any other relevant info Specific work was carried out with all school currently in receipt of a split site allowance in Wiltshire to identify the associated costs and arrive at an appropriate definition for inclusion in the new formula.

A 9 & A10 – Rates and PFI Contracts

Name of Factor: Rates and PFI Contracts
What is the formula driver? Rates – must be reflected at actual cost. This is unchanged from the current Wiltshire formula PFI contracts – LAs are allowed to include a formula factor for PFI contracts. The current Wiltshire formula factor will remain unchanged
Are there any options being consulted on? There are no options proposed for consultation with schools.
Any other relevant info None included

A11 - Post 16 per pupil allowance

Name of Factor: Post 16 Per Pupil allowance
What is the formula driver? While the core purpose of the DSG is not to fund post-16, many local authorities have used it for this purpose in the past, particularly since the mainstreaming of Standards Funds in to the delegated budget in 2011-12. Where local authorities have used DSG for sixth forms, in the past, they will be allowed to honour this commitment in 2013-14, but no new commitments or increases in expenditure will be allowed. It is not proposed to include a post-16 per pupil allowance in the Wiltshire formula (a) due to the uncertainty over whether it could be continued beyond 2013-14 and (b) inclusion of a post-16 factor would have the effect of further diverting funding away from smaller secondary schools and compounding the impact of other formula factors, for example the lump sum.
Are there any options being consulted on? There are no options proposed for consultation with schools.
Any other relevant info None included

A12 – Exceptional Formula Factors

1. There is a process by which LAs can request the inclusion of additional factors in their formula for exceptional circumstances. The regulations will restrict the additional factors that will be approved and it is intended that they will only apply to premises related factors which give rise to significant additional cost greater than 1% of the schools budget and where such costs affect fewer than 5% of the schools in the authority. In Wiltshire a number of schools receive funding for rents in cases where they need to rent separate premises, for example a village hall, in order to deliver the curriculum. It has been agreed by Schools Forum that a request is made for an exceptional factor for rents in those schools where the cost is greater than 1% of the budget.

A13 - Protection and Limits to Gains

1. The Minimum Funding Guarantee (MFG) will be set at -1.5% per pupil in 2013-14 and 2014-15, however the calculation has been amended and simplified compared with previous years. The revised MFG calculation has been applied to all formula options and this is illustrated in each Impact Statement. The estimated cost of implementing the MFG varies with each model, however it is estimated that it could cost up to £2.5 million for 2013-14.
2. In order to fund the MFG it is possible to limit gains to individual schools. The approach that has been agreed with Schools Forum is that the cost of the MFG needs to be met through the capping of gains. The impact of any application of capping will also be illustrated in each Impact Statement.
3. As in previous years LAs will be able to make requests to disapply the MFG but requests will only be considered if there is a significant change in a school's circumstances. As the work on the formula is finalised it will be necessary to identify any specific circumstances for which a request will need to be made and these will be agreed by Schools Forum in October.

SECTION B – FUNDING TO MEET HIGH INCIDENCE, LOW COST SPECIAL EDUCATIONAL NEEDS

1. Funding for high incidence, low cost special educational needs (SEN) within mainstream provision is to be allocated through the main funding formula. LAs are allowed to use prior attainment data, deprivation and per pupil allocations to drive funding to meet these needs.
2. The strong recommendation from the DfE is that mainstream schools should meet the first £6,000 of additional support for pupils with additional needs and that the allocations of funding for high incidence, low cost SEN should reflect this. In order for Wiltshire to meet this requirement it is necessary to increase the amount of funding to be delegated to primary schools and it is required that the first 15 hours of funding for statements is delegated rather than the first 10 hours as reflected in the current formula. An additional £848,862 will therefore be added to the funding to be allocated to primary schools for SEN. This will be funded by reducing the current Named Pupil Allowance (NPA) budget to reflect the delegation of an additional 5 hours support.
3. The Formula review Group agreed that a mixture of prior attainment, deprivation and per pupil funding should be used to allocate funding to meet high incidence low cost SEN needs, split as follows:
 - i. Deprivation 18%
 - ii. Prior Attainment 53%
 - iii. Per Pupil 29%
4. The notional SEN budget for each school will need to be identified as part of the funding allocation. This already happens in Wiltshire and the notional SEN budget for your school will be illustrated on the impact statements provided with this consultation.
5. It is recognised that in some schools the high proportion of pupils with additional needs cannot be reflected adequately in the funding formula and so LAs will be able to define circumstances where the formula can be “topped up” from the High Needs funding block. Wiltshire already has a mechanism for allocating additional funding to schools with a high proportion of pupils with SEN and it is proposed that this mechanism be continued in 2013-14 with the top up being provided from the High Needs Funding Block. Currently, if a school has more than 3.5% of its pupils with a statement of SEN each pupil or part thereof above 3.5% attracts £4,402, equivalent to 10 hours funding. Under the new model the same percentage threshold could apply but funding equivalent to 15 hours will be allocated.
6. Additional funding for statements over 15 hours will continue to be provided in the form of NPAs from the High Needs Block.

SECTION C – DELEGATION OF CENTRAL EXPENDITURE

1. In order to give schools greater choice over how to spend their budgets LAs are required to work on the basis that services within the notional Dedicated Schools Grant (DSG) Schools Block, and the funding for them, should be delegated to schools in the first instance. This means that a number of DSG funded budgets that have previously been retained centrally must now be delegated to schools. There are a number of exceptions to this and there are also a number of budgets that maintained primary and/or secondary schools can agree to de-delegate so that they continue to be provided centrally. De-delegation cannot be applied to amounts delegated to academies or to special schools.

Services which can be retained centrally before allocating the formula

2. It is possible to retain a central budget to provide for significant pupil growth in pre-16 pupil numbers, including meeting basic need. In Wiltshire provision for pupil growth and supporting new schools has previously been funded from the schools contingency budget. It was agreed by Schools Forum that an amount be identified from within the current schools contingency budget should be held centrally as a pupil growth factor. It is anticipated that the current Wiltshire formula for funding pupil growth may be allowable under the new regulations
3. It is possible to retain funding for statutory services such as Admissions and the servicing of Schools Forum. No increase in expenditure from 2012-13 levels is allowable.

Services which have to be allocated through the formula but can be de-delegated for maintained schools

4. There are a number of services for which the budgets need to be allocated through the new funding formula but which can then be de-delegated for maintained schools. Approval for de-delegation is by the relevant phase members of Schools Forum following responses to this consultation.
5. There are a number of outcomes that could flow from the proposals to delegate the budgets. These include:
 - a. Following consultation with all schools, maintained schools agree that budgets should be de-delegated and retained centrally with services provided to all maintained schools;
 - b. Schools agree that budgets should be delegated and schools make/purchase their own provision as appropriate;
 - c. Schools agree that budgets should be delegated and they then cluster together to purchase or deliver services.
6. Under scenario (a) the LA would be able to retain a level of service to provide to maintained schools, this service may be reduced from current levels unless there is also buyback from academies. The size of the service may also need to reduce over time if the number of academies increases.
7. Under scenarios b and c the LA would not be able to continue to deliver a service unless there is sufficient buy back on a traded basis from schools (maintained or academy) to enable retention of sufficient staff. This will be difficult to predict and the LA will need to decide whether it can afford to continue to deliver services centrally on a fully traded basis with full cost recovery. This would require a risk assessment.
8. Delegation of the budgets can only be through the allowable formula factors and so the most likely formula drivers will be per pupil, deprivation data or possibly English

as an Additional Language. The impact statement will indicate how much each school will receive for the newly delegated budgets.

9. The services included in this category, and the associated budgets, are itemised on the following pages. Detail is included on the total amounts to be delegated, what the budgets are currently funding, the costs/provision that schools would be responsible for following delegation and the potential level of costs. The amount to be delegated to your individual school will be included on the Impact Statements attached to this consultation document.

C1 – School Contingency budget

Name of Budget: School Contingency
Total Amount to be delegated: £100,105 (after deduction of funding to be retained for pupil growth)
Basis for delegation: Per Pupil
What does the budget currently fund? The element of the budget proposed for delegation currently funds corrections of any budget errors and rates revaluations. The element of the budget currently used to fund in year pupil growth will continue to be retained centrally.
What Schools would be responsible for if the budget is delegated No funding will be available to correct any budget errors or rates revaluations
Examples of Costs/resource requirement N/A in this example

C2 – Free School Meals eligibility

Name of Budget: Free School Meals eligibility
Total Amount to be delegated: £35,796
Basis for Delegation: Deprivation (either IDACI or FSM Ever6 depending on outcome of formula consultation)
What does the budget currently fund? The budget funds the provision of a service to schools to calculate and regularly review free school meal eligibility of pupils
What Schools would be responsible for if the budget is delegated Schools would be responsible for their own assessment of free school meal eligibility and to keep families who are eligible under regular review. This would require a member of staff within the school to be familiar with the appropriate regulations and eligibility criteria and to process applications and handle queries from parents. (Note that schools do not have access to the DfE free school meals eligibility checking service and support helpdesk)
Examples of Costs/resource requirement This service has been offered as a traded service to academies to date and schools have been accessing it on this basis. If the budget is delegated a traded service could only continue to be offered if there was sufficient buy back from maintained schools and academies to enable it to continue to be viable.

C3 – Insurance

Name of Budget: Insurances
Total Amount to be delegated: £25,434
Basis for delegation: Per Pupil
What does the budget currently fund? All insurance budgets are already delegated to schools. This budget had previously been held against insurance costs no longer incurred
What Schools would be responsible for if the budget is delegated No additional responsibilities or costs are transferred to schools as a result of delegating this budget
Examples of Costs/resource requirement N/A in this example

C4 – Licences & Subscriptions

Name of Budget: Licences and Subscriptions
Total Amount to be delegated: £380,649
Basis for delegation: Per Pupil
<p>What does the budget currently fund?</p> <p>A number of items are funded from this centrally held budget:</p> <p>Copyright Licences – Wiltshire Council hold and pay the fees for blanket licences with five copyright agencies, ensuring schools have sufficient cover for curricular and some extra-curricular and extended school activities within the defined limits of each licence. The licences held are with the following bodies:</p> <ul style="list-style-type: none"> • Copyright Licensing Agency (CLA) • Educational Recording Agency (ERA) • Phonographic Performance Ltd (PPL) • Performing Right Society (PRS) • Ordnance Survey (OS) <p>By entering into these licence agreements for all Wiltshire schools, the Council has been able, in some instances, to secure significant discounts and cover at more competitive rates than if schools were to hold individual licence agreements. It also removes the need for schools to broker their own agreements.</p> <p>The LA provides guidance and support to schools; promoting good practice and disseminating the terms and conditions of the five blanket licences held. Advice is also provided in respect of additional copyright services which some schools may need to procure, depending upon the activities that take place at their premises. We offer peace of mind for schools in terms of copyright compliance.</p> <p>SIMS Licences – Currently the LA purchases an umbrella licence for all <u>maintained</u> schools. This would cover the Core, Curriculum and Resources modules. Purchase of the umbrella licence has consistently been more cost effective than individual site specific licences for schools. Academies are not included within the current umbrella licence.</p> <p>HCSS Licences – Wiltshire enters in to a block purchasing arrangement with the provider of financial planning software for schools. This includes Wiltshire specific software (customised), including Wiltshire reports, and budget share information for 3 years</p>
<p>What Schools would be responsible for if the budget is delegated</p> <p>Copyright - Schools would be responsible for copyright compliance and for brokering individual licence agreements. Please view the Copyright at a Glance leaflet (Copyright folder, WISEnet) if you would like information about the conditions of the above licences and other copyright licenses which your school may need or wish to purchase e.g. Christian Copyright Licensing (CCLI).</p> <p>SIMS – Schools would be responsible for purchasing their own SIMS licence directly from Capita</p> <p>HCSS – schools could opt to continue to purchase a financial planning package. For maintained schools Wiltshire's current requirement is that budget templates etc are submitted in a specific format and this is built in to the current software.</p>
<p>Examples of Costs/resource requirement</p> <p>Copyright Licences – illustrative costs for some of the copyright licences described above</p>

are shown here, these prices include any discount that the LA has secured with the agencies concerned and so cost for individual school licences may be higher if purchased separately:

CLA

Age 5-11	£1.35 per pupil
Age 11-15	£1.42 per pupil
Age 16-18	£3.83 per pupil
Special	£1.35 per pupil

ERA

32p per primary pupil, 57p per secondary (includes 30% discount)

PPL & PRS

PRS £69.52 > 200 pupils
£77.63 for next 50 pupils
with £11.01 for each subsequent group of 50 pupils

PPL £62.42 > 200 pupils
£72.64 for next 50 pupils
with £10.22 for each subsequent group of 50 pupils

SIMS Licence – the LA umbrella licence cannot be transferred to individual schools however the LA can provide permission in writing for schools to continue to use their LA SIMS Licences. In this circumstance each school would pay an administration charge of £200 and the relevant annual entitlement rate direct to Capita. Illustrative examples of annual rates are shown below:

Example of size of school	SIMS Direct 12-13 Charge	Current 12-13 charge under umbrella licence
Secondary School NOR 1,600	£9,988	£6,080
Primary School NOR 250	£3,078	£762.50

HCSS Licence – illustrative examples of the costs within the current agreement compared with potential costs if schools purchase individually are as follows:

Price through Local Authority:

	2011-12	2012-13	2013-14
FPS.Net	£225	£245	£265
Helpdesk	£15	£15	£15
Customisation	£2.60	£2.60	£2.60
TOTAL	£242.60	£262.60	£282.60

Includes – Wiltshire specific software (customised), including Wiltshire reports, and budget share information for 3 years.

Price Direct from HCSS:

	2011-12	2012-13	2013-14
FPS.Net	£550	£550	£550
TOTAL	£550	£550	£550

Includes – Mandatory helpdesk support through HCSS, Off the shelf software with NO customisation.

C5 – Staff Costs (supply cover)

Name of Budget: Staff Costs – Supply Cover																								
Total Amount to be delegated: £909,178																								
Basis for delegation: Per Pupil																								
What does the budget currently fund? Trade Union Facility costs (£50,000) – the cost of backfill for trade union representatives to attend meetings relating to the Wiltshire terms and conditions. Wiltshire currently has a collective agreement and representatives negotiate on behalf of all staff. Maternity Costs (£859,178) – costs of maternity leave for school staff																								
What Schools would be responsible for if the budget is delegated Schools would need to cover the backfill costs of staff attending Union Facilities Meetings. Schools would need to cover the costs of all staff on maternity leave in addition to the cost of cover.																								
Examples of Costs/resource requirement Example of employer's costs for a full year for a member of staff on maternity leave can be summarised as follows: A Years Maternity Leave - Employers Cost 01/04/2012 to 31/03/2013 Full-Time Teacher - MPS6 <table><tr><td>Gross Pay</td><td>Ers NI</td><td>Ers Pen</td><td>Total</td></tr><tr><td>£</td><td>£</td><td>£</td><td></td></tr><tr><td>11,629.73</td><td>617.50</td><td>1,639.79</td><td>£ 13,887.02</td></tr></table> Full-Time Teacher - UPS3 <table><tr><td>Gross Pay</td><td>Ers NI</td><td>Ers Pen</td><td>Total</td></tr><tr><td>£</td><td>£</td><td>£</td><td></td></tr><tr><td>12,810.63</td><td>744.61</td><td>1,806.30</td><td>£ 15,361.54</td></tr></table>	Gross Pay	Ers NI	Ers Pen	Total	£	£	£		11,629.73	617.50	1,639.79	£ 13,887.02	Gross Pay	Ers NI	Ers Pen	Total	£	£	£		12,810.63	744.61	1,806.30	£ 15,361.54
Gross Pay	Ers NI	Ers Pen	Total																					
£	£	£																						
11,629.73	617.50	1,639.79	£ 13,887.02																					
Gross Pay	Ers NI	Ers Pen	Total																					
£	£	£																						
12,810.63	744.61	1,806.30	£ 15,361.54																					

C6 - Support for minority ethnic pupils and underachieving groups (i)

Name of Budget: Ethnic Minority Achievement Service
Total Amount to be delegated: £599,503
Basis for delegation: English as an Additional Language
<p>What does the budget currently fund?</p> <p><i>Ethnic Minority Achievement Service</i></p> <ul style="list-style-type: none"> • Provide advice to schools on all areas of provision, including classroom strategies, resources, induction, school policies and equalities • Provide bilingual support to schools, young people and families • Support teachers through shared planning and team teaching • Provide specialist assessments and support EAL learners • Provide training for teachers, support staff, leadership teams and governors • Provide support at transition for learners between schools and into post-16 education • Work with schools to raise student and staff awareness of diversity, through assemblies and special events • Facilitate access to Community Language exams for learners
<p>What Schools would be responsible for if the budget is delegated</p> <p>Schools would be responsible for meeting all of the above support needs for pupils from minority ethnic groups including guidance and support related to pupils with Statements of SEN</p>

C6 - Support for minority ethnic pupils and underachieving groups (ii)

Name of Budget: Traveller's Education Service
Total Amount to be delegated: £295,837
Basis for delegation: English as an Additional Language
<p>What does the budget currently fund?</p> <p><i>Traveller Education Service</i></p> <ul style="list-style-type: none"> • Provide educational provision for visiting Circus and Fairground children and young people on site whilst in the County • Provide support to ensure regular school attendance; follow up movement of pupils and promote their general welfare and safeguarding • Provision of distance learning during periods of travelling • Provide support and guidance for schools to adapt and enhance educational provision for Traveller children • Improve school/home liaison and foster positive relationships between families, schools, other agencies and the wider community • Provide support for families to encourage and empower them to access pre-school and early years provision • Support schools in raising awareness of cultural diversity in schools and other associated settings
<p>What Schools would be responsible for if the budget is delegated</p> <p>Schools would be responsible for meeting all of the above support needs for pupils from traveller families including guidance and support related to pupils with Statements of SEN</p>

C7 – Behaviour Support Services

Name of Budget: Behaviour Support Services
Total Amount to be delegated: £845,891
Basis for delegation: Deprivation
<p>What does the budget currently fund?</p> <p>This budget covers behaviour support services to Primary Schools, ie.</p> <ul style="list-style-type: none"> • Provide coaching and mentoring through demonstration and advice on effective strategies to build staff expertise in behaviour management techniques / approaches • Provide surgeries for school staff to offer informal consultation / advice on behaviour management related issues • Provide specialist knowledge to senior managers in schools • Undertake whole school behaviour audits in order to help develop robust school behaviour policies and systems • Provide direct support to individual pupils and or groups of pupils including: assessment of need, identification of support strategies, implementation of support packages and reviews of progress • Provide support with transition planning from early years and into secondary provision • Provide advice and support through attendance at Primary Emergency Annual Reviews (PEARS) and Emergency School Action Plus (SA+) Reviews • Contribute to school action plus review meetings and provide advice for statutory assessment on pupils known to the behaviour support service • Facilitate co-ordinated and/or collaborative working with other specialists, schools, parents etc. • Plan and deliver a variety of tailor made training packages on topics related to social/emotional and behavioural issues to a wide range of school staff <p>Please note that the budget for provision for permanently excluded pupils cannot be delegated and those services will continue to be provided centrally</p>
<p>What Schools would be responsible for if the budget is delegated</p> <p>Schools would be responsible for meeting through provision or commissioned support all of the above behaviour support needs of pupils in their schools including meeting the needs of pupils with Statements of SEN</p>

SECTION D – HIGH NEEDS PUPILS

Specialist SEN Provision – pre-16 (maintained schools and academies)

1. Specialist provision for high needs pupils in Wiltshire is identified as provision in special schools, resource bases and Enhanced Learning Provision (ELP) in secondary schools. It is defined by DfE as provision costing more than £10,000.
2. All specialist provision will need to be funded on a place plus methodology on the basis of an agreed number of places with a base level of funding provided for each planned place. For pre-16 provision this will be £10,000 per planned place. Top up funding above this level will be agreed between the commissioner (mostly the LA) and the provider on a per pupil basis and paid directly to the provider by the commissioner. The delegated budget allocation for specialist provision therefore comprises only the base funding of £10,000 per planned place.
3. By September 2012 the LA must confirm with the Education Funding Agency (EFA) the number of planned places to be funded in 2013-14. For the purposes of financial modelling planned places are assumed to be as they are in the current year but this will need to be confirmed.
4. Budgets for special schools, resource bases and ELP have been recalculated as base funding and top up funding. In calculating the estimated top up values the current band values have been used as a framework. For special schools different top up values have been estimated for residential and day provision for each band.
5. The main issues arising from the work to date in recalculating budgets for specialist provision are:
 - Empty places – unfilled places are only funded at the base rate of £10,000, with no transitional protection applied. Transitional protection is applied to the value of the top-up payment in 2013-14 but not to unfilled places.
 - In year pupil movement – top up rates are to be paid in real time with pupils only funded whilst they are on the roll of the school or setting. This may make it more difficult for special schools and resource bases to plan their budgets and will cause uncertainty in estimating funding for the year.

Specialist setting – post-16

6. LAs will need to identify the numbers of post-16 planned places within specialist provision. For post 16 places in maintained schools and academies the base value will be paid through the post-16 funding formula and the amount of funding has yet to be confirmed. As a result the financial modelling to date has assumed a base value of £10,000 for all places but this may vary slightly for post-16.

Impact statements are included as part of this document so that schools can understand the potential impact of the changes to funding for high needs provision on budgets. It is important to note that further work is required on the high cost provision element of the formula review and this will be developed between now and the distribution of budgets to schools for 2013-14.

SECTION E – IMPACT STATEMENTS

Impact Statements are attached for each consultation options. Four statements are enclosed illustrating the different options being consulted on:

1. **£100,000 lump sum, using FSM Ever6 to drive deprivation funding;**
2. **£85,000 lump sum, using FSM Ever6 to drive deprivation funding;**
3. **£100,000 lump sum, using IDACI data to drive deprivation funding;**
4. **£85,000 lump sum, using IDACI data to drive deprivation funding**

Each statement shows how much funding you would have received in 2012-13 under each of the models proposed. The statement also indicates the impact of the Minimum Funding Guarantee or any capping of gains.

For academies it is important to note that the impact statement compares the budget that the school would have received through the Wiltshire funding formula in 2012-13 with the funding that you would receive under each of the models.

Additional Information:

- The source data used in the models has been provided by the DfE and cannot be changed.
- LAs are required to show how much funding is included for deprivation and high incidence, low cost SEN. This is shown in columns C and D on the statements. It is **not** additional funding but is included in the allocations shown in column B.
- As required, the statements also show a breakdown of the funds that LAs are required to delegate from April 2013 (ref Section C of the main document for further details).
- For completeness the statements also show an estimate of any high needs SEN that has been removed from the mainstream budget and transferred to the high needs block.

SECTION F – CONSULTATION RESPONSE FORM

Please use the following form to respond to this consultation

Type of School (please tick)

Maintained Primary School	
Maintained Secondary School	
Maintained Special School	
Primary Academy	
Secondary Academy	
Special Academy	

Name of School:.....

Section A – Mainstream formula (all mainstream schools eligible to respond)

Deprivation Funding

Which factor should be used to distribute funding to target pupils from deprived backgrounds? (please tick)

Free School Meal Ever6 data	
Income Deprivation Affecting Children Index	

Comments:

--

Lump Sum Allowance

What is your preferred option for the value of the lump sum? (please tick)

Lump sum of £85,000	
Lump Sum of £100,000	

Comments:

--

Section C – Delegation of Central Budgets ([maintained primary and secondary schools eligible to respond](#))

For each of the following budgets/services please indicate through ticking the appropriate box whether you would prefer the budget to be delegated or retained centrally:

DfE Heading	Wiltshire Budget	Delegate?	Retain Centrally?
Contingencies	Schools Contingency		
Free school meals eligibility	Free School Meals Eligibility Service		
Insurance	Insurance		
Licences/subscriptions	SIMS Licence		
	HCSS Licence		
	Copyright Licences		
Staff costs – supply cover	Trade Union Duties		
	Maternity Costs		
Support for minority ethnic pupils and underachieving groups	Ethnic Minority Achievement Service (EMAS)		
	Traveller Education Service		
Behaviour support services	Primary Behaviour Support Service		

Additional comments

Please use this space to add any further comments that you wish to raise on the proposed formula:

Responses should be forwarded electronically to

absupport@wiltshire.gov.uk

OR

By hard copy to:

Accounting & Budget Support Team
County Hall – East Wing
Cradle Bridge
Bythesea Road
Wiltshire
BA14 8DQ

By close of play on 21st September 2012 at the latest

Councillors' Briefing Note

No. 118

Department:

Further Enquiries to:

Ian Baker- Wiltshire Online Programme Manager

Date Prepared: September 2012

Direct Line: 01225 793349

Wiltshire Online Programme

Background

The Wiltshire Online Programme aims to bring superfast broadband to homes and businesses across the county. At present, not all parts of Wiltshire have access to broadband and those that do may experience slow speeds and poor service. This means that residents and businesses in the county struggle to make full use of the internet and online services. Poor broadband services are seen as a major obstacle to sustained economic growth and investment in the county.

The main aims of the programme are:

- To improve access to broadband for citizens and businesses in Wiltshire. A minimum of 85%, hopefully up to 95% of premises being able to access superfast broadband, over 24Mbps, by 2015 and all other premises to have access to a minimum broadband service of 2Mbps.
- To ensure that every adult has the opportunity to be a confident user of technology.
- To increase the uptake and usage of council online services.

Wiltshire Council is investing £16 million to improve broadband provision. An additional grant of £4.66 million from the government has been secured and along with investment from both South Gloucestershire and Swindon brings a total investment of over £23 million. Investment from the successful contractor will make a total of at least £30 million to provide access to superfast broadband services across the three councils.

Summary of the procurement progress

In my last update to you I was pleased to tell you that we have now launched our Invitation to Tender (ITT) and our timescales for contract award was for 15 October. Due to the sudden death of one of the bidder's key personnel we have agreed to put back the final submission date to the 28 September, this will result in an extension of two weeks to our procurement. Following the bid submission there will be a 2 week evaluation process. At the end of this period the preferred bidder will be announced. Following this there will then be a ten day 'standstill' period which is a legal requirement. The contract will then be signed pending State Aid approval.

At the time we award the contract we expect to have a high level of information about the broadband coverage i.e. the coverage, technologies to be used and timescales. Once the procurement has been completed the contractor will undertake detailed surveying and planning which we expect to last 3 to 4 months. It is then we will have information about where and when the superfast broadband network will be rolled out. Infrastructure work is expected to commence in early 2013 and it will take until 2015 to deliver the improvements.

In the last update I noted that the award of State Aid is still a critical requirement. The agreement for State Aid is progressing and will need to be completed by Broadband Delivery UK (BDUK) and the European Commission. We have been working closely with BDUK and at this time we understand that this process is due to be completed at the end of October.

Communications Plan

Over the coming months we will continue to develop the communications strategy so that we can ensure we are able to share information in the most efficient and timely manner about the procurement outcome and also details, as they become available, about the implementation plan for early next year.

We are planning a series of workshops for councillors in December of this year to share information and provide the opportunity to ask questions.

Public Wi-Fi in Wiltshire Libraries

I am pleased to announce that the pilot to evaluate the new Wi-Fi provision has been completed and the service has been successful and been positively received by both users and library staff.

The pilot included the following libraries:

- Melksham
- Bradford on Avon
- Pewsey
- Amesbury

We are now working on a second phase of libraries that includes:

- Trowbridge Library (New County Hall)
- Calne Library
- Westbury Library
- Corsham Library

- Downton Library
- Royal Wootton Bassett Library
- Lyneham Library

We have met with and briefed the library services supervisors and will provide promotional posters to all libraries as they come on board. The service has been promoted via both the Managers and Friday Wire.

We will be further publicising the service during 'Get Online Week'¹, 15 October to 21 October, to benefit from maximum coverage.

We are also providing businesses and community groups with the opportunity to advertise any free Wi-Fi services they provide. Details and locations such as cafes, pubs and village halls are listed on the Wiltshire Online web pages. Details can be registered at:

<http://www.wiltshire.gov.uk/wiltshireonline/request-a-wi-fi-window-sticker/>

We will then list their details and send them a window sticker in return to help promote their Wi-Fi availability.

Digital Literacy:

The digital literacy rollout continues to progress well. Volunteer Coordinators are now active in Melksham, Trowbridge, Chippenham and Salisbury, with a further applicant in South West Wiltshire currently awaiting the appropriate clearances. The recruitment of Digital Champions is now underway in these first four community areas, and will commence in the fifth within the next month.

The Wiltshire Online team would like to encourage residents from all remaining community areas to come forwards as Volunteer Coordinators. This voluntary role is crucial to the success of the digital literacy programme and the rollout cannot commence in a community area without a Volunteer Coordinator being in place. Not only do these volunteers help recruit and coordinate Digital Champions in their area, they also help register new learners over the phone, match learners with a suitable Digital Champion and organise the occasional coffee morning for their team. All Volunteer Coordinators are provided with a day's training, an induction and ongoing support from Wiltshire Online. There are no set hours and people can undertake this volunteering activity at home. Full details, including a role description and application form are available on our website: www.wiltshireonline.org

Awareness of the volunteering programme has already been raised through a number of area boards, with further presentations due to take place at Marlborough, Calne and Westbury in the coming weeks.

Wiltshire Online Webpages - <http://www.wiltshire.gov.uk/wiltshireonline/>

As the GWB contract award nears closer and the digital literacy campaign picks up speed the Wiltshire Online webpages are being updated and will become a vital communications tool. Our aim is to provide a comprehensive and interactive

¹ <https://www.ukonlinecentres.com/marketing/get-online-week-2012.html>

resource for anyone living in Wiltshire with a query about being online. We will be working with our partners to develop resources and ensure the website is up to date, easy to navigate and most importantly useful.

Improvements will include:

- A section dedicated to the broadband rollout that includes FAQs, video and an interactive timeline
- Digital literacy pages with a wealth of information including 'How to Guides', E-Safety information and promoting our free computer support
- Help and support for businesses and third sector organisations that are thinking about developing their online presence including a guide on safety, using social media and relevant policy templates, for example the appropriate use of emails for staff
- An interactive map of all venues including Wiltshire Council buildings and private businesses who offer free WiFi to the public. The map also highlights areas that can provide computer courses, computer access and community based support.
- An interactive forum, tools and resources for our digital literacy volunteers.

I will write to you again in November with a further update.

Ian Baker

Wiltshire Online Programme Manager

Councillors' Briefing Note

No. 119

Department: Development Services

Further Enquiries to:

Brad Fleet- Service Director

Date Prepared: September 2012

Direct Line: 01225 713169

Development Service 'Pinch Point'

The Development Service (Development and Building Control, Planning Enforcement, Conservation, Minerals & Waste and Local Land Charges) is currently involved in a number of major work streams.

The principal two being its 'Transformation Programme' (which embraces systems thinking, culture change and customer focus amongst other things) and the roll out of a replacement single computer system to replace the five 'legacy' systems inherited from the former districts and county councils.

We have now reached a point where it is necessary to ask more and more staff to work on, and test the new computer system to ensure a smooth transition from the old programmes to the new. This involves staff at every level across the whole service checking to see that vast amounts of historical data has been successfully transferred from the old to the new, and that it has ended up in the right place. The team also has to make sure that the new programme works properly when new data is added. For example, the team will be registering, validating and processing test planning and building control applications and complaints then generating trial committee reports, agendas and decision notices. They will also be testing that links to Finance and the mapping system work and that the pre-application enquiries, planning appeal and discharge of condition modules are functioning.

Every member of staff will also need to be trained at some point on the new software.

You will appreciate that this all takes resources and the purpose of this message is to ask Members to bear with, and support the service during this period of unprecedented pressure.

Obviously, every effort is being made to minimise disruption and everyone is trying to minimise the impact on applicants and the public. There will undoubtedly be some impact, however, as at any one time up to ten staff could be pulled out of each hub to help roll out the new system. This means that applications may take longer to register/determine, responses to enquiries may be delayed and some officers will not be as readily available as they are at the moment. The legacy systems will also each have to be turned off as we switch over from old to new and there will therefore be periods of several days when it is difficult for officers to extract any electronic planning information for parts of the county.

The intention is to 'go live' with the majority of the new system at the start of December. This will include everything on the planning systems for the East and South areas of the county with the North and West areas phased to follow in February/March.

A similar message to this one is also being circulated to all Parish and Town Councils.

Councillors' Briefing Note

No. 120

Department: Development Services

Further Enquiries to:

Brad Fleet- Service Director

Date Prepared: October 2012

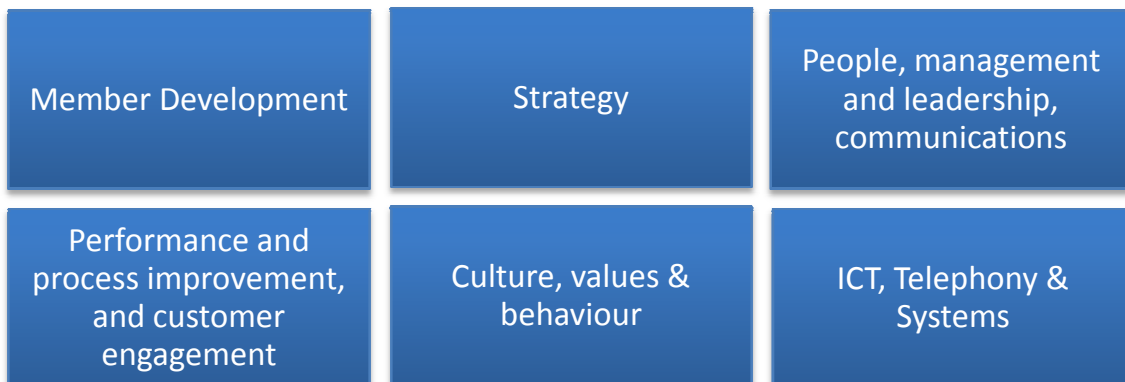
Direct Line: 01225 713169

Development Services Transformation Programme

Members Update

Wiltshire Council's Development Service is one of the largest planning authorities in the UK by number of applications determined. A Peer Challenge carried out in September 2011 identified a number of strengths within the service, but also highlighted a number of areas where there were opportunities for change and improvement. In addition there were a number of issues raised by members, staff, senior managers and customers which it was felt were important to resolve. These issues are now being addressed through the Development Services Transformation Programme, facilitated by the Corporate Programme Office. A Project Initiation Document was approved in early 2012 and this provides the foundation for the programme.

The programme consists of a number of work streams with the Member Development one being led by led by Councillor Toby Sturgis. The other work streams are being led by senior officers from within and outside the service. All work streams have improved customer service at their key focus.



A significant number of activities have been completed or are planned, as outlined below;

- **Systems Thinking Review:** Central to the provision of a high quality customer facing service is the adoption of a Systems Thinking review across the service, ultimately resulting in a leaner, more focused organisation with a culture of continuous

improvement. As part of this exercise customer surveys (applicants, agents, members, parish councils, etc.) have been carried out and their feedback has enabled the service to critically review its approach and performance, and to initiate improvements.

- **Culture Review:** Culture is well known to have a direct impact on service performance and in turn is shaped and influenced by leadership. An in depth cultural survey for staff has been completed and from its recommendations an action plan has been compiled to facilitate the move towards the ideal culture.
- **Training:** A full technical and non-technical training needs analysis has been designed and is being used to develop a leadership, management and staff development programme.
- **Communications:** Considerable efforts have been made to improve communication with staff. Service wide Staff Forums are now being held every four months to encourage involvement in the programme and to help develop the service. In addition a Staff Reference Group meets monthly to feed back issues and ideas.
- **Development Services Business Plan:** The new Business Plan incorporates the revised and refocused purpose for the service which incorporates a strong customer service ethos.
- **IT system:** With the advent of the Unitary Authority the opportunity arose to consolidate the many legacy IT systems with the adoption of Northgate's M3 system. This has been incorporated into this programme and will be a significant enabler to new ways of working, helping to ensure improved consistency in customer service and decision making across the County.
- **Flexible working:** Officers are increasingly making use of the excellent flexible working opportunities arising from new technology and refurbished offices such as County Hall with the aim of taking the service to the customer.

Councillors play a key and integral part in the planning process. The decisions made by councillors impact on the well-being of the community, as well as the reputation of the council, and councillors therefore need to be provided with the right tools and training to enable them to carry out their planning duties effectively and professionally.

An improved training programme is being developed and will be delivered. Staff and councillors are also being encouraged to build effective relationships to enable an efficient planning process, with particular attention to discussions with case officers prior to calling applications to committee.

Councillor Sturgis has met and discussed the programme with all of the planning committee chairmen and subsequent meetings with all the planning committee members have, or are being organised.

If any member has any questions about any aspect of the programme please feel free to contact me.

Brad Fleet
Director of the Development Service

Councillors Briefing Note

No. 121

Service : Public Health and Public Protection, Safer Communities

Further Enquiries to: Pippa McVeigh, Public Protection Manager Community Safety

Date Prepared: October 2012

Direct Line: (01225) 716609

Anti-Social Behaviour (ASB) in Wiltshire briefing 2012

The Anti-Social Behaviour Risk Assessment Conference process (ASBRAC) was initiated in October 2011. This victim led approach utilises partnership working to focus on priority cases.

Figures captured in the first year of the ASBRAC process are:

- A total of 180 cases have been referred to ASBRAC
- Including over 300 victims and 250 perpetrators
- During the same period 170 support outcomes have been delivered including referrals to Victim Support, Children's and Families Services and Bobby Van
- In addition 93 warning letters have been issued
- 36 ABCs signed
- 7 ASBOs obtained.

Wiltshire Council's Safer Communities Team has applied Systems Thinking to streamline processes to minimise the time taken from incident to resolution. This included a review of all correspondence, improving customer satisfaction with contact arrangements and enhancing the support we offer to victims.

National changes in ASB have been announced over the past 18 months. This will see a change in how ASB is defined and a refresh of the legal tools available. Although the Green Paper has been produced we are not aware when the legislation will be enacted or even likely timescales for these changes. For the foreseeable future we will continue to work with the current legislation.

The Swindon and Wiltshire Community Safety Partnerships' have produced a draft strategy to outline how organisations across the county will work together with communities, victims, perpetrators and partners to reduce the impact of Anti-Social Behaviour and tackle its root causes. As many individuals and groups as possible

are being encouraged to comment on the strategy to ensure that it reflects the views of local communities.

You can view and comment on the draft strategy at www.wiltshire.gov.uk/asbstrategyconsultation

The ASB strategy consultation closes on 31 December 2012.

Paper copies can also be obtained by contacting Wiltshire Council on 01225 716610 or from Swindon Borough Council on 01793 466047.

Domestic Abuse in Wiltshire – briefing November 2012

Domestic Abuse reduction continues to remain a high priority both at a national and local level.

The prevalence of domestic abuse in Wiltshire (between April-March 2012) can be summarised as:

- There were 1,963 DA incidents reported to the police.
- Only 1 in 5 incidents will be reported to the police, so the 'real' projected volume of DA could be as high as 10,000 incidents per annum.
- Of the 1,963 DA incidents, 970 were recorded as a DA related 'violence against the person' crime.
- 28% of Violent against the Person Crimes recorded in Wiltshire are attributable to DA, which is higher than the national average of 25%.
- There were 276 high risk cases discussed within the MARAC safeguarding arrangements, of which 51 were repeat cases.
- Through the Wiltshire MARAC there have been 420 children present in the household at a time of a high risk incident, which has then resulted in a referral to MARAC.
- There were 180 victims referred to the IDVA service, 63% engaged with the support.
- 10% of cases were supported through the Criminal Justice route, with a further 27% supported using a civil remedy e.g. non molestation order or injunctions.
- There were 407 referrals to the Outreach service, of which there were 324 dependent children.

How do we support victims in Wiltshire?

There is an established victim-led care pathway, with two key services providing support to victims of domestic abuse. The IDVA service supports clients at highest risk that require short term intervention to safeguard and reduce immediate risk from harm that require intense support. The Paloma Outreach support service provides support to clients whose immediate risk has reduce and are now in a position to engage in further support to help re-build confidence, encourage peer support, ultimately working towards positive behaviour change.

New powers have been introduced to further support victims of domestic abuse and Wiltshire agencies are participating in these pilots. The Domestic Violence Protection Notice/Order (DVPN/O) pilot has been running since July 2011 in Wiltshire. This is new legislation providing further protection to victims of domestic abuse through the removal of the perpetrator using prohibiting conditions, restricting them from returning for up to 28 days. Since July '11 (to September '12) there have been 185 DVPN's issued, of which 154 DVPO's have been granted. There have been 20 breaches.

As of July 2012, the introduction of Domestic Violence Disclosure Scheme (DVDS) pilot commenced. Wiltshire is one of four forces that will test two types of process for disclosing to an individual the previous violent offending history, by a new or existing partner, where it is deemed a pressing need by professionals.

This process will be triggered by i) a member of the public - 'right to ask' or ii) the police where a proactive decision is taken to disclose information to help safeguard and further protect an individual from harm - 'right to know'.

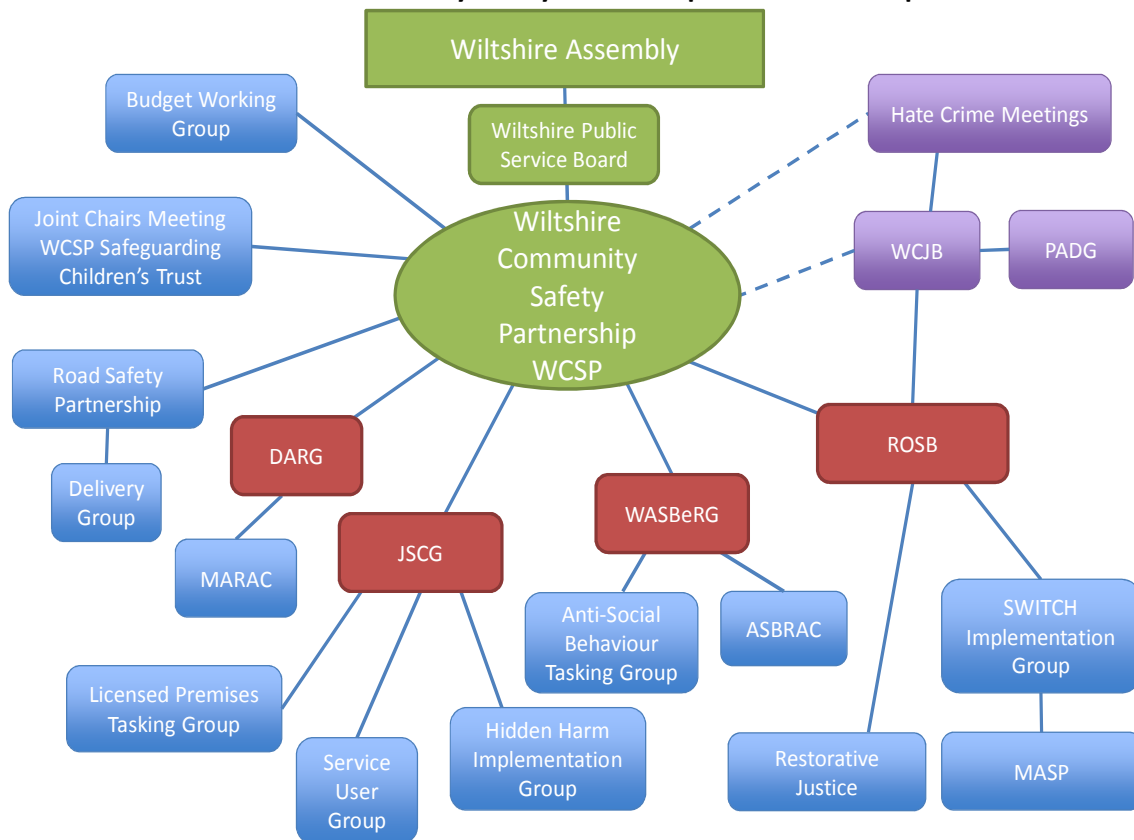
The definition of domestic violence will be amended from March 2013 with two important changes: the inclusion of coercive behaviour and the recognition of 16- and 17-year-olds as victims of abuse. These amendments, although they are not a change in criminal law, will assist in highlighting coercive control. There is now a clearer focus on patterns of controlling behaviour rather than individual incidents.

The Swindon and Wiltshire Community Safety Partnerships' have produced a draft Domestic Abuse Strategy, setting out a commitment to continue to seek resolutions to reduce the prevalence of domestic abuse locally. It has identified five priorities including victims and survivors, children and young people, perpetrators, training and awareness and future development. The consultation will commence and be launched on the 19 November as part of Domestic Abuse Awareness Week.

You can view and comment on the draft strategy at www.wiltshire.gov.uk/da-strategy-consultation-htm

Paper copies can also be obtained by contacting Wiltshire Council on 01225 716610 or from Swindon Borough Council on 01793 466512.

Wiltshire Community Safety Partnership Governance Map



Glossary

ASB – Anti-Social Behaviour
 ABC – Acceptable Behaviour Contract
 ASBO - Anti-Social Behaviour Order
 ASBRO - Anti-Social Behaviour Reduction Officer
 ASBRAC - Anti-Social Behaviour Risk Assessment Conference
 CJB – Criminal Justice Board
 DA – Domestic Abuse
 DARG – Domestic Abuse Reduction Group
 DVDS – Domestic Abuse Disclosure Scheme
 DVPN/DVPO - Domestic Violence Protection Notice/ Domestic Violence Protection Order
 IDVA – Independent Domestic Violence Advocate
 MARAC – Multi Agency Risk Assessment Conference
 NPT – Neighbourhood Policing Team
 WCSP – Wiltshire Community Safety Partnership

Councillors Briefing Note No. 122

Service : Housing

Further Enquiries to: Janet O'Brien

Date Prepared: November 2012

Direct Line: (01225) 706550

Gypsy and Romany Travellers Project Update

Since the Homes and Communities Agency (HCA) announced on Thursday 5th January 2012 that Wiltshire Council had been successful in its bid for £3.4m of government funding the project team has been working with residents on several of the existing council owned sites to agree new site plans and facilities.

The project was originally delivering 40 refurbished pitches and 20 new pitches across the county but due to budget constraints the HCA have agreed to a revised proposal to deliver 40 refurbished pitches and 10 new pitches on the following sites:

- Lode Hill, Downton, 10 refurbished pitches and 2 additional pitches
- Fairhaven, Dilton Marsh, 7 refurbished pitches
- Thingley, Near Corsham, 23 refurbished pitches and 8 additional pitches

Following a six month period of consultation with the existing site residents, local Members, Area Board Chairs and the relevant Town/Parish Councils, the revised site layouts have now been finalised and the project team are preparing to submit planning applications for each site within the next week.

After submission of the planning applications the project team will be working to appoint a construction partner through a competitive tender exercise with a view to starting on start in Spring 2013.

Successful completion of this project will bring these 3 sites up to an acceptable standard of living reducing the ongoing repairs and maintenance and making the sites more cost effective to manage on an ongoing basis. The additional pitches provided will enable the council to demonstrate it is working towards meeting the demand for additional pitches as outlined in the Core Strategy and will also assist the council in the management of planning and highways enforcements issues.

For more information please contact Janet O'Brien, Head of New Housing on 01249 706550/ or Jo Harding, Project Manager on 01225 712754.

Councillors Briefing Note

No. 123

Service :

Further Enquiries to: Ian Baker

Date Prepared: November 2012

Direct Line: 01225 793 349

I am pleased to inform you that following a procurement process over the summer, we have selected BT as the preferred bidder for the BDUK superfast broadband project along with our partner South Gloucestershire Council. A press release is attached for your information which will be issued first thing Monday morning.

As part of the procurement process, following our decision to award the contract, we will now embark on a two week 'Alcatel' or 'standstill' period. During this time, the project team will complete the necessary steps prior to being able to sign the contract. Contract signing is still dependent on the UK Government achieving State Aid clearance from the European Commission. We are hoping that this will be end of November, very early December so that we can proceed with contract signature soon after the Alcatel period. Only at contract signature are we able to publicly announce high level details of the bid, including the percentage coverage of superfast broadband and project timescales. Therefore the attached press release can only announce that we have chosen BT as the preferred bidder at this stage of the procurement process. At contract award, we will issue a further press release, and update our website with the further information as described above.

For your information only at this stage, the project will be implemented in phases over a three year period, completing in December 2015. The order of the phases has resulted in the highest possible coverage of superfast broadband in Wiltshire with the funding available. After contract award, BT will undertake a period of physical surveying and final network design work to check assumptions made in the bid which was developed using desk-top surveying (in line with the requirement of the BDUK Framework). The physical surveying and network design will be undertaken at the beginning of each phase and by BT Telephone Exchange area geographies. It will therefore not be possible to confirm to communities what speed they are likely to get until their detailed survey has been completed. However, we are hoping to be able to share phasing information as soon as possible after contract signature.

Our website <http://www.wiltshire.gov.uk/wiltshireonline/> will be continually updated with the information we can share publicly at each stage.

Sarah Cosentino
Wiltshire Online Project Manager
www.wiltshireonline.org

M. 07717 355232
T. 01225 793 349

Wiltshire Online | Wiltshire Council | Professional Development Centre
3 Lancaster Park | Bowerhill | Melksham | SN12 6TT

COUNCILLORS BRIEFING NOTE

No 124

Service Area: Waste Management

Further Enquiries to: Andy Conn

Date Prepared: 16th November 2012

Direct Line: 01225 713422

WASTE PERFORMANCE – RESULTS FOR 1st HALF 2012-13

Proposal

The purpose of the briefing note is to provide the first information on the effects of the waste and recycling collection service changes carried out during the latter half of 2011-12.

Background

On 1 April 2009 Wiltshire Council inherited four different waste collection services from the former district councils. Since 1 April 2012 a harmonised waste collection service has been in operation across the county. This comprises fortnightly collection of:

- (i) residual waste
- (ii) plastic bottles and cardboard (co-mingled in a wheeled bin)
- (iii) paper, glass, cans, foil and textiles (kerbside sort in a black box)
- (iv) garden waste (opt-in, non-chargeable service).

The waste service quarterly statistics for April to September 2012 provide the first indications of the effect of the new services.

Municipal Waste Tonnage

The waste service is currently forecasting modest growth of about 1% each year on average. This takes into account forecasts of population and household growth and recent trends in waste tonnages. However, one effect of the service changes *may* be to reduce overall tonnage, as people are given an extra incentive to minimise their waste.

During the first half of 2012-13, municipal waste totalled 132,922 tonnes, compared to 131,351 tonnes for the first half of last year. Therefore, to date municipal waste is increasing by about 1%. One key factor is likely to be the large additional tonnage of garden waste being collected, in response to the new kerbside service. The effect of this will be particularly noticeable during the first half of the year.

This trend is also reflected in household waste figures, which exclude waste arising from trade collections, parks and gardens and street sweepings. Household waste for the first half of 2012-13 totalled 117,069 tonnes, compared with 113,537 tonnes during the first half of the previous year. Again this indicates the increase in garden waste collected (see below).

Recycling and Composting

During the first quarter of 2012-13, 48.8% of household waste was recycled or composted. During the second quarter, performance reached 51.9% (see table below). Performance is normally highest during the spring and summer months, due largely to garden waste collection. The effect of this can vary from year to year. Performance for the first two quarters of 2011-12 was 44.3% followed by 44.2%.

Comparison of these two results indicates that the new services are encouraging residents to recycle or compost significantly more of their waste. The results also indicate that improved use of the new services may be continuing, counteracting the normal pattern of highest performance during the early part of the year, followed by a gradual reduction. The second quarter performance is the first time that Wiltshire as a whole has reached over 50% recycling and composting. Whilst it is unlikely that this performance will be sustained for the remainder of the year, comparison of results for this year and last year indicates that our end of year performance could exceed 45% (our in-year target). This would bode well for reaching the council's target of 50% by 2014, as residents adapt to more kerbside recycling opportunities and more residents join the garden waste collection service.

Recycling and composting percentages

Area		2008/9	2009/10	2010/11	2011/12 QTR1	2011/12 QTR2	2011/12	2012/13 QTR1	2012/13 QTR2
East	Composting	18.1%	19.1%	21.4%	25.6%	26.3%	21.3%	27.3%	31.4%
	Recycling	25.8%	25.0%	25.3%	23.1%	22.6%	25.3%	24.0%	22.1%
	Total	43.9%	44.0%	46.7%	48.7%	48.9%	46.5%	51.4%	53.5%
North	Composting	8.2%	10.3%	10.3%	12.5%	13.1%	12.0%	22.9%	28.3%
	Recycling	17.7%	17.4%	16.3%	15.3%	15.8%	19.6%	23.9%	21.4%
	Total	25.9%	27.7%	26.6%	27.8%	28.9%	31.6%	46.8%	49.7%
South	Composting	5.3%	8.2%	9.4%	10.1%	10.2%	9.7%	21.6%	25.6%
	Recycling	26.5%	27.1%	28.1%	28.6%	27.8%	28.4%	27.0%	24.5%
	Total	31.8%	35.3%	37.5%	38.7%	38.0%	38.0%	48.6%	50.1%
West	Composting	25.3%	24.7%	25.8%	30.6%	33.5%	24.9%	31.7%	34.8%
	Recycling	19.0%	18.3%	18.1%	14.8%	14.3%	16.8%	19.4%	18.7%
	Total	44.3%	42.9%	43.9%	45.4%	47.9%	41.6%	51.1%	53.5%
HRCs*	Composting	24.6%	23.7%	23.0%	27.4%	28.3%	26.4%	23.4%	26.6%
	Recycling	31.2%	31.7%	30.9%	33.4%	31.0%	34.0%	25.8%	26.3%
	Total	55.8%	55.4%	53.9%	60.9%	59.3%	60.4%	49.2%	52.9%
Wiltshire	Composting	16.6%	16.9%	17.6%	21.3%	22.2%	18.6%	25.4%	29.5%
	Recycling	23.9%	23.5%	23.5%	23.1%	22.0%	24.3%	23.4%	22.4%
	Total	40.5%	40.5%	41.1%	44.3%	44.2%	42.8%	48.8%	51.9%

Notes: Q2 figures are actual for that quarter and not cumulative. *HRCs = household recycling centres

Composting and Dry Recycling

The results illustrate the impact of the decision to include a no extra charge garden waste collection in the harmonised service. Whilst this is contributing to an increase in total waste tonnage (see above), it is also driving the overall recycling performance. By the end of the 2nd quarter this year, the kerbside collection of garden waste had very nearly reached the total for the whole of 2011-12. The 2nd quarter performance of 29.5% for Wiltshire compares with 22.2% a year previously. Some downturn in performance must be expected as the year continues and garden waste reduces. However, as more residents continue to join the collection, seasonal effects are likely to be offset to some degree.

The high level of garden waste performance in West Wiltshire, where residents have had the non-chargeable service for several years, indicates that further improvement can be achieved in other areas.

Improvement in dry recycling has been less uniform. Plastic bottle and card tonnage collected at the

kerbside by the end of the 2nd quarter was more than 80% of the total collected during the whole of 2011-12. However, kerbside collection of other dry recyclates was less than 50% of last year's total, implying a limited half year performance. Kerbside improvements have been partially offset by reductions at the household recycling centres. Local mini recycling sites are also showing reduced use. Improvements are expected to gather pace, as residents become more used to sorting recyclable materials from their general waste. The council has continued to collect side waste in the south area, until a phased withdrawal commencing during the 3rd quarter.

Household Recycling Centres (HRCs)

As expected, growing use of kerbside services has slightly reduced the proportion of recycling at the HRCs. This effect may level off as residents become more used to dealing with alternating weekly residual collections. (This was observed previously in East and West Wiltshire.) Also, less demand at HRC's for recycling paper, bottles, cans and cardboard is likely to lead to scope to recycle a wider range of materials. In June, a collection of dense plastics (items such as garden furniture, flowerpots, drain pipes and children's toys) plus other plastics (such as tubs and boxes, food trays, plastic film and wrappers) was commenced at all HRCs, in response to demand from residents.

Use of the HRCs to dispose of residual waste has increased in the areas where fortnightly collections of residual waste have commenced recently, but only by a relatively limited tonnage – in the North by 234 tonnes and the South by 325 tonnes. Again, this may level off as residents become more used to fortnightly collections. East and West Wiltshire residents have reduced their use of HRCs for depositing residual waste by 194.62 and 474.7 tonnes respectively. This is likely to be due to additional use of kerbside recycling.

Area Results

A very positive improvement has been recorded for North Wiltshire. This area had relatively low recycling rates before introduction of the new kerbside services. The response by residents has been very encouraging, rising to 49.7% during the 2nd quarter. Significant improvement has been achieved in both garden waste composting and dry recycling, raising performance to close to the Wiltshire average.

The area results indicate sustained high kerbside recycling in East and West Wiltshire, where residents have received an alternating weekly collection for several years and have benefitted from the expanded no extra charge garden waste service (East) and the new plastic bottles and cardboard collection (both areas). Both areas are sustaining a kerbside recycling and composting rate significantly above 50%, and both have high participation in the garden waste collection. Comparison with South Wiltshire, which has had the plastic bottles and card collection for several years, indicates that further improvement can be made in dry recycling, particularly in West Wiltshire.

In South Wiltshire, a very substantial increase in garden waste collection for composting has been achieved. Residents already had a kerbside collection of plastic bottles and card prior to 2011-12, but have benefitted from the new no extra charge garden waste service and are responding to the alternating weekly collection of non-recycled waste, which commenced in March 2012. During the 2nd quarter, the South area recorded a 50% plus recycling and composting performance for the first time. However, whilst the dry recycling performance is high compared with other areas, it has reduced more than in other areas in quarter 2. This may be an indication that continued collection of side waste until the phased withdrawal commencing during the 3rd quarter is delaying response to the new services by some residents.

Overall the area results indicate that the harmonised services are quickly reducing the differences in performance between areas.

Diversion of waste from landfill

The combined effects of increased recycling and composting, and continued use of energy from waste, are diverting more waste from landfill.

During the first half of 2012-13, the council sent 42,445 tonnes of municipal waste to landfill. This compares with 49,155 during the first half of 2011-12. Therefore, although total waste has increased by about 1% (see above), the improvements to recycling and composting, coupled with a steady supply of waste to the Lakeside energy from waste plant, have significantly reduced landfill tonnage.

The proportion of waste sent to landfill was 31.6% during the 1st quarter and 31.9% during the 2nd Quarter. This compares with 37.4% during both quarter 1 and quarter 2 last year. Despite the slight increase during the 2nd quarter this year (due to the planned annual maintenance at the Lakeside energy from waste plant), the results are significantly lower than during 2011-12.

Whilst the proportion sent to landfill will probably not be as low by the end of the year (due to the seasonal pattern of garden waste composting), the 1st half results are an encouraging step towards the council target of less than 25% of waste to landfill by 2014. Further impetus will be given by the opening of the Westbury Mechanical Biological Treatment (MBT) plant, which is on target for 2013.

The area results show a marked reduction in residual waste tonnage collected at kerbside where fortnightly collections have been introduced. In the North area the monthly average is 22% less than during the previous year and in the South area there has been a 12% reduction, even though the latter area had been receiving the Plastic Bottle and Cardboard collection since 2008-09. This is a very positive response to introduction of fortnightly collections in both areas, especially as most of the residual tonnage has not been re-directed to the HRCs, as shown above.

In the West area a small reduction has been achieved with introduction of the plastic bottle and card collection. However, there has been some increase in the East area, which requires further investigation.

The overall picture is one of very positive response to the new fortnightly alternating collections.

For further information please contact Andy Conn, Head of Waste Management on 01225 713422 or andy.conn@wiltshire.gov.uk.

Councillors' Briefing Note

No. 125

Department:

Further Enquiries to:

Ian Baker- Wiltshire Online Programme Manager

Date Prepared:

December 2012

Direct Line: 01225 793349

Wiltshire Online Programme

Background

The Wiltshire Online Programme aims to bring superfast broadband to homes and businesses across the county. At present, not all parts of Wiltshire have access to broadband and those that do may experience slow speeds and poor service. This means that residents and businesses in the county struggle to make full use of the internet and online services. Poor broadband services are seen as a major obstacle to sustained economic growth and investment in the county.

The main aims of the programme are:

- To improve access to broadband for citizens and businesses in Wiltshire. A minimum of 85%, hopefully up to 95% of premises being able to access superfast broadband, over 24Mbps, by 2015 and all other premises to have access to a minimum broadband service of 2Mbps.
- To ensure that every adult has the opportunity to be a confident user of technology.
- To increase the uptake and usage of council online services.

Summary of the procurement progress:

The Wiltshire Online procurement team completed the evaluation process for superfast broadband on 17 October.

The Contract Awarding Group met on 22 October to review the evaluation by the procurement team and to approve British Telecom (BT) as the preferred bidder. This was formally announced on 12 November.

Swindon Borough Council chose not to proceed to contract with BT and are in discussions with Broadband Delivery UK (BDUK) about other options that are available to them.

Wiltshire and South Gloucestershire Councils (under the name Great Western Broadband, GWB) will be completing contract finalisation and review of their respective project models with BT over the coming weeks.

GWB is looking to sign the contract with BT at the end of January. This represents a 6 week delay which is due to two main reasons:

- Final amendments being made to the template contract by BDUK and BT
- The need to re-check the project model for Wiltshire and South Gloucestershire.

I am pleased to say that the EU Commission has issued confirmation of its agreement with the UK Government's application asserting that the BDUK broadband scheme is compatible with State Aid law. This State Aid approval will in turn be granted to local projects and BDUK will begin to clear the backlog of approvals for projects needing to sign contracts.

In February, the Wiltshire Online Programme should then be able to provide details about the overall percentage coverage of superfast broadband, the technologies to be used and high level information about the rollout plans. An update will be given to Area Boards either by providing a chairman's announcement and links to the Wiltshire Online website, or by a presentation.

Once the contract has been awarded, BT will build their delivery team and start upon their detailed surveying of the infrastructure across Wiltshire. Surveying will occur in phases across Wiltshire with the network rollout following shortly afterwards in that area. The timescales for this and the number of surveys to be completed will be shared after the award of the contract.

Though specific information about each community area will not be available from February, the Wiltshire Online Programme will be able to provide more specific information as the project progresses through the phases of implementation. Ahead of each phase each Community Area affected will be provided with detailed information about the forthcoming rollout particulars including practical advice and also guidance on how to respond to any questions.

At any time the website www.wiltshireonline.org will have the most up to date information and the Wiltshire Online Team is available to speak to.

Public Wi-Fi in Wiltshire Libraries

Progress with the rollout of Public Wi-Fi continues to go well. It is now available in over half of our libraries. A full list of libraries with this service can be accessed from the council web site:

<http://www.wiltshire.gov.uk/council/councilownedpremises/wopublicwifi.htm>

The service has also been installed into 4 of the council run leisure centres, the three main hub sites as well as a number of other council buildings that have public access.

We are also providing businesses and community groups with the opportunity to advertise any free Wi-Fi services they provide. Details and locations such as cafes, pubs and village halls are listed on the Wiltshire Online web pages. Details can be registered at:

<http://www.wiltshire.gov.uk/wiltshireonline/request-a-wi-fi-window-sticker/>

Wiltshire Online will then list their details and send a window sticker in return to help promote their Wi-Fi availability.

Digital Literacy:

Volunteer coordinators are now active in a total of nine community areas across the county. Since the last briefing, Coordinators have been found for the Westbury, Warminster, Devizes and Royal Wootton Bassett and Cricklade community areas.

The recruitment of Digital Champions is now well underway in seven of these areas, with the remaining two due to come online in the coming weeks. It is anticipated that we will have a small team of champions ready to offer support in many communities in early January. However, take up has been lower than anticipated in the Salisbury, Wilton and Tisbury areas and we are keen to encourage more applicants from these communities in particular. For further details about these volunteering opportunities or to apply online, please visit the following page of our website:

<http://www.wiltshire.gov.uk/wiltshireonline/rol-desc-application-forms/>

Wiltshire Online Webpages:

The site has now been redesigned and provides clearer access to information. A new section about the rollout of superfast broadband will be released after contact signature and we hope will provide a useful source of information.

I will write to you again in the new year with a further update.

Ian Baker

Wiltshire Online Programme Manager

COUNCILLORS BRIEFING NOTE

No. 126

Service Department: Finance

Further Enquiries to: Michael Hudson (01225 713600)

Date Prepared: December 2012

Localising Support for Council Tax: Council Tax Base and Funding for Local Precepting Authorities

1. The 2010 Comprehensive Spending Review (CSR) announced the localisation of council tax support. From 2013, council tax support will take the form of reductions within the council tax system, replacing national council tax benefit, as it will now be viewed and treated as a discount rather than a benefit. This has the effect of reducing council's and precepting bodies tax base used to set their council tax and precepts. This was an unforeseen consequence of the initial 2010 CSR idea.
2. The Coalition Government's funding consultation this Autumn set out that the funding that will be provided to billing authorities, including indicative funding attributable in respect of parish and town council areas. It proposed allowing billing and local precepting authorities to come to agreement on arrangements for passing down the funding attributable to the local precepting authority. In Wiltshire's consultation we assumed that following ministerial comments that there would be two tax bases applied – one for the Council and one for Parish and Town Councils.
3. However, on 26 November 2012 DCLG published responses to consultations on proposals for changes to the council tax base for [local council tax support](#), as follows:

The Government will proceed with its proposal that the council tax base will be reduced where a dwelling is in receipt of a council tax support, in the same way the tax base is reduced for other council tax discounts. However, it will not implement the proposals to apply an unadjusted council tax base to the local precepting authority or to other special items. Nor will it place a statutory

duty on billing authorities to pass council tax support funding onto local precepting authorities.

4. The Coalition gave its reason for disregarding this alternative proposal of two tax bases as whilst the proposal set out in the consultation could provide parish councils with greater certainty of funding, there is concern that it could, over time, increase the financial pressures on billing authorities.
5. On 26 November 2012 the Government also [published](#) a statutory instrument, the Local Authorities (Calculation of Council Tax Base) Regulations 2012, giving effect to changes in the calculation of the tax base highlighted in the Government's response to the above consultations. The regulations came into force on 30 November 2012, enabling authorities to calculate the council tax base according to the usual timetable.
6. As such the announcement late November means that on 18 December 2012 Wiltshire Council's Cabinet will consider a single tax base for all bodies within the County. This will mean that the level of properties applied by most parish or town councils will be affected. The table below gives an example of this affect:

Table 1 – Example effect of the new Local Authorities (Calculation of Council Tax Base) Regulations 2012

Parish	Tax Base 2012/13	Band D Precept 2012/13	Total precept 2012/13	Tax Base 2013/14 adjusted for discounts	Band D Precept 2013/14	Total precept 2013/14
A	1,000	£40	£40,000	900	£40	£36,000

7. Thus in this example the Parish Council will only be able to raise £36,000 if it were to apply the same Band D precept level. To return to its 2012/13 precept income on the discounted council tax base would require just over an 11% increase in its Band D to stand still. It should be noted that this has been deliberately kept simple and assumed everyone is on 100% discount. In reality this would not be the case, but to avoid bureaucracy and wasted time on calculations a simpler assumption has been made. Any surplus arising from additional collection could fund future year shortfalls if it arises, whilst any lowering of collection would be borne by the Council.
8. As there is not a mechanism for providing funding through the business rates retention system directly to parish and town councils the Government is providing the funding attributable to them to the billing authority. To enable this funding to reduce the local precepting authority's council tax requirement,

and so potentially offset some or all of the costs of offering support, the billing authority will need to pass funding down to the local precepting authority. An indicative figure of £1.128m has been published in respect of the allocated funding Wiltshire Council will receive for Parish Councils; the final figure will be announced as part of the Local Government Finance Settlement later in December.

9. It is suggested that in relation to the statement regarding the grant made by the DCLG that:
 - i – A top slice of a reduction already made to Wiltshire Council's grant to meet the 10% reduction in Council Tax Benefit grant, and as such means closer to a 17% reduction if passed on; and
 - ii – The total amount of funding needed by parishes for a standstill position compared to 2012/2013 is £1.420m which leaves a gap of £0.292m compared to the current £1.128m indicative amount of funding we expect to receive. The Coalition Government has noted that local authorities have the powers to design a more flexible council tax scheme, and to make efficiencies. In 2013/14 Wiltshire Council already faces the need to find £16m+ in cash terms and significantly more in 'real terms'. It has already introduced a local scheme that meets the requirements of the initial principles of the scheme. As a result, it cannot now apply for any share of the one off £100 million funding announced after our consultation closed.
10. It is also worth noting that the new scheme is aimed at helping those on benefit back to work, whilst protecting the most vulnerable in society. The consequence on those parish and town councils with more deprived areas will suffer the largest potential loss in its council tax base.
11. In line with the localism agenda there will not be a legislative duty for Wiltshire Council to pass down funding, and where a local authority does decide to do this the design and amount within the scheme will not be prescribed.
12. Following discussions, it is Wiltshire Council Cabinet's intention, subject to any further guidance or regulation, that it is minded for 2013/14 in principle to:
 - Pass down the full element of the grant identified by the Coalition as being for the Parish Council (£1.128m);
 - In addition, Wiltshire Council will fund any shortfall for 2013/14 arising from this grant and returning precept levels to the 2012/13 unadjusted base position (an extra £0.292m). In the example in Table 1 above this would be a grant of £4,000. At the same time we will lobby central government for correction of its base calculations

to secure this loss of funding, otherwise this will result in more savings needing to be found by Wiltshire Council.

- As such, Wiltshire Council is seeking to work with representatives of the County's parish and town councils in early 2013 to identify a scheme and approach for the following years.

13. This is in line with the Council's longstanding commitment to work with its partners and deliver a local agenda. The result therefore being that the unintended consequences have no impact on Wiltshire Parish or Town Councils in 2013/14, and a simple process for this in future years is developed over the next 12 months by officers.
14. These proposals were presented to the Wiltshire Association of Local Councils (WALC) on 3 December 2012 at its AGM, and the findings reported back to Cabinet for resolution and decision as part of the Council Tax Base report to Cabinet on 18 December 2012.

COUNCILLORS BRIEFING NOTE

No. 127

Service Department: Communities

Further Enquiries to: Steve Milton (01722 434255)

Date Prepared: December 2012

Wiltshire Voices Project - Update

The following briefing provides an update on the progress of the [Wiltshire Voices](#) programme.

Councillors may recall that the Wiltshire Voices project stemmed from a Cabinet decision that we should develop ways of finding out the views of those people who do not or cannot attend our Area Board meetings. Funding was obtained from the Regional Development Agency and the Wiltshire Public Services Board through a PRG grant and the programme was approved by the Boards back in 2010. It has taken quite a while to get to this point because unsurprisingly some of the groups we are working with are not easy to engage. So far, we have finished seven films, three are filming at the moment and the final two projects are nearing completion. The full list of projects (with links to the completed films), is set out below:

- [Army wives](#) (complete)
- Older people (filming complete)
- [People with learning disabilities and autism](#) (complete)
- [People affected by stroke](#) (complete)
- [Boaters living on the Kennet and Avon Canal](#) (complete)
- Migrant workers (filming complete)
- Gypsies and Travellers (filming December)
- [Rural families on low incomes](#) (complete)
- People with dementia (filming Nov/Dec)
- People who are blind or partially sighted (filming December)
- Young people not in employment, education or training (stakeholder engagement phase – completion anticipated January 2013)
- Residents of the Friary Estate, Salisbury (still in engagement phase– completion anticipated January 2013)

There are plans for a further two projects following on from these featuring the views of carers and people who are deaf or hard of hearing.

The films support the wider aim of the project to encourage local communities to respond to some of the issues and challenges that have emerged from the engagement work. This process starts with a launch event for each film involving those who have taken part in the project and a wide cross section of agencies and community groups. Those workshops lead to ideas for action that can be taken forward in the community with support from the Area Boards. The first film completed with Army Wives in Tidworth has seen some very encouraging outcomes – delivered mainly by the wives themselves with support from the Area Board, the MOD and partners. [You can read about the methodology and outcomes of that project here.](#)

The programme is central to the Council's commitment to help create stronger, more resilient communities and it is helping to develop a much deeper understanding of everyday life challenges facing different groups across the County.

It is still early days, but the positive outcomes from the Army Wives project has shown how the Area Boards are delivering positive outcomes for those who do not or cannot attend their meetings.

The Area Boards Team would like to extend its thanks to those of you that have taken part in the projects so far and to the Area Boards that have supported and promoted these projects locally.

Councillors Briefing Note

No. 128

Service : Public Health and Public Protection, Safer Communities

Further Enquiries to: Pippa McVeigh, Public Protection Manager Community Safety

Date Prepared: November 2012

Direct Line: (01225) 716609

Drink Banning Order (DBO)

Background

Over the last two years Wiltshire Council has developed a positive partnership with the members of the Wiltshire Community Safety Partnership to obtain a number of Anti-Social Behaviour Orders (ASBO). This positive enforcement action is in part, alongside an extensive amount of intervention and preventative work, responsible for the recent reduction in reported Anti-Social Behaviour across Wiltshire.

Wiltshire Council and Wiltshire Police now wish to build upon this success to tackle alcohol fuelled crime and in particular that of a violent nature that occurs on the streets of Wiltshire. Our aim is to utilise a stepped process as with ASBOs to prevent persistent offenders from causing further issues.

Our approach will differ in that, rather than applying for ASBOs, we wish to utilise sections 1 – 14 of the Violent Crime Reduction Act 2006. This relates to the enforcement tool of the Drink Banning Order (DBO). Where they have been used in other areas DBOs have proved to show a significant reduction in alcohol related incidents.

This way of working will be launched in the Trowbridge Policing area from 26th November 2012. Wiltshire Police and Wiltshire Council will also work in partnership to advertise the use of DBOs.

Procedure

A DBO is a civil order which is used to address alcohol related anti-social behaviour, and or violent behaviour by an individual; it aims to protect others and their property from such behaviour by imposing 'any prohibition ... which is necessary for the purpose of protecting other persons from criminal or disorderly conduct by the subject while he is under the influence of alcohol' (section 1 Violent Crime Reduction

Act 2006 (VCRA 2006)). DBOs, if breached, are punishable by a fine not exceeding level 4 (up to £2500).

The police or a local authority may apply to the magistrates' court for a DBO on application if they are satisfied that the following conditions are met:

- that the individual is aged 16 or over;
- that the individual has engaged in criminal or disorderly conduct while under the influence of alcohol; and that
- such an order is necessary to protect other persons from further conduct by him of that kind while he is under the influence of alcohol.

Before such an order is obtained several informal actions will have taken place.

Individuals who have come to notice of the Partnership for at least two alcohol related offences will be referred to a decision making group to be considered for a DBO. Unless there is an aggravating factor (e.g. assault on a police officer or a vulnerable person) 'one off offenders are unlikely to be referred.

The next steps are:

- No further action – a DBO or warning letter is not appropriate.
- A warning letter advising them that a further offence may result in an application for a DBO. This will also be coupled with the offer of support for any needs they may have.
- An application for a DBO. Either the person has already had a warning letter in the last 12 months or the offence is so severe that an order is necessary to protect persons or property from further alcohol-related disorderly or criminal behaviour.

The magistrates can also refer the individual, at their own cost, to an approved brief intervention on alcohol awareness which can reduce the length of the DBO by half.

Once an order is obtained the name of the individual and the terms of the order will be publicised in the press and the community encouraged to report breaches of orders.

Conclusion

In taking this approach we are sending out a very clear message to people who act in an inappropriate manner due to misuse of alcohol, that their behaviour will not be tolerated.

Councillors Briefing Note

No. 129

Service : Public Health and Public Protection

Further Enquiries to: Richard Francis

Date Prepared: December 2012 **Direct Line:** 01249 706405

Environmental Protection Act 1990

Failure to comply with an abatement notice with respect to plumes/fumes from a gas flue

A property owner living in Bradley Road Trowbridge was successfully prosecuted on the 6 November 2012 at North Wiltshire Magistrate court Chippenham. The Magistrate gave the offender an unconditional discharge for three months but instructed him to abate the nuisance within 28 days of the conviction and also to pay costs of £100 costs to Wiltshire Council. The work was undertaken and the nuisance abated on the 29 November 2012.

The offender was claiming housing benefit and was not in employment at the time of the hearing and the courts took this into account whilst sentencing and considering awarding costs. The emphasis of the magistrate advice to the guilty party was to spend what little money he had on abating the nuisance and the sentence was clearly aimed at securing that end, rather than imposing a financial penalty for the offence. The officer's involved considered the Magistrate's approach to be entirely appropriate in the circumstances.

The gas flue serving the offenders central heating and hot water boiler was discharging a gas plume directly into the back door of the neighbour's property, which was less than 1.5 meters away. It was deemed a statutory nuisance and an abatement notice was served to remove the flue and direct the plume away from the neighbour's property. Following failure of informal attempts to encourage the owner to abate the nuisance, Wiltshire Council had no other option than to instigate court proceedings. The case was further strengthened following the views of Gas safe and an independent heating engineer being obtained. As the neighbour had no control over the safe maintenance of the appliance there was a possibility that Carbon Monoxide could be blown into the property thus placing the occupiers at risk. The Council advised the occupier to install a Carbon Monoxide monitor within their kitchen as an early warning of the presence of CO and also pressed forward with the prosecution to abate the nuisance.

If you require additional information, please contact Richard Francis (Senior Environmental Health Officer, Environmental Protection) ext 21405.