

AGENDA

Meeting: **Cabinet**

Place: **Kennet Room - Wiltshire Council Offices, County Hall, Trowbridge**

Date: **Tuesday 25 September 2018**

Time: **9.30 am**

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

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

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

Membership:

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

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

The full constitution can be found at [this link](#). Cabinet Procedure rules are found at Part 6.

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

Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 5 - 22*)

To confirm and sign the minutes of the Cabinet meeting held on 3rd July 2018, previously circulated.

To correct an error in the publication of the minutes of 12th June 2018.

3 **Declarations of Interest**

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

4 **Leader's Announcements**

5 **Public participation and Questions from Councillors**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Questions may also be asked by members of the Council. Written notice of questions or statements should be given to Stuart Figini of Democratic Services by 12.00 noon on Wednesday 19 September 2018. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Consultation about option proposals for Lypiatt Primary School including possible closure** (*Pages 23 - 42*)

 Report by Corporate Director Terence Herbert

7 **Appropriation of Education Land at Poulton Field, Bradford on Avon** (*Pages 43 - 54*)

 Report by Corporate Director Alistair Cunningham

8 **Salisbury Museum - Request for Support** (*Pages 55 - 62*)

 Report by Corporate Director Dr Carlton Brand

9 **Revenue and Capital Budget Monitoring Qtr 1 2018/2019** (*Pages 63 - 98*)

Report by Corporate Director Dr Carlton Brand.

10 **Performance Management and Risk Outturn Report: Q1 2018/19** (*Pages 99 - 114*)

Report by Corporate Director Dr Carlton Brand.

11 **Freehold of assets to be sold** (*Pages 115 - 124*)

 Report by Corporate Director, Alistair Cunningham.

12 **Well Managed Highway Infrastructure Review** (*Pages 125 - 272*)

 Report by Corporate Director, Alistair Cunningham

13 **New Highways Term Consultancy Contract** (*Pages 273 - 306*)

 Report by Corporate Director, Alistair Cunningham.

14 **Urgent Items**

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

Part II

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

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

CABINET

MINUTES OF THE CABINET MEETING HELD ON 3 JULY 2018 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

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

Also Present:

Cllr Chuck Berry, Cllr Ian Blair-Pilling, Cllr Jane Davies, Cllr Matthew Dean, Cllr Richard Gamble, Cllr Gavin Grant, Cllr Darren Henry, Cllr David Jenkins, Cllr Jonathon Seed, Cllr James Sheppard, Cllr Ian Thorn, Cllr Philip Whalley, Cllr Roy While, Cllr Graham Wright, Cllr Robert Yuill, Cllr Clare Cape, Cllr Gordon King, Cllr Brian Mathew, Cllr Steve Oldrieve, Cllr Ernie Clark, Cllr Atiqul Hoque and Cllr Edward Kirk

250 Apologies

There were no apologies received as all members of the Cabinet were present.

251 Minutes of the previous meeting

The minutes of the meeting held on 12 June 2018 were presented.

Resolved

To approve as a correct record and sign the minutes of the meeting held on 12 June 2018

252 Declarations of Interest

There were no declarations of interest.

253 Leader's announcements

The Leader made the following announcements:

254 Public participation and Questions from Councillors

The Leader reiterated the process for public participation at meetings.

Mr Colin Gale, attending on behalf of Pewsey Community Area Partnership (PCAP), Campaign to Protect Rural England (CPRE) and Pewsey Parish Council (PPC), noted the written response to the questions circulated in the supplement and stated that they would consider their response more fully and will consider what their position was in regard to the matter.

255 **Emergency Stopping Places Strategy**

Councillor Toby Sturgis presented the report which sought approval for, and agreement to, implement an Emergency Stopping Places (ESP) Strategy for Gypsies and Travellers.

Matters highlighted in the course of the presentation and discussion included: that a report would come back in the autumn once further assessment of the suitability of the sites against the identified criteria; the figures for the last three years regarding unauthorised encampments have reduced; that facilities at emergency stopping places and how the sites are secured when not in use; that these would be considered temporary sites; and the distinction between unauthorised stopping sites and unauthorised developments.

Councillor Mathew Deane, Chair of the Environment Select Committee, stated that the committee had considered the strategy and was broadly supportive of the pragmatic.

The Leader emphasised the importance of providing appropriate facilities for the Gypsy and Traveller communities as part of the wider community of Wiltshire.

In response to issues raised Councillor Ian Thorn, Councillor Sturgis stated that the appropriate planning process would be followed before sites could be made operational, and that the council had a good process in place to deal with existing illegal encampments the volume of which was decreasing year on year.

Leader emphasised important to have good sites and right services on those sites.

At the end of the debate, the meeting;

Resolved

- 1. To approve the Wiltshire Emergency Stopping Places Strategy for Gypsy and Travellers set out at Appendix 1; and**
- 2. To agree that the Director for Economic Development and Planning, in consultation with the Director for Finance and Cabinet Members for 'Planning and Strategic Asset Management' and 'Finance', prepare a subsequent report for Cabinet's consideration regarding the implementation of the Strategy including site proposals and assessments of delivery and maintenance costs.**

Reason for Decisions:

Wiltshire Council currently has no operational transit site. Dealing with unauthorised encampments is a continuing issue for Wiltshire Council Highways Enforcement and Wiltshire and Swindon Police. Establishing a network of Emergency Stopping Places will enable unauthorised encampments to be dealt with more effectively, enable large groups of Travellers to be dispersed and fulfil the Council's statutory duties to provide for the transit accommodation needs of Gypsies and Travellers.

256 **Site Disposal**

Councillor Toby Sturgis presented the report which asked Cabinet to consider the option of transferring the ownership of the Oak Tree Field, Dairy House Bridge and Odstock sites including any expenditure required to achieve transfer and maintain health and safety to enable them to receive the investment they need to continue to remain in use as gypsy and traveller sites.

Councillor Mathew Deane, Chair of the Environment Select Committee, stated that assurances had been given from the Cabinet Member that the interests of long term residents would be protected.

The Leader then invited the Reverend Jonathon Herbert, Chaplin to the Gypsy & Traveller Community in Wiltshire and Dorset, and residents from the sites to address the meeting. Matters highlighted included: the strong family connections to the sites and the wider community; the good relationship with the Council; the concern over possible increases in rents; the alternative options that could be explored; that Wiltshire Council has responsible to support the most vulnerable; that the community would welcome a creative solution; that the Council be encourage to use their wider network to see what lessons can be learnt; the hope that the Council would continue appropriate due diligence and openness to finding empathic solutions.

In response to some of the issues raised, Councillor Sturgis stated that he was open to discussion of the possibility of a community land trust or other alternative solutions; that the Council would continue to employ liaison officers and would retain responsibility to oversee that sites meet regulations; and that development of the site could include the potential for more pitches on more site.

The Leader stated that the issues raised by the families on the site were being taken seriously, and asked that the Cabinet Member continue to work with the communities to develop a solution and to address their concerns as appropriate.

Councillor Ian Thorn emphasised the relevance of the aspiration in the business plan that the Council ensures people have a good home they can afford.

At the conclusion of the debate, the meeting;

Resolved

That Approval is given to:

- 1. Dispose of the Council's freehold interests in the two gypsy and traveller sites at Oak Tree Field and Dairy House Bridge including the Odstock transit sites to enable them to stay as gypsy and traveller sites; and**
- 2. Delegate to the Director for Housing and Commercial Development authority to agree the terms of the transfer of ownership in consultation with the Cabinet Member for Spatial Planning, Development Management and Property, the Director of Finance and Procurement and the Director of Legal and Governance Services.**

Reason for Decisions:

Dairy House Bridge, Oak Tree Field and the Odstock transit sites are in need of substantial investment. Transfer of ownership of the sites to a new owner will enable this investment to ensure the sites are able to remain in use as gypsy and traveller sites.

257 **Wiltshire Housing Site Allocations Development Plan Document - Proposed Submission Materials**

Councillor Toby Sturgis presented the report which: provided an update to Cabinet on the outcome of the formal consultation on the 'Wiltshire Housing Site Allocations Plan - Pre-submission draft plan (June 2017); sought Cabinet's recommendation to Council that the Plan, together with a schedule of Proposed Changes, should be approved for the purposes of submission to the Secretary of State and commencement of the independent Examination process; and sought delegated authority to make appropriate arrangements for submitting the prescribed documents and supporting materials to the Secretary of State; and respond to any consequential actions as directed by the Inspector relating to the Examination.

In moving his proposal, Councillor Sturgis referred to the Addendum that had been prepared following the deferral of the item from Cabinet of 15 May 2018 and proposed further proposed changes be made to respond to the issues raised by the community through the consultation with Wiltshire Councillors and town and parish councils on the proposed changes to the Wiltshire Housing Site Allocations Plan 15th May -11th June 2018, that:

- (a) Policy 1 to delete site allocations H1.2, H1.3 and H1.4 in relation to Market Lavington and delete section on Devizes Community Area at paragraphs 5.22 to 5.37,*

- (b) Amend Policy H2 to delete site allocation H2.13 in relation to Crudwell and delete section on Malmesbury Community area at paragraphs 5.111 to 5.114,*
- (c) Amend Proposed Change 39 (site allocation H2.2, land off the A363 at White Horse Business Park, Trowbridge) to reduce the proposed dwelling increase by 50 dwellings,*
- (d) Add to Proposed Change 69 (site allocation H2.12, East of Farrells Field, Yatton Keynell) to delete the words "Access will be taken from Farrell Fields" from paragraph 5.110.*

Councillor Sturgis also proposed that there were some technical amendments to the overall wording of the proposal.

In justifying the further proposed changes, Cllr Sturgis referred to the addendum, and provided clarification as follows: progress had been made with the Market Lavington Neighbourhood Plan and there was a good supply of housing in the Eastern Housing Market Area; housing has been permitted in the Malmesbury Community Area to bolster the housing numbers and the Crudwell Neighbourhood Plan had made good progress; and the reduction in the increase in housing numbers on site H2.2 would provide for landscape buffer for North Bradley.

Matters highlighted in the course of the presentation and discussion included: that the documents had been prepared to ensure that an up to date development plan was in place; the importance of having a sufficient housing land to meet demand to mitigate against developer led planning; that all the comments received on the consultation would be sent to the Secretary of State and an Inspector who then decides what they want to look at before making their recommendation through the examination process; the relationship of the plan to the core strategy adopted by Wiltshire Council; the overall level of growth allocated in the proposed plan and the need to plan in excess of need; how the soundness of the plan is assessed; how the competing needs of communities are balanced; how the changes to planning policy are taken into account; the need to make a proposal based on the most up to date information; how brownfield sites are taken account of in the plan, and the impact of the assessment of deliverability of these compared to greenfield sites; the views of the inspector taken from the Chippenham Site Allocations Plan regarding the Council's approach to assessing the viability of brownfield sites; the changes proposed as part of the consultation; and the desire to work further with neighbourhood plan groups.

Councillor Matt Deane, Chairman of the Environment Select Committee, stated that the committee acknowledged the complexity of the process set out by central government, and that they were broadly satisfied that the process had been undertaken properly by the Council.

The Leader noted that the following people had submitted questions and that the responses to these had been published in the agenda supplement: Graham

Hill, Michael Roberts, Norman Swanney, Geoff Whiffen, Steve Wylie, Rachel Hunt, Julie Baptista, Tristan Stevens.

In response to a supplementary question from Geoff Whiffen relating to Trowbridge, officers from Democratic Services stated that they would investigate why a petition received had not been acknowledged in the report.

In response to concerns raised by David Feather that insufficient weight had been given to North Bradley's Neighbourhood Plan, Councillor Sturgis stated that other neighbourhood plans were further forward, and could therefore be given greater weight. Councillor Sturgis went on to say that: he hoped that the proposed amendments to the White Horse business park site would go some way to maintaining a gap between North Bradley and Trowbridge; and that Wiltshire Council would continue to work to support the North Bradley neighbourhood plan so that it would be better progressed by the time of the examination in public.

In response to concerns raised by George Bunting that issues raised in Trowbridge had not been adequately addressed, the Leader stated that she personally, and other Councillors and officers, had met to discuss issues raised in the Trowbridge Committee, and with specific reference to the issue of the Queen Elizabeth playing field, that she was now satisfied that the proposals were appropriate.

In response to an issue raised by Councillor Ian Thorn, Councillor Sturgis stated that he had been in discussion with agents and owners regarding the Bowyers site and was keen to see the site progress, but that the cost of remediation work required on the site was one of the reasons that it had not. He also stated that whilst there is a role for Area Boards to help promote consultation on spatial planning, that Councillors had to be mindful of not appearing to fetter their decision making.

Councillor Sturgis, in summing up, emphasised the importance, in the next Local Plan, of identifying sites large enough to bring the contributions that would pay for the infrastructure needs of the growing communities.

Councillor Darren Henry, Portfolio Holder for Spatial Planning, arranged to meet any members of the public after the meeting who wished to discuss further issues arising from the discussion.

In response to an issue raised by Councillor Steve Oldrieve, Councillor Sturgis reiterated the point that the inspector, when considering the Chippenham Site Allocation plan, had supported the Council's approach to the assessment of brownfield sites in Chippenham, and that the Council had continued to take a realistic view on the deliverability of brownfield sites.

In response to issues raised by Roger Williams, Councillor Sturgis stated that issues such as access and the location of housing within a site are matters that can be determined as part of individual planning applications.

In response to issues raised by Councillor Brian Dalton, Councillor Sturgis stated that he understood the concerns raised about the impact of developments on traffic but that he trusted the professionalism of the officers and have confidence in their advice. Furthermore, he had not seen alternative sites presented with better evidence to support them.

The Leader thanked all the officers and Councillors for their hard work in putting the plan together and for working hard to address the issues raised by the community.

Resolved

That having considered the outcome of the formal consultation, Cabinet:

- (i) Endorses the draft Plan as sound and legally compliant, as set out in Appendix 1;**
- (ii) Endorses the schedule of Proposed Changes to the draft Plan in Appendix 1, as set out in Appendix 2 subject to the additional proposed changes in the Addendum to the Cabinet report and further additional proposed changes set out below, for submission to the Secretary of State for Housing, Communities and Local Government to inform and assist the Examination process:**
 - (a) Policy 1 to delete site allocations H1.2, H1.3 and H1.4 in relation to Market Lavington and delete section on Devizes Community Area at paragraphs 5.22 to 5.37,**
 - (b) Amend Policy H2 to delete site allocation H2.13 in relation to Crudwell and delete section on Malmesbury Community area at paragraphs 5.111 to 5.114,**
 - (c) Amend Proposed Change 39 (site allocation H2.2, land off the A363 at White Horse Business Park, Trowbridge) to reduce the proposed dwelling increase by 50 dwellings,**
 - (d) Add to Proposed Change 69 (site allocation H2.12, East of Farrells Field, Yatton Keynell) to delete the words “Access will be taken from Farrell Fields” from paragraph 5.110;**
- (iii) Recommends that Council approves the draft Plan as set out at (i) together with the Schedule of Proposed Changes as set out at (ii) and supporting information for submission to the Secretary of State to commence the independent Examination process subject to amendment in (iv);**
- (iv) Authorises the Director of Economic Development and Planning in consultation with the Director of Legal and Democratic Services and the Cabinet Member for Planning and Strategic Asset Management to:**

- (a) make any necessary changes to the Plan and supporting documents in the interests of clarity and accuracy before it is submitted to the Secretary of State;**
- (b) approve the detail of any additional or updated technical document or supporting evidence before it is submitted to the Secretary of State;**
- (c) make appropriate arrangements for submission of all documents relating to the Plan, including the supporting evidence (including the Equalities Impact Assessment required by Section 149 of the Equalities Act 2010 at Appendix 6), to the Secretary of State;**
- (d) make all the necessary arrangements for Examination including - the appointment of a Programme Officer, the undertaking and/or commissioning of other work necessary to prepare for and participate at the Examination; and the delegation to officers and other commissioned experts to prepare and submit evidence to the Examination and where necessary, appear at any hearing sessions and represent the Council;**
- (e) authorise that officers request that the Secretary of State recommends modifications to make the Plan sound in accordance with Section 20 (7C) of the Planning and Compulsory Purchase Act 2004 (as amended); and**
- (f) implement any consequential actions as directed by the Inspector relating to the Examination, including undertaking any consultation where necessary, in order to respond to matters raised through the Examination.**

Reasons for Decision:

To ensure that progress continues to be made on maintaining an up-to-date development plan for Wiltshire, in line with the timetable set out in the Council's Local Development Scheme and statutory requirements.

In accordance with legislative requirements, the proposed resolution enables the submission of a sound Plan. The Council will need to approve the submission of the Plan to the Secretary of State for Examination.

258 Local Government and Social Care Ombudsman

Councillor Jerry Wickham presented the report which informed Cabinet of the findings and recommendations in the report of the Local Government and Social Care Ombudsman ("the Ombudsman") published on 27 April 2018 and to confirm the Council's response to the report. In presenting the report, Councillor Wickham highlighted the actions proposed in response to the eleven points and reemphasised the apology that had already been made.

There being no further questions, the meeting;

Resolved

- a) **To note the findings and recommendations in the Ombudsman's report published on 27 April 2018;**
- b) **To confirm the Council's acceptance of the Ombudsman's findings and recommendations and the actions to remedy the injustice as set out in the report.**
- c) **To authorise the Director of Adult Care Services in consultation with the Cabinet Member for Adult Social Care, Public Health and Public Protection to take the necessary steps to address the issues raised in the Ombudsman's report.**
- d) **To require that a progress report is made to the Standards Committee and to the Health Select Committee within 6 months.**

Reason for Decision:

To enable the Council to consider the Ombudsman's report and formally confirm its response to the Ombudsman as required by law.

259 **Annual Governance Statement**

The Leader of Cabinet presented the report which asked Cabinet to consider a draft Annual Governance Statement for 2017/18 for comment before final approval is sought from the Audit Committee on 24 July 2018. In presenting the report, Councillor Richard Clewer stated that comments from the external auditors had been submitted and incorporated.

There being no further questions, the meeting;

Resolved

- a) **To consider the draft AGS as set out in Appendix 1 and make any comments or changes as they see fit;**
- b) **To note that the draft AGS will be revised in the light of any comments by Cabinet before final approval by the Audit Committee and publication with the Statement of Accounts at the end of July 2016.**

Reason for Decision:

To prepare the AGS 2017/18 for publication in accordance with the requirements of the Audit and Accounts Regulations.

260 **Performance Management and Risk Outturn Report: Q4 2017/18**

Councillor Philip Whitehead presented the report which provided an update on the progress against the stated aims in the council's Business Plan. It includes measures from the performance framework as well as the latest version of the council's strategic risk register. The report covered the period January to March 2018. In presenting the report, Councillor Whitehead highlighted the changes made to the presentation of graphs to make their interpretation easier.

Councillor Thorn, as Chair of the Financial Planning Task Group, stated that was happy with the improvements made in the presentation of the data. In response, Councillor Whitehead thanked the task group for their work.

Resolved

To note updates and outturns:

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

Reason for Decision:

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

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

261 **Families & Children's Services Social Work Capacity**

Councillor Laura Mayes presented the report which outlined the proposal to ensure a sustainable, future proof and secure service across Families and Children's Services, requesting that Cabinet approve is an additional £1.2m annual investment in Families and Children's Services.

Matters highlighted in the course of the presentation and discussion included: the need to invest in additional capacity to meet increased demand; that reducing individual case-loads improves staff retention; the increase numbers of looked after children and care leavers; the support given to unaccompanied asylum seekers; and the increased emphasis on early intervention; that the increase in budget would form part of the base budget going forward and that the funding required would be managed through the normal budgeting processes.

Resolved

To approve an additional £1.2m annual investment in Families and Children's Services.

Reason for Decision:

We need ensure sustainable, future proof and secure service across Families and Children's Services. This will only be achieved by increasing the number of social workers and associated posts to ensure we can manage the current predicted increase in service demand and offer both achievable, and where required, protected levels of caseloads. The proposals will also ensure we have sufficient managerial oversight in this important and high-risk area of the council's delivery. This proposal essentially ensures the Local Authority have the requisite capacity within core work groups to deliver on these principles.

262 Wiltshire Council Adoption Service: 2017-18 Year End Report

Councillor Laura Mayes presented the report which provided a year-end report to Cabinet regarding the performance of the Adoption Service within Wiltshire Council, noting that it is a requirement of the condition of registration, as described in the 2014 Adoption Minimum Standards and 2013 Statutory Guidance, that Cabinet is satisfied the Adoption Agency complies with the conditions of registration, is effective and is achieving good outcomes for children.

Matters highlighted in the course of the presentation and discussion included: the profile of the children in the service; the priorities for the service; the indicators used to measure performance in the last year; the relative performance against the national average; the work to recruit adopters specifically for harder to place children; the approach used to work with foster carers with a view to becoming adopters; and the partnership approach with regional partners, now chaired by Wiltshire's director, that will be operational in the autumn.

The Leader stated that she was pleased to see the progress made regarding on timeliness of the adoption process, and that this had not been at the expense of the cherished ethos of working hard to place those children with more complex needs.

Resolved

That the contents of the report are noted and accepted.

Reason for Decision:

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

263 **Proposed Changes to the Senior Management Structure**

The Leader of Wiltshire Council presented the report which sought Cabinet's approval to take steps to make changes to the senior management structure of the council at tier 1 following the decision to reconsider the appointment of the fourth Corporate Director role, which was to be a joint post with Wiltshire CCG, and following discussion with the current Corporate Directors.

Matters highlighted in the course of the presentation and discussion included: the disappointment that a joint post had not been possible to achieve; the hard work that had been undertaken with the CCG, but that the possible changes nationally had meant that NHS England would not give the joint post the necessary approval; the frustration that the forward thinking model had not been accepted; that the proposals to include the explicit responsibility within the a three corporate director model would provide stability; the continued emphasis on partnership work, and the commitment to integration between Health partners and the Council; and the possibility that more joint posts could be explored below the Corporate Director level.

Councillor Ian Thorn stated that he shared the Leader's disappointment and expressed a hope that the Council may revisit this aspiration at a later date. Furthermore, he recognised the hard work of the existing team and stated that he broadly supported the proposals.

In making her proposals, the Leader thanked the officers for their hard work, and emphasised the final decision on the designation of the statutory Director of Adult Social Services to the Corporate Director Adult Care & Public Health would be made by Full Council.

Resolved

To approve:

- I. The proposed changes to the structure of the council at the top tier (Corporate Director), and as outlined in appendix 1 and paragraphs 10 & 11.**
- II. The recommendation to Full Council, of the designation of the statutory Director of Adult Social Services to the Corporate Director Adult Care & Public Health and as outlined in paragraph 17.**
- III. The proposed change to the role of the Directors with statutory responsibility for Monitoring Officer, Head of Paid Service and Section 151 Officer and as outlined in paragraphs 18 & 19 and in appendix 1.**
- IV. Approve the proposed alignment of the Director, Communities & Communications and Director, Corporate Functions & Digital as outlined in paragraph, and as outlined in paragraph 21.**

V. The designation of the Senior Responsible Information Owner (SIRO) to the Director, Corporate Functions & Digital, and as outlined in paragraph 22.

To note:

Further discussion about changes to the structure with the Corporate Directors, and relevant Directors, will start immediately.

That following discussion and mutual agreement with the Corporate Directors, and relevant Directors, on changes to their role descriptions, the structure will be implemented.

264 Wiltshire Council's Housing Board Annual Report

Councillor Richard Clewer presented the report which provided an update to regarding the activities of Wiltshire Council's Housing Board between December 2016 and November 2017 and comply with its Terms of Reference which requires an annual update to be provided to Cabinet. In presenting the report, Councillor Clewer highlighted the scrutiny of the board undertaken by a group of tenants who had provided good input into decision making.

The Leader expressed thanks that, especially in the current national focus on the rights of tenants, that the Board was working to support engagement with tenants in decision making.

Resolved

To note the Annual Report.

Reason for Decision:

Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.

265 Housing Repairs and Maintenance Service

Councillor Richard Clewer present the report which outlined the Business Case for enlarging the Direct Labour Organisation (DLO) to take on additional work for the repair and maintenance of the Council's Housing Stock enabling the Council to continue to deliver a quality Repairs and Maintenance (R&M) service for the upkeep and improvement of the Council's Housing Stock for the next 30 years.

In response to a question raised by Councillor Brian Dalton, Councillor Clewer stated that he would explore how best division councillors could be kept informed of works scheduled in their area.

Councillor Mathew Deane, Chair of the Environment Select Committee, stated the Committee members had unanimously supported the proposals and

welcomed the discretion given to the council to respond appropriately to tenants.

Resolved

- 1. To agree the business case for progressing with the enlargement of the DLO to take on all responsive repairs and voids work.**
- 2. That authority be delegated to the Director of Housing and Commercial Development to agree staffing and contractual changes required to deliver the responsive repairs and voids service by the DLO with effect from April 2019.**

Reason for Decision:

On average Wiltshire Council plans to spend around £12 - £14m from the Housing Revenue Account (HRA), both capital and revenue, each year on the repair and maintenance of the housing stock. This includes all emergency and day to day repairs, works to void properties, gas servicing, electrical testing, lift maintenance, as well as elemental replacements, such as kitchens, bathrooms and insulation, to continue to meet the Decent Home Standard.

The majority of this work is currently outsourced to contractors (value c.£13m) with just under £1m being directly delivered by the Council's Direct Labour Organisation.

The key reasons for the proposal for the DLO to take on a greater share of the services are;

- Minimising the risk of contractor failure and the knock-on impact on our Residents*
- Developing a more commercial approach to the delivery of repairs and maintenance services in-house in line with the sector*
- Generating savings and avoiding paying profit margins to external organisations*
- Capitalising on the higher performance already being delivered by our DLO*
- Enabling opportunities to improve management of the supply chain for materials and plant as well as fleet and IT*
- Providing flexibility to change and innovate in response to national and local policies changes and demands, without the need for protracted negotiations with external providers.*

266 Urgent Items

There were no urgent items.

267 Exclusion of the Press and Public

Resolved

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 19 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Reason for taking item in private:

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

268 **Housing Repairs and Maintenance Service (Part ii)**

The meeting considered the information contained in the exempt report when making their decision as minute above

(Duration of meeting: 9.30 am - 12.38 pm)

These decisions were published on the 6 July 2018 and will come into force on 16 July 2018

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

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

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Cabinet Minutes 12th June 2018 – Amendment

Cabinet, at its meeting held on [12th June 2018](#) considered a report on Approval to Dispose of the Freehold Interest. An error has been noted in the copying of minute 245, which replicated the text of Minute 244.

The correct text for Minute 245 is detailed below and the Cabinet are asked to approve an amendment to the minutes of the meeting held on 12th June 2018 with the correct wording for Minute 245, as follows:

'245. Approval to Dispose of the Freehold Interest

Councillor Philip Whitehead presented the report which asked Cabinet to consider declaring that freehold interest of the 2 assets referred to in Appendix 1 can be sold by the Council.

Resolved

- 1. To confirm that freehold interest of the 2 assets can be sold by the Council.**
- 2. To note the continuing approach set out in paragraph 8**
- 3. To Authorise the Director for Housing and Commercial Development to dispose of freehold interest of the assets, or in his or her absence the Corporate Director for Growth, Investment and Place.**

Reason for Decision

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

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Wiltshire Council

Cabinet

26 September 2018

OPTION PROPOSALS FOR LYPIATT PRIMARY SCHOOL INCLUDING CLOSURE

Cabinet member: Councillor Laura Mayes - Children's Services

Key Decision: Yes

Executive Summary

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

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

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

During June and July 2018, pre-statutory consultation was undertaken by the LA to seek viable alternatives to closure. Towards the end of the consultation period the decision was taken by the MOD to re-establish the Education Support Fund (ESF) for a limited period. The aim of the MOD ESF is not to support recurrent costs. Although the normal bid deadline is October 2018 with a decision in January 2019, the MOD Funding Panel has agreed to consider an application made by the School out-of-committee, and make a decision as soon as the bid has been received. Any bid would have to be on a time limited basis with the potential for the school to remain open to August 2019 or December 2019. It is anticipated that the outcome of the bid will be known prior to the

Cabinet meeting, an update will be provided at the meeting. This might support families through the draw down from Germany as part of Army Basing. However, given the size of the deficit and the lack of enduring funding support, the only viable long term option is to close the school.

Proposal

1. Cabinet considers and notes the feedback received from the pre-statutory consultation conducted in June and July 2018.
2. Cabinet approves the issue of statutory notice of a proposal to discontinue Corsham Lypiatt Primary School with effect from 31st April 2019 or later if additional funding is secured from the Education Support Fund.
3. Cabinet notes that in the event of its approving the issue of a statutory notice, there will be a further four week statutory period for representations on that proposal and that a final decision as to whether or not the school will be closed will be required. It is anticipated that this decision will come to Cabinet in December 2018.

Reason for Proposal

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

Terence Herbert
Corporate Director Children's Services

Wiltshire Council

Cabinet

26th September 2018

Subject: **OPTION PROPOSALS FOR LYPIATT PRIMARY SCHOOL INCLUDING POSSIBLE CLOSURE**

Cabinet member: Councillor Laura Mayes – Children’s Services

Key Decision: Yes

Purpose of Report

1. The purpose of this report is to provide Cabinet Members with all the relevant information to make a fully informed decision on whether or not to issue the relevant statutory notice of a closure proposal in relation to Corsham Lypiatt Primary School.
2. This report will also provide details of stakeholder responses received by Wiltshire Council during the consultation conducted between 12th June and 25th July 2018.

Relevance to the Council’s Business Plan

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

Main Considerations for the Council

4. Wiltshire Council recognises the government’s presumption against the closure of village schools, and will only bring forward proposals to close a village school where it can be demonstrated that one or more of the criteria below can be met. Relevant criteria are italicised:
 - 1) *There is only very limited demand for places at the school from children living within the designated area.*
 - 2) *Surplus places at the school exceed 25%.*
 - 3) Standards are low and there is little confidence in the likelihood of improvement.
 - 4) Recruitment of a head teacher has not proved possible.
 - 5) The necessary improvements to the school accommodation are either not possible or not cost effective.
 - 6) *The school has a deficit budget without realistic prospects of recovery.*

5. For all schools with fewer than 90 pupils on roll, Wiltshire Council will actively encourage the governors of the school to consider further collaboration by joining a Multi Academy Trust, federation or amalgamation with one or more neighbouring schools.
6. In the present circumstances, Lypiatt Primary School meets the first, second and sixth criteria for closure in the list above.

Background

7. The pre-statutory consultation was conducted between 12th June and 25th July. This decision forms the next step of the statutory process a Local Authority is required to follow, if it proposes to close a school. This statutory process is prescribed in the following legislation:
 - The 'Education & Inspections Act 2006', as amended by the 'Education Act 2011'.
 - The 'School Organisation (Establishment and Discontinuance) Regulations 2013'.
8. Lypiatt School is located on the site of the Services Cotswold Centre (SCC) near Corsham. SCC is a tri-service facility managed by Headquarters Army Welfare Service (AWS) and funded by Headquarters Support Commands (HQ Sp Comd) on behalf of the MOD. The centre provides secure, affordable temporary housing for Service families in need of short-term accommodation. Lypiatt School and early years centre is there for families with younger children (primary school age) who need to stay longer at the Cotswold Centre. Older children (secondary school age) currently attend Corsham Secondary School, which is nearby. The designated area of Lypiatt Primary School is only the Services Cotswold Centre (SCC).
9. In 2016, OFSTED assessed the school as Good. The inspectors reported that the small number of pupils, all children of service families, found stability, high-quality care and success during the typically short time they were at the School. The school created a strong family culture, which welcomed newcomers and placed the highest value on pupils' learning. Pupils, teachers, parents and governors were proud to be part of the school community. The whole school staff team worked together with the determination to provide the best possible welfare and learning environment and continually strived to make further improvements.
10. Based on a Published Admission Number of seven per year the school has a capacity for 49 pupils. Pupil numbers at the school have always been low and subject to a high level of fluctuation. Over the last 7 years the highest number of pupils attending the school at a census time was 30 in May 2015, and the lowest was 3 pupils in January 2017. In January 2018 there were 4 pupils on roll. Table A below shows the pupil numbers on roll (NOR) from 2011 to 2018. The table shows a declining number of pupils on roll since the beginning of 2017. Based on the overall capacity of the school (49), the rate of surplus places has varied from 39% in May 2015 (lowest) to 91% in January 2018 (highest). Although it is true that there will be significant army family movements until September 2019 for army basing, there is no direct linkage between those movements and the need for Lypiatt school. SSC

and Lypiatt School is specifically for short-term transit accommodation for Service Personnel (SP), Civil Servants and their family for periods of up to six months pending placement elsewhere. SCC provides accommodation in circumstances such as: evacuation from overseas assignments; responding to family disruption e.g. estrangement or divorce; injured SP recuperation; between assignments, and; for those leaving the Services.

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

Year	NOR (January)	NOR (May)	NOR (October)
2011	13	9	23
2012	11	24	15
2013	16	10	18
2014	13	16	16
2015	11	30	8
2016	4	8	16
2017	3	6	5
2018	4	10	

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

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

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

12. The low pupil numbers and high level of fluctuation has led to increasing levels of concern from staff, governors and Wiltshire Council about the financial viability of the school. The high staff / pupil ratios mean that children receive high levels of individual attention.
13. However, the key issue is that funding allocated through the local funding formula for schools, which mirrors the national funding formula, cannot sustain the school's current staff structure without creating a large deficit as there are insufficient pupil numbers at the school for it to attract viable levels of funding. In recent years, the school and Local Authority have worked hard to mitigate this through seeking and securing funding from other sources. Before the consultation to seek viable alternatives to closure started, the

Ministry of Defence confirmed that no further support funding is available from them.

14. In 2018/19 the school benefits from the balance of the MOD Education Support Funding of £60k plus £37k from the Armed Forces Education Trust, which has enabled the school to operate at a deficit in terms of conventional funding. The in-year budget deficit in 2018/19 is £106k. However, the deficit is expected to rise to £180k by 2021/22, with a cumulative deficit of £540k by 2021/22. Given the size of the deficit, the only viable long term option is to close the school.
15. However, the recent announcement that the MOD Education Support Fund is being reinstated opens up the possibility for the school to make a bid. Although the normal bid deadline is October 2018 with a decision in January 2019, the MOD Funding Panel will consider an application made by the School out-of-committee, and make a decision as soon as the bid has been received. However, this dispensation does not represent any commitment to continue ESF funding. The decision will be made by the Panel once a bid has been evaluated against the funding criteria for the 2018 ESF. It is clear that the aim of the ESF is not to support recurrent or enduring costs. Therefore, any bid would have to be on a fixed-term basis, for example that the school should remain open to August 2019 or December 2019 to support families through the draw down from Germany as part of Army Basing. It is anticipated that the outcome of the bid will be known prior to the Cabinet meeting, an update will be provided at the meeting.
16. The pre-statutory consultation was conducted between 12th June and 25th July 2018. A summary of all feedback received during this period can be found below. Each consultation response received during the consultation is included in full as appendix A to this report. Also included (as Appendix B) are the key issues raised during the public consultation meeting, held on 3rd July 2018.

Consultation Response Summaries

17. There were seven written responses received to the consultation
 - 1 Corsham Town Councillor – Closure No, as the facility concerned is the only one in the country; I feel we should support the parents. We should give a service to the people who use the facilities who come at a difficult time regardless of the funding shortage.
 - 2 Corsham Town Council - Closure No, as the school provides an essential service to single parents returning to the UK. Look for a Multi Academy Trust or Federation, e.g. with Corsham primary. There is concern over access the Cotswold Services Centre to other schools, due to its isolated location. In addition, several of the existing schools are at capacity, which makes it difficult for Lypiatt pupils to join them. Families using the centre should be supported regardless of funding shortages. Every child matters.
 - 3 Armed Forces Education Trust – Closure yes, but later. Closure viewed with dismay as the school provides specialist support to some of the most

potentially vulnerable forces children. Closure seems to be at odds with the June 2018 publication of the 'Kin and Country' report by the Children's Commissioner and Government stated intentions regarding the welfare of Armed Service families. However, the trust recognises the low pupil numbers and the decision to cease MOD Education Support Funding unfortunately makes a strong case for closure. The Trust recommends finding funding to complete the academic year to August 2019, to avoid unnecessary disruption to pupils' learning. While the number of children at the Cotswolds centre is small, their needs are often complex – a mainstream primary school could understandably have difficulties supporting them. Recommend a single point of contact to facilitate the transition of the children into the education system and to provide specialist interventions where needed to prevent children from being further disadvantaged.

- 4 Chair of Governors, Lypiatt School – Closure yes - but later until August 2019 or until the repatriation of Service families from Germany to the UK is complete. It will be difficult to accommodate the pupils in nearby schools as they are currently full in many year groups. Threat of closure appears to directly contradict the Kin and Country report written by the Children's Commissioner in June this year which recommends the need to minimize disruption to Service families and their children. Funding Deficit expected to fall as a result of rising pupil numbers. Bid made to MOD to cover any shortfall – awaiting response.
- 5 Pickwick Academy Trust CEO - Closure Yes, because the school is not financially sustainable using the current staffing model both now and in the future. However, the unique service offered by the school to vulnerable military families is valued in the area. Consideration should be given to an alternative quality provision for children and their families while the military service move back to the UK.
- 6 Durrington Infants School - Closure Yes.
- 7 Army Welfare Service

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

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

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

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

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

18. Overall, there is consensus in the responses that the school is not financially sustainable with the sources of funding currently available. Many state that the unique service offered by the school to vulnerable military families is valued in the area. It is clear all stakeholders wish to minimise disruption to Service families and their children. In this context, Wiltshire Council would support any proposals to grant awarding bodies to establish alternative quality provision offering additional support to children and their families if the school closes.

Overview and Scrutiny Engagement

19. The Chairman of the Children's Select Committee was provided with a copy of the consultation document for information. It was agreed that further scrutiny involvement was not required.

Safeguarding Implications

20. There is a risk that young people would need to be transported to schools from their locality if there are no safe walking routes. In the case of Lypiatt's closure, pupils will attend one of the local schools. Both Pound Pill and Corsham Regis are under 2 miles and it is 2.3 miles to Broadwood. So free transport would not be provided to Pound Pill or Regis and would only be provided to Broadwood for children aged 8+ if a space was applied for and refused after appeal for both the other schools during the normal admission round.

Public Health Implications

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

Corporate Procurement Implications

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

Equalities Impact of the Proposal

23. The Local Authority has a duty and responsibility to provide sufficient school places both in terms of mainstream and specialist provision to meet demand arising from all areas of the community including in response to inward migration. A programme of work has already been undertaken for the needs arising from the Army Basing programme. As a public body, the Council must take into account the Equality Act 2010, a consolidating Act which brings together previous Acts dealing with discrimination. Decisions must be reviews for potential impact on persons with "protected characteristics". S.149 of the 2010 Act also lays down the Public Sector Equality Duty whereby from the 5 April 2011, local authorities and other organisations exercising public functions must have due regard to 3 key areas:

(a) Eliminate unlawful discrimination, harassment and victimisation.

(b) Advance equality of opportunity between those who share a relevant protected characteristic and those who don't; and (c) Foster good relations between those who share a relevant protected characteristic and those who don't. The relevant "protected characteristics" are: age, disability, gender re-assignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

24. Officers do not consider that taking the recommended decision or its implications will prejudice any particular group or groups of people defined by a protected characteristic. Therefore there are no equalities impacts arising from this proposal.

Environmental and Climate Change Considerations

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

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

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

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

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

Financial Implications

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

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

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

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

Legal Implications

29. Opening and closing schools, such as Lypiatt Primary are governed by The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 ("Establishment and Discontinuance Regulations"). When exercising functions under these regulations regard must be had to guidance published by the Department for Education (DfE), "Opening and closing maintained schools", which sets out the 5 step procedure to be followed. The process to date as set out in the report follows that of the guidance. The next step will be to publish proposals once agreed upon by Cabinet.

Conclusions

30.

- 1) SCC provides secure, affordable temporary housing for Service families in need of short term accommodation.
- 2) Pupil numbers have been low and highly variable, with the school operating at surplus capacity that has ranged from 30% to 90%.
- 3) As a result, the school has been unable to attract sufficient funding through the local funding formula and has only continued to operate through assistance from MOD Education Support Funding (ESF) and other grants
- 4) The decision by the above body to cease funding of the school will result in an unsustainable deficit that is expected to reach £540k by 2020/21.

- 5) Considering the above, in the absence of funding that addresses the deficit, the only viable option is to close the school.

Recommendations

31. Issue a statutory notice proposing to discontinue Corsham Lypiatt Primary School with effect from 31st April 2019 or later if additional funding has been secured from the MOD Education Support Fund. Delaying closure of the school should minimise disruption to pupils and ideally should take place at the end of the academic year 2018/19 or later, if ESF or other funding permits. Undertake statutory consultation as appropriate. Liaise with local stakeholders to place appropriate mechanisms in place to support pupils with the transition to their new schools.

Proposal

31. (1) Cabinet considers and notes the feedback received from the consultation conducted in June and July 2018.
(2) Cabinet approves the issue of statutory notice of a proposal to discontinue Corsham Lypiatt Primary School with effect from 31st April 2019 or later if additional funding is secured from the Education Support Fund.
(3) Cabinet notes that in the event of it approving the issue of a statutory notice there will be a further four week statutory period for representations on that proposal and that a final decision as to whether or not the school will be closed will be required. It is anticipated that this decision will come to Cabinet in December 2018.

Reason for Proposal

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

Terence Herbert
Corporate Director – Children’s Services

Report Author: Alan Stubbersfield
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Tel: 01225 718695 Ext 18695

29 August 2018

Background Papers

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

Wiltshire School Places Strategy 2017-2022

Appendix A - Consultation responses received

1. Response from a Corsham Town Councillor

Option B is supported (keep Lypiatt school open).

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

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

2. Response from Corsham Town Council

Option B is supported (keep Lypiatt school open).

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

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

3. Response from Armed Forces Education Trust

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

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

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

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

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

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

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

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

Completing the academic year

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

Supporting children in the future

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

It is therefore vital that:

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

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

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

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

Brigadier Alan Behagg
Chair, Armed Forces Education Trust

4. Response from governors of Lypiatt school

Support Closure in the long term

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

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

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

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

School Funding.

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

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

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

Signed
JM Wyatt OBE
Chair of Governors, the Lypiatt School

5. Response from CEO of Pickwick Academy Trust

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

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

6. Response from Durrington Infants School

Support school Closure.

7. Response from Army Welfare Service

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

Funding

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

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

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

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

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

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

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

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

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

Summary

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

Appendix B - Notes from Lypiatt Primary School Consultation Meeting

Tuesday 3 July 2018, 5.30PM Springfield Centre, Corsham

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

Issues Raised

AN – Pupil numbers and funding

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

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

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

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

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

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

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

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

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

Meeting closed at 6.30pm

WILTSHIRE COUNCIL

CABINET

25 September 2018

Subject: **Appropriation under the Open Spaces 1906, of land formerly held for purposes under the Education Act 1996 at Poulton Field, Bradford on Avon**

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

Key Decision: **Yes**

Executive Summary

Poulton Field is a 10.6 acre recreation field traversed by public footpaths, formerly held as Education land.

Until recently the field was used by the adjacent Fitzmaurice Primary School for recreation. By a letter dated 2 May 2017 the School's Chair of Governors informed the Council's School Place Commissioning Team that the School no longer required the land because of its very limited use by the School arising from the land being detached from its main boundary and from concerns about subsidence and the anti-social use of the land.

As the field was used as a playing field by a non-academy school the appropriation to another purpose requires the consent of the Secretary of State under Section 77 of the Schools Standards and Framework Act 1998 and this was obtained from the Education and Skills Funding Agency on 28 February 2018.

Therefore it is necessary for the Council to appropriate the field from education to another purpose and the authority for this is contained in section 122(1) of the Local Government Act 1972 as follows:

“a principal council may appropriate for any purpose for which the council are authorised by this or any other enactment to acquire land by agreement any land which belongs to the council and is no longer required for the purpose it is held immediately before the appropriation; but the appropriation of land by a council by virtue of this subsection shall be subject to the rights of other persons in, over or in respect of the land concerned”.

Under the Council's Constitution the appropriation requires Cabinet approval.

Proposal

It is proposed that Cabinet approves the appropriation of the land at Poulton Field, Bradford on Avon (as shown on the plan in Appendix 1 of the report)

from education purposes to open space to be held under the Open Spaces Act 1906.

Reason for Proposal

Following the decision of Fitzmaurice Primary School that they no longer require use of the land the appropriation is required to appropriate the field from education purposes to open space to be held by the Council as a corporate asset under the Open Spaces Act 1906.

Alistair Cunningham, Corporate Director, Growth, Investment and Place,
Corporate Leadership Team

Subject: Appropriation under the Open Spaces 1906, of land formerly held for purposes under the Education Act 1996 at Poulton Field, Bradford on Avon

Cabinet Member: Cllr Philip Whitehead - Cabinet Member for Finance, Procurement, IT and Operational Assets

Key Decision: Yes

Purpose of Report

1. To request the approval of Cabinet to appropriate the land identified in this report from education purposes to public open space to be held as a corporate asset under the Open Spaces Act 1906.

Relevance to the Council's Business Plan

2. The appropriation of Poulton Field under the Open Spaces Act 1906 would support the Council's Business Plan objective for Strong Communities.
3. In particular, the appropriation as Open Space is in line with Objective 3, of the Business Plan - Personal Wellbeing; enabling the continued benefits of good countryside access and walking opportunities which support a healthier population.

Background

4. Poulton Field is an informal recreation field classified as education land. It lies adjacent to Fitzmaurice Primary School (Appendix 1) and has been used by the School for sports and recreational activities. The land has also been used by the public because there are public footpaths over the site.
5. By a letter dated 2nd May 2017 (Appendix 2), the School's Chair of Governors informed the Council's School Place Commissioning Team that the School no longer required the land.
6. The Governors' decision was based partly on the presence of a disused stone mine underneath the land. Geotechnical surveys have revealed that the land has only limited use because of the risk of subsidence which could present a potential danger to those using maintenance machinery.
7. The School has also highlighted that there has been regular anti-social behaviour on the land arising from the use of the public footpaths which cross the land, which has presented safe-guarding issues, preventing the safe and effective use of the land by the School.
8. The School's playing-field is larger than the minimum recommended area for use as a playing-field, and the availability of Poulton Field exceeds the School's requirements.

9. By a letter dated 28th February 2018 (Appendix 3), the Council obtained the consent of the Secretary of State under section 77 of the School Standards and Framework Act, 1998 to take the land out of education use, conditional on a restriction being placed on the Council's title that no disposal of the land be made without the approval of the Secretary of State, thereby enabling the land to be appropriated to the Council's corporate estate as public open space.

Main Considerations for the Council

Site specific issues

10. The land is no longer required by the School for the reasons given above.
11. Whilst the land has been held for education purposes, public access has not been restricted because of the public footpaths crossing the site.
12. The presence of a disused mine requires the surface of the land to be monitored periodically and for appropriate measures to be implemented to prevent access by the public, or the use of machinery in areas where there is a risk of subsidence
13. A Section 106 Agreement dated 2nd April 2014 and made between (1) Wainhomes (South West) Holdings Limited (2) HSBC Bank PLC and (3) the Council (as varied by a Deed of Variation) dated 27th May 2016) requires Wainhomes to implement an Ecological Management Plan (EMP) in respect of the land. A Licence dated 22nd September 2017 made between the Council and Wainhomes contains obligations relating to the implementation of the EMP, including the monitoring of the surface of the land. This arrangement is an Offsetting Scheme connected to a development by Wainhomes in Royal Wootton Bassett. Initial works in connection with the Offsetting Scheme have been implemented and the Council will periodically monitor future works undertaken by Wainhomes.
14. The management and maintenance of the land as a public open space, on appropriation, would become the responsibility of the Open Spaces Team, although some aspects may be subsidised by the arrangement in paragraph 11 (above) subject to the satisfactory implementation of the Offsetting Scheme.

Legal Powers

15. "Appropriation" is the term in local government legislation for the internal process which allows a council flexibility in the use of its land so that land which has been used for one purpose and is no longer needed or suitable for that purpose, may in certain circumstances, be transferred to another purpose.

16. In this case, the land is no longer required for the education purposes and appropriation as public open space would enable the ongoing use of the land for public recreation, and would benefit wildlife.
17. The land would be held by the Council under the provisions of the Open Spaces Act 1906. The holding of land by a council under specific statutory powers is prudent because, in accordance with current case-law, protection may be provided against a Town or Village Green Application where it can be shown that land is held under a specific statutory power. In the case of a public open space, this protection can be reinforced by the making of bye-laws and the putting up of signs on the site referring to the land being held under the Act.
18. Any decision of the Council may be the subject of a judicial review, an application for which must be made within six weeks from the date of the decision.

Overview and Scrutiny Engagement

19. The Chairman of the Children's Select Committee received a briefing on the appropriation on 12th July. Background information was provided on the land appropriation and reassurance was given that the land would be protected from development (except under exceptional circumstances) through the Local Green Space planning designation within the Bradford on Avon Neighbourhood Plan.

An extra tier of scrutiny is provided as a result of consent from the Education and Skills Funding Agency (ESFA) which was provided under S77 of the Schools Standards and Framework Act, required to remove the field from educational use. Consent to take the land out of educational use has been granted by the ESFA on the condition that the Council enter a restriction on Title preventing any disposal without consent from the Secretary of State for Education and the Council's Legal Unit will be instructed to register the restriction in due course.

A further tier of scrutiny and public engagement is also provided from Sections 123 (1) and (2a) of the Local Government Act 1972 which require the Council to place a notice of their intention before disposing of any land consisting or forming part of an open space in a local newspaper and to consider any objections to the proposed disposal which may be made to them.

It was also noted that Wiltshire Council had no plans to begin any developments on the land.

Safeguarding Implications

20. As the land would cease to be used by the School, any safeguarding implications from that use would no longer arise.

Public Health Implications

21. The appropriation has no public health implications other than the accepted benefits of providing open space for recreation and leisure purposes.

Procurement Implications

22. The management and maintenance costs for Poulton Field, once appropriated, would be with the Open Spaces Team but some of the costs may be borne by the Offsetting Scheme referred to in paragraph 11 in the short to medium term.

Environmental Impact of the Proposal

23. There are no known environmental impacts of the proposal to appropriate because in practice the land will continue to be used for recreation purposes, and with benefits for wildlife.

Equalities Impact of the Proposal

24. There are no significant equalities impacts of the proposal.

Risks if the decision is taken

25. As mentioned in paragraph 4, the land is situated above a disused mine and some risks have been identified by the Council's consulting geologist in a geo-technical survey. The survey recommends that potential areas of subsidence be fenced off from the public and from the use of maintenance machinery. The Council has acted on the recommendations and will periodically monitor the future condition of the surface of the land although some monitoring may be carried out under the arrangement in paragraph 11 (above) subject to the satisfactory implementation of the Offsetting Scheme.

Risks if the decision is not taken

26. As mentioned in paragraph 15, the risk of a successful Town or Village Green Application would be reduced by the land being held under the specific statutory provisions of the Open Spaces Act 1906.

Financial Implications

27. As the land would no longer be held for education purposes, management and maintenance costs would be with the Open Spaces Team. As mentioned above, some of the costs may be borne by the Offsetting Scheme referred to in paragraphs 11, 12 and 20.

Legal Implications

28. The Council is entitled, under local government legislation, to appropriate the land from education use to use as public open space to be held under the Open Spaces Act 1906. The holding of land under a specific statute is the most effective way, under current case-law, for a local authority to guard against a Town or Village Green Application. The Act enables a council to make bye-laws to regulate and control the land. The advertising of the bye-laws on the land reinforces the statutory position by making it clear that the land is held under the Act.

29. The appropriation of land to use under the Act 1906 would impose on the Council obligations to keep the land in a good and decent state and any future appropriation of the land for other purposes, or its sale or the granting of a lease for more than seven years, would require advertising and the consideration of any objections.

Options Considered

30. Enquiries made by Bradford-on-Avon Town Council for managing the site have not been pursued by the Town Council to date, however the appropriation does not preclude future discussions in this regard. No other options have been considered.

Conclusions

31. The issues associated with Poulton Field have caused the Primary School to declare that the land is no longer required for education purposes. Consent has been obtained from the Secretary of State to take Poulton Field out of education use and the necessary pre-conditions have been satisfied for the appropriation of the land to use under the Open Spaces Act 1906 to be managed as public open space under the Act.

32. As the decision to appropriate is a major decision (as a matter which is commercially, politically or strategically sensitive) the approval of Cabinet is necessary for the proposed appropriation.

Alistair Cunningham, Corporate Director, Growth, Investment and Place,
Corporate Leadership Team

Report Author: Will Gray – Estates Surveyor

Background Papers

None

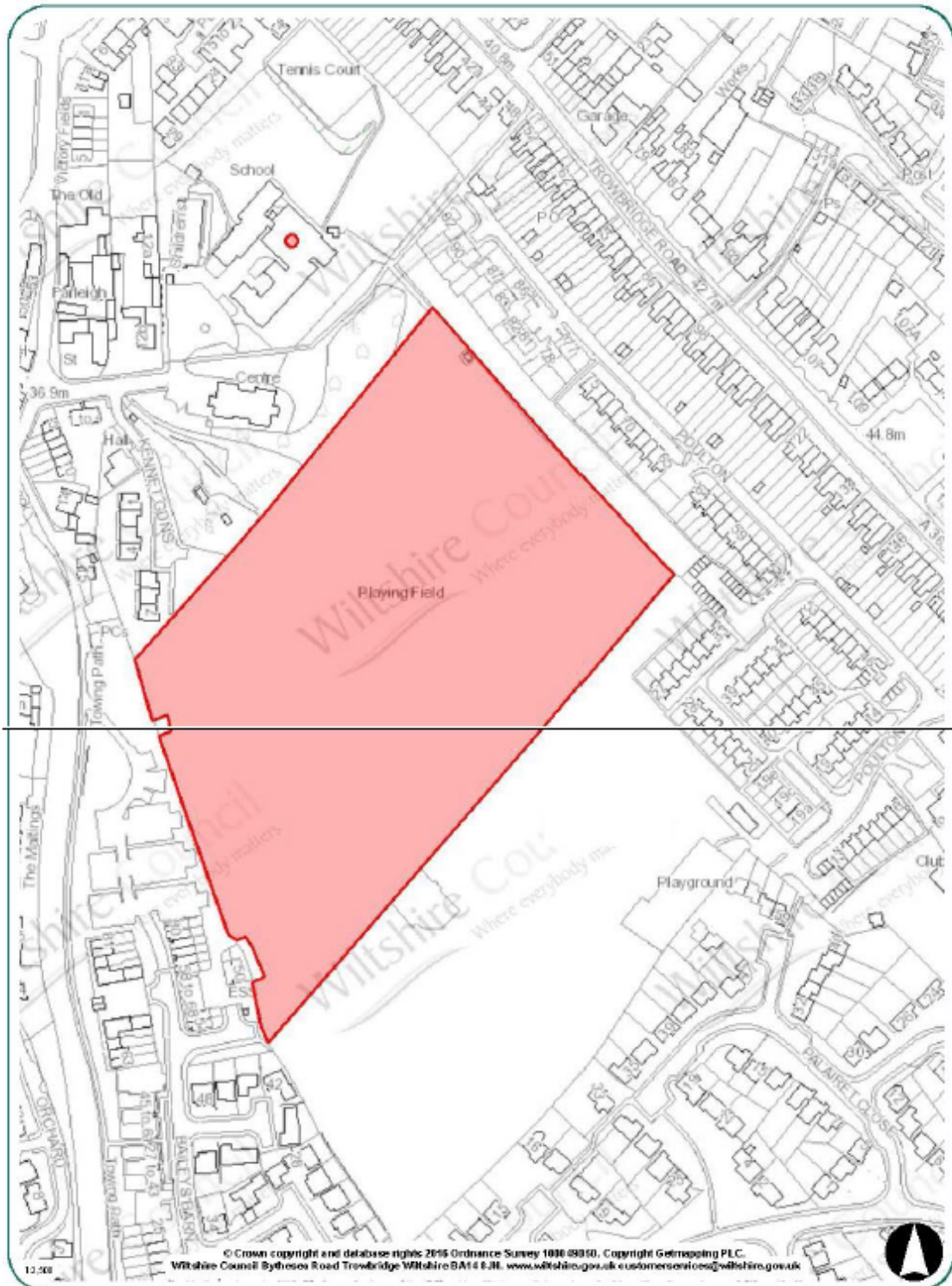
Appendices

Appendix 1 - Site Plan

Appendix 2 - Letter from Fitzmaurice School Chair of Governors

Appendix 3 - Letter of Consent from the Education and Skills Funding Agency

Appendix 1 – Site Plan



Appendix 2 – Letter from Fitzmaurice School Chair of Governors



FITZMAURICE PRIMARY SCHOOL

Frome Road
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BA15 1LE

Telephone: 01225 862162 Fax: 01225 863921

E-mail: admin@fitzmaurice.wilts.sch.uk

Head teacher: Mrs Tracey Dunn

Clare Medland
Head of School Place Commissioning
Commissioning, Performance and School Effectiveness
Children's Services,
Wiltshire Council
Bythesea Road,
Trowbridge,
BA14 8JN

2nd May 2017

Dear Clare

Fitzmaurice Governing Body have been discussing the school grounds and in particular the area of land known locally as 'the Top Field'. This is the piece of land that has been considered for the biodiversity offsetting scheme with Wainhomes.

Fitzmaurice School is restricted in this land due to its location, being detached from the school, and open to the public. It provides considerable safeguarding and children protection considerations as, if used, the public and children would come into close proximity. It is a favoured area for dog walkers who do not clean up after themselves and by sectors of the community who see its location as a place for anti-social activity. Due to these reasons School has had minimal use of the land; this being limited to running around it for Sports Relief every other year and running around it for a fun run annually. It has not been used for curriculum studies for a considerable time; when it was last used for this several years ago we found that concerns were raised regarding subsidence, learning this was why the copse was planted. We also found what we could do very restricted by the remains of anti-social behaviour.

Fitzmaurice Governors have therefore concluded that this land is surplus to the School's requirements having sufficient grounds that it can use and does use within the main school boundary. Governors request that the Local Authority undertake the necessary action to remove this ground from the School's designation.

Yours sincerely

Nicola Williams
Chairs of Governor



Appendix 3 – Letter of consent from the Education and Skills Funding Agency



Education and Skills Funding Agency
Legal and Transactions Team
Sanctuary Buildings
20 Great Smith Street
London
SW1P3BT
Tel: 0370 000 2288

28 February 2018

Will Gray
Estates Surveyor
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Our Reference: 07/865-02

Sent via email – will.gray@wiltshire.gov.uk

Dear Mr Gray

Fitzmaurice Primary School

Thank you for your application for consent under s77 of the School Standards and Framework Act 1998 for the council to take a playing field, shown hatched green at Annex1, which is no longer usable due to health and safety concerns, out of educational use.

This letter is to inform you on behalf of the Secretary of State for Education that consent has been granted.

Consent is conditional on the council entering the following restriction on the registered title of the land shown hatched green at Annex1:

No disposition of the registered estate by the proprietor of the registered estate is to be registered without a written consent signed by the Secretary of State for Education, of Sanctuary Buildings, Great Smith Street, London SW1P 3BT;

This decision was based on the information provided by or on behalf of the council. Consent does not provide or imply any additional funding from departmental budgets. You are reminded that the school remains responsible for managing any safeguarding issues arising from this transaction.

Yours sincerely



Jennifer Clark
Legal Lead, Real Estate Team
Education and Skills Funding Agency

Copied to

Simon Foster, Caseworker, Real Estate Team, ESFA

Annex1 Showing the site of Fitzmaurice Primary School edged red, with the area to be taken out of use hatched green.



Wiltshire Council

Cabinet

25 September 2018

Subject: Salisbury Museum - Request for Support

Cabinet Member: Cllr Richard Clewer – Cabinet Member for Housing, Corporate Services, Arts, Heritage and Tourism

Key Decision: Yes

Executive Summary

The Council has been approached by The Salisbury and South Wiltshire Museum Trust to support a grant bid from Heritage Lottery Fund. A recent submission for grant was unsuccessful, mainly because the Museum had not been able to demonstrate assured financial backing. To improve its chances of success a fresh application is to be made together with help from the Council.

Proposals

1. Members to give consideration to the request for a pledge of financial support as set out in the report;
2. If the request is approved, then the form of assistance is considered at the end of the two year project preparation period and in the meantime £500k is earmarked from reserves. A further report will be made to Cabinet at that time.
3. If the request is approved, Cabinet is asked to delegate authority to the Council's S151 Officer to:
 - a. approve and enter into a letter of intent or similar document demonstrating the Council's intention to grant or loan up to a maximum of £500,000 for the project; and
 - b. approve and enter into a formal grant agreement or loan agreement at the relevant time in approximately 2 years, up to a maximum of £500,000 for the project and otherwise on the terms set out in this report.

Reason for Proposal

A recent submission for grant was unsuccessful and to improve its chances of success a fresh application is to be made together with help from the Council.

Corporate Director: Alistair Cunningham

Wiltshire Council

Cabinet

25 September 2018

Subject: Salisbury Museum - Request for Support

Cabinet Member: Cllr Richard Clewer

Key Decision: Yes

Purpose of Report

1. Salisbury Museum is in the process of bidding for grant assistance from the Heritage Lottery Fund to help finance refurbishment and improvements to exhibitions. In addition to the grant the Museum must carry out a major fundraising initiative. To improve its prospects of obtaining the grant the Museum has asked the Council to pledge support of up to £500k which could be called upon if its fundraising is not successful. This report is to consider the request.

Relevance to the Council's Business Plan

2. Growing the economy, strong communities. If the project proceeds it would link to two of the Council's priorities:

Growing the economy – the Museum has seen an impact of visitor numbers since the Salisbury incident and the expectation is that improvements will increase the appeal of the Museum and bring more visitors to the city;

Stronger Communities – part of the ethos of the Museum is to link with local communities and schools in the area.

Background

3. The Council has recently been approached by The Salisbury and South Wiltshire Museum Trust to support a grant bid from Heritage Lottery Fund. A recent submission for grant was unsuccessful and to improve its chances of success a fresh application is to be made together with help from the Council. The Museum Trust is a company limited by guarantee and is a non-profit making organisation. It is reliant on income generated by visitors to the museum and from fund raising and grants to cover its day to day expenses. It also has some investments that generate a revenue stream to support its expenditure.
4. The total estimated cost of the refurbishment and improvements work is £4.4 million and the bid for HLF grant will be for £3.2 million. The intention of the

Museum is to raise the balance of £1.2 million from fund raising. To this end the Council is being asked to pledge funding of up to £500k in the event of a shortfall in fund raising. This is seen as a crucial aspect of the bid to demonstrate to HLF the commitment to local funding that already exists.

5. Submissions for grant assistance had to be made by the end of August 2018, the final opportunity to bid for funding this year, with the HLF Board deciding on which grants to make in December. The Museum has made its submission and will notify the HLF of the Council's support separately if approved.

6. The request for HLF grant will allow the following to be carried out:
 - A focus on the displays telling the history of Salisbury from the 13th century to the present day;
 - Improvements to the building which is in poor condition, with issues that, if neglected, will have a significant impact on the future of the property and the museum's sustainability;
 - Restoration and development of the King's House;
 - The storage of the collections:
 - Centralisation of the fine art, ceramics, costume and social history collections into one dedicated area, improving management (such as environmental conditions) and access;
 - Bulk archaeological collections to be moved offsite to a store that has been recently acquired.
 - The Salisbury Gallery to be an outstanding permanent exhibition covering 350sq. metres that will tell the story of Salisbury from its foundation in 1220 to the present day;
 - Delivery of a vibrant programme of activities with and for local residents entitled 'My City, My Salisbury'
 - A new dedicated space to form the hub of formal learning in the museum;
 - Improvements to both the environmental controls for sensitive objects and their inadequate security measures;
 - Display loans from national collections in the gallery;

- Physical access to the first floor of the building for people with mobility difficulties;
- Upgrading of catering facilities to support increased visitor demand and corporate hire opportunities;
- Further development of the museum's identity and brand will be essential in reaching a wider audience.

Main Considerations for the Council

7. If the grant bid is successful, the Museum will have two years to work up detailed design plans and contract documents. It will also have this period to carry out its fundraising activities and HLF will provide the services of a professional fund raiser to help with this aim. Past experience of the Museum is that fund raising is only effective when there is a project that will take place within a specific time period, rather than a notion that might happen sometime in the future.
8. To give the bid impetus and also give the Museum some room for manoeuvre the Council is requested to pledge to make good any shortfall in fund raising, up to a maximum of £500k.
9. It has been explained that the Council does not have any specific funds for this type of support now and given the financial outlook this position is unlikely to change in two years. In the event that the Council agrees to the Museum's request and the funding is called on in two years' time, the options available will be to provide a grant or, more likely a loan. The Museum understands the Council's position and its strong preference is not to take on any debt. They have confidence that fund raising will be strong and do not anticipate drawing on the Council's funding commitment. However, if a shortfall does arise the Museum would need to decide at that time how it wishes to proceed.
10. From the Council's viewpoint, if funding is requested a decision would need to be made what the source of funding would be. Additional borrowing is unlikely to be attractive given its direct impact on the revenue budget (loan servicing costs) and currently capital receipts and contributions are fully committed against the capital programme. Therefore, the council should take the prudent step of earmarking £500k from its (limited) reserves now.
11. For information, the Council is in the process of providing a grant of £75,000 to the Museum for the archaeological store at Unit 7 Hurricane Close. It also provides an annual grant of £22,320.

Overview and Scrutiny Engagement

12. The request for assistance has only been received recently and there is a deadline for the submission to the HLF for funding. The matter is expected to be discussed at the next meeting of the Financial Planning Task Group.

Safeguarding Implications

13. None arising from this proposal.

Public Health Implications

14. None arising from this proposal.

Procurement Implications

15. There are no procurement implications for the Council but if the project proceeds the Museum would have to follow procurement rules set out by the Heritage Lottery Fund.

Equalities Impact of the Proposal

16. Part of the improvement works include improved access to the first floor of the building for people with mobility difficulty.

Environmental and Climate Change Considerations

17. None arising from this report.

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

18. If the Council is unable to offer support, there is a risk that the improvements to the Museum will not go ahead and as such may affect the medium to long term financial position of the Museum.
19. Other risks, such as keeping costs within budget, will be for the Museum to manage. In the event that a grant or loan is made by the Council to the Museum, the relevant legal agreement would safeguard the proper use of public funds including procurement requirements to ensure value for money (see further Legal Implications section below).

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

20. There are no other risks at this point.

Financial Implications

21. These are the subject of the report.

Legal Implications

22. If Cabinet agrees to support the Museum's request:
 - a. lead officers will instruct Legal Services to draft a letter of intent to be signed by the Council and the Museum. Although this document will set out the Council's intention to support the improvement works by making a grant or loan at the relevant time, it will be clear that the final decision will be subject to the Council's constitutional requirements, policy framework and legislation at that time. The letter of intent will contain indicative templates of the formal grant agreement or loan agreement, but it will be clear that these templates may change and the Council's terms at the time of making the grant or loan will apply.
 - b. lead officers will work closely with colleagues in Legal Services to ensure that any grant or loan complies with European State Aid Regulations and other legal requirements. State Aid Regulations are expected to remain in force after Brexit, requiring prior approval of State aid unless an exemption applies. The potential beneficiaries of State aid here would be the Museum and the contractors which it appoints for the project. Therefore, an exemption for State aid will be required for the Museum. When appointing its contractors, the Museum must comply with procurement law in order to avoid unlawful State aid to its contractors (Legal Services expects this to be sufficiently covered by HLF terms which should extend to cover any Council grant or loan). All legal requirements, including those relating to State aid, will be set out in the formal grant agreement or loan agreement which will be executed at the point of making the grant or loan.

Options Considered

23. The option is whether the Council agrees to the request for support or to decline it. If it is confirmed in two years' time that the Museum requires support, then at that time the Council will decide what form that support will take i.e. loan or grant.

Conclusions

24. An opportunity has arisen for Salisbury Museum for bid for major funding to the Heritage Lottery Fund and to improve its chances of success the Council has been asked to provide support. Like many local authorities, the Council

faces significant financial challenges ahead and Members are asked to consider this request the merit of this request in that context.

Ian Duncan (Interim Director - Finance and Procurement)

Report Author: Ian Duncan, Ian.Duncan@wiltshire.gov.uk,

Date of report: 23/08/2018

Background Papers

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

None

Wiltshire Council

Cabinet

25 September 2018

Subject: **Revenue and Capital Budget Monitoring Period 4 2018/19**

Cabinet Member: **Cllr Philip Whitehead – Finance**

Key Decision: **No**

Executive Summary

This report advises members of the revenue and capital budget monitoring positions as at the end of Period 4 (end of July 2018) for the financial year 2018/19 with recommended actions as appropriate.

The forecasts indicate a general fund variance, if no further action is taken, of £2.558 million. This is 0.8% of the Council's net budget and is after transfers from earmarked reserves of £0.250 million in respect of *No Wrong Door* and £1.250 million to support some of the additional expenditure in the waste management service.

Since the budget was agreed in February 2018 the Council had to react suddenly to a nerve agent attack in Salisbury in March and a second outbreak in June in Amesbury. This had a significant impact on senior capacity within the Council as one corporate director and 4 directors were involved in the reaction to events and the recovery phase on an almost full-time basis for nearly six months. This has had an impact in business-as-usual activity.

The forecasted year end position is the sum of some significant variations (up and down) within individual services which are set out in the report. The largest of these is additional grant income in respect of business rates.

Attention is drawn to the fact that forecasts are most difficult to do in the first monitoring report of the year given that there is only a relatively short period of activity (expenditure) in services and budget forecasts have to be made for two thirds of the year. This is particularly so in demand led services of Children, Adults and Waste.

One disappointing aspect of the year to date is the progress on delivery of savings that were included in the approved budget (£26.706 million). These were the largest to be achieved in a single year in the Council's history and as such any shortfall in delivery has a marked effect not only in-year but over the medium term. If the expenditure cannot be contained within the approved budget, then this will result in an unplanned use of the Council's limited reserves. Therefore, the Corporate Leadership Team recognise it is a major priority to bring expenditure in line with budget.

Reference is made in the report to the cost of dealing with the incidents in Salisbury and Amesbury.

The report includes commentary on the Dedicated Schools Grant (DSG). This is coming under increased pressure, not just in Wiltshire but across the country. Current forecast is for a £0.959 million overspend.

This report also details changes to the capital budget made since the 2018/19 budget was set on 20 February 2018 and reflects the position of the 2018/19 capital spend against budget as at Period 4 (as at 31 July 2018).

Proposal

Cabinet is asked to note the outcome of the period 4 (end of July) budget monitoring and to approve all revenue budget amendments outlined in the report in appendix B.

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

To note the budget movements undertaken to the capital programme shown in appendices E and F and to also note the reprogramming of £9.520 million capital budget between 2018/19 and 2019/20.

Reason for Proposal

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

To inform Cabinet of the position of the 2018/19 capital programme as at Period 4 (31 July 2018), including highlighting any budget changes.

Ian Duncan, Interim Director – Finance and Procurement

Wiltshire Council

Cabinet

25 September 2018

Subject: **Revenue Budget Monitoring Period 4 2018/19**

Cabinet Member: **Cllr Philip Whitehead – Finance**

Key Decision: **No**

Purpose of Report

1. To advise Members of the revenue and capital budget monitoring position as at the end of period 4 (end of July 2018) for the financial year 2018/19 with suggested actions as appropriate.
2. To inform Cabinet on the position of the 2018/19 capital programme, as at period 4 (31 July 2018), including budget changes.

Background

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

Revenue Summary

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

Summary Position	2018/19 Budget £ m	Profiled Budget to date £ m	Actual to date £ m	Projected Position for Year (before mitigation) £ m	Projected Variance £ m
General Fund Total	327.746	144.031	144.827	330.304	2.558
Dedicated Schools Grant (DSG)	180.580	60.193	60.513	181.539	0.959*
Housing Revenue Account	(0.245)	(4.707)	(5.677)	0	0

*High Needs Block

5. This projected position is the current projected outturn position after any current approved recovery actions have been actioned. Forecasting at this early part of the financial year is the most difficult as there is only a relatively short period of activity (expenditure) and forecasts have to be made for over two thirds of the year. This is particularly so in demand-led services of Children, Adults and Waste.
6. There have been a number of budget movements during 2018/19. These are due to budget virements (transfers) relating to factors such as structural changes or allocation of funding for the pay award. A full trail is shown in appendix A. The overall net budget remains the same as agreed by Full Council in February 2018.
7. In accordance with the scheme of delegation those budget transfers amounting to more than £0.250 million are shown in appendix B.

Savings Delivery Performance

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

RAG analysis by Directorate	Saving Target	Green	Amber	Red	Alternative Savings
	(£ m)	(£ m)	(£ m)	(£ m)	(£m)
ASC Operations - Access & Reablement	(5.660)	(3.720)	(1.940)	-	-
Learning Disabilities & Mental Health	(1.940)	(0.300)	(0.640)	(1.000)	-
Public Health & Protection	(1.793)	(1.223)	-	(0.570)	(0.500)
Commissioning	(0.300)	-	(0.200)	(0.100)	(0.100)
Family & Children Services	(1.040)	(0.955)	-	(0.085)	(0.085)
Education & Skills	(0.325)	(0.230)	-	(0.095)	(0.095)
Economic Development & Planning	(1.083)	(0.683)	-	(0.400)	(0.250)
Highways & Transport	(1.714)	(1.184)	-	(0.530)	-
Waste & Environment	(2.570)	(1.740)	-	(0.830)	-
Housing & Commercial Development	(1.000)	(0.296)	-	(0.704)	(0.580)
Communities & Communications	(2.469)	(1.039)	(0.230)	(1.200)	(0.102)
Corporate Services & Digital	(1.043)	(0.743)	-	(0.300)	(0.150)
Finance	(0.575)	(0.130)	(0.075)	(0.370)	(0.325)
Legal & Democratic	(0.166)	(0.050)	(0.050)	(0.066)	-
Human Resources & Org Development	(0.373)	(0.278)	(0.095)	-	-
Corporate	(4.655)	(3.000)	(0.100)	(1.555)	-
	(26.706)	(15.571)	(3.330)	(7.805)	(2.187)

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

10. Out of £26.706 million savings proposals, £3.330 million are assessed as amber rated. This means that they are deemed to be deliverable in 2018/19, but with some risks associated with them.
11. £7.805 million (29%) of savings targets are currently assessed as red. This means they are deemed unlikely to be delivered as planned. Officers are currently identifying compensating savings and corresponding mitigating actions.

So far £2.187 million of alternative savings have been identified, some of which are one-off in nature.

12. Overall a shortfall of £5.618 million (21% of target) is forecast for the year. This is included in the General Fund figures set out below.
13. Work is also being undertaken to assess the deliverability of a number of historic savings targets built into the budget base. This work is currently ongoing.

General Fund Monitoring Details

14. Overall a good proportion of service expenditure is in line with budget profiles and forecasts. There are some services which have identified larger variances at this stage of the year than originally planned. Details of these areas are included below. Directors and Heads of Service are identifying compensating actions in an attempt to bring these back in line.
15. Overall the period 4 report identifies potential net cost pressures of £2.558 million. This is after the application of £0.255 million from no wrong door earmarked reserve and £1.250 million from waste earmarked reserve and the benefit of £7.200 million of additional grants for business rates. Below are the comments on the main variances over £0.250 million.

Adults Social Care

16. Adult Social Care budgets are projecting a net overspend of £3.951 million for 2018/19. This is split

Service Area	2018/19 Budget £m	Projected Outturn Period 4 £m	Variance £m	%
18+ Service	£50.453	£50.904	£0.451	0.89%
Mental Health	£16.776	£17.641	£0.865	5.16%
Learning Disabilities	£46.193	£49.417	£3.224	6.98%
Commissioning	£25.386	£24.797	(£0.589)	(2.32%)
TOTAL	£138.808	£142.759	£3.951	2.85%

17. £117.989 million was being spent at the start of the financial year supporting 4,705 different care packages. In the first four months of the financial year, this has grown to £120.293 million supporting 4,713 different packages of care. Whilst the increase in costs appears material, the metrics below show a shift from

placing residents into residential care settings, which reduces their independence, to maintaining these residents in their communities.

Care Type	At Budget Setting		Period 4 Forecast Expenditure		Movement	
	No of Clients	Costs £m	No of Clients	Costs £m	No of Clients	Costs £m
Domiciliary Care	1,381	19.366	1,433	21.726	52	2.360
Day Care	279	1.569	283	1.568	4	(0.001)
Supported Living	497	19.059	542	20.408	45	1.349
Shared Lives	27	0.575	26	0.504	(1)	(0.071)
Residential (spot)	814	48.017	796	47.984	(18)	(0.033)
Nursing (spot)	321	13.873	314	12.876	(7)	(0.997)
Carers	574	1.617	567	1.755	(7)	0.138
Direct Payments	812	13.913	752	13.471	(60)	(0.442)
Total	4,705	117.989	4,713	120.292	8	2.303

18. Learning Disabilities is currently projecting a £3.224 million overspend, which equates to 82% of the projected overspend. The majority of this relates to £1.000 million of undeliverable savings from the Care Fund Calculator Programme and £1.700 million attributable to the increase in residents going into a Shared Lives setting. Work is ongoing within the team to find compensating savings to address this and the outcome of this work will be reported in the next Cabinet budget monitoring report.
19. Mental Health is currently projecting a £0.865 million overspend, which equates to 22% of the projected overspend. This relates to an increase in both residential and nursing placements.
20. Adults' Commissioning are underspending by £0.589 million which relates to savings in both Supported Housing and Telecare.

Children & Young People in Care Placements

21. The number of Children & Young People in Care at the time of setting the budget was 425. Additional growth for demography and inflation was added to the budget to reflect the anticipated upward trend particularly in relation to unaccompanied asylum-seeking children. The number of Children & Young People in Care at the end of July was 457.
22. There is currently no variance projected from the approved budget on placements for children and young people in care.

Children's Social Care

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

0-25 Service: Disabled Children & Adults

24. The 0-25 SEND Service is currently projected to underspend by £0.589 million.
25. There are a number of children with SEND we have responsibility for whose needs will require support from adult services upon reaching stability or age 25 years. The original base budget allowed for element of placement budget being passed to adult services alongside the case. This funding arrangement has now ceased and the service is therefore projecting an underspend.
26. The number of children with education, health and care plans (EHCP) and statements at the time of setting the budget was 2,956. Additional growth representing demography and inflation was added to the budget reflect the anticipated upward trend. The number of children with EHCP plans and statements at the end of July was 3,208. Most children require specialised or additional educational support, some medical some social care some more require support across more than one of these.
27. Of the 3208 children with an EHCP statement, the budget plan was for 226 children to have support from the SEN social care placement budgets. The table below shows the different types and cost of care settings:

Care Type	At Budget Setting		Period 4 Forecast Expenditure		Movement	
	No of Clients	Costs £m	No of Clients	Costs £m	No of Clients	Costs £m
Independent Fostering Agencies	10	0.705	8	0.549	(2)	(0.156)
Residential Homes	17	1.962	13	1.654	(4)	(0.308)
Residential School	22	2.040	21	1.946	(2)	(0.094)
Supported Living	27	1.691	19	1.346	(8)	(0.345)
Direct Payments	12	0.518	13	0.580	1	0.062
Respite	0	0.000	0	0.019	0	0.019
Care Packages and Personal Budgets	138	0.691	146	0.924	8	0.233
Total	226	7.607	219	6.327	(6)	(0.589)

Highways

28. Highways is currently projecting a net overspend of £0.900 million in relation to street lighting energy. The energy budgets have been under pressure due to significant increases in previous years for energy costs. Some of this has been mitigated by reducing street lighting usage in certain areas, however there is a base pressure of £0.500 million. In addition to this a saving proposal was put forward for 2018/19 to move to LED lighting of £0.400 million. This requires significant investment of circa £12 million, the business case for the LED street lighting under evaluation and implementation is likely to be delayed until April 2019.

Waste & Environment

29. Waste is currently projecting a net overspend of £3.786 million.
30. The Council's contractor has experienced significant delay in obtaining planning permission for construction of a materials recovery facility (MRF) to sort dry recyclable materials. As a consequence, the contract for sorting dry recyclable materials (Lot 1) and the contract for collection of waste and recycling (Lot 5), which commenced on 30 July 2018, could not be delivered as originally intended.
31. An interim service commenced that enables the collection and recycling of additional plastic materials from the blue lidded bin. However, this requires the use of additional vehicles and employment of additional staff as the collection of dry recyclable materials continues to be based on separate collection of materials from the black box.
32. Work is ongoing with the contractor to reduce the costs of this arrangement but the information presented to date shows a pressure in relation to Lot 1 and Lot 5 of £3.389 million.
33. In addition, a number of savings proposals for 2018/19 are unlikely to be achieved. This is due to a combination of the delay in implementing the service changes referred to above and the availability of sufficient resource in the Waste and IT teams, given ongoing work on implementing new systems for management of the waste contracts. A total of £0.830 million of the savings target has been rated red as part of the period 4 budget monitoring process.
34. The service has identified further efficiencies and mitigating savings of £0.432 million so far.
35. The forecast above is based on the assumption that waste tonnages continue to reduce as experienced in previous years, and that higher rates of recycling (and therefore landfill diversion) are achieved through the delivery of the new contracts and saving actions taken. £1.313 million of the 2018/19 savings rated green relate to a reduction in tonnage, to be achieved through access restrictions at household recycling centres, re-negotiating the contract over the disposal of commercial waste, the transfer of commercial waste collection and disposal to the private sector and additional efficiencies. The actions to deliver these savings have been taken but tonnage data will need to be closely monitored to ensure that these initiatives are successful in reducing overall waste tonnage as forecast. Small changes in tonnages have a significant financial impact, and overall waste arisings can be heavily influenced by external factors such as weather and changing consumer behaviours. The impact of these external influences can militate against the interventions the Council has taken to manage demand. If tonnages do not reduce as forecast the waste budget could overspend further.

36. A sum of £1.250 million was set aside in an earmarked reserve at the end of 2017/18 to assist with additional costs of the contract. It is proposed that this reserve be released in the current year. This is shown in the movement in reserves below.

Libraries, Heritage & Arts

37. Libraries, Heritage & Arts is currently projecting a net overspend of £0.883 million. This is due to a delay in actioning 2018/19 savings proposals, largely around structures and job redesign and the review and devolution of libraries. In addition, the service is managing historic savings targets in relation to Melksham Lunch Club and Income generation re City Hall and Advertising and Sponsorship.
38. Plans are in development to improve income generation and deliver these savings however they will not be delivered in full in 2018/19 but are expected to be in future years.

Movement on Reserves

39. This represent a release of £1.250 million waste transformation earmarked reserve that was created at the end of 2017/18.

Restructure & Contingency

40. This is showing as £1.555 million overspend. This relates to corporate saving targets agreed as part of the 2018/19 budget setting.

General Government Grants

41. General Government Grants are forecasting to be £7.200 million higher than budget, mainly in respect of business rates. In prior years, this was used at year end to mitigate spending pressures and support the earmarked reserve for forecast losses in business rates. For 2018/19 the whole amount is being used to support revenue budget forecasts.

Corporate Levies

42. This is currently forecasting a £0.500 million underspend. This is mainly due to a combination of lower than budgeted gross cost in terms of purchasing and surrendering Carbon Reduction Commitment (CRC) trading allowances for the year, together with additional business rates income of circa £0.200 million for renewable energy schemes.

Salisbury & Amesbury

43. As a result of the incidents in Salisbury on Sunday 4 March and Amesbury on Saturday 30 June, the Council has incurred significant expenditure/loss of income in response to the incidents and as part of recovery.
44. In 2017/18 £0.140 million loss of income as a result of the decision to provide free car parking and £0.010 million for emergency business support was met by the Council.
45. In the current year £1.400 million was provisionally set aside from reserves. Of this, £1.074 million has been allocated to response and recovery work streams, leaving a balance of £0.226 million. The main component is £0.733 million to cover the loss of income to the Council due to free car parking and Park and Ride for the period April to June 2018. Other costs include £0.100 million to back fill for a Service Director and £0.141 million for the reinstatement of Bourne Hill and Five Rivers plus other expenses. From the reserve, a further £0.100 million has been set aside for National Armed Forces day and £0.100 million to provide further support to Salisbury Tourism.
46. Free all day car parking and Park and Ride was offered from 24 March in response to the Salisbury incident in order to encourage footfall and sales in the city and support local business. Following feedback from local businesses on the impact of free parking, on Monday 14 May Wiltshire Council-run car parks in Salisbury were changed to free from midday on weekdays, and free all day on Saturdays and Sundays. The five Park and Ride sites that serve the City continued to be free.
47. In response to the nerve agent incident in Amesbury Town on 2 July 2018 the Council introduced the same arrangements to assist the local businesses in all of Council-run car parks in Amesbury.
48. The government awarded the Council a grant of £0.570 million in July 2018 to support the continuation of parking arrangements from July. The cost of continuing the above arrangements for July and August 2018 is £0.363 million, leaving a balance of £0.207 million.
49. The proposal for future parking support is to use the remaining balance of the grant to continue to operate free Park and Ride services in Salisbury until 13 January 2019. This will mean ceasing free car parking at Council car parks in Salisbury and Amesbury from 9 September.
50. Funding has been secured from various government departments and the Local Economic Partnership to help businesses impacted by the incident and to promote recovery and growth in Salisbury. Funding secured to date amounts to £1.495 million; to date £1.168 million has been allocated to recovery work streams leaving a balance to be allocated of £0.327 million. Actual and committed spend as at period 4 is £0.763 million.

51. Funding has also been secured from the Government towards the Council's Response and Recovery costs. Funding to date for this totals £1.217 million; £1.210 million has been allocated to recovery work streams leaving a balance of £ 0.007 million. Actual and committed spend as at period 4 is £0.483 million.
52. The Council managed the collection and disposal of dry cleaning, these costs are being recovered from DEFRA. Total cost to date is £0.004 million.
53. Currently the total funding secured (Council, Government, LEP) allocated for Wiltshire Council Recovery is £4.835 million, with a total of £2.827 million spent or committed as at period 4. £1.448 million has been allocated to recovery work streams, with £0.560 million remaining to be allocated as proposals come forward to support Salisbury recovery.

Dedicated Schools Grant

54. The Education and Skills Funding Agency (ESFA) provides pre-16 funding for schools to local authorities via the dedicated schools grant (DSG). This grant is ringfenced and is separate to local authority budget. Any underspend or overspend is also ringfenced. At the end of 2017/18, the positive balance of the DSG reserve was £0.846 million.
55. DSG comprises, four blocks: schools; central school services; high needs; and early years. Spend in each block is prescribed by the ESFA. The commentary in this report relates to pressures on the high needs block.
56. High needs funding is for children and young people with special educational needs or disabilities who need extra support at school, college or alternative provision settings. Many local authorities are now incurring deficit on their overall DSG account largely because of overspending on their high needs block. When children with additional needs are placed in Wiltshire schools, funding is passed to schools to support those children. Where children are placed outside Wiltshire schools, commissioning budgets are held and managed by the Head of Service for SEND. Early indications of DSG spend on the high needs block for 2018/19 are an overspend of £0.959 million this is largely attributable to spend rising in line with increased numbers of children in Wiltshire with an EHCP statement exceeding the amount of DSG available for high needs. Approval will be sought from Schools Forum to use the DSG reserve to fund the high needs overspend in 2018/19.
57. The residue of £0.133 million will be carried forward and plans will be required to make good this amount and also identify a sustainable means of financing higher needs in the future.

Housing Revenue Account Summary

58. Budget figures on the Housing Revenue Account (HRA) have been reviewed as part of the regular budget monitoring process.
59. The HRA is currently projecting a balanced position.

Capital Summary

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

Breakdown of Budget Amendments from Original Budget to Period 4 Budget (as at 31 July 2018)

Summary of Movements in Capital Programme	£m	Further information
Original Capital Programme Budget (reported to Council 20 Feb 2018)	131.820	Appendix E
Amendments to Capital Programme 2018/19 Since Original Budget Setting:		
Budgets Reprogrammed from 2017/18 to 2018/19	35.725	Appendix E
Additional Budgets added to Programme	11.689	Appendix E & F
Grant Amendments	(0.161)	Appendix E
Reduced Budgets	(0.001)	Appendix E
Budgets Reprogrammed from 2018/19 to 2019/20	(9.430)	Appendix E & F
Current Budget 2018/19	169.642	

61. The budget additions shown above largely reflect increases in funding being available and brought into the programme under the Chief Financial Officer delegated authority. They largely comprise additional grants from Central Government, Section 106 contributions and other contributions used to finance capital spend within the capital programme. Further information on the budget movements at an individual scheme level is shown in Appendix E and in further detail in Appendix F.
62. The budgets that have been reprogrammed into 2018/19 are shown in further detail in Appendices E and F.

Summary of Capital Position as at 31 July 2018

63. The current budget for the year 2018/19 is £169.642 million. Actual spend on schemes as at 31 July 2018 was £22.626 million. A full breakdown of these figures is attached in Appendix E.
64. At present Porton Science Park is the only scheme forecast to overspend significantly with a forecast overspend of £0.342 million. The scheme is at the completion stage with only final retention, fee and contingency costs outstanding.
65. The Microsoft cloud navigator project has been added to the capital programme in 2018/19. The sources of funding of the project will be reviewed as part of an overall financing review.

Reserves

66. The table below provides the projected position for the year as at period 4 on the general fund balance held by the Council.

General Fund Balance	£ million	£ million
Balance as at 1 April 2018		(12.943)
Support for budget agreed in February 2018	0.900	
Projected overspend at period 4	2.558	
Total Forecast movement		3.458
Forecast Balance 31 March 2019		(9.485)

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

Overall Conclusions

68. 2018/19 is proving to be a challenging year on the financial front. A combination of: an ambitious savings target; senior officers having to focus on the incidents at Salisbury and Amesbury and; complications with the waste contract have led to budgets not expected to be achieved. This is despite additional income of £7.200 million from business rates grant.
69. It is vital that focussed attention is given to keep expenditure within budget to avoid the unplanned use of our limited level of reserves. The Corporate Leadership Team will continue to prioritise the identification of opportunities and actions to limit spending and improve income. Further monitoring reports will be brought to Cabinet throughout 2018/19.

Implications

70. This report informs Members' decision making.

Overview & Scrutiny Engagement

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

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities and diversity impact of the proposals

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

Environmental and Climate Change Considerations

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

Risks Assessment

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

Financial implications

78. This is the subject of the report.

Legal Implications

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

Proposals

80. Cabinet is asked to note the outcome of the period 4 (end of July) budget monitoring and to approve all revenue budget amendments outlined in the report in appendix B.
81. Cabinet is asked to reinforce the need for expenditure to be contained within the budget agreed in February 2018.
82. To note the budget movements undertaken to the capital programme shown in appendices E and F and to also note the reprogramming of £9.430 million capital budget between 2018/19 and 2019/20.

Reasons for Proposals

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

Background Papers and Consultation

None

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Appendices:

Appendix A: Revenue Budget Movements 2018/19

Appendix B: Major Virements between Service Areas from Original budget

Appendix C: Revenue Budget Monitoring Statements

Appendix D: 2018/19 Budget Setting Savings

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

Appendix F: Delegated authority for budget movements

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Wiltshire Council Revenue Budget Movements 2018/2019

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

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

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Major Virements between Services Areas from Period 1 to Period 4

APPENDIX B

Net virements over £250,000

	£m
Adults 18+	
ASC transformation Budget Realignment	(3.991)
Transfer of Resource Specialists from finance	(0.113)
Other miscellaneous virements	0.169
In Year Virements period 1-4	(3.935)
Mental Health	
ASC Budget Realignment	(1.679)
Other miscellaneous virements	(0.043)
In Year Virements period 1-4	(1.722)
Learning Disabilities	
ASC Budget Realignment	1.032
In Year Virements period 1-4	1.032
Adults Commissioning	
ASC Budget Realignment	4.638
Transfer of Resource Specialists from finance	0.105
In Year Virements period 1-4	4.743
Childrens Commissioning	
Relignment of DSG savings across Childrens services	0.250
Other miscellaneous virements	0.102
In Year Virements period 1-4	0.352
Childrens Social Care	
Relignment of DSG Budgets across Childrens services	(0.190)
Additional budget allocation from corporate levies	0.908
Transfer to/ from Earmarked	0.013
Other miscellaneous virements	(0.041)
In Year Virements period 1-4	0.690
Funding Schools	
Relignment of Dedelegated DSG Budgets across Childrens services	(0.480)
In Year Virements period 1-4	(0.480)
Highways	
Allocation of additional budget funded by Rural Grant from Corporate	0.655
Other miscellaneous virements	0.134
In Year Virements period 1-4	0.789
Communications	
Budget reallocation to libraries	(0.475)
Other miscellaneous virements	(0.045)

In Year Virements period 1-4	(0.520)
Libraries Heritage & Arts	
Budget reallocation from communications	0.475
Other miscellaneous virements	0.119
In Year Virements period 1-4	0.594
Corporate Services	
Budget reallocation from ICT	0.343
Other miscellaneous virements	0.083
In Year Virements period 1-4	0.426
 Human Resources & Organisational Development	
Other miscellaneous virements	0.065
Additonal Budget Realignment from corporate	0.200
In Year Virements period 1-4	0.265
Restructure & Contingency	
Release of Redundancies	(0.185)
Centralisation of school Redundancy budgets	0.350
Release of Pay award	(0.343)
Additonal Budget Realignment from corporate	(0.200)
Realign budget from general government grants	(0.302)
In Year Virements period 1-4	(0.680)
General Government Grants	
Allocation of additional budget funded by Rural Grant to Highways	(0.655)
Realign budget to restructure & contingency	0.302
In Year Virements period 1-4	(0.353)
Corporate Levies	
Release of Pay award	(0.570)
Additonal renewable energy income allocated to childrens	(0.908)
In Year Virements period 1-4	(1.478)

		Original Budget	Revised Budget Period 4	Profiled Budget to Period 4	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
ASC Operations - Access & Reablement								
Adults 18+	Gross Costs	66.848	66.702	22.359	24.186	67.153	0.451	0.7%
	Income	(12.460)	(16.249)	(7.839)	(4.157)	(16.249)	-	-
	Net	54.388	50.453	14.520	20.029	50.904	0.451	0.9%
Learning Disabilities & Mental Health								
Mental Health	Gross Costs	21.682	19.723	7.848	6.241	20.588	0.865	4.4%
	Income	(3.185)	(2.948)	(1.115)	(0.534)	(2.948)	-	-
	Net	18.497	16.775	6.733	5.707	17.640	0.865	5.2%
Learning Disabilities	Gross Costs	48.786	51.919	17.690	17.948	55.143	3.224	6.2%
	Income	(3.624)	(5.725)	(2.860)	(1.149)	(5.725)	-	-
	Net	45.162	46.194	14.830	16.799	49.418	3.224	7.0%
Public Health & Protection								
Public Health Grant	Gross Costs	16.933	16.441	4.908	3.432	16.441	-	-
	Income	(16.933)	(16.441)	(8.381)	(8.829)	(16.441)	-	-
	Net	-	-	(3.473)	(5.397)	-	-	-
Other Public Health & Public Protection	Gross Costs	1.895	1.717	(0.585)	1.300	1.787	0.070	4.1%
	Income	(1.227)	(1.049)	(0.373)	(0.382)	(1.049)	-	-
	Net	0.668	0.668	(0.958)	0.918	0.738	0.070	10.5%
Commissioning								
Adults Commissioning	Gross Costs	28.257	48.920	18.255	12.170	48.331	(0.589)	(1.2%)
	Income	(7.614)	(23.534)	(15.452)	(11.814)	(23.534)	-	-
	Net	20.643	25.386	2.803	0.356	24.797	(0.589)	(2.3%)
Childrens Commissioning	Gross Costs	31.715	32.614	9.495	11.560	32.614	-	-
	Income	(26.842)	(27.389)	(1.503)	0.040	(27.389)	-	-
	Net	4.873	5.225	7.992	11.600	5.225	-	-
Family & Children Services								
Children's Social Care	Gross Costs	42.798	44.083	15.336	14.111	44.083	-	-
	Income	(3.263)	(3.858)	(0.835)	(0.657)	(3.858)	-	-
	Net	39.535	40.225	14.501	13.454	40.225	-	-

0-25 Service: Disabled Children & Adults	Gross Costs	50.921	51.003	17.827	19.739	50.427	(0.576)	(1.1%)
	Income	(30.886)	(30.963)	(0.325)	(0.448)	(30.963)	-	-
	Net	20.035	20.040	17.502	19.291	19.464	(0.576)	(2.9%)
Early Help	Gross Costs	1.262	1.193	0.404	0.476	1.252	0.059	4.9%
	Income	(1.298)	(1.195)	(0.674)	(0.152)	(1.195)	-	-
	Net	(0.036)	(0.002)	(0.270)	0.324	0.057	0.059	(2950.0%)
Education & Skills								
School Effectiveness	Gross Costs	9.960	9.107	3.269	2.747	9.107	-	-
	Income	(7.876)	(7.015)	(1.424)	(1.187)	(7.015)	-	-
	Net	2.084	2.092	1.845	1.560	2.092	-	-
Funding Schools	Gross Costs	126.181	126.069	31.369	26.663	126.069	-	-
	Income	(126.181)	(126.549)	(2.247)	(12.882)	(126.549)	-	-
	Net	-	(0.480)	29.122	13.781	(0.480)	-	-
Economic Development & Planning								
Economic Development & Planning	Gross Costs	(6.083)	9.767	3.005	3.539	9.917	0.150	1.5%
	Income	7.878	(7.878)	(2.626)	(2.409)	(7.878)	-	-
	Net	1.795	1.889	0.379	1.130	2.039	0.150	7.9%
Highways & Transport								
Highways	Gross Costs	19.223	32.127	10.039	9.517	33.027	0.900	2.8%
	Income	(1.818)	(13.933)	(4.686)	(4.115)	(13.933)	-	-
	Net	17.405	18.194	5.353	5.402	19.094	0.900	4.9%
Transport	Gross Costs	18.869	18.892	5.206	5.261	18.892	-	-
	Income	(1.689)	(1.689)	(0.594)	(1.200)	(1.689)	-	-
	Net	17.180	17.203	4.612	4.061	17.203	-	-
Car Parking	Gross Costs	1.505	1.800	0.607	0.666	1.800	-	-
	Income	(8.331)	(8.607)	(2.668)	(1.816)	(8.477)	0.130	(1.5%)
	Net	(6.826)	(6.807)	(2.061)	(1.150)	(6.677)	0.130	(1.9%)
Waste & Environment								
Waste & Environment	Gross Costs	44.854	44.370	12.625	10.187	48.156	3.786	8.5%
	Income	(8.487)	(8.054)	(5.349)	(5.360)	(8.054)	-	-
	Net	36.367	36.316	7.276	4.827	40.102	3.786	10.4%
Housing & Commercial Development								
Housing Services	Gross Costs	8.603	8.983	3.295	3.161	8.983	-	-
	Income	(4.414)	(4.731)	(1.175)	(2.089)	(4.731)	-	-
	Net	4.189	4.252	2.120	1.072	4.252	-	-
Strategic Asset & Facilities Management	Gross Costs	16.671	16.686	5.404	4.701	16.810	0.124	0.7%

	Income	(5.092)	(5.044)	(1.681)	(1.869)	(5.044)	-	-
	Net	11.579	11.642	3.723	2.832	11.766	0.124	1.1%
<u>Communities & Communication</u>								
Communications	Gross Costs	2.068	1.548	0.405	0.546	1.548	-	-
	Income	(0.220)	(0.220)	(0.160)	(0.023)	(0.220)	-	-
	Net	1.848	1.328	0.245	0.523	1.328	-	-
Libraries, Heritage & Arts	Gross Costs	4.758	5.503	1.303	2.326	6.386	0.883	16.0%
	Income	(1.487)	(1.638)	(0.679)	(0.276)	(1.638)	-	-
	Net	3.271	3.865	0.624	2.050	4.748	0.883	22.8%
Leisure	Gross Costs	7.721	7.787	2.358	2.462	8.002	0.215	2.8%
	Income	(8.084)	(7.960)	(2.596)	(2.377)	(7.960)	-	-
	Net	(0.363)	(0.173)	(0.238)	0.085	0.042	0.215	(124.3%)
<u>Corporate Services & Digital</u>								
Corporate Services	Gross Costs	6.120	6.509	1.889	2.468	6.659	0.150	2.3%
	Income	(1.154)	(1.117)	(0.406)	(0.431)	(1.117)	-	-
	Net	4.966	5.392	1.483	2.037	5.542	0.150	2.8%
Information Services	Gross Costs	11.663	11.419	5.835	6.210	11.419	-	-
	Income	(2.408)	(2.409)	(1.226)	(0.161)	(2.409)	-	-
	Net	9.255	9.010	4.609	6.049	9.010	-	-
<u>Finance</u>								
Finance & Procurement	Gross Costs	19.326	20.009	6.491	7.126	20.054	0.045	0.2%
	Income	(13.238)	(14.041)	(4.071)	(3.020)	(14.041)	-	-
	Net	6.088	5.968	2.420	4.106	6.013	0.045	0.8%
Revenues & Benefits - Subsidy	Gross Costs	111.386	91.751	33.839	33.852	91.751	-	-
	Income	(111.886)	(92.251)	(22.557)	(22.557)	(92.251)	-	-
	Net	(0.500)	(0.500)	11.282	11.295	(0.500)	-	-
<u>Legal & Democratic</u>								
Legal & Democratic	Gross Costs	6.195	6.403	2.105	1.990	6.469	0.066	1.0%
	Income	(2.110)	(2.158)	(0.748)	(0.662)	(2.158)	-	-
	Net	4.085	4.245	1.357	1.328	4.311	0.066	1.6%
<u>Human Resources & Organisational Development</u>								
Human Resources & Organisational Development	Gross Costs	4.872	5.114	1.670	1.705	5.114	-	-
	Income	(1.746)	(1.723)	(0.941)	(0.380)	(1.723)	-	-
	Net	3.126	3.391	0.729	1.325	3.391	-	-
<u>Corporate Directors</u>								
Corporate Directors & Membs	Gross Costs	1.072	1.068	0.433	0.399	1.068	-	-
	Income	(0.014)	(0.014)	(0.005)	(0.005)	(0.014)	-	-
	Net	1.058	1.054	0.428	0.394	1.054	-	-

Members	Gross Costs	2.118	2.227	0.722	0.728	2.227	-	-
	Income	-	-	-	-	-	-	-
	Net	2.118	2.227	0.722	0.728	2.227	-	-
Corporate								
Movement on Reserves		(0.900)	(0.970)	(0.970)	(0.070)	(2.220)	(1.250)	128.9%
Capital Financing		21.024	21.024	2.202	2.775	21.024	-	-
Restructure & Contingency		0.178	(0.503)	(1.997)	0.203	1.052	1.555	(309.1%)
General Government Grants		(23.891)	(24.244)	(7.122)	(7.036)	(31.444)	(7.200)	29.7%
Corporate Levies		8.845	7.367	1.706	2.440	6.867	(0.500)	(6.8%)
	Net	5.256	2.674	(6.181)	(1.688)	(4.721)	(7.395)	(276.6%)
Wiltshire Council General Fund Total	Gross Costs	733.435	764.128	239.227	235.729	766.556	2.428	(2.907)
	Income	(405.689)	(436.382)	(95.196)	(90.901)	(436.252)	0.130	-1.5%
	Net	327.746	327.746	144.031	144.827	330.304	2.558	1.2%
Housing Revenue Account (HRA)	Gross Costs	25.028	25.592	3.507	2.765	25.592	-	-
	Income	(25.273)	(25.837)	(8.214)	(8.442)	(25.837)	-	-
	Net	(0.245)	(0.245)	(4.707)	(5.677)	(0.245)	-	-
Total Including HRA	Gross Costs	758.463	789.720	242.734	238.494	792.148	2.428	0.5%
	Income	(430.962)	(462.219)	(103.410)	(99.343)	(462.089)	0.130	(0.0%)
	Net	327.501	327.501	139.324	139.150	330.059	2.558	1.2%

Appendix D 2018/2019 Budget Setting Savings

Period 4

31/07/18 Key

Green	Deliverable
Amber	Deliverable with risks
Red	Unlikely to be delivered

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

21	Children's Social Care 0-25 Service: Disabled	Family & Children Services	A review of structures and job design to identify inefficiencies and potential duplication with other service areas	(0.640)	(0.555)		(0.085)	(0.085)
22	Children & Adults 0-25 Service: Disabled	Family & Children Services	Re-commissioning / procurement of SEND transport at reduced rates	(0.100)	(0.100)			
23	Children & Adults	Family & Children Services	Review of placements to identify opportunities to continually improve services at reduced costs	(0.300)	(0.300)			
24	School Effectiveness	Education & Skills	Delete vacant posts within School Effectiveness and review of other structures and job design to identify inefficiencies and potential duplication with other service areas.	(0.165)	(0.165)			
25	School Effectiveness	Education & Skills	Reduce Academy Development Budget	(0.030)	(0.030)			
26	School Effectiveness	Education & Skills	Utilisation of grant income to support management costs within Education and Employment	(0.035)	(0.035)			
27	School Effectiveness	Education & Skills	Increase in fees for current traded services in School Effectiveness	(0.095)			(0.095)	(0.095)
28	Economic Development & Planning	Economic Development & Planning	Enterprise Network income. Carriage works, Porton, Corsham Mansion House come online, potential to generate more income collectively as a Network	(0.100)	(0.100)			
29	Economic Development & Planning	Economic Development & Planning	Manage the Wiltshire top 100 programme with existing internal resources	(0.050)	(0.050)			
30	Economic Development & Planning	Economic Development & Planning	A review of structures and job design to identify inefficiencies and potential duplication with other service areas.	(0.200)			(0.200)	(0.200)
31	Economic Development & Planning	Economic Development & Planning	Reduce the grant for Visit Wiltshire, this is in line with previous discussions	(0.033)	(0.033)			
32	Economic Development & Planning	Economic Development & Planning	Increase planning fees per Government scales rates, i.e. 20%	(0.500)	(0.500)			
33	Economic Development & Planning	Economic Development & Planning	To seek efficiencies from the way we work with the Local Enterprise Partnership	(0.100)			(0.100)	
34	Economic Development & Planning	Economic Development & Planning	A review of structures and job design to identify inefficiencies and potential duplication with other service areas	(0.100)			(0.100)	(0.050)
35	Highways	Highways & Transport	To continue the previously Council supported approach of turning off street lights, particularly in rural areas, whilst maintaining provision at key risk and safety locations. Also undertake a commercial business case review of some areas moving to usage of LED fittings to reduce costs.	(0.400)			(0.400)	
36	Highways	Highways & Transport	Review the commissioning and contracting of all major contracts to seek efficiencies and managed risk. This will include review of all routine maintenance, grass cutting and litter picking and work with service providers to achieve savings - Funded from one off Rural Grant 2018/2019	(0.535)	(0.535)			
37	Highways	Highways & Transport	Increase Developer contribution Income	(0.025)	(0.025)			
38	Highways	Highways & Transport	Salisbury Asset Transfer	(0.090)	(0.090)			
39	Transport	Highways & Transport	Analyse the implementation of the 2017 bus subsidies changes to secure any further efficiencies	(0.050)	(0.050)			
40	Transport	Highways & Transport	To utilise other income from third parties	(0.016)	(0.016)			
41	Transport	Highways & Transport	Concessionary Fares full year affect of 2017/18 Decision	(0.080)	(0.080)			
42	Transport	Highways & Transport	Continued reduction on Community Transport grant	(0.018)	(0.018)			

43	Car Parking	Highways & Transport	Full effect of parking charges	(0.500)	(0.370)		(0.130)	
44	Waste	Waste and Environment	Introduce residents' restricted use only at household recycling centres	(0.200)	(0.200)			
45	Waste	Waste and Environment	service restructure following contracts commencement on 30 July 2018 may provide opportunity for in-year savings	(0.100)	(0.017)		(0.083)	
46	Waste	Waste and Environment	Renegotiate the contract over the disposal of commercial waste	(0.300)	(0.300)			
47	Waste	Waste and Environment	Increase charges for collection of garden waste to £48 per household to recover reasonable costs	(0.410)	(0.410)			
48	Waste	Waste and Environment	Reduction in number of waste vehicles due to collection rounds efficiencies	(0.400)			(0.400)	
49	Waste	Waste and Environment	Savings associated with transfer of commercial waste tonnage to private sector when service ceases	(0.600)	(0.600)			
50	Waste	Waste and Environment	To coincide with the new recycling service we will increase recycling and reduce waste collected and sent to landfill. This will include standardising the size of residual waste bins across the County	(0.100)			(0.100)	
51	Waste	Waste and Environment	Introduce charges for non household waste deposited at household recycling centres	(0.100)			(0.100)	
52	Waste	Waste and Environment	Charge for delivery for replacement bins	(0.050)			(0.050)	
53	Waste	Waste and Environment	Additional efficiencies to be secured from review of the services operations	(0.310)	(0.213)		(0.097)	
54	Housing Services	Housing & Commercial Development	To remove vacant posts	(0.031)	(0.031)			
55	Housing Services	Housing & Commercial Development	Secure savings from retender of housing related Support Contracts.	(0.075)	(0.075)			
56	Strategic Asset & Facilities Management	Housing & Commercial Development	Proposal to be agreed by Cabinet to close Christie Miller Leisure Centre and provide some alternative facilities until replacement provision is built	(0.110)			(0.110)	(0.110)
57	Strategic Asset & Facilities Management	Housing & Commercial Development	Proposal to be brought to Cabinet to consider closure Melksham Highways Depot	(0.060)			(0.060)	(0.060)
58	Strategic Asset & Facilities Management	Housing & Commercial Development	Proposal to be brought to Cabinet to consider review of Outdoor Education Centres	(0.135)			(0.135)	(0.135)
59	Strategic Asset & Facilities Management	Housing & Commercial Development	Review and devolve libraries to communities, increasing further volunteers and securing greater efficiencies in sites	(0.100)			(0.100)	(0.100)
60	Strategic Asset & Facilities Management	Housing & Commercial Development	End catering subsidy at Monkton Park and County Hall, but introduce catering at Bourne Hill (unsubsidised)	(0.075)			(0.075)	(0.075)
61	Strategic Asset & Facilities Management	Housing & Commercial Development	Consider options to relocate Chippenham Library in a different Town location at reduced cost to the Council, but with better provision	(0.060)			(0.060)	(0.060)
62	Strategic Asset & Facilities Management	Housing & Commercial Development	Capital Investment in energy reduction projects based on commercial business case appraisal, £2m capital to return 5% net of borrowing	(0.100)			(0.100)	(0.040)
63	Strategic Asset & Facilities Management	Housing & Commercial Development	Demolition of sites to eliminate on site and security costs associated with empty buildings	(0.080)	(0.080)			

64	Strategic Asset & Facilities Management	Housing & Commercial Development	Energy Saving Programme targeting improvements in staff behaviours and responsibilities to reduce unnecessary usage of utility services	(0.060)	(0.060)			
65	Strategic Asset & Facilities Management	Housing & Commercial Development	Increase commercial estate income from regular and ongoing rent reviews	(0.050)	(0.050)			
66	Strategic Asset & Facilities Management	Housing & Commercial Development	Capital investment in commercial property in Wiltshire on commercial business case appraisal, £2m to return 3-4% net of borrowing	(0.064)			(0.064)	
67	Communications	Communities & Communications	A review of structures and job design to identify inefficiencies and potential duplication with other service areas	(0.144)	(0.071)		(0.073)	(0.073)
68	Communications	Communities & Communications	Increased income from advertising and sponsorship	(0.150)		(0.150)		
69	Libraries Heritage & Arts	Communities & Communications	A review of structures and job design to identify inefficiencies and potential duplication with other service areas	(0.350)	(0.152)		(0.198)	
70	Libraries Heritage & Arts	Communities & Communications	Review and devolve libraries to communities, increasing further volunteers and securing greater efficiencies in sites	(0.350)			(0.350)	
71	Libraries Heritage & Arts	Communities & Communications	Review and devolve libraries to communities, increasing further volunteers and securing greater efficiencies in sites (Reduce mobile libraries and have greater devolution and ordering)	(0.035)			(0.035)	
72	Libraries Heritage & Arts	Communities & Communications	Reduce the Arts and Museums Grants	(0.090)	(0.060)	(0.030)		
73	Libraries Heritage & Arts	Communities & Communications	Review Youth Area grants to ensure a focus on health and prevention of poor health, and fund from Public Health.	(0.200)			(0.200)	
74	Libraries Heritage & Arts	Communities & Communications	A review of structures and job design to identify inefficiencies and potential duplication with other service areas - Review archaeology and conservation teams within Economy & Regeneration	(0.100)			(0.100)	
75	Libraries Heritage & Arts	Communities & Communications	Increase Heritage income through online services, increased charges, and expanding commercial operation of conservation service, plus potential commercial let of ground floor space	(0.050)		(0.050)		
76	Leisure	Communities & Communications	A review of structures and job design to identify inefficiencies and potential duplication with other service areas - Reduce Management					
77	Leisure	Communities & Communications	Renegotiate contract	(0.750)	(0.506)		(0.244)	(0.029)
78	Leisure	Communities & Communications	Increase in Leisure charges (c 4%)	(0.250)	(0.250)			
79	Corporate Services & Digital	Corporate Services & Digital	Securing contributions from Wiltshire police for the provision of ICT services that reflect actual usage	(0.343)	(0.343)			
80	Corporate Services & Digital	Corporate Services & Digital	A review of structures and job design to identify inefficiencies and potential duplication with other service areas.	(0.250)			(0.250)	(0.125)
81	Corporate Services & Digital	Corporate Services & Digital	Corporate Office savings from removing vacant posts, stop grant to the Community Foundation and other operational efficiencies	(0.050)			(0.050)	(0.025)
82	Information Services	Corporate Services & Digital	Renegotiate and commissioning review of IT licence and contracts.	(0.200)	(0.200)			

83	Information Services	Corporate Services & Digital	Reduce IT base budget Explore opportunities to merge teams with Revenues & Benefits, as already completed for Free School Meals. A continuation of this approach with other teams to reduce duplications or inefficiencies, will yield savings in staffing and potentially other costs such as IT	(0.200)	(0.200)			
84	Finance & Procurement	Finance & Procurement	Manage workforce levels following introduction of benefits E-Forms to not replace vacancies and secure apprenticeships.	(0.050)	(0.050)			
85	Finance & Procurement	Finance & Procurement	Reduce the fees for external audit	(0.075)	(0.030)		(0.045)	
86	Finance & Procurement	Finance & Procurement	A review of structures and job design to identify inefficiencies and potential duplication with other service areas.	(0.400)		(0.075)	(0.325)	(0.325)
87	Finance & Procurement	Finance & Procurement	Income Target	(0.116)	(0.050)		(0.066)	
88	Legal & Democratic	Legal	Charge for referendum work	(0.050)		(0.050)		
89	Legal & Democratic	Legal						
90	Human Resources & Org Development	Human Resources & Org Development	Senior officer structure and vacant posts Rebalance OD budget to meet cost of additional resources (2 x trainers and 1 OD officer) now in place (with costs met from salary budget) to deliver OD programmes and training as a result of the additional budget allocated in 2017/18. Savings to be released from OD budget	(0.172)	(0.172)			
91	Human Resources & Org Development	Human Resources & Org Development		(0.106)	(0.106)			
92	Human Resources & Org Development	Human Resources & Org Development	Additional income	(0.095)		(0.095)		
93	Capital Financing Restructure &	Corporate	Realign capital investment and financial calculation to push back debt repayment several years	(3.000)	(3.000)			
94	Contingency	Corporate	Salary sacrifice for AVC	(0.100)		(0.100)		
95	Contingency Restructure &	Corporate	Additional 1% vacancy factor. This will then be reviewed alongside reviews of establishment and potential to reduce services levels of vacancy factor will be appraised	(1.155)			(1.155)	
96	Contingency Restructure &	Corporate	Systems & Change Management Team review	(0.400)			(0.400)	
TOTAL SAVINGS				(26.706)	(15.571)	(3.330)	(7.805)	(2.187)
Savings per Budget Setting Papers				(25.956)	58%	12%	29%	
Bought forward from Public Health Grant included in revised opening budget				(0.750)	0.000			
Total				<u>(26.706)</u>				
Difference				<u>0.000</u>				

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Capital Programme Budget Movements and Spend to 31 July 2018

2018/2019 Budget Breakdown

Scheme Name	Original Capital Programme Budget (reported to Council 20 Feb 2018)	Outturn 2017/2018 Budgets Reprogrammed into 2018/2019	Outturn Budget Transfer 2017/2018 into 2018/2019	Budget Movements between Schemes	Additional Budgets added to the Programme (Section 1 Appendix B)	Grant Amendments	Reduced Budgets	Budgets reprogrammed from 2018/2019 into 2019/2020 (Section 2 Appendix B)	Current Budget Period 4 2018/2019	Spend to 31 July 2018	Spend to 31 July 2018
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	%
Economy											
Oil to Biomass Schemes			0.319						0.319	0.000	0.00%
Other Economic Development Schemes			0.000						0.000	0.049	0.00%
Strategic Economic Plan	2.000		0.000						2.000	0.000	0.00%
Corsham Mansion House	1.391		0.507						1.898	0.528	27.82%
A350 West Ashton/Yarnbrook Junction Improvements			0.000						0.000	0.000	0.00%
Chippenham Station HUB	5.000		1.997						6.997	0.055	0.79%
A350 Dualling Chippenham Bypass	2.028		1.357						3.385	2.009	59.35%
M4 Junction 17			0.185						0.185	0.290	156.76%
Porton Science Park	0.127		(0.073)						0.054	0.080	148.15%
Wiltshire Ultrafast Broadband	1.551		0.000						1.551	(0.059)	-3.80%
Boscombe Down			0.095						0.095	0.000	0.00%
Salisbury Central Car Park & Maltings	1.730	(0.090)	1.896					0.090	3.626	0.126	3.47%
Integrated Transport	2.431		(0.231)		0.027				2.227	0.476	21.37%
Structural Maintenance (Grant & Council Funded)	16.139		1.515						17.654	4.576	25.92%
National Productivity Investment Schemes			0.298						0.298	0.226	75.84%
Pothole Spotter 16/17			0.054						0.054	0.000	0.00%
Pothole Fund Grant			0.995		1.811				2.806	0.000	0.00%
Wiltshire Online	0.536		2.507						3.043	(2.766)	-90.90%
Farmers Roundabout	2.494		0.133					(1.712)	0.915	0.098	10.71%
Total Economy	35.427	(0.090)	11.554	0.000	1.838	0.000	0.000	(1.622)	47.107	5.688	12.07%
Community											
Health and Wellbeing Centres - Live Schemes	6.692		3.108		0.126				9.926	2.159	21.75%
Health and Wellbeing Centres - In Development			0.000						0.000	0.000	0.00%
Area Boards and LPSA PRG Reward Grants	0.800		0.141						0.941	0.025	2.66%
Fitness Equipment for Leisure Centres	0.050		0.000						0.050	0.000	0.00%
Churchyards & Cemeteries			0.000						0.000	0.000	0.00%
Highway flooding prevention and Land Drainage schemes	0.500		0.104						0.604	0.769	127.32%
Bridges	3.000		0.607						3.607	0.574	15.91%
Passenger Transport Capital	0.361		0.000						0.361	0.000	0.00%
Waste Services	0.300		0.182						0.482	0.087	18.05%
Fleet Vehicles			3.055						3.055	0.000	0.00%
Basic Need	43.748	(0.202)	1.863	0.519				(7.553)	38.375	2.494	6.50%
Schools Maintenance & Modernisation	9.431	0.970	0.625	(0.419)		(0.173)		(0.255)	10.179	0.203	1.99%
Devolved Formula Capital	0.700		0.000			(0.021)			0.679	0.001	0.15%
Access and Inclusion			0.003						0.003	0.000	0.00%
New Schools	0.200		0.720	(0.100)					0.820	0.294	35.85%
School Expansions & Replacements			0.230						0.230	0.204	88.70%
Early Years & Childcare	0.091	0.009	0.779		0.150		(0.001)		1.028	0.176	17.12%
Army Rebasing			0.000		2.961				2.961	2.962	100.03%
Healthy Pupils Capital Fund			0.000		0.247				0.247	0.005	2.02%
SEND Capital			0.000		0.329				0.329	0.000	0.00%
Other Education Schemes			0.000						0.000	0.000	0.00%
Salisbury CCTV			0.237						0.237	0.146	61.60%
Total Community	65.873	0.777	11.654	0.000	3.813	(0.194)	(0.001)	(7.808)	74.114	10.099	13.63%
Supporting People											
Disabled Facilities Grants	3.000	0.011	0.783		0.016	0.033			3.843	0.512	13.32%
Gypsies and Travellers Projects			0.000						0.000	0.000	0.00%
Council House Build Programme	5.600		1.579						7.179	3.278	45.66%

Affordable Housing including Commuted Sums			0.000		0.094			0.094	0.188	200.00%
Social Care Infrastructure & Strategy	2.934		0.000					2.934	0.000	0.00%
HRA - Refurbishment of Council Stock	10.954		1.212					12.166	1.863	15.31%
Sensory Stimulation & Development Play Equipment			0.354					0.354	0.068	19.21%
Total Supporting People	22.488	0.011	3.928	0.000	0.110	0.033	0.000	26.570	5.909	22.24%

Changing The Way We Do Business

Facilities Management Works	2.500	0.029	1.233					3.762	(0.162)	-4.31%
Whole Life Building & Equipment Refresh	0.500		0.324		0.006			0.830	0.050	6.02%
Rural Estates			0.266					0.266	0.000	0.00%
Leisure Centres & Libraries - Capital Works Requirement	0.500		0.000					0.500	0.000	0.00%
Hub Programme Office Rationalisation			0.000					0.000	0.000	0.00%
Operational Estate			0.458					0.458	0.000	0.00%
Depot & Office Strategy	0.250		0.000					0.250	0.000	0.00%
ICT Schemes	1.782	(0.067)	4.416					6.131	0.107	1.75%
Other Schemes including cross cutting systems			0.004		0.144			0.148	0.133	89.86%
Organisational Change	2.000		0.500					2.500	0.000	0.00%
Digitisation	0.500		0.728					1.228	0.000	0.00%
Microsoft Cloud Navigator			0.000		5.778			5.778	0.802	13.88%
Total Changing The Way We Do Business	8.032	(0.038)	7.929	0.000	5.928	0.000	0.000	21.851	0.930	4.26%

Total 2018/2019 Programme	131.820	0.660	35.065	0.000	11.689	(0.161)	(0.001)	(9.430)	169.642	22.626	13.34%
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CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

Cabinet Meeting
Financial Year:

25th September 2018

2018/2019

SECTION 1 - DELEGATED CFO POWERS

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

Project Name:	Integrated Transport				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	26,543				
Funding Source:	Parish and Town Council CATG contributions towards Integrated Transport Works				
Project Name:	Pothole Fund Grant				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	1,811,343				
Funding Source:	Grant from the DFT				
Project Name:	Health and Wellbeing Centres - Live Schemes				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	126,023				
Funding Source:	Public Open Spaces Section 106 Deposits				
Project Name:	Early Years & Childcare				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	149,986				
Funding Source:	Developer Section 106 Deposits				
Project Name:	Army Rebasing				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	2,960,820				
Funding Source:	Section 106 contributions from the Ministry of Defence				
Project Name:	Healthy Pupils Capital Fund				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	246,890				
Funding Source:	EFA Grant				
Project Name:	SEND Capital				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	329,065	329,065	329,065		
Funding Source:	EFA Grant				
Project Name:	Disabled Facilities Grants				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	16,356				
Funding Source:	Returned Housing Grant				
Project Name:	Affordable Housing including Commuted Sums				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	94,000				
Funding Source:	Housing Commuted Sums				
Project Name:	Whole Life Building & Equipment Refresh				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	6,000				
Funding Source:	Capital receipt received from the sale of gym equipment				
Project Name:	Other Schemes including cross cutting systems				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	143,767				
Funding Source:	Income received from schools to cover leasing of equipment				

5,910,793

Total Delegated Changes Approved by Section 151 Officer

SECTION 2 - DELEGATED CFO POWERS

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

Project Name:	Farmers Roundabout				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(1,711,997)	1,711,997			
Funding Source:	National Productivity Investment Scheme Grant from Department of Transport				
Project Name:	Basic Need				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(7,552,948)	7,552,948			
Funding Source:	Grant from Department of Education				
Project Name:	Schools Maintenance & Modernisation				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	(254,770)	254,770			
Funding Source:	Grant from Department of Education				
	9,519,715	Total Re-programming between years			

SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES

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

Project Name:	Microsoft Cloud Navigator Project				
Budget Change:	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	5,778,000	2,877,000	710,000		
Funding Source:	Wiltshire Council Resources (Borrowing & Receipts)				
	5,778,000	Total requests for additional resources			

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

CHIEF FINANCE OFFICER: Ian Duncan

DATE: Sep 18

Wiltshire Council

Cabinet

25 September 2018

Subject: Performance Management and Risk Outturn Report: Q1 2018/19

Cabinet member: Councillor Philip Whitehead Cabinet Member for Finance

Key Decision: No

Executive Summary

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

Proposals

Cabinet to note updates and outturns

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

Reason for Proposal

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

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

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

25 September 2018

Subject: Performance Management and Risk Outturn Report: Q1 2018/19

Cabinet member: Councillor Philip Whitehead Cabinet Member for Finance

Key Decision: No

Purpose of Report

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

Relevance to the Council's Business Plan

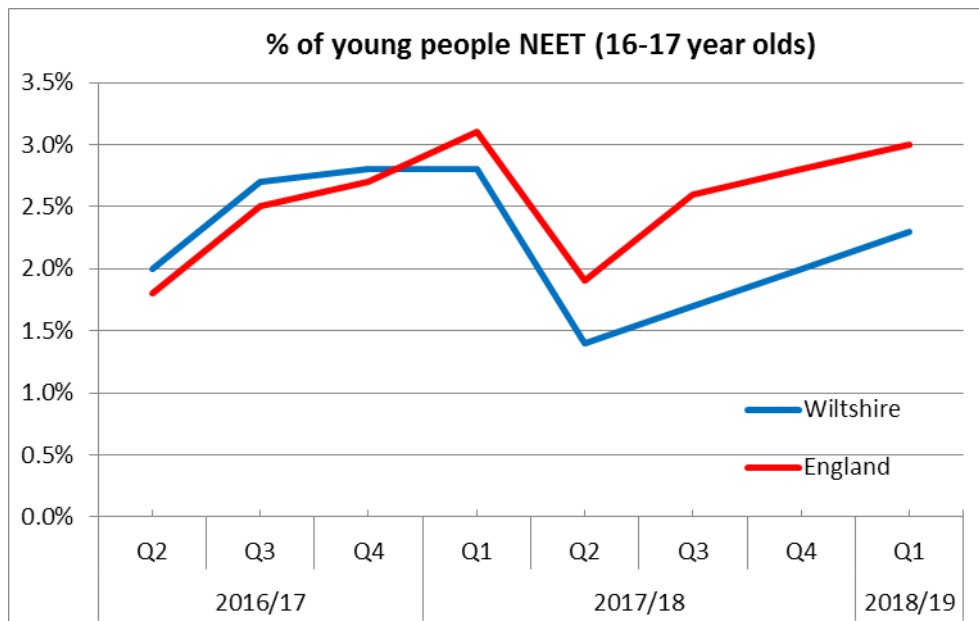
2. This report updates Cabinet on the performance against each of the stated goals contained in the Business Plan 2017 to 2027 at the end of quarter one 2018/19.

Overview of outturns

3. Two recent incidents in Southern Wiltshire, the first in Salisbury at the end of quarter four last year and the second in Amesbury at the end of quarter one this year, have had an impact on the work of the Council. Significant staffing resources have been diverted from business as usual to support the response phase of each incident and to lead the following recovery phase. Many senior staff from several services across the council including a Corporate Director, a number of Directors and Heads of Services as well as a range of other staff have been involved since the end of March.
4. It's too early to see an impact on the corporate performance of the Council but there is likely to be both a direct impact of the incidents (specifically on the Council's ability to help grow the economy in Southern Wiltshire) and an indirect impact; as continuing to respond to the incidents makes use of the council's resources, particularly staff time.
5. The impact of the incidents on Wiltshire Council's ability to deliver its corporate objectives is covered in the Corporate risk register (annex 1). The second incident occurred on the penultimate day of the quarter covered by this report and therefore the impact on the council was not understood until well into quarter two.
6. Below are some key measures shown under the three key priorities of the new business plan: growing the economy, strong communities and protecting those who are most vulnerable.

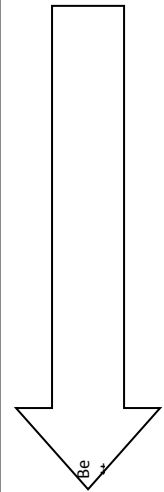
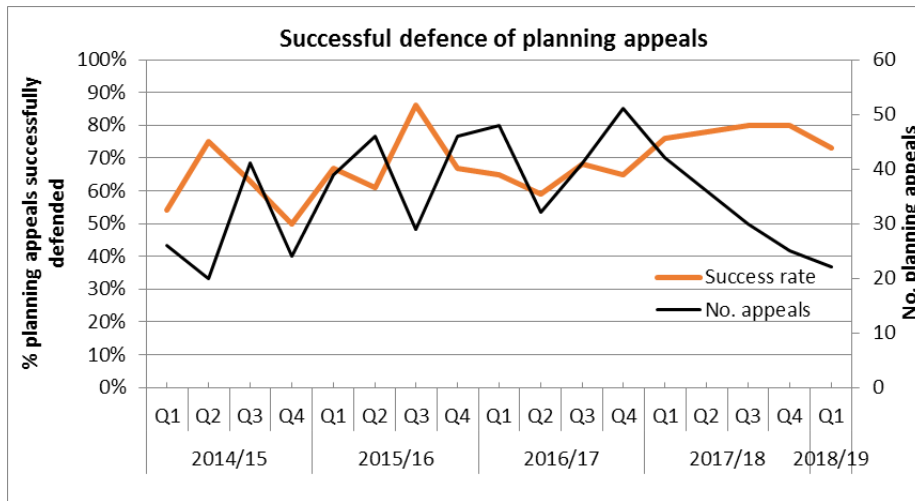
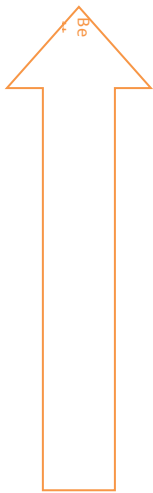
Priority 1.1 Growing the Economy – Highly Skilled Jobs

7. Growing Wiltshire’s economy involves ensuring that there are the right types of jobs available and the people to fill them. Supporting training and skills programmes including apprenticeships and building more higher education opportunities within the county is helping build a workforce fit for the future. Wiltshire Council aims to help facilitate more opportunities for young people to engage in education and training and to help those who haven’t yet taken up an opportunity to do so. The proportion of young people not in education, employment or training (NEET) in Wiltshire has risen over the last nine months mirroring the national trend but is 0.5% points lower than it was at the end of quarter one 2017/18.



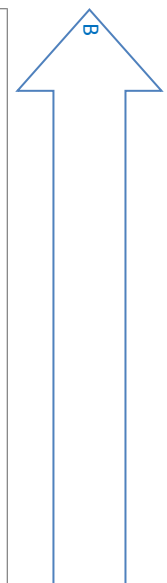
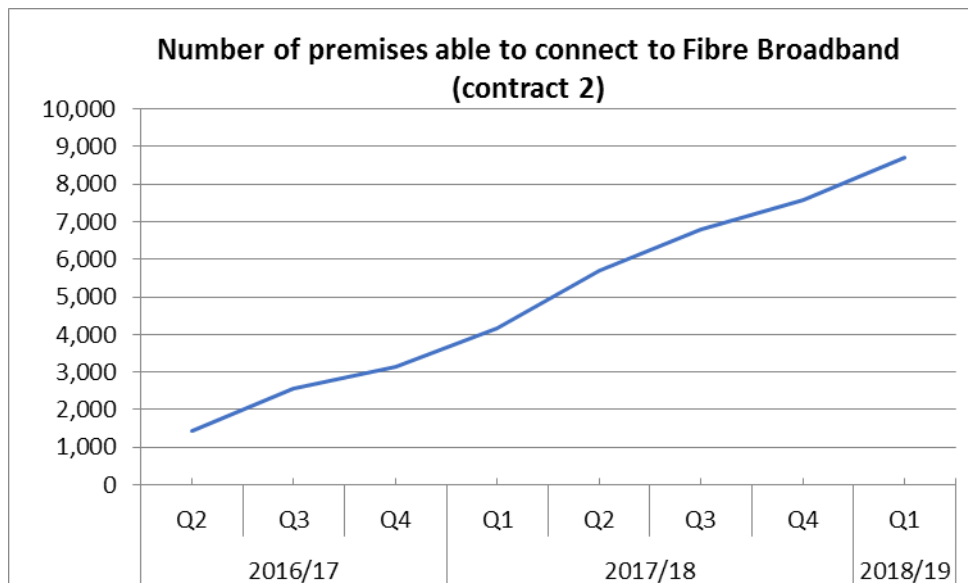
Priority 1.2 Growing the Economy – Sustainable Development

8. Wiltshire Council’s Business Plan states that sustainable development will be achieved by delivering development where it is needed and in accordance with Wiltshire’s Core Strategy. Making the right planning decisions helps enable that ambition. In quarter one this year there were just 22 appeals against planning decisions made by the council, the lowest number in the last two years, and 16 of those were successfully defended. Only 1.8% of the decisions made were appealed against and more decisions were made in this quarter than at any other time in the past two years.



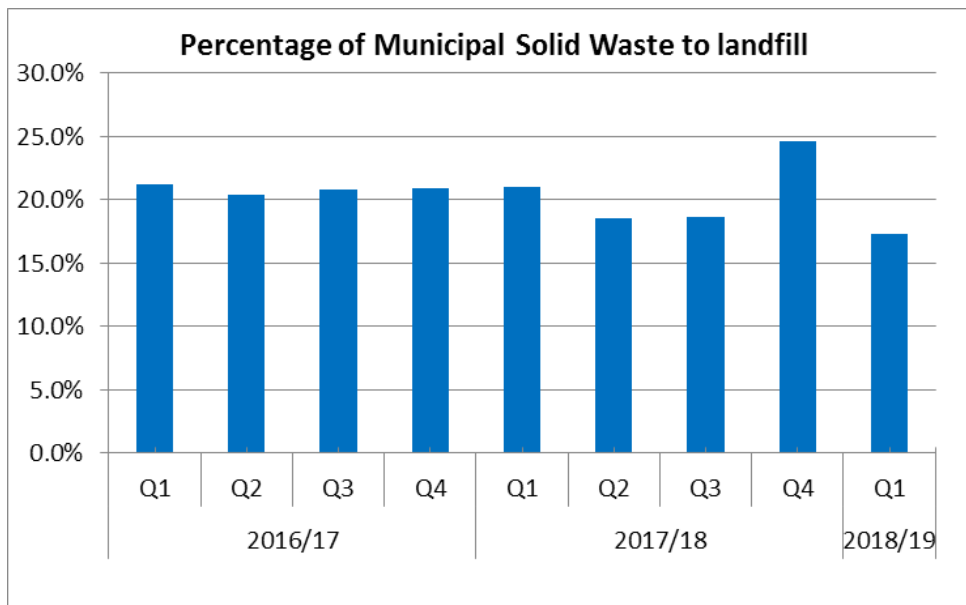
Priority 1.3 Growing the Economy – Transport and Infrastructure

- In order to support a growing economy Wiltshire Council invests in, and promotes investment in, the county’s infrastructure. As well as roads and rail this includes communication. The Council is partnered with BT to deliver super-fast broadband across Wiltshire. The first contract ended in 2017 and saw a total of 80,321 premises connected. The current contract (contract 2) has already seen an additional 8,698 premises receive broadband of at least 24Mbps. In quarter one this year an additional 1,100 premises were connected and the total for the last 12 months was an additional 4,500 premises connected to super-fast broadband.



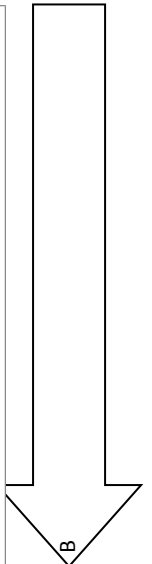
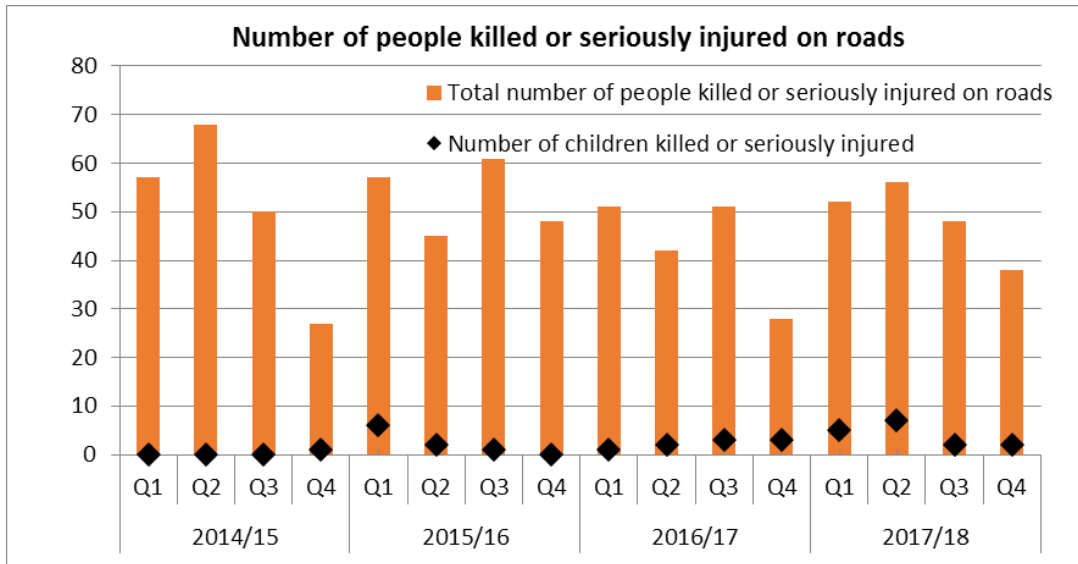
Priority 2.1 Strong Communities – Community Wellbeing

10. Wiltshire’s communities are strengthened by effective management of litter and waste. Wiltshire Council aims to have less than 25% of municipal solid waste sent to landfill. That target has been met in each of the last nine quarters. 17.3% in quarter one 2018/19 is the lowest level in the last two years and 3.7% points lower than the same period last year. This good performance is maintained through comprehensive kerbside recycling collections of household waste as well as the provision of the household recycling centres, and delivering 110,000 tonnes per annum of residual waste to two treatment facilities (Northacre Mechanical Biological Treatment centre and Lakeside Energy from Waste centre). Additionally, waste minimisation activities delivered by the Wiltshire Wildlife Trust under a joint venture initiative, and supported by the sale of subsidised food waste digesters, also contribute to this good performance.



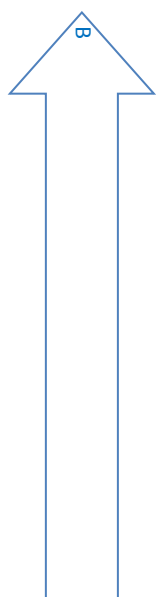
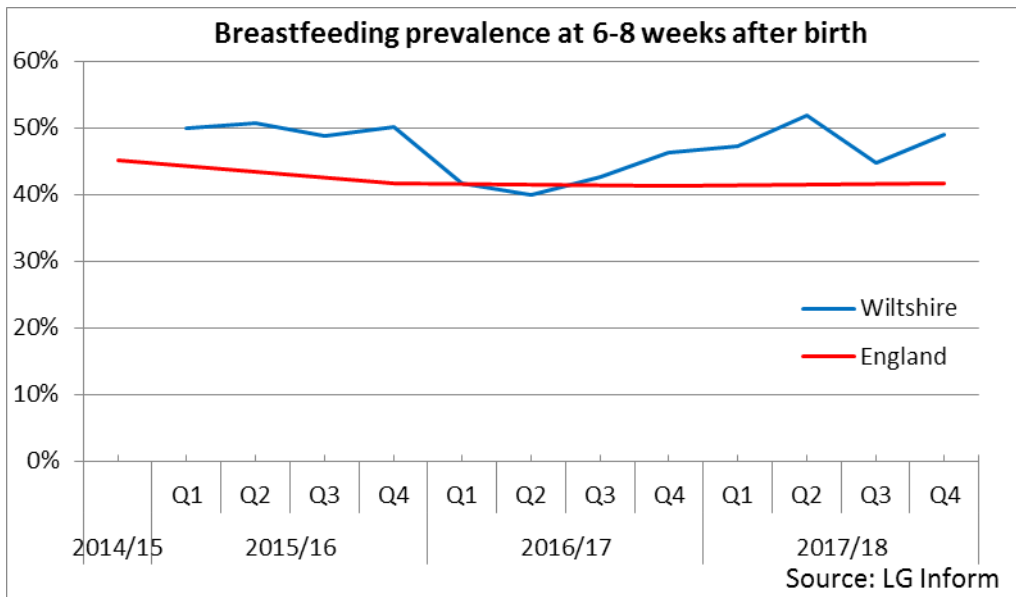
Priority 2.2 Strong Communities – Safe Communities

11. Wiltshire Council, through its management of highways and through public safety training hopes to make communities safer by reducing the number of casualties from road traffic accidents. The most recent data (January – March 2018) shows 38 individuals killed or seriously injured on Wiltshire’s roads of which 5% were children. The total killed or seriously injured on the roads for the full 2017/18 financial year was 12.8% higher than in the previous year.



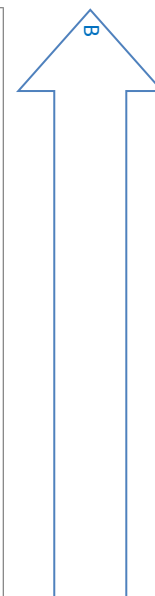
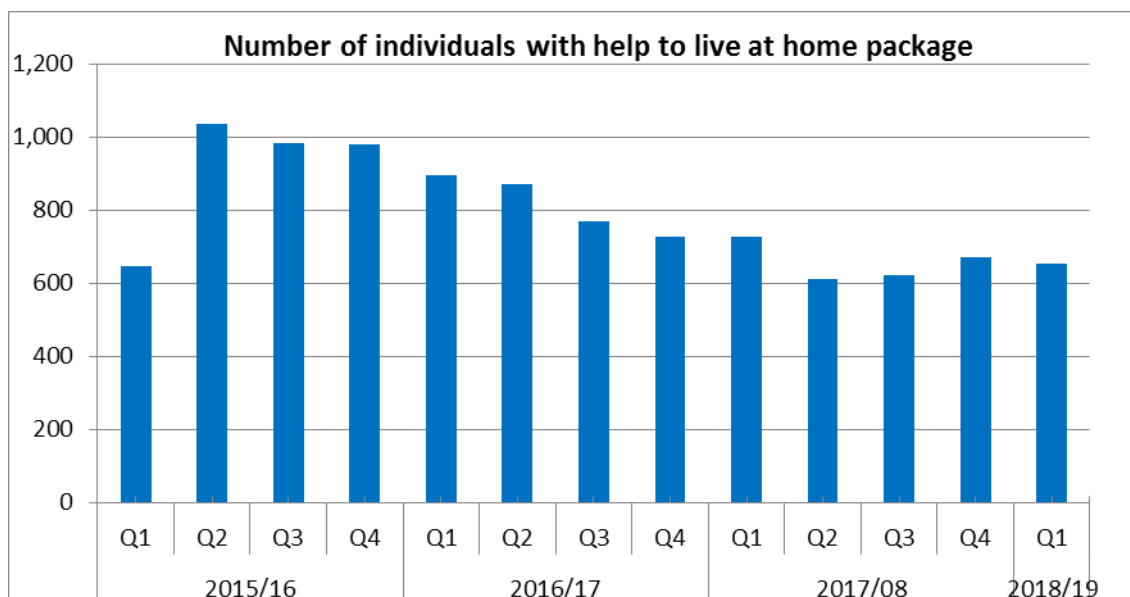
Priority 2.3 Strong Communities – Personal Wellbeing

12. In order to achieve healthier communities Wiltshire Council works with many groups to promote and facilitate healthier choices in the county's population. Breastfeeding is seen as having serious health advantages and promotion of breastfeeding as the best choice is undertaken in partnership with health providers and by enabling peer support through training. In the last year the proportion of babies being breastfeed six to eight weeks after birth has increased by 2.7% points and remains above the England average.



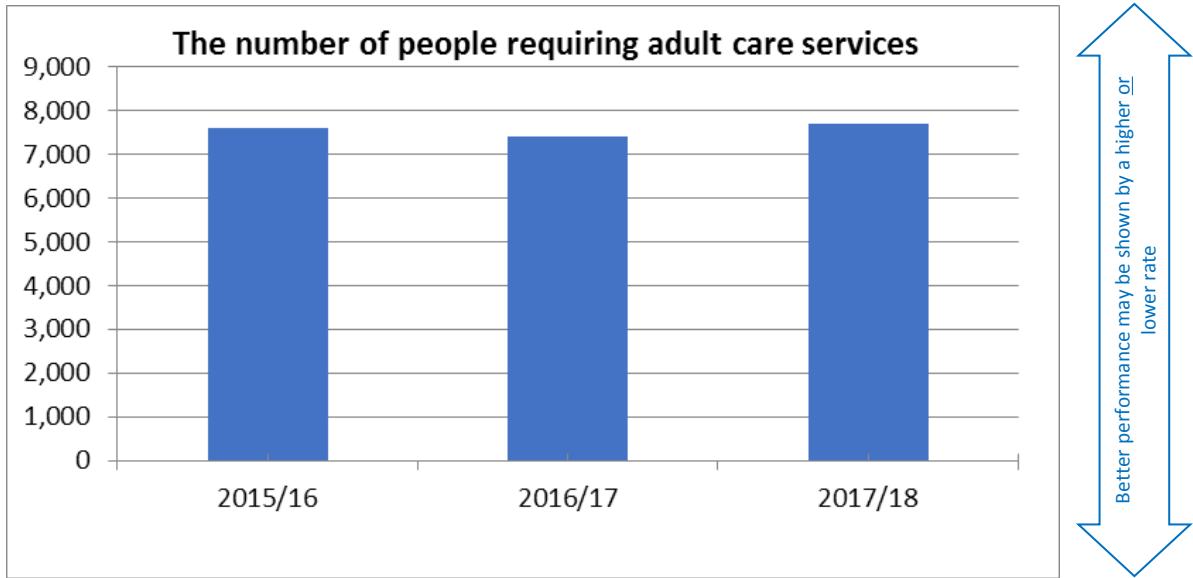
Priority 3.1 Protecting the Vulnerable – Early Intervention

13. Wiltshire Council's business plan puts a great emphasis on early intervention for vulnerable and potentially vulnerable people. One of the ways this can be achieved is to support people who support the vulnerable. Wiltshire Council supports carers in order to help more people continue to receive the care they need in their own home. The *Help to Live at Home* programme supports a number of vulnerable adults and the people that care for them. The number supported by the programme has remained fairly static over the last 12 months at just over 600.



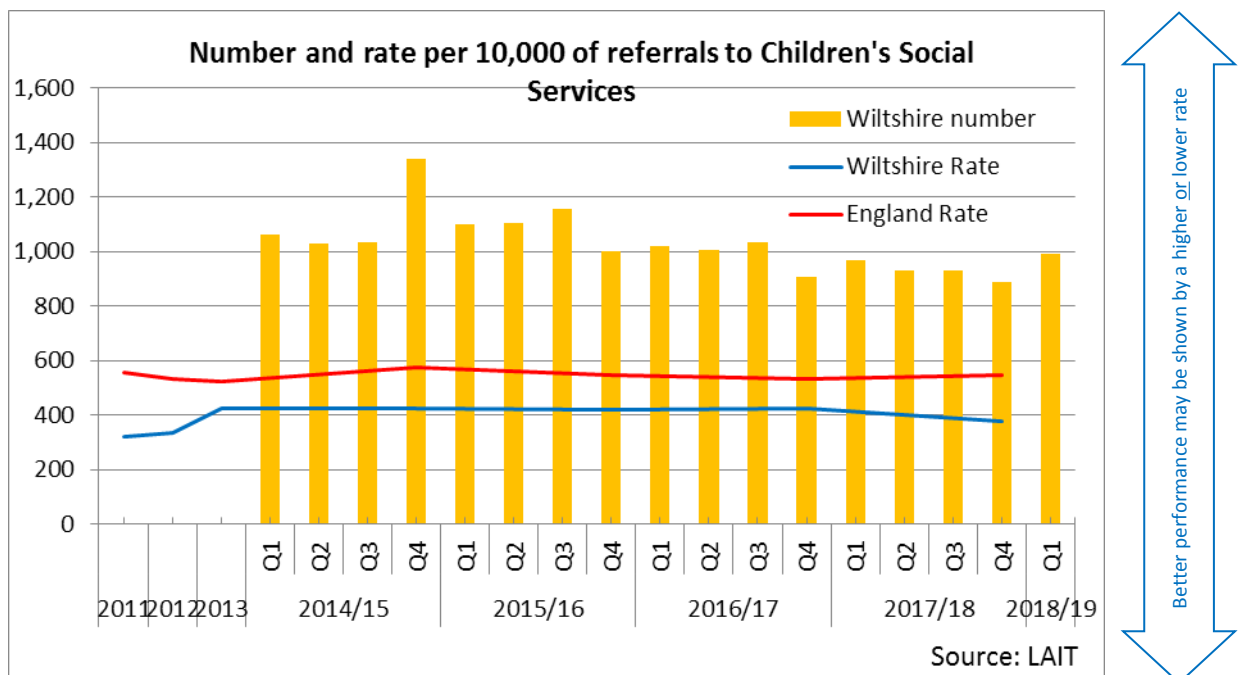
Priority 3.2 Protecting the Vulnerable – Integration

14. Ensuring that services which are designed to protect the most vulnerable in our communities are well linked and work together is a key goal for Wiltshire Council. Wiltshire Council works hard with its partners in health care to provide a seamless service. Part of this work is to reduce demand on both the health and care parts of the service. At the end of quarter one the number of people who required adult social care in Wiltshire was just over 5,500 and was 4% lower than the same period last year. However, the last full year saw a 3.9% rise.



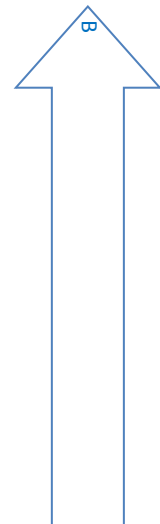
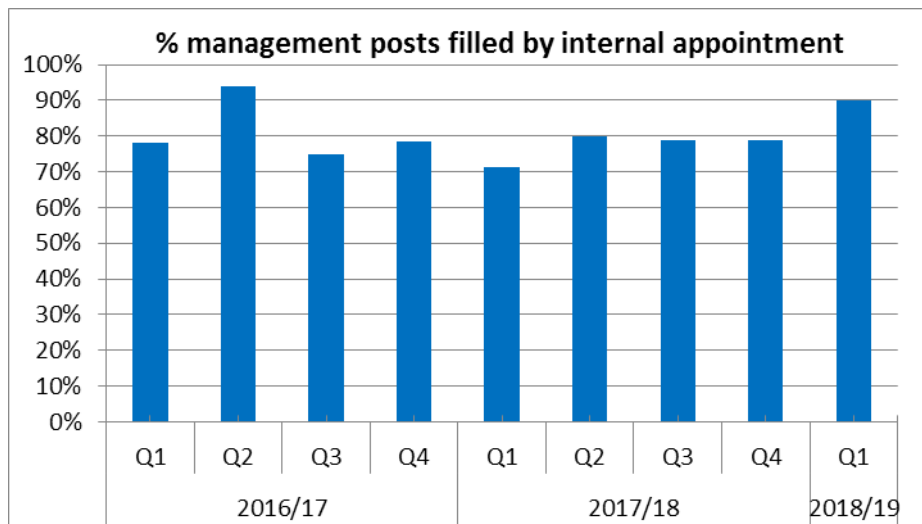
Priority 3.3 Protecting the Vulnerable – Personalisation

15. Wiltshire Council takes opportunities to work with its partners to protect the most vulnerable. Children and young people referred into the social care teams are amongst the most vulnerable. Effective multi-agency working should mean that these young people get the support they need. The size of the task facing the council’s Families and Children’s Service, who have the role of coordinating that support is measured by the number who are referred into the service. The number and rate in Wiltshire have remained fairly consistent for the last two years. At just under 1,000 the number of referrals in quarter one was just 2.6% more than in the same period in the previous year. The rate remains below that of the national average.

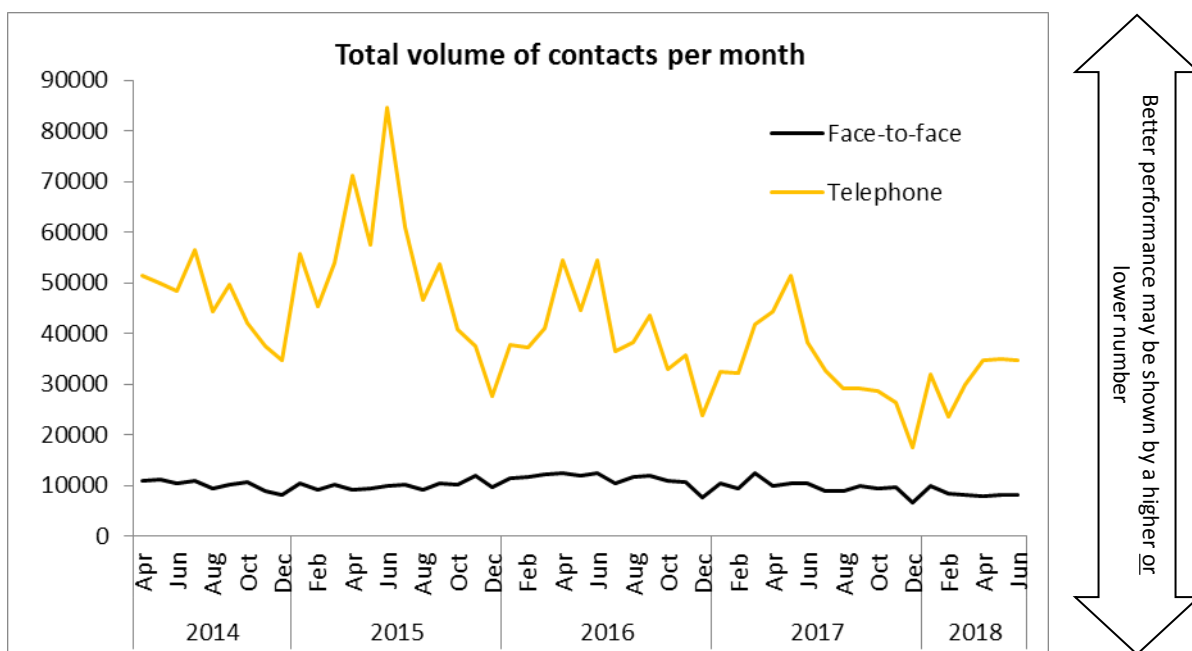


An Innovative and Effective Council

- 16. It's important for Wiltshire Council to be effective in delivering services to our customers as well as with its inhouse processes.
- 17. As part of being more efficient and effective Wiltshire Council invests in its staff; developing expertise that can be utilised over the long-term. The clear majority of vacancies in management positions in the council are filled by internal candidates who Wiltshire Council has invested in. In quarter one 2018/19 90% of management vacancies were filled by internal candidates.



- 18. As Wiltshire Council improves the efficiency of its contact with its residents by providing more, and more efficient, ways for people to contact the council and conduct transactions the number of occasions where people need to interact with a member of council staff face-to-face or by telephone has reduced. The trend in the number of telephone contacts over the last four years shows a reduction of 18.4% and even more marked in the last year down 21.7%. Face-to-face contacts fell 6.1% in the last year and 59.1% in the last four years. With a trend of increased service requests being reported through MyWiltshire App, this suggests an element of channel shift and changing customer behaviour in how they contact us. Despite these reductions there were still over 104,000 telephone contacts and over 24,000 face-to-face contact in quarter one 2018/19. It is worth noting that quarter one is traditionally the busiest quarter in terms of call volumes, largely due to peaks in enquiries for specific services areas; e.g. Garden Waste, Grass/Hedge cutting and Elections, Schools Admissions, Council Tax.



Strategic Risk Register (as at end June 2018)

19. Delivering the Council's new Business Plan will continue to offer a significant challenge given an increasing demand for key services, such as care for vulnerable children and adults, waste management and highways maintenance, as well as rising inflation costs and smaller central government grants. The Strategic Risk Register reflects these challenges.
20. The strategic risk register continues to reflect the challenges presented by the incident that took place in Salisbury on 5th March. Wiltshire Council has been at the centre of recovery efforts in Salisbury and the strategic risk register reflects the greater risks to the council identified between March and the end of June.
21. On 30 June 2018, a second related incident occurred in Amesbury. There is an additional impact on the council and a change to the risks to the council's ability to deliver its strategic aims. However, the changes to these risks were not clear until after the end of the quarter covered by this report.
22. The Strategic Risk Register draws together information recorded on risk registers at service delivery level. Each Directorate area holds at least one Service Risk Register.
23. Information that has significance across the council as a whole is displayed in two categories on the Strategic Risk Register.
24. Critical service risks: significant single service risks, which, should they be realised will have a significant impact on the organisation as a whole.
25. Composite strategic risks: risks which are significant within a number of service areas although individually would not significantly impact on the organisation as a whole. These risks are compiled into a single strategic composite risk (owned by the most appropriate service) and included

- within the strategic risk register. The ongoing monitoring of these risks therefore is drawn from the updates to the individual service level risks.
26. National risks, which mirror the most significant risks on the Cabinet Office's [national risk register](#) and is Wiltshire's response should these risks be realised, will be reported once a year as there is very little movement in the impact or likelihood of these risks.
 27. The simplified version of the current strategic risk register is provided in appendix 1.
 28. Each risk is fully defined by the responsible service (who assess the cause, event and effect that make up the identified risk) and scored for impact and likelihood to give an overall score. A risk is scored twice; firstly, as inherent (the current level of risk) and then as residual (the risk as it would be once all mitigating actions are in place). The actions described are RAG'd, based on progress towards completion. This RAG guides the reader of the register to understand the true current risk.
 29. A whole range of service risks are kept under observation each quarter.
 30. Of the nine risks listed on the strategic risk register four have an inherent score that puts them in the 'high' bracket.
 31. The immediate response to the issue in Salisbury involved the work of many staff from across the organisation including large contributions from the corporate office, public health, communications and economy and growth. In addition, many of the council's most senior staff were required to be involved. There was a danger that these areas would be unable to maintain the level of work they had expected to achieve while supporting work in Salisbury. As the activity required to support the recovery in Salisbury was planned, and the resources required identified, the risk of negatively impacting the council's ability to deliver its other priorities reduced.
 32. The impact on Salisbury's economy from the incident in March is significant. The risk to the council and its strategic aims is that economic recovery from that shock is slow. The mitigation of this risk is being undertaken by the Recover Coordination Group and its sub groups.
 33. There is an additional risk, being managed at service level, around the ability of the council to deliver its services while its hub at Bourne Hill in Salisbury remains closed. Carefully planned alternatives and partnership working are reducing the likelihood of an issue arising.
 34. The second major incident in Southern Wiltshire occurred at the end of the period covered by this report. It became clear in the weeks following that incident that the impact on the risks listed is significant and that will be reflected in the next iteration of the strategic risk register.
 35. Risks associated with children's safeguarding increased in this quarter due to the number of vacancies being covered by agency staff. Existing proven strategies are being stepped up to rectify the situation.
 36. The corporate composite risk of budget overspends remains high. Individual service risks are generally rated as low but the potential impact at an organisation level is greater. Ongoing monitoring and support is in place in order to reduce the likelihood as far as possible.

37. The corporate composite risk around Information Governance has remained at the high level reached last quarter. This is the result of greater incident reporting caused by raised awareness and an easier procedure for reporting incidents. The increase in scoring represents a better understanding of the true risk across the organisation. Additional monitoring and measuring of incidents and practice are in place but the impact of these mitigations will take some months to be felt.
38. All other risks on the strategic risk register have an inherent score of medium or low.
39. The contract management composite risk has been reduced by additional mitigation being applied. The Strategic Procurement Hub has been working with suppliers of all contracts over a certain value then working with the appropriate council service to ensure there are mitigation plans in place where additional risks have been identified.

Overview & Scrutiny Engagement

40. The Financial Planning Task Group is due to consider this report at its next meeting on 19th September. The Task Group will also play a role in the development of the new performance management framework helping to ensure clear links to the council's new business plan

Safeguarding Implications

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

Public Health Implications

42. Not applicable as no decision is required.

Procurement Implications

43. Not applicable as no decision is required.

Environmental and Climate Change Considerations

44. Not applicable as no decision is required.

Equalities Impact of the Proposal

45. Not applicable as no decision is required.

Risk Assessment

46. Not applicable as no decision is required.

Financial Implications

47. Not applicable as no decision is required.

Legal Implications

48. Not applicable as no decision is required.

Options Considered

49. Not applicable as no decision is required.

Conclusions

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

Robin Townsend
Director, Corporate Services & Digital

Report Author:

Toby Eliot, Corporate Support Manager | tooby.eliot@wiltshire.gov.uk
August 2018

Appendices

- Appendix 1: Strategic Risk Register (Q1 June 2018)
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Wiltshire Council Strategic Risk Register

Quarter 1 (April to June) 2018/19

Effect	Primary Risk Category	Secondary Risk Category	Q1 Inherent Impact	Q1 Inherent Likelihood	Q1 Inherent Risk Rating	Q1 DoT	Q1 Actions RAG	Q1 Residual Impact	Q1 Residual Likelihood	Q1 Res Risk Rating	Q1 Comments
Significant service risks											
Children not being protected from harm.	Service Delivery	Reputation	4	3	12	▲	Amber	4	2	8	The inherent risk is higher at the end of Q1 as there has been an increase in the number of agency staff covering vacancies in Children and Families teams.
Vulnerable adults are not being protected from harm.	Reputation	Service Delivery	4	2	8	▶	Amber	4	1	4	A continual focus on safeguarding across all teams means that the risk is kept relatively low. The impact of an issue arising means the risk cannot be eliminated.
Inability to deliver business as usual or respond to another 'major incident' while providing resource to Salisbury Recovery	Service delivery	Reputation	3	2	6	▼	Amber	3	2	6	Three months on from the incident it's clearer what resources are required to help deliver recovery in Salisbury. Therefore it's possible for those resources to be planned, reducing the risk of not delivering on other objectives. [NB The Amesbury incident occurred on 30 June and the impact on the council's resources were not clear at the end of the quarter.]
Failure to revive Salisbury's economy	Reputation		3	3	9	▶	Amber	3	2	6	The council has continued working closely with businesses, trade bodies and other organisations to develop recovery plans and coordinate government support.

Wiltshire Council Strategic Risk Register

Quarter 1 (April to June) 2018/19

Effect	Primary Risk Category	Secondary Risk Category	Q1 Inherent Impact	Q1 Inherent Likelihood	Q1 Inherent Risk Rating	Q1 DoT	Q1 Actions RAG	Q1 Residual Impact	Q1 Residual Likelihood	Q1 Res Risk Rating	Q1 Comments
Strategic Composite Risks											
The council does not have the skills, behaviour and flexibility in it's workforce to achieve its stated aims.	Staffing/ People		3	2	6	▶	Green	3	2	6	There are some individual service risks where scores are high - these include in Adult Care and IT. The HR service are working directly to mitigate those specific risks.
Increased financial pressure on other service areas in order to deliver a balanced budget across the authority as a whole which results in cuts to those other services spend.	Financial	Reputation	3	3	9	▶	Amber	3	3	9	Risk areas across all services are kept under review. Monthly monitoring by business partners as well as oversight from budget manages and the Corporate Leadership Team provide assurance.
Failure to secure intended contract performance objectives, value for money and management of commercial risk. Reputational damage to the authority as a result of actual or perceived reduced quality of service provision and value for money.	Service delivery	Financial	4	2	8	▼	Amber	4	2	8	Further mitigation has taken place including due diligence on credit risk report with suppliers. Additional mitigation is being planned with services for high risk contracts
Likelihood of personal harm increases	Health & Safety		3	2	6	▶	Amber	2	2	4	Risks continue to be monitored across services in order to prevent issues occurring.
Unlawful use and / or disclosure of personal data results in Risk and distress to individuals concerned, potential fines from Information Commissioners Office (ICO), reputational damage and loss of confidence in the authority	Reputation	Financial	4	3	12	▶	Amber	3	3	9	The higher inherent score reach last quarter remains appropriate as new monitoring and measuring continues to bed in.

Wiltshire Council

Cabinet

25 September 2018

Subject: Approval to dispose of the freehold interest

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

Key Decision: Yes

Executive Summary

The council continually reviews and rationalises its asset portfolio in order to identify assets where the freehold interest can be considered for sale. A total of 3 assets are considered to be surplus to the Council's operational requirements and it is recommended they be added to the disposals list and progressed to sale in support of the Council's wider capital programme. The 3 assets are listed in Appendix 1.

Proposal(s)

- That members confirm that freehold interest of the 3 assets can be sold by the Council.
- That members note the continuing approach set out in paragraph 8
- Authorise the Director for Housing and Commercial Development to dispose of the freehold interest in the assets or in his or her absence the Corporate Director for Growth, Investment and Place.

Reason for Proposal

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

Alistair Cunningham
Corporate Director – Growth, Investment and Place

Wiltshire Council

Cabinet

25 September 2018

Subject: Approval to dispose of the freehold interest

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

Key Decision: Yes

Purpose of Report

1. The purpose of this report is to declare that freehold interest in the 3 assets referred to in Appendix 1 can be sold by the Council.

Relevance to the Council's Business Plan

2. The disposal of assets raises capital to assist and support the Council's medium term financial plan (MTFP) which subsequently supports the Council's Business Plan and its aims and targets. Specifically, the business plan describes taking a *commercial approach to managing assets* as part of the *Working with partners as an innovative and effective council priority*.

Main Considerations for the Council

3. Since its inception in 2009 the council has sold assets in excess of £70m. There are a number of other assets in the programme which are currently scheduled to be marketed and sold between now and the end of 2019/20 and it is anticipated that they will realise in the region of £30m.
4. In addition, the 3 assets listed in Annex I are recommended for disposal of the freehold interest which will be sold over the next few years.

Background

5. The receipt of capital from the sale of assets is used to support the capital programme of investment in the communities of Wiltshire. Examples of the types of investment made and programmed to be made are provided in the Council's Budget but they range from investment in better roads, waste collection and recycling, extra care homes, health and wellbeing centres and initiatives to provide better and more efficient customer access to Council services.
6. Running, managing and holding assets is expensive but with careful investment as described above, services can be transformed and delivered in a way that

improves customer satisfaction and relies less on needing a building/asset for service delivery.

7. Assets then become surplus to the core requirements of the Council and once sold, the capital realised can then be used to support further investment.
8. At Cabinet on 12 September 2017, the Cabinet resolved that the Council would not consider domestic / low value requests for land purchases. By way of background, the Council receives a number of requests for purchase of land, ranging from small scale residential/domestic requests to larger site purchases. Resource is currently not available for a number of the domestic / low value requests to be considered and below sets out 3 tests that need to be met for the Council to consider such disposals:
 - a. The land in question is not held by the Council as public open space
 - b. The purchaser will pay all costs associated with the disposal (internal and external surveyor and legal costs)
 - c. The land is being sold to support a wider Council objective or being supported / promoted by department of the Council (for example the Housing Revenue Account)

Overview and Scrutiny Engagement

9. Overview and Scrutiny monitor the capital programme via its Financial Planning Task. It will consider the latest Capital Budget monitoring report on 19th September 2018.

Safeguarding Implications

10. There are no safeguarding implications with this proposal.

Public Health Implications

11. There are no public health implications with this proposal.

Procurement Implications

12. The decision to dispose of the freehold interest does not have any direct procurement implications. However, when the appointment of agents to market the assets or when pre-marketing surveys are required, their procurement is carried out in accordance with the Council's procurement rules and policies.

Equalities Impact of the Proposal

13. None

Environmental and Climate Change Considerations

14. Where a sale envisages potential development, any environmental and/or climate change issues are best considered through the planning application process.

Risk Assessment

15. Regular reports on progress of property disposals are provided to this Committee within the Capital Monitoring Report. These reports are based on a review of risks of each disposal that takes into account legal issues and 3rd party interests over the asset, planning, market conditions and other factors to review and adjust future receipt out turn forecasts.

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

16. The MTFP for the Council is, in part, dependent on the success of the disposal of property and assets. Failure to decide to declare new freehold interests to be sold or failure to sell those that are currently declared will impact on the council's ability to achieve its business plan.

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

17. A risk that may arise is that due to legislative or other changes a service need arises for an asset after it has been sold and the Council then has to look to acquire or rent in an asset. However, the list of assets has been considered by the Corporate Directors and Directors and no service has identified a need that could be fulfilled by any of the properties on the list in Annex I.

Financial Implications

18. As explained above, the realisation of capital from the sale of assets is used to support the MTFP and Council Business Plan. Reducing sales and the delivery of capital receipts will reduce the amount that the Council can invest in its communities and/or be used to reduce borrowings and thus free up revenue for delivering services. The disposal of surplus assets is not only integral to the council's medium term financial planning but often makes good asset management sense too.

Legal Implications

19. There are no legal implications with the paper other than it will result in legal work to formalise them. In respect of the assets being put forward as part of this report, each asset is to be sold at or above market value, thereby ensuring that the best price properly payable will be received thus satisfying the requirements of s123 of the Local Government Act 1972. Market value will be determined by either open marketing of the sites or through an external valuation being procured to reflect any special circumstances. The assets will also be categorised as strategic assets due to their strategic importance to contribute to the MTFP and will not be available for Community Asset Transfer unless Cabinet subsequently decides otherwise.

Options Considered

20. The alternative options would be to transfer the properties in another way or to not dispose of them at all, both of these have been discounted for the reasons set out in this report.

Conclusions

21. Declaring additional assets surplus to the requirements of the Council will provide additional funds for the Medium Term Financial Plan and Council's Business Plan.

Proposal

22. That members confirm that freehold interest of the 3 assets listed in Appendix 1 can be sold by the Council.
23. That members note the continuing approach set out in paragraph 8
24. That members authorise the Director for Housing and Commercial Development to dispose of freehold interest of the assets or in his or her absence the Corporate Director for Growth, Investment and Place.

Reason for Proposal

25. To confirm the freehold interest in the assets can be sold in order to generate capital receipts in support of the Council's capital programme and to maximise the amount of capital from them to support the MTPF and Council Business Plan.

Alistair Cunningham
Corporate Director – Growth, Investment and Place

Report Author:
Mike Dawson
Asset Manager (Estates & Asset Use)

Background Papers

None

Appendices

Annex I: Asset List

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APPENDIX I – List of Assets

Wiltshire Council

Cabinet

25th September 2018

SITE DETAILS

SITE 1.

Land adjoining “Charterhouse”, Orchard Road, Morgan’s Vale

UPRN – 35073H1

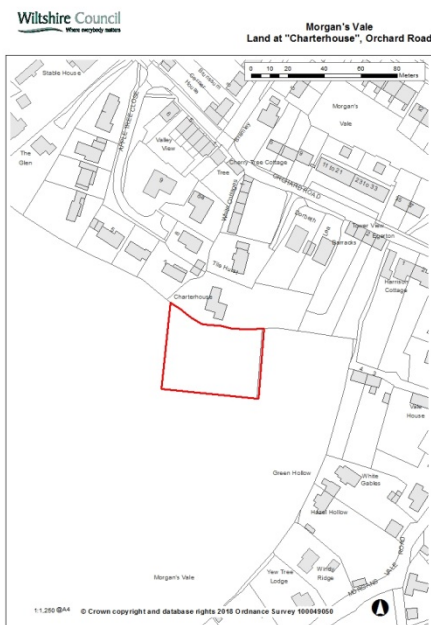
Brief description / sale information:

The land forms an extension to the garden of “Charterhouse” of approximately 0.21 hectare (0.5 acre). It forms an intrusion into the adjacent field and is let to the householder on a long lease. It contains an underground chamber associated with surface water drainage from nearby council houses. The new householder wishes to purchase the freehold interest and as the chamber is now redundant there is no reason for the Council to retain it.

Self-build / Custom-build considerations:

The site is not suitable for a custom/self-build plot as it is leased for a further 70 years and access is over the lessee’s adjoining land.

Location Plan – Site Extent Subject to Survey (Not to Scale)



SITE DETAILS

SITE 2.

Manor House, Royal Wootton Bassett

UPRN – 01378S1 / 00765

Brief description / sale information:

The site currently provides TENS units in the town, managed by Economic Development and the site extends to approximately 0.23 hectare (0.57 acre). The site is adjacent to Wiltshire Police local police station, and is physically adjoined at one point.

Economic Development have declared the site surplus for their requirements, following securing a lease of Carriage Works in Swindon.

There have been expressions of interest to purchase the site and these will be considered as part of the disposal process.

Self-build / Custom-build considerations:

The site may be suitable for a custom/self-build plot, given it is an existing building provided the project is undertaken by the person or persons that will occupy the dwelling/dwelling.

Location Plan – Site Extent Subject to Survey (Not to Scale)



SITE DETAILS

SITE 3.

56a Spa Road, Melksham, Wiltshire, SN12 7NY

UPRN – 01409S1

Brief description / sale information:

Two storey former Victorian house extending adjacent to the Canberra Centre and Canberra Children's Centre. The remainder of the site is held in trust by Wiltshire Council, with the land highlighted below free from any trust obligations.

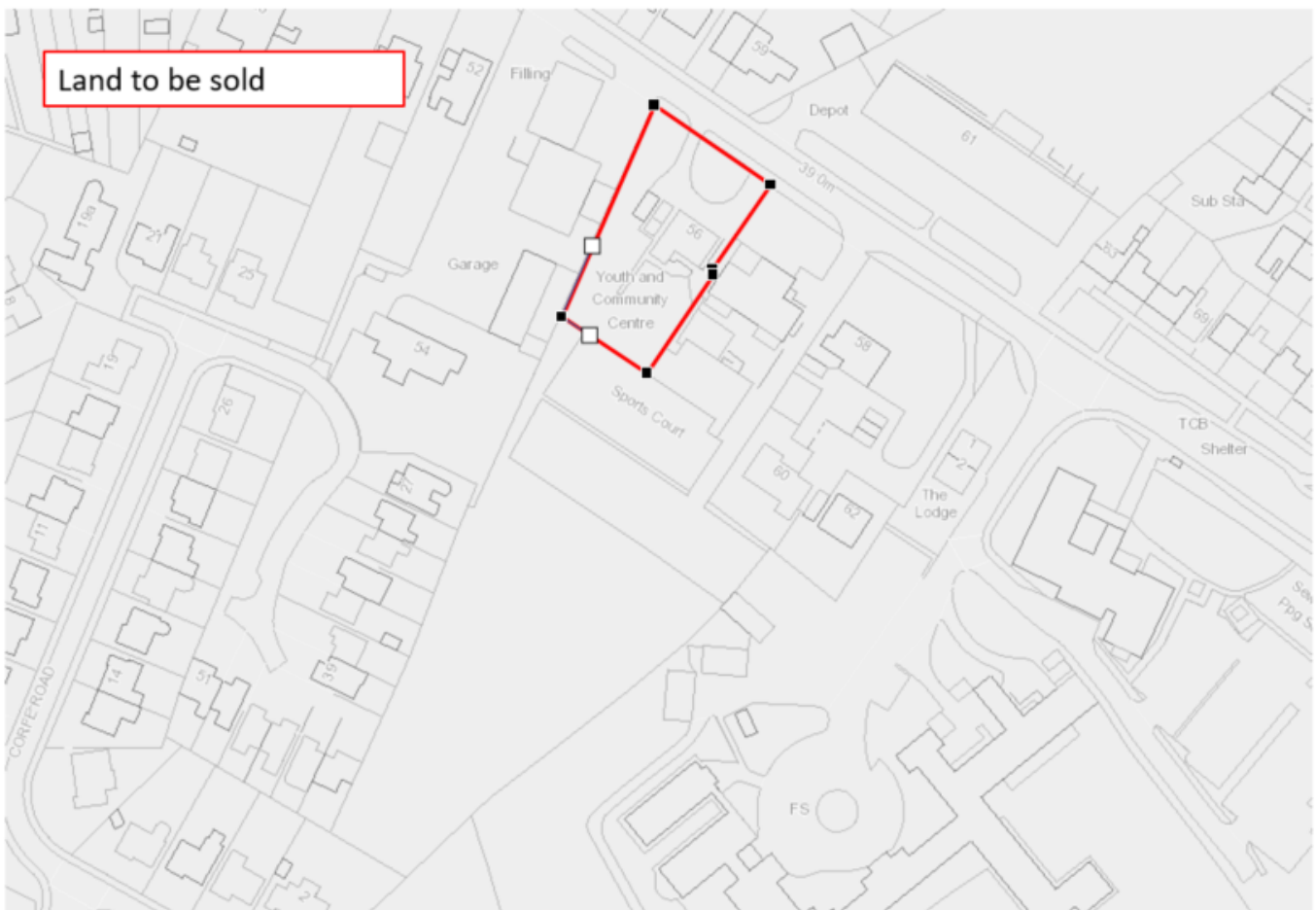
The last know use of the site was as a base for the youth offending team, but this has relocated.

The site has potential for a number of uses, including residential, subject to planning consent being obtained.

Self-build / Custom-build considerations:

The site may be suitable for a custom/self-build plot, given it is an existing building provided the project is undertaken by the person or persons that will occupy the dwelling/dwelling.

Location Plan – Site Extent Subject to Survey (Not to Scale & for indication only)



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Wiltshire Council

Cabinet

25 September 2018

Subject: Well-Managed Highways Infrastructure

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

Key Decision: Yes

Executive Summary

The Department for Transport (DfT) published a new Code of Practice 'Well-managed Highway Infrastructure' in October 2016. The Code provides guidance for highways authorities on highways maintenance and related infrastructure. There has been a two year period to implement the recommendations before the old Codes of Practice cease to apply.

A review has been undertaken of the Council's highways maintenance activities in view of the new Code of Practice. The review indicated that most of the recommendations were already being complied with, or were being implemented in connection with the processes being introduced in response to the Peer Review and Incentive Funding assessments. However, it was noted that the Council's Highways Inspection Manual should be updated to conform to the new Code.

The new Wiltshire Highways Safety Inspection Manual (WHSIM) sets out the inspection frequency and methodology to be used with regard to inspecting and repairing the Council's roads, footways and related infrastructure (**Appendix 1**). It describes the response times to be followed for dealing with highway defects. It has been developed following a risk based assessment (**Appendix 2**), which included consideration of the road hierarchy, collision and claims data, inspection frequencies and investigatory levels.

The Council's Skid Resistance Policy has been revised (**Appendix 3**) to comply with the latest guidance and the new Code of Practice. The highways maintenance policies which were adopted some years ago have also been reviewed, and updated (**Appendices 4 and 5**) to reflect the risk based approach in the new Code of Practice.

Proposals

It is recommended that:

- (i) The proposed Wiltshire Highways Safety Inspection Manual (**Appendix 1**) is adopted and used for highway safety inspections from 1 November 2018.
- (ii) The amended Skid Resistance Policy (**Appendix 3**) is adopted.
- (iii) The highway policies set out in this report (**Appendices 4 and 5**) are approved.
- (iv) The authority is delegated to the Cabinet Member, Highways, Transport and Waste and Director, Highways and Transport to make any appropriate and legally necessary amendments to the policies and inspection manual referred to above.

Reasons for Proposals

There are serious risks in connection with road maintenance, which include safety, financial and reputational aspects, especially in connection with killed and seriously injured collisions on the highway network. In order to reduce these risks it is important that the Council has clear highway inspection and maintenance procedures in place in accordance with the latest DfT guidance.

The proposed Wiltshire Highways Safety Inspection Manual takes a risk based approach to highways maintenance, and has been prepared to meet the requirements of the new Code of Practice 'Well-managed Highway Infrastructure' published in October 2016, taking into account local needs, priorities and affordability.

Alistair Cunningham
Corporate Director

Subject: Well-Managed Highways Infrastructure

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

Key Decision: Yes

Purpose of Report

1. To report on the implications of the new highways maintenance Code of Practice, and approve the adoption of the Wiltshire Highways Safety Inspection Manual (WHSIM) and related highways policies.

Relevance to the Council's Business Plan

2. The Wiltshire Council Business Plan 2017 – 2027 sets out the vision to create strong communities, with priorities for growing the economy, strong communities and protecting the vulnerable. As part of growing the economy it is acknowledged that it is necessary to bring the county's roads up to an acceptable state. The goal is that road infrastructure is improved and to:
 - Improve asset management and the use of investment to improve the condition of Wiltshire roads (implementing our Highways Asset Management Strategy).
 - Promote and further development the MyWiltshire app to improve and increase the reporting of issues.

Background

3. The Council is responsible for the maintenance of the roads in Wiltshire, with the exception of motorways, trunk roads and those in private ownership. Maintaining a fit for purpose highway network is vital in order to support economic development and to ease the movement of goods and people.
4. The highway network represents the Council's biggest asset, and is possibly its most significant potential liability. The Council carries out programmes of maintenance and renewal, and also carries out inspections and repairs of safety defects identified by inspectors and reported by the public and others.
5. The highway network in Wiltshire comprises almost 4,500 kilometres of road, 3.9 million square metres of footway, 1,500 bridges and over 40,000 street lights. It has a replacement value of over £5 billion. It would cost at least £330 million to

resurface all of the roads, with potentially significant additional costs to improve the structural condition of the roads.

6. The condition of the county's roads is important to the public. This is demonstrated by the results of the Council's own surveys and the National Highways and Transportation (NHT) surveys, which indicate low levels of public satisfaction with road conditions. In the Council's consultations on budget setting, expenditure on roads is often the service area where the public have consistently wished to see more spent.
7. The then Wiltshire County Council developed a Transport Asset Management Plan (TAMP) in 2005 in order to improve the management of its transport infrastructure, including the county's roads, bridges, street lighting and transport related assets. It was prepared in accordance with the then current Codes of Practice, particularly 'Well-Maintained Highways' published in July 2005.
8. In May 2013 the Highways Maintenance Efficiency Programme (HMEP) published the Highway Infrastructure Asset Management guidance. The guidance provides advice on implementing asset management, and makes a number of recommendations to achieve the benefits of asset management.
9. The Department of Transport (DfT) has been keen to ensure that authorities adopt an asset management approach and have encouraged adoption by including an incentive in the allocation of maintenance funding. The Council adopted its Highways Asset Management Policy and Strategy in May 2015 in accordance with the latest guidance.
10. The DfT commissioned a new Code of Practice 'Well-managed Highway Infrastructure' (the Code of Practice), which was published in October 2016 to replace the previous Code. There has been a two year period for highway authorities to implement the recommendations before the old Codes of Practice cease to apply. This has implications for highway authorities because of the different approach adopted with the new Code of Practice, especially with regard to risk management.
11. The Council's existing Highways Inspection Manual was adopted in May 2013. It was prepared in accordance with the earlier code of practice, and it is now considered to be appropriate to update it in view of the new Code. The Council has a number of other highway policies, including a skid resistance policy that should also be reviewed as a result of the new Code of Practice.

Main Considerations for the Council

Highways Asset Management Policy

12. The Council adopted a highways asset management policy and strategy in May 2015, which reflected the latest asset management guidance. It is suggested in the guidance that this policy should be reviewed from time to time to ensure that it is still relevant.
13. The Wiltshire Highways Asset Management Policy is:

Wiltshire Council is committed to adopting the principles of asset management, and will take a long term view when making maintenance and investment decisions. The asset management approach will deliver value for money and maximise the benefits for future prosperity by ensuring the right investment decisions are made. It will assist in targeting resources and managing risks associated with the statutory duties to maintain the highway infrastructure.

14. Wiltshire Council manages its highways assets in accordance with the policy, and develops programmes of work to maintain the highway and ensure that cost effective investments are made. It is considered that the policy is still relevant and it is not proposed to amend it at this time.

Well-managed Highway Infrastructure

15. The new Code of Practice 'Well-managed Highway Infrastructure' replaces three previous documents: 'Well-maintained Highways', 'Management of Highway Structures' and 'Well-lit Highways'. It is designed to promote the adoption of an integrated asset management approach to highways infrastructure based on the establishment of local levels of service through risk-based assessments.
16. The intention of the Code of Practice is that authorities will develop their own levels of service, taking into account local needs, priorities and affordability. The new Code of Practice acknowledges that changing from reliance on specific guidance and recommendations in the previous Codes to a risk-based approach determined by each Highway Authority will involve appropriate analysis, development and gaining of approval through authorities' executive processes.
17. The Code of Practice makes 36 recommendations with regard to how the highway infrastructure should be managed. The recommendations in a number of cases are repeated from the previous Highways Infrastructure Asset Management Guidance. In general, the new Code of Practice is considered to be a 'refresh' of the previous Codes rather than a 'rewrite'.
18. An initial review of the Code of Practice's recommendations indicated that in Wiltshire most of the recommendations were already being complied with, or were being implemented in connection with the asset management processes being introduced as a result of the Peer Review and Incentive Funding assessments.
19. However, it is apparent that there are some aspects of adopting a risk based approach which will need careful consideration because of the potential safety, financial and reputational implications.

Risk Based Approach

20. The Code of Practice indicates that authorities should adopt a risk-based approach and a risk management regime for all aspects of highway maintenance policy. This includes investment, setting levels of service, operations, including safety and condition inspections, and determining repair priorities and replacement programmes. There should be a clear and comprehensive

understanding and assessment of the likelihood of asset failure and the consequences involved.

21. There are no prescriptive or minimum standards in the new Code of Practice. It is intended that the adoption of a risk based approach will enable authorities to establish and implement levels of service appropriate to their circumstances.
22. A risk based approach has been adopted for many years in the management of most aspects of the county's highways. For example, with regard to skid resistance, the Council has adopted a policy which has a process to identify those sites with greatest risk, and sets out the method for treating and managing them.
23. In some cases, a risk based approach has been adopted in response to budget limitations. Rural grass cutting has been reduced from two cuts per year to one, with more frequent cutting at visibility splays to address the higher safety risks at those locations. The emptying of gullies is being refined to concentrate on those with the greatest risk of flooding and safety issues, rather than emptying them all on a fixed timescale irrespective of whether they need to be emptied or not.
24. A risk based approach was taken in developing the Wiltshire Highway Infrastructure Strategy. It informs the Performance Management Framework that summarises service delivery and is reported annually to the Environment Select Committee. The asset inspection, renewal, improvement and investment strategies adopted over the years by the Council have been developed to reflect the comparative risks in connection with the assets, and the need to be flexible in order to reflect changing situations and risks.
25. There is one aspect of highway maintenance that needs particular consideration following the introduction of the new Code of Practice. This is the process around the treatment of carriageway defects and potholes, especially with regard to the inspection regime and management of repairs. The Council's current processes and arrangements reflect the old Code, which will be superseded, and there is a need to review them to reflect current circumstances and the requirements of the new Code of Practice.

Highways Inspection Manual

26. The Council's current Highways Inspection Manual (HIM) was adopted in May 2013. It sets out the inspection frequency on the network, and the intervention levels which prompt a repair according to the particular circumstances.
27. This document has been important in keeping the county's roads safe, reducing claims and setting public expectations. There are potentially serious legal and financial implications in not following the standards set out in the manual, which has been tested in court and has been found to be an effective process for managing risks.
28. When the current HIM document was last revised in 2013, only minor revisions were made to the earlier version. The new Code of Practice suggests that this

document, and the approach to defect management, should be reviewed in the light of the risk based approach. This has required consideration of the network, its inspection regime and defect response criteria.

29. A draft Wiltshire Highways Safety Inspection Manual (**Appendix 1**) has been developed to replace the existing HIM following a risk based assessment (**Appendix 2**).
30. In order to adopt a risk based approach to defect repairs it has been necessary to review the county's road network, and identify a hierarchy of roads to reflect their relative importance and use. The hierarchy adopted is more detailed than the previous groupings included in the HIM, and has been agreed between the South West Highway Alliance (SWHA) members to help achieve a common hierarchy across the region.
31. A number of factors have been taken into account in identifying risks on the highway network. These include numbers killed and seriously injured, claims, frequency of defects, defect reports by the public and numbers of defects identified through the existing inspection regimes.
32. The police collect and collate injury collision statistics for the network. This data includes numbers killed and seriously injured, and slight injury collisions. Information on damage only collisions is not collected, and has not been used in the risk assessment as any information would be incomplete and could be misleading. The police collision data has been used to determine injury collision rates for the different road types.
33. The Council has a good record of defending claims. However, in some cases claims do have to be paid, and the locations of previous successful claims have been taken into account in considering the risks on the highway.
34. The MyWiltshire system has proved to be very effective at encouraging the public to report defects on the highway. The reports often contain good information on the location of defects, and this information has been used in reviewing the risks associated with the different road types on the network.
35. The highway inspections carried out on the network identify those defects which meet the intervention level criteria and need repairs. Generally, the number of defects can be expected to reflect the condition of the network, with the greatest number of defects generally occurring on those sections of road in poor condition.
36. These factors have been used to assess the potential risk associated with the different road types within the hierarchy, and to develop the WHSIM.

Skid Resistance Policy

37. The Council has in place a policy governing the use of skidding resistance tests and the actions that arise from the survey data produced. This was a requirement in the previous Code of Practice for highway maintenance, and DfT guidance.
38. The current skid resistance policy describes how the provision of appropriate levels of skid resistance on the Group 1 Road Network in Wiltshire would be

managed to meet advice and guidance issued by the then Highways Agency for Motorways and Trunk Roads in HD 28/04 'Skid Resistance', and how measurements of skid resistance are to be made and interpreted to meet the adopted levels through a staged prioritisation process to identify sites for further investigation and treatment.

39. The guidance document was subsequently revised by HD 28/15, which was published in July 2015. The recent introduction of the Council's Highways Asset Management System (HIAMS), which was reported to Cabinet in November 2017, has provided the opportunity to improve the processes and data storage in connection with skid resistance and highway maintenance generally. The Skid Resistance policy has been reviewed, and minor amendments made to reflect these changes and the road hierarchy adopted by the Council in accordance with the new Code of Practice (**Appendix 3**).

Other highway policies

40. The county's highway policies were comprehensively reviewed by the former County Council in April 2005. Since then, some of the policies have been reviewed and amended from time to time as circumstances have changed.
41. The new Code of Practice recommends that there should be clear highway infrastructure maintenance policies which can be clearly understood. It was considered appropriate to review these policies and update them where required. It is intended that these should be included on the Council's website.
42. A summary of the main highway maintenance draft policies has been prepared (**Appendix 4**), which updates the previous versions, taking into account risk, current funding levels, legal requirements and the new Code of Practice.
43. These policies include the road and bridge inspection regimes adopted as a result of the new Code of Practice, street lighting, signing and routine maintenance of the network. Generally, these have not been amended significantly, but they have been updated to reflect current practice and guidance.
44. The highways trees inspection policy has been developed to reflect the risk based approach to the management of these assets (**Appendix 5**).

Overview and Scrutiny Engagement

45. The Environment Select Committee has been invited to comment on this report, and the related appendices. The outcome of its considerations will be reported to the Cabinet meeting. The operation of the new WHSIM will be monitored, and its effectiveness will be reported to the Committee as part of the annual review of the highways service usually made annually in the autumn.

Safeguarding Implications

46. Does not apply.

Public Health Implications

47. The condition of road surfaces, skid resistance and highway infrastructure all make important contributions to road safety. The timely response to defects and damage on the network contributes to keeping the highways safe for road users, residents, businesses and local communities.
48. The proposed WHSIM, Skid Resistance policy and highway maintenance policies will assist in keeping the roads safe by providing clear standards in accordance with the current highways maintenance Code of Practice.

Corporate Procurement Implications

49. There are no procurement implications in connection with this proposal.

Equalities Impact of the Proposal

50. Having a timely and effective response to defects on the county's roads and footways has benefits for all road users, including the more vulnerable, including pedestrians, cyclists and other non vehicle users.

Environmental and Climate Change Considerations

51. The road network is particularly vulnerable to the effects of climate change. In recent years we have seen the effects of severe winters and flooding which have resulted in damage to the roads and an increase in the number of potholes. In long periods of hot weather the surfaces can be damaged by melting, resulting in roads becoming slippery or deforming under traffic loads.
52. It is not anticipated that energy consumption would increase as a result of the recommendations of this report. The introduction of part night street lighting has reduced the carbon footprint of the Council significantly in recent years, and the future introduction of LED lighting is likely to further reduce energy consumption.
53. The risks associated with highway maintenance operations, and the renewal of infrastructure, are managed through Service Delivery Teams involving the Council's staff, consultants and contractors. Risk assessments are undertaken on schemes and operations with potential environmental impacts and specific mitigation measures are developed as necessary.
54. Robust inspection regimes and condition monitoring of the highway infrastructure will help manage the risks associated with climate change and extreme weather.

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

55. There are serious risks in connection with road maintenance. These include the safety and reputational aspects of those killed and seriously injured on the highway network. In order to reduce these risks it is important that the Council has clear highway inspection and maintenance procedures in place in accordance with the latest Code of Practice.

56. The new 'Well-managed Highway Infrastructure' Code of Practice takes a risk based approach to highways maintenance, and it is important that the Council's maintenance policies also adopt this approach.
57. The previous Code of Practice will be replaced in October 2018, and the Council should ensure that it conforms to the new Code by that date. The proposed highway inspection regime and investigatory levels are required to help Wiltshire Council to better manage its highway assets and reduce the risks of damage, claims, injury or death to Wiltshire's road users.
58. Not reviewing the HIM and maintenance procedures in accordance with the latest Code of Practice could have an adverse effect on road safety, and may leave the Council liable to claims.

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

59. There is a risk that, despite the operation of the procedures set out in the WHSIM, Skid Resistance Policy and other policies, there will still be incidents involving damage or injury on the highway network. It should be noted that any practical inspection regime cannot be expected to remove these risks completely. However, the proposed inspections and policies should reduce the risk considerably.
60. The WHSIM and Skid Resistance Policy will be reviewed from time to time to ensure that they are fit for purpose, and are effective in managing risks on the highway network. Where appropriate, revisions may be made to the policies.

Financial Implications

61. The review of the HIM and proposals for the WHSIM have taken into account current and likely future funding levels to ensure that the proposals are affordable.
62. It is considered that the standards proposed can be met, but that they should be reviewed from time to time to ensure they remain relevant should circumstances change significantly.
63. Authorities have legal obligations with which they need to comply, and which may be the subject of claims for loss or personal injury or of legal action by those seeking to establish non-compliance by authorities. It should be noted that in such cases, the Code of Practice may be considered to be a relevant consideration. Therefore, it is important that the Council's highway inspection regime and maintenance processes take into account the latest Code of Practice.

Legal Implications

64. The Council has a duty under the Highways Act 1980 to maintain the county's roads. The highway inspection procedures, policies and improvement plans ensure that this duty is fulfilled.

65. In complying with its duty to maintain the highway, as outlined within Section 41 of the Highways Act 1980 and for the purposes of Section 58, which provides for special defence, the Council undertakes inspections of the highway incorporating the carriageway, footway, grass verge and pathways upon which the public have a right of access and which are maintained at public expense.
66. Section 41 of the Highways Act 1980 imposes a duty on the Council, as Highway Authority, to maintain those roads, footways and cycle tracks that are 'highways maintainable at public expense'.
67. Section 58 of the Highways Act 1980 states that a statutory defence against third party claims is provided where the Highway Authority can establish that reasonable care has been taken to 'secure that the part of the highway to which the action relates' to a level commensurate with the volume of ordinary traffic such that it 'was not dangerous to traffic'.
68. Section 130 of the Highways Act 1980 places a general duty on the Highway Authority to 'assert and protect the rights of the public' in their lawful use of the highway.
69. Section 81 of the New Roads and Street Works Act 1991 (NRSWA) places duties on Utility Companies. Concurrent with a Highway Safety Inspection, any item of statutory undertaker apparatus or any utility reinstatement under guarantee, which the Highways Officer considers defective in accordance with the guidance in the Wiltshire Highway Safety Inspection Manual, will be recorded and reported to the appropriate Utility Company.
70. The Code of Practice is not statutory, but it does provide Highway Authorities with guidance on highways maintenance and management. Adoption of the recommendations within the Code is a matter for each Highway Authority, based on its own legal interpretation, risks, needs and priorities. The development of the new WHSIM has been undertaken in accordance with the requirements of the Code of Practice.

Options Considered

71. Not proceeding with the review of the HIM was considered not to be a viable option. There is a need for the Council, as highway authority, to conform to the requirements of the new Code of Practice in order to meet its duties as local highway authority.
72. The review of the HIM and the development of the WHSIM considered a range of options to determine the appropriate inspection regime and defect response procedures to manage the risks associated with the highway network.

Conclusions

73. The Council has reviewed its highways maintenance activities in view of the new Code of Practice 'Well-managed Highway Infrastructure', and has produced a Wiltshire Highways Safety Inspection Manual which it is proposed should be adopted by the Authority.

74. The review has included consideration of the Skid Resistance Policy and other highway maintenance policies. It is proposed to update these policies to reflect the new Code of Practice.

Parvis Khansari
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31 July 2018

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

None

Appendices

- Appendix 1 – Wiltshire Highways Safety Inspection Manual
- Appendix 2 – Wiltshire Highways Risk Based Approach
- Appendix 3 – Wiltshire Skid Resistance Policy
- Appendix 4 – Wiltshire Highway Maintenance Policies
- Appendix 5 – Wiltshire Highways Trees Inspection Policy

Wiltshire Highways Safety Inspection Manual



September 2018

Wiltshire Highway Safety Inspection Manual

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Wiltshire Highway Safety Inspection Manual

Introduction

Legal duties

In complying with its duty to maintain the highway, as outlined within Section 41 of the Highways Act 1980 and for the purposes of Section 58, which provides for special defence, the Council undertakes inspections of the highway incorporating the carriageway, footway, grass verge and pathways upon which the public have a right of access and which are maintained at public expense.

Section 41 of the Highways Act 1980 imposes a duty on the Council, as Highway Authority, to maintain those roads, footways and cycle tracks that are 'highways maintainable at public expense'.

Section 58 of the Highways Act 1980 states that a statutory defence against third party claims is provided where the Highway Authority can establish that reasonable care has been taken to 'secure that the part of the highway to which the action relates' to a level commensurate with the volume of ordinary traffic such that it 'was not dangerous to traffic'.

Section 130 of the Highways Act 1980 places a general duty on the Highway Authority to 'assert and protect the rights of the public' in their lawful use of the highway.

Section 81 of the New Roads and Street Works Act 1991 (NRSWA) places duties on Utility Companies. Concurrent with a highway safety inspection, any item of statutory undertaker apparatus or any utility reinstatement under guarantee, which the highways officer considers defective in accordance with the guidance in the Wiltshire Highway Safety Inspection Manual, will be recorded and reported to the appropriate utility company.

If the utility apparatus / reinstatement is found to be outside its tolerances (as specified in the NRSWA: Street Works (Reinstatement) Regulations) due to settlement, plucking out, heave or other reasons, and it exceeds the category one criteria, any costs incurred in making safe, and/or repair, will be recovered from the undertaker. Notice will normally be served on the undertaker to respond to a category one defect within two hours; however, if such a response is not forthcoming then the highway authority will respond and recover its costs. All costs will be charged in accordance with the Street Works (Recovery of Costs) (England) Regulations 2002.

Other defects associated with statutory undertaker apparatus/ reinstatements (i.e. outside the tolerances of Street Works (Reinstatement) Regulations 1992 but not a category one safety defect) may still require reporting to the appropriate utility

company by serving of a notice under Section 81 of the New Roads and Street Works Act 1991.

Purpose of this document

This document describes Wiltshire Council's policy and procedures relating to highway safety inspections. Those carrying out highway safety inspections, or managing the process, will refer to this document. The document sets out consistent investigatory levels to be applied across the highway network.

Highway safety inspections will be undertaken using the investigatory levels and defect definitions and frequencies given in this document.

The manual has been prepared to meet the requirements of Well Managed Highway Infrastructure, taking into account best practice and knowledge of other highway authorities as well as the Council's own staff.

This is a controlled document and issue records, including updates, are maintained to ensure the current version is being used at all times.

Purpose of safety inspections

The Council's Highways Asset Management Policy was adopted in May 2015 and is:

Wiltshire Council is committed to adopting the principles of asset management, and will take a long term view when making maintenance and investment decisions. The asset management approach will deliver value for money and maximise the benefits for future prosperity by ensuring the right investment decisions are made. It will assist in targeting resources and managing risks associated with the statutory duties to maintain the highway infrastructure.

Safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. Such defects include those that will require urgent attention (usually by the end of the next day) as well as those where the locations and sizes are such that longer periods of response would be acceptable.

The Highway safety inspection process also demonstrates that there is a structured inspection regime, which can provide evidence for the Highway Authority to defend claims.

Health and safety issues

Introduction

Highway safety inspections require the recording of defects that are potentially hazardous to road users, but not at the expense of the inspectors' own safety or that of others using the highway.

If any staff consider that these procedures do not provide sufficient protection at a specific location they should bring the matter to the attention of the local highways manager who will decide the appropriate action.

The following general guidelines must be followed:

Safety inspections from a moving vehicle (driven)

- Highway safety inspections should be avoided during the hours of darkness/dusk or under conditions of poor visibility, including snow, fog, or heavy rain.
- A roof mounted flashing light bar will be provided for use on all inspection vehicles.
- The vehicle must have clearly visible reflective markings, including a sign reading HIGHWAY MAINTENANCE affixed to the rear of the vehicle.
- High visibility jackets to ISO 20471:2013 must be worn whenever inspectors alight from the vehicle.
- When necessary to stop, it is preferable to position the vehicle off the carriageway. If this cannot be achieved, then there should be clear visibility in both directions, the beacon should be switched on and moving vehicles should not be forced to cross continuous white lining. Where the above requirements cannot be met, then advance signing must be put in position.
- When conducting part of the inspection on foot in the carriageway, or on a verge closer than one meter to the carriageway, then adequate signing should be provided. For short duration stops the placing of signs may be more hazardous than conducting the inspection. Each location should be assessed and if it is considered that the placing of signs is hazardous the location should be brought to the attention of the local highways manager.
- When conducting inspections from a moving vehicle this will be a two-person operation with the passenger carrying out the survey and recording the detail.

Safety inspections on foot (walked)

- High visibility jackets to ISO 20471:2013 must be worn.
- Surveys should be conducted from footways or verges where possible to minimize time walking in the carriageway.
- Periods of high pedestrian/traffic flows should be avoided where possible.

Reactive inspections following reports from the public and others

- Reports from the public, other organisations, council and contractors staff may result in additional inspections at specific locations.
- Reactive inspections should be undertaken from footways or verges. If reactive inspections are undertaken from a moving vehicle it should be a two-person operation as described above for driven inspections.
- The inspections should be carried out in accordance with the investigatory levels described in this document.

Network hierarchy

Wiltshire Council has a defined hierarchy of roads based on their strategic importance, traffic flow and other local considerations. The road categories adopted for the hierarchy have been agreed between the South West Highways Alliance (SWHA) members to help achieve a common hierarchy across the region. The SWHA comprises all of the local highway authorities in the south west and has a project board and a series of specialist sub-groups to reflect the different aspects of highway maintenance. The road hierarchy was developed by the South West Highways Asset Managers Group in response to the introduction of the 'Well Managed Highway Infrastructure' Code of Practice.

Road hierarchy

The SWHA Road Hierarchy is summarised as:

Road type	Carriageway hierarchy
2	Strategic route
3	Main distributor
4	Secondary distributor
5	Link road
6	Local link road
7	Local access road
8	Minor road
9	Lanes
10	Green lanes and tracks
11	Disused tracks

The road type 1 is used only for motorways which do not form part of the local road network managed by Wiltshire Council.

Footway and cycleway hierarchy

Wiltshire Council has classified the county footways and cycle-ways as follows:

Footway type	Description
F1	Footways and roads in main shopping areas and town centres with high pedestrian usage
F2	Other urban areas, rural footways, surfaced 'link' footpaths, and shared pedestrian/vehicle areas.

Cycle-way type	Description
C1	Part of carriageway
C2	Remote from carriageway

Safety inspections

Safety inspections record all defects classified as a safety hazard in accordance with the details set out in this manual.

In most cases, the investigatory level is defined by physical dimensions. Whilst it is not anticipated that every potential defect is measured, measurement should be used, if in doubt, to determine a suitable priority and corresponding repair time. Measurement of defects should be made by using a straight edge and established datum points to determine a reference line from which the defect can be measured.

The frequency of safety inspections and time to repair a defect will depend on the road type, taking into account the volume of traffic, including vehicles, pedestrians and cyclists.

Safety inspection frequencies

The frequency of safety inspections for carriageways is:

Road type	Carriageway hierarchy	Inspection frequency
2	Strategic route	Monthly
3	Main distributor	Monthly
4	Secondary distributor	Monthly
5	Link road	Three monthly
6	Local link road	Three monthly
7	Local access road	Annually
8	Minor road	Annually
9	Lanes	Annually
10	Green lanes and tracks	Respond to reports
11	Disused tracks	Respond to reports

The frequency of safety inspections for footways is:

Footway type	Footway description	Inspection type and frequency
F1	Main shopping areas and roads with identified high pedestrian usage	Monthly walked or cycled
F2	Other urban areas, rural areas, 'linked' footways, and shared pedestrian/vehicle areas.	Annually walked, cycled or driven
Other footpaths	Rights of way subject to separate procedure	-

On carriageways in busy shopping and urban areas, a monthly walked inspection is carried out.

The frequency of safety inspections for cycleways is:

Cycle-way type	Cycle-way hierarchy	Inspection type and frequency
C1	Part of carriageway	As for road.
C2	Remote from carriageway	Annually walked or cycled

Reports from the public, other organisations, Council staff and contractors may result in additional inspections of carriageways, footways and other highway assets at specific locations. Such inspections should be carried out in accordance with the investigatory levels described in this document.

Safety inspection tolerances

Planned safety inspections shall be carried out at the frequencies shown above and within the following tolerances:

Frequency of inspection	1 month	3 months	6 months	12 months
Tolerance	+/- 5 days	+/- 7 days	+/- 20 days	+/- 30 days
Maximum period between inspections	36 days	100 days	200 days	400 days

During periods of extreme weather and in exceptional circumstances it may not be possible to meet the required frequency of inspection. The normal inspection regime should be introduced as soon as possible afterwards.

Defect priorities

Some defects need to be treated more urgently than others. The inspectors will allocate one of the following priorities to each defect in accordance with the defect codes described in this manual:

Priority	Description
P1	Repair or provide signing and guarding by 23:59 on the next day.
P2	Repair by 23:59 of the 14 th day
P3	Repair by 23:59 of the 28 th day
P4	Repair by 23:59 of the 60 th day
P5	Defects referred to the local highways manager/highway engineer/head of service for further consideration and logged in HIAMS

During times of severe weather including snow, flooding and high winds, it may not be possible to meet all of the response times, and the duty engineer will prioritise resources as considered appropriate on operational and safety grounds.

Other factors

Many highways have been dedicated and adopted with features or a layout that would not be acceptable in current highway design. This might include steps or cellar openings, or steps which are part of the fabric of the building adjacent to the highway, natural stone surfaces, granite setts, raised footways and drainage arrangements that present potential trip situations in excess of the normal intervention levels. These should not be recorded as a defect, as in law the highway has been adopted with these encumbrances and the public must take appropriate care.

Data requirements

The defects identified during driven and walked inspections are recorded using map based computer software which has Global Positioning System (GPS) functionality, or manually recorded on paper and subsequently entered into the system.

The information recorded in connection with a safety defect comprises:

- Unique road section number

- Inspector's initials or identification
- Second inspector's initials where appropriate
- Weather conditions
- Location
- Priority (of defect)
- Any special instructions (size etc)
- Defect type
- Area (defect attribute)
- Defect description
- X co-ordinate (from GPS)
- Y co-ordinate (from GPS)
- Date inspected (with time)
- Repair description
- Treatment (repair suggested by inspector)

Data processing

The defect information will be held in the Council's Highways Infrastructure Asset Management System (HIAMS). An order will be issued to the contractor through this system where appropriate. In some cases an urgent request may have to be made to the contractor by telephone or email with the asset data updated in HIAMS afterwards. Once the contractor has repaired the defect, the repair date and time are sent back to the system and recorded against the defect thus completing the record.

A record of inspection is kept for each road section on the network even if no defects are found on that particular road section during that inspection.

Other highway inspections

The following highway maintenance and construction functions are outside the scope of this document:

- Winter maintenance
- Highway subject to developers agreement (Section 38 and Section 278 agreements)
- Major maintenance and construction sites
- Statutory undertakers works (NRSWA 1990 and TMA 2005)
- Rights of way inspections and maintenance

Inspector training

To ensure the consistency of defect recording, regular in-house or external training will be carried out with the relevant staff in the use and understanding of the Wiltshire Highways Safety Inspection Manual. Additional training will be given to staff who fail to achieve the necessary standard.

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Inspection activities, defect codes and priorities

Activity	Defect code	Defect code meaning
Emergency obstructions or hazards (HO)	SUBS FLOD STRU OTHR DEBR OBSV	Major subsidence Major flooding Dangerous structure near highway Other emergency highway issue Debris in traffic lane/roadside Observation comment
Carriageways, (including cycleways forming part of the carriageway) (CW)	POTH ORUN DEPR	Pothole Verge over-run Carriageway depression
Covers, gratings, frames & boxes (drainage structures) (DC)	IBCK MISS IDLV LEVE	Cracked or broken frame/cover Missing cover Difference in level with road (below) Difference in level with road (above)
Road markings (CL)	WEAR	Worn road markings
Kerbs, edging & pre-formed channels (kerbed footways) (CK)	EVPJ DAMG MISS	Vertical projection Damaged kerb (footway edge) Missing kerb
Footways (including cycleways remote from a carriageway) (FW)	POTH SLPF MACK DEPR OTHR	Pothole in footway or cycleway Trip, slab profile/rocking slab Cracks and gaps Depression in footway Other footway defect
Signs (SN)	ACCD COND DIRT OBSG MISS	Accident damaged sign General sign condition Dirty sign Obscured sign Missing sign
Fences, walls & barriers (SB)	DAMM	Damaged safety fence/pedestrian guardrail/wall
Street furniture (SF)	DAST BRGL LIGH	Damaged bus shelter Broken pane(s) glass Faulty lighting/electrics

Emergency obstructions or hazards (HO)

Major subsidence, flooding, damaged structures and other obstructions (SUBS, FLOD, STRU, OTHR, OBSV, DEBR)

Road type	Defect description	Priority
All road types	Major subsidence, sink hole or land slip likely to cause a serious hazard to road users (SUBS).	P1
All road types	Major flooding likely to cause a serious hazard to road users (FLOD).	P1
All road types	Major structural damage or failure likely to cause a serious hazard to road users (STRU).	P1
All road types	Other hazards, damage or failure likely to cause a serious hazard to road users, including damaged street lighting, signs or unsafe trees (OTHR).	P1
All road types	Debris or spillage in the carriageway, including tree limbs, stones, loose cats-eyes, diesel or oil spillage that is likely to cause a hazard (DEBR).	P1

Emergency obstructions or hazards (HO)



Flooding (FLOD)



Structural failure (STRU)



Fallen tree (OTHR)



Fallen tree (OTHR)



Surface water and river flooding (FLOD)



Groundwater flooding (FLOD)



Structural damage (STRU)

Emergency obstructions or hazards (HO)



Debris in road (DEBR)

Carriageway (CW)

(Including cycleways forming part of the carriageway)

Potholes (POTH)

Road type	Defect description	Priority
2, 3, 4,	In carriageway more than 75mm deep and horizontal dimensions greater than 300mm x 300mm.	P1
5, 6, 7, 8 and 9	In carriageway more than 100mm deep and horizontal dimensions greater than 300mm x 300mm.	P1
2, 3, 4, 5, 6, 7, 8 and 9	In carriageway at a designated pedestrian crossing point (i.e. Pelican, Zebra, Puffin or uncontrolled crossing where clearly identified as such) exceeding 20mm and extending in one direction more than 150mm.	P1
2, 3, 4,	In carriageway between 40mm – 75mm deep and horizontal dimensions greater than 300mm x 300mm.	P2
5, 6, 7, 8 and 9	In carriageway between 40mm – 100mm deep and maximum dimension greater than horizontal dimensions greater than 300mm x 300mm.	P3
10 and 11	Other defects identified taking into account local condition and usage.	P5



Potholes (POTH)

Carriageway (CW)

Verge overrun (ORUN)

Road type	Defect description	Priority
2, 3 and 4	A verge area without kerbs adjacent to the road with damage more than 150mm deep and width greater than 200mm.	P3
5, 6, 7, 8, 9, 10 and 11	A verge area without kerbs adjacent to the road with damage more than 150mm deep and width greater than 200mm.	P5



Verge Over-run (ORUN)

Carriageway (CW)

Depression in carriageway (DEPR)

Road type	Defect description	Priority
All road types	Depressions in the carriageway caused by heavy vehicles or ground conditions. (Use of temporary signs informing of uneven road surface may be appropriate).	P5



Depression in carriageway (DEPR)

Covers, gratings, frames and boxes (DC)

Cracked, missing, broken or level difference (IBCK, MISS, IDLV, LEVE)

Road type	Defect description	Priority
All road types and footways	Significant part of the insert missing or damaged and liable to render ironwork unsafe. MISS, IBCK	P1
All road types and footways	Cracked or broken covers, frames or boxes liable to render ironwork unsafe. IBCK	P1
All road types	Any ironwork with a level difference above the carriageway surface greater than 40mm. LEVE (ABOVE)	P1
All road types	Any ironwork with a level difference below the carriageway surface greater than 75mm. IDLV (BELOW)	P1



Cracked, missing, broken or level difference (IBCK, MISS, IDLV, LEVE)

Road markings (CL)

Road markings worn (WEAR)

Road type	Defect description	Priority
All road types	Give way, Stop road markings on and adjoining strategic routes, main and secondary distributor roads (types 2, 3 and 4) should be renewed as a safety defect when they are missing or faded to such an extent that they are no longer adequate for their intended purpose.	P3
All road types	Zebra crossing markings should be renewed as a safety defect when they are missing or faded to such an extent that they are no longer adequate for their intended purpose.	P3
All road types	Double white line systems should be renewed as a safety defect when they are missing or faded to such an extent that they are no longer adequate for their intended purpose.	P5
All road types	All other road markings more than 80% worn or missing.	P5



Worn road markings (WEAR)

Kerbs, edgings and re-formed channels (CK)

Vertical projection, damaged or missing (EVPJ, DAMG, MISS)

Road or footway type	Defect description	Priority
F1	Kerbs adjacent to footways with up-stand more than 20mm extending in one direction more than 150mm.	P1
F2	Kerbs adjacent to footways with up-stand more than 20mm extending in one direction more than 150mm.	P3
All road types with kerbs but without footways or cycleways adjacent to road	Kerbs adjacent to carriageways with up-stand more than 20mm extending in one direction more than 150mm.	P5



Kerb vertical projection, damaged or missing (EVPJ, DAMG, MISS)

Footways and shared pedestrian/vehicle areas (FW) (Including cycleways remote from a carriageway)

Potholes (POTH)

Footway type	Defect description	Priority
F1 and F2	Defect in footway greater than 20mm deep with a maximum dimension greater than 150mm.	P1



Footway potholes (POTH)

Footways shared pedestrian/vehicle areas (FW) (Including cycleways remote from a carriageway)

Trip, slab profile/rocking slab (SLPF)

Footway type	Defect description	Priority
F1 and F2	Upstand in footway or pedestrian area greater than 20mm with a maximum dimension greater than 150mm, including rocking slabs if rock creates up-stand.	P1

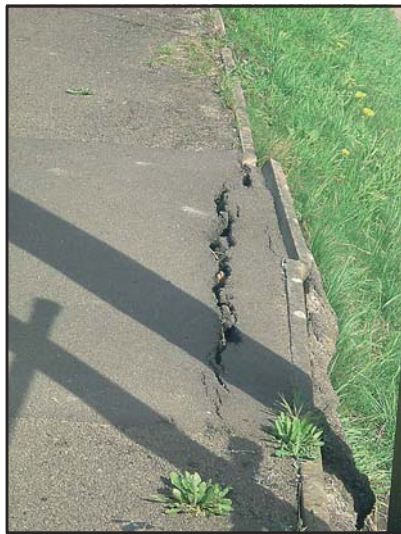


Footway trip, slab profile/rocking slab (SLPF)

Footways shared pedestrian/vehicle areas (FW)

Cracks and gaps (MACK)

Footway type	Defect description	Priority
F1 and F2	Space between paving slabs or cracks in bituminous footways with a width greater than 25mm.	P3



Footway cracks and gaps (MACK)

Footways shared pedestrian/vehicle areas (FW) (Including cycleways remote from a carriageway)

Depressions (DEPR)

Footway type	Defect description	Priority
F1 and F2	Depression greater than 40 mm in depth and covering an area less than 0.2m ² (e.g. 450 mm x 450 mm).	P5



Depressions in footway (DEPR)

Footways shared pedestrian/vehicle areas (FW) (Including cycleways remote from a carriageway)

Obstruction (OTHR)

Footway type	Defect description	Priority
F1 and F2	Footway or cycleway obstructions or defects that present danger to the public, including fallen and deposited materials.	P1



Footway obstructions (OTHR)

Signs (SN)

Sign damaged by road traffic collision (ACCD), dirty (DIRT), obscured (OBSG), or missing (MISS).

Road type	Defect description	Priority
All road types	Stop or Give way signs badly damaged (ACCD), dirty (DIRT), obscured (OBSG), or missing (MISS) at entry to high speed roads.	P4
All road types	Mandatory and prohibitory traffic signs badly damaged (ACCD), dirty (DIRT), obscured (OBSG), or missing (MISS).	P4
All road types	All other signs badly damaged (ACCD), dirty (DIRT), obscured (OBSG), or missing (MISS).	P5



Signs damaged in collisions (ACCD)

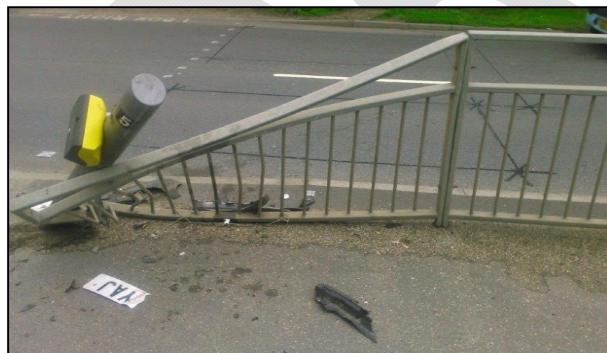


Signs illegible because of, dirt (DIRT), turned or obscured (OBSG) or missing (MISS)

Fences, walls and barriers (SB)

Damaged safety barrier, pedestrian guard railing or fence (DAMM)

Road type	Defect description	Priority
All road types	Damaged length of safety barrier, pedestrian guard railing or fence likely to be a hazard.	P1
All road types	Damaged length of safety barrier, pedestrian guard railing or fence.	P5



Guard rail or safety fence damaged (DAMM)

Street furniture (SF)

Damaged with broken glass or sharp edges (BRGL)

Road type	Defect description	Priority
All road types	Damaged bus shelter or other street furniture with broken glass or sharp edges likely to be a hazard.	P1
All road types	Damaged bus shelter or other street furniture.	P5



Damaged with Broken Glass or Sharp Edges (BRGL)

Street furniture (SF)

Structural damage (DAST)

Road type	Defect description	Priority
All road types	Damaged bus shelter or other street furniture with serious structural damage likely to be a hazard.	P1
All road types	Damaged bus shelter or other street furniture.	P5



Street furniture structural damage (DAST)

Street furniture (SF)

Electrical installations (LIGH)

Road type	Defect description	Priority
All road types	Damaged bus shelter, lighting column, traffic signal or other street furniture with damage to electrical systems or faults likely to be a hazard.	P1



Damaged electrical installations and equipment (LIGH)

Document control sheet

Issue	Date of issue	Comments
1	12 th September 2018	First Issue

This document supersedes the previous Wiltshire Highways Inspection Manual dated May 2013

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Wiltshire Council Risk Based Approach to Highway Defects



September 2018

Wiltshire Council

Risk Based Approach to Highway Defects

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Wiltshire Council

Risk Based Approach to Highway Defects

Introduction

1. The Council is responsible for the maintenance of the roads in Wiltshire, with the exception of motorways, trunk roads and those in private ownership. The highway network represents the Council's biggest asset, and is possibly its most significant potential liability. Maintaining a fit for purpose highway network is crucial to support economic development and to ease the movement of goods and people.
2. The highway network in Wiltshire comprises 4,500 kilometres of road, 3.9 million square metres of footway, 1,500 bridges and over 40,000 street lights with a replacement value of over £5 billion. It would cost over £330 million to resurface all of the roads, with additional costs to repair structural damage.
3. The condition of the county's roads is important to the public. This is demonstrated by the results of the Council's People's Voice and the National Highways and Transportation (NHT) surveys, which indicate low levels of public satisfaction with road conditions. In the Council's consultations on budget setting, expenditure on roads is the service area where the public have consistently wished to see more spent.
4. The safety of the highway network is a priority, and the Council reviews collision data to determine where further investigations are required, and where safety schemes are justified. Safety considerations are the priority with regard to defects on the carriageways and footways, and the way in which they are treated.
5. The Council has an adopted Skid Resistance Policy which reflects a risk based approach to identifying sites for treatment based on surface texture considerations. Skid resistance does not form part of this assessment as it is considered to be adequately covered by the current adopted policy.
6. This document has been prepared to set out the methodology used by the Council to manage the risks associated with carriageway defects, including those often referred to as potholes. It has been used to inform the new Wiltshire Highways Safety Inspection Manual (WHSIM).
7. Separate processes are used to inspect structures, street lighting, and rights of way, which are not included in this document.

Highways Asset Management

8. The then Wiltshire County Council developed a Transport Asset Management Plan (TAMP) in 2005 in order to improve the management of its transport infrastructure, including the county's roads, bridges, street lighting and transport related assets. It was prepared in accordance the then current Codes of Practice, particularly 'Well-Maintained Highways' published in July 2005.
9. In May 2013 the Highways Maintenance Efficiency Programme (HMEP) published new asset management guidance. The guidance provided advice on implementing asset management, and made a series of recommendations to achieve the benefits of asset management. The Department of Transport (DfT) is keen that authorities adopt an asset management approach and are encouraging adoption by including an incentive in the allocation of maintenance funding.
10. The Council prepared a highways asset management policy and strategy, which were adopted by the Council in May 2015, and reflected the new asset management guidance.
11. The Wiltshire Highways Asset Management Policy is:

Wiltshire Council is committed to adopting the principles of asset management, and will take a long term view when making maintenance and investment decisions. The asset management approach will deliver value for money and maximise the benefits for future prosperity by ensuring the right investment decisions are made. It will assist in targeting resources and managing risks associated with the statutory duties to maintain the highway infrastructure.
12. Wiltshire Council manages its highways assets in accordance with the policy. And develops programmes of work to maintain the highway and ensure that cost effective investment is made.
13. It is acknowledged that reactive repairs are no substitute for a planned maintenance programme on the network. However, with finite funds it is necessary to have measures in place to manage and reduce the risks posed by defects, which can arise for a number of reasons, including weather damage, drainage issues, ground conditions and the type and volume of traffic using the road.

The Code of Practice

14. The DfT commissioned a new Code of Practice 'Well-managed Highway Infrastructure' (the Code) which was published in October 2016. There was a two year period for highway' authorities to implement the recommendations before the old codes of practice cease to apply. This has implications for this Council because of the different approach adopted with the new Code of Practice.
15. The new Code of Practice replaces three previous documents: 'Well-maintained Highways', 'Management of Highway Structures' and 'Well-lit Highways'. It is designed to promote the adoption of an integrated asset management approach to highways infrastructure based on the establishment of local levels of service through risk-based assessment.
16. The intention of the Code is that Authorities will develop their own levels of service, and the Code therefore provides guidance for authorities to consider when developing their approach in accordance with local needs, priorities and affordability. The Code acknowledges that changing from reliance on specific guidance and recommendations in the previous Codes to a risk-based approach determined by each Highway Authority will involve appropriate analysis, development and gaining of approval through authorities' executive processes.
17. An initial review of the Code's recommendations indicated that most of the recommendations were already being complied with in Wiltshire, or were being implemented in connection with the asset management processes being introduced following the Peer Review and Incentive Funding assessments.

Risk Based Approach

18. The Code indicates that authorities should adopt a risk-based approach and a risk management regime for all aspects of highway maintenance policy. This includes investment, setting levels of service, operations, including safety and condition inspections, and determining repair priorities and replacement programmes. It should be undertaken against a clear and comprehensive understanding and assessment of the likelihood of asset failure and the consequences involved.
19. There are no prescriptive or minimum standards in the Code. Adoption of a risk based approach, taking into account of the advice in the Code, enables authorities to establish and implement levels of service appropriate to their circumstances.
20. A risk based approach has been adopted for many years in the management of some aspects of the county's highways. For example with regard to skid resistance where the Council's adopted policy has a process to identify those sites with greatest risk, and sets out a process for treating and managing them.
21. A risk based approach was adopted in developing the Wiltshire Highway Infrastructure Strategy and Plans. The asset inspection, renewal, improvement and investment strategies adopted by the Council have been developed to reflect the comparative risks in connection with the assets, and the need to be flexible to reflect changing situations and risks.
22. The processes around treatment of carriageway defects and potholes, especially with regard to the inspection regime and response to defects, need specific consideration following the introduction of the new Code. The Council's previous Highways Inspection Manual and arrangements reflected the old Code which will be superseded by the new Code.
23. The setting of response times for particular defects does not prevent a defect being dealt with in a shorter time should resources permit.

Highways Inspection Manual

24. The Highways Inspection Manual (HIM) was last reviewed in May 2013 when minor revisions were made to the previous version. The HIM set out the inspection frequencies of the network, with more frequent inspections of the higher classification of roads. It also set out the intervention levels which prompt a repair according to the circumstances.
25. The inspection manual is particularly important in keeping the county's roads safe, reducing claims and setting public expectations. There can be serious legal and financial implications of not following the standards set out in the HIM, which has been tested in court and has been found to be an effective process for managing risk.
26. The new Code suggests the HIM document and the approach to defect management should be reviewed in the light of the risk based approach. This requires consideration of the network, the inspection regime, and the defect response criteria. It is proposed that the HIM should be replaced by a new Wiltshire Highways Safety Inspection Manual (WHSIM) to reflect the new Code.

Network Hierarchy

27. The road network has been classified for many years, with A, B and C class roads representing the busier roads, and unclassified roads generally being the more minor rural roads and housing estate roads. These designations have evolved over the years and may not fully reflect the current relative importance of the roads, traffic volumes or the associated risks.
28. In order to adopt a risk based approach to carriageway defects it was necessary to review the county's road network, and identify a hierarchy of roads to reflect their relative importance, use and function. The hierarchy adopted is more detailed than the previous groupings included in the HIM, and has been agreed between the South West Highways Alliance (SWHA) members to help achieve a common hierarchy across the region.
29. The SWHA comprises all of the local highway authorities in the south west. It has a project board and a series of specialist sub-groups to reflect the different aspects of highway maintenance. The road hierarchy was developed by the South West Highways Asset Managers Group in response to the introduction of the new Code. The hierarchy is more detailed than that suggested by the old code and was considered to be a good representation of the road networks in the region.
30. The SWHA Road Hierarchy is summarised as:

Type	Carriageway Hierarchy
2	Strategic Route
3	Main Distributor
4	Secondary Distributor
5	Link Road
6	Local Link Road
7	Local Access Road
8	Minor Road
9	Lanes
10	Green Lanes and Tracks
11	Disused Tracks

31. The Type 1 road is used only for motorways which do not form part of the local road network managed by Wiltshire Council.
32. The Road Hierarchy descriptions are shown in more detail in **Appendix 1**.
33. The classification of roads in Wiltshire within the hierarchy was initially assessed as a desk top exercise, using GIS mapping and available photographic and video information. The local area highway teams then reviewed the initial assessments and used local knowledge to finalise the hierarchy designations and ensure consistency across different parts of the county. The adoption of the SWHA hierarchy will also help ensure consistency with adjoining authorities.

34. The hierarchy for the Wiltshire road network has been identified and shown on separate plans for each Area Board, which will be available on the Council's website. The hierarchy may need to be reviewed in the future if significant development or usage changes the nature of a particular road and its environment.
35. The use of footways is not necessarily reflected in the road type designation described above. In town centres usage would be expected to be higher even on comparatively minor roads. A separate hierarchy has been developed for footways and cycle-ways.

Footway Type	Description
F1	Main shopping areas
F2	Footways in other urban areas, rural areas, surfaced 'link' footpaths and shared pedestrian/vehicle areas.

Cycle-way Type	Description
C1	Part of Carriageway
C2	Remote from Carriageway

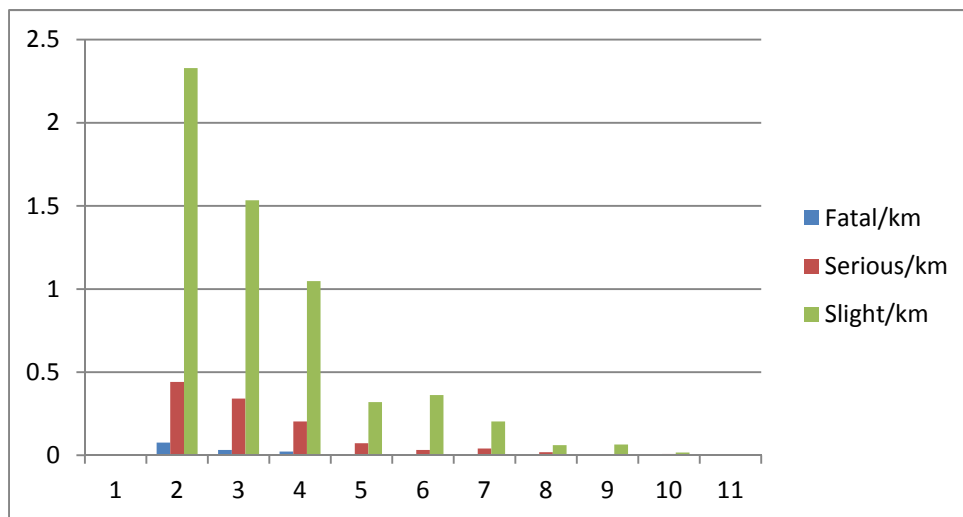
36. The footway and cycle-way hierarchies have been reviewed and the number of footway types have been reduced to two to reflect the levels of usage.

Identifying risks

37. A number of factors have been taken into account in identifying risks on the highway network. These include numbers killed and injured in vehicle collisions, frequency of defects arising, claims, and reports of defects.

Collision Data

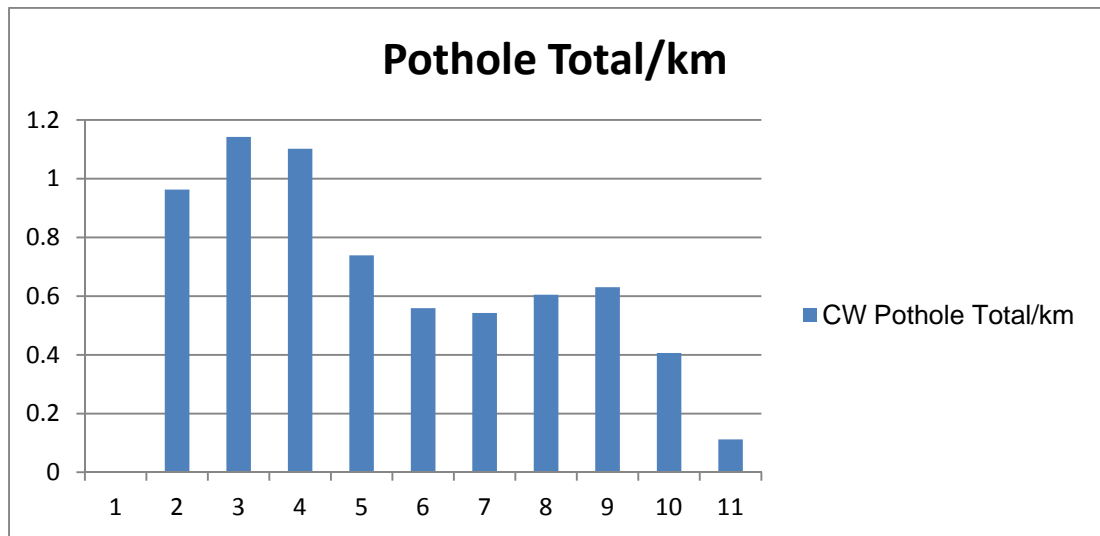
38. The police collect and collate injury collision statistics for the network. These include killed and seriously injured, and slight injuries. Information on damage only collisions is not collected, and has not been used in this assessment as any information would be incomplete and could be misleading. The collision data from April 2014 to May 2017 has been used to identify injury collision numbers and rates for different road categories.



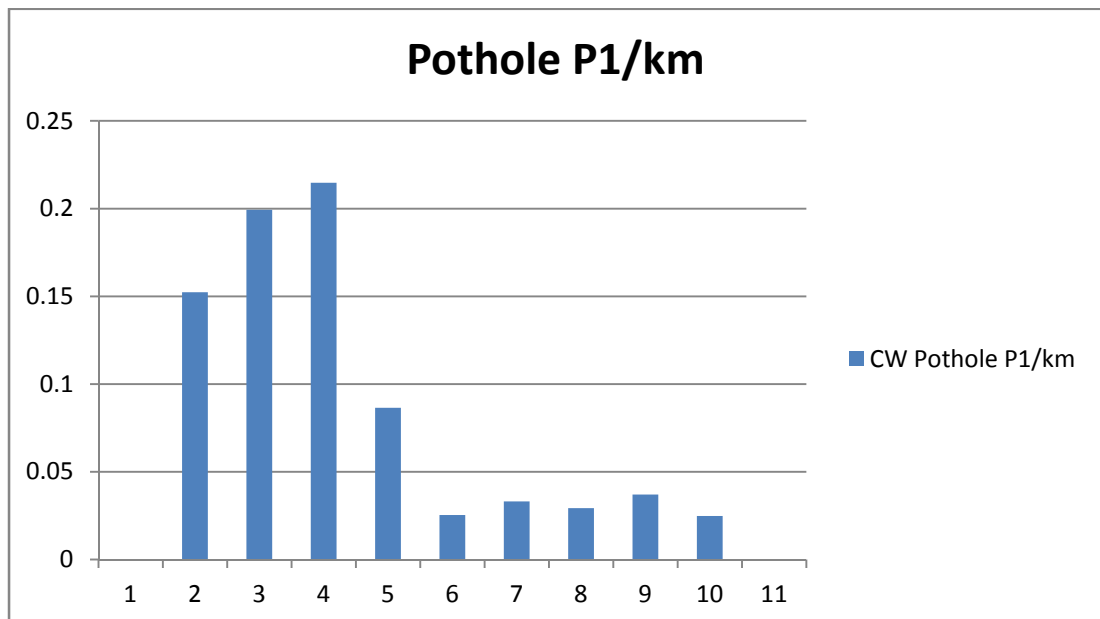
39. It is clear that the Type 2, 3 and 4 roads have significantly higher collision rates than the other road categories. They represent 24% of the road network by length, but together account for 80% of fatal accidents and 68% of serious and slight injury accidents. These roads groups have significantly more injury collisions than the other road categories.
40. In comparison the lower road types 5 to 10 have lower accident rates per km. Road types 6, 7, 8, 9 and 10 represent 44% of the network in length, but only 12.4% of collisions and 11% of Killed and Seriously Injured (KSI) collisions. Road type 5 represents 32% of the network, and has 19% of the collisions.
41. Although road conditions do not appear to be a major factor in the majority of recorded road incidents, the statistics do indicate the potential serious injury and damage risks associated with the busier parts of the network. On these roads collisions with other vehicles may not only be more likely but may also be more serious.

Potholes and carriageway defects

42. The number of potholes identified on the network from April 2016 to November 2017 have been analysed in terms of pothole numbers per km for each road type.

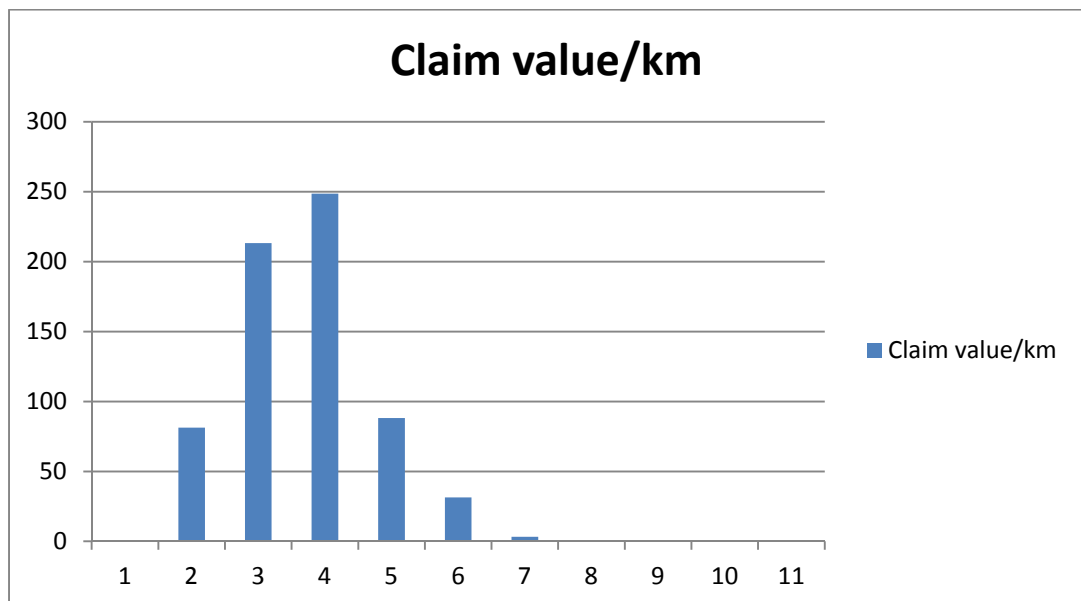


43. The Type 2, 3 and 4 roads have higher rates of potholes per kilometre compared to the other road categories. However, it is noticeable that the number of potholes per kilometre for the more serious safety defects (P1 potholes) is significantly higher on the Type 2, 3 and 4 roads than on the other road categories.

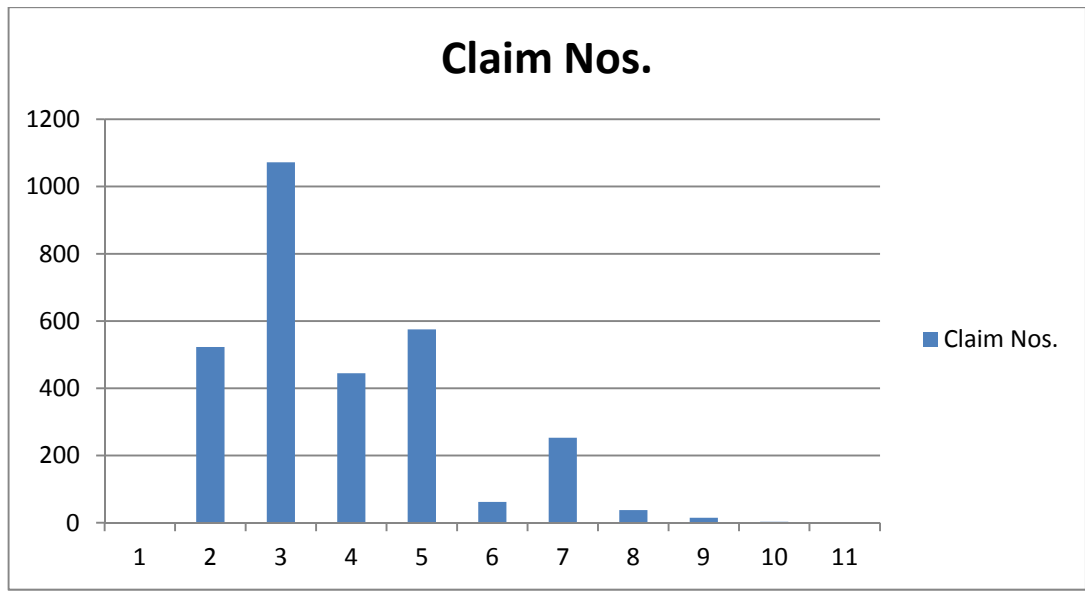


Claims

44. The Council has a good record of defending claims against it as highway authority. In some cases claims may be paid where justified and depending on the circumstances. The locations of claims between 2 January 2012 and 28 August 2015 have been taken into account as a factor in considering the risks in connection with the different road categories. Historic claim records have been used in the assessment because of the time it sometimes takes for claims to be resolved.

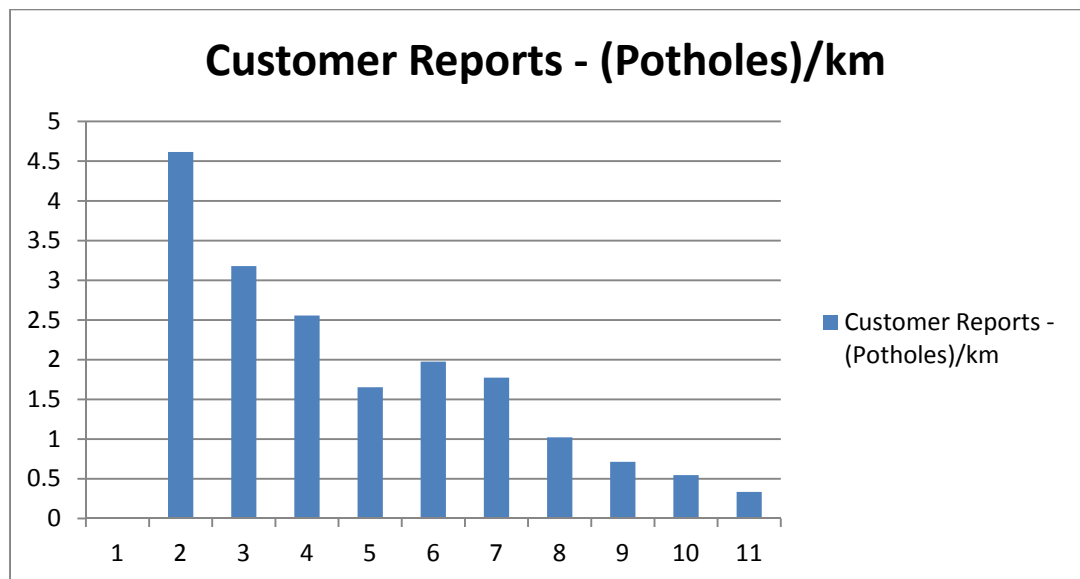


45. It is apparent that the highest values of claims are associated with the Type 3 and 4 roads, with most of the other claims associated with Type 2 and 5 roads. There are significantly fewer claims on the lower road categories.

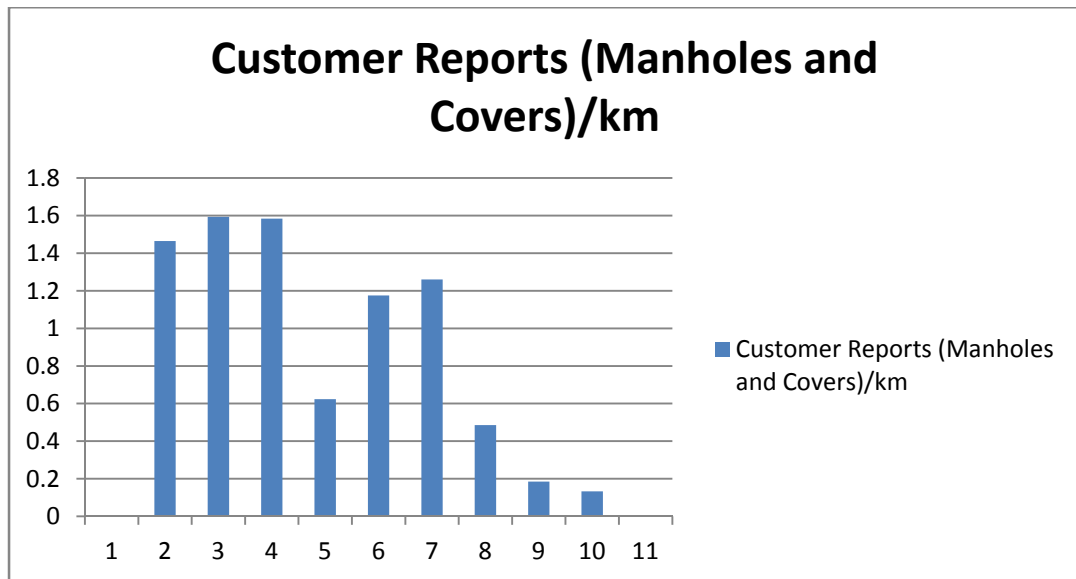


Customer Reports

46. The MyWiltshire system has proved to be very successful at encouraging the public to report defects on the highway. It is a single point of contact that combines website, app and telephone reports into one record. The reports often contain good information on the location of defects.



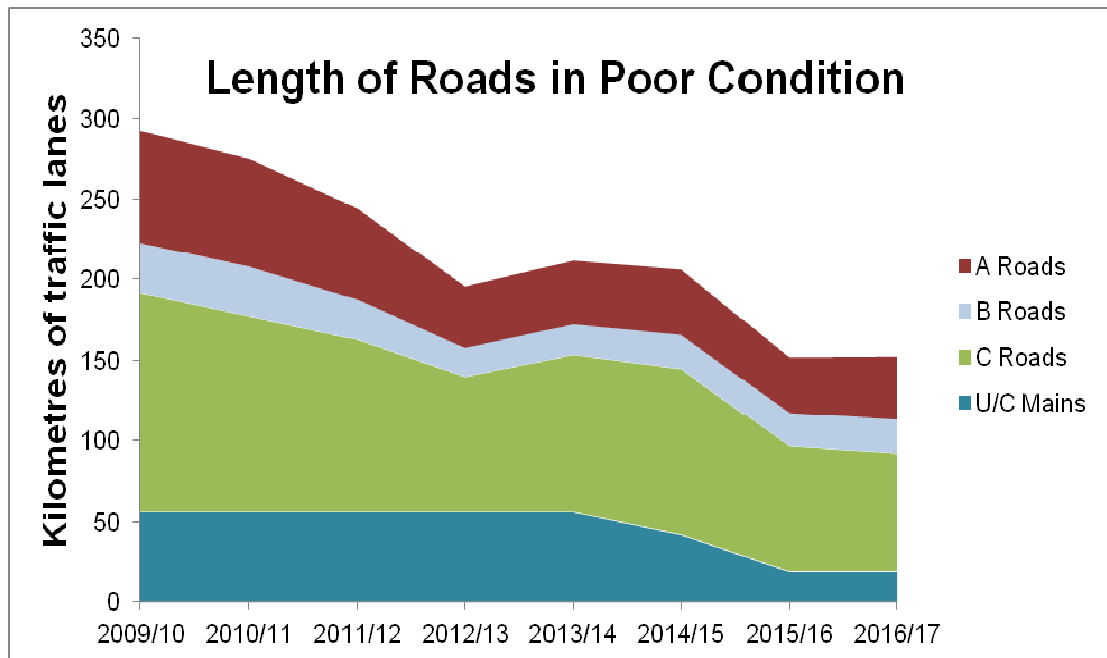
47. The customer reports information indicates that there are more pothole defect reports per kilometre for the higher type roads, with the highest rate being on the Type 2 roads.



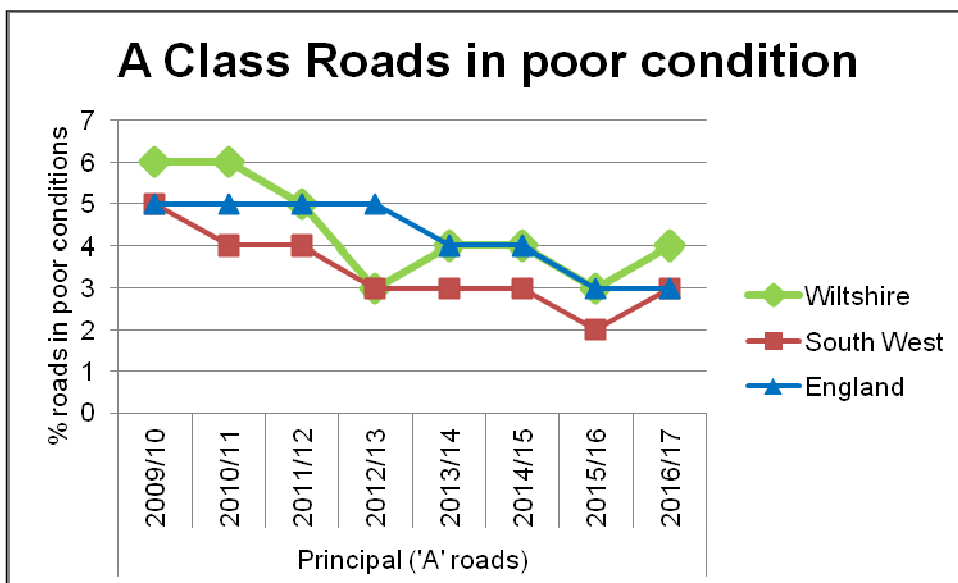
The customer reports about manhole and cover defects indicate a similar but less pronounced pattern, with the greatest number of reports on manhole and cover defects on the Type 2, 3 and roads.

Road Conditions

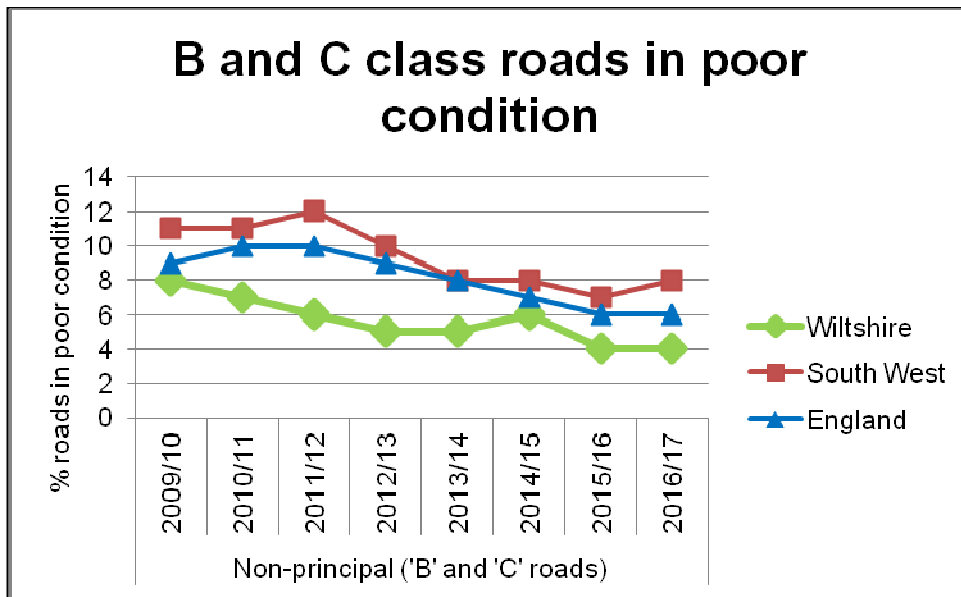
48. The condition of the county's roads has been improving in recent years. A total of 761 kilometres of road have been resurfaced since 2014, which is about 17% of the network. There have also been a significant number of smaller sites treated with hand patching and repairs to address localised areas in poor condition.
49. The detailed calculation of the backlog carried out by the Council's specialist consultants, WDM, indicates that there has been a significant reduction of 30% in the highway maintenance backlog since 2013, with the backlog reducing from an estimated £69.4 million to £48.2 million.
50. There has been a significant reduction in the length of road in Wiltshire in poor condition, which has almost halved since 2009. This has been largely due to the additional funding provided by the Council, especially in recent years through the Local Highways Investment Fund.



51. The condition of A roads has improved nationally since 2009 from 5% in poor condition to 3% in 2016/17 (Note - Low percentages are good). In Wiltshire the A class roads in poor condition have reduced by the same amount, but they have risen slightly above the national and south-west average at 4% in 2017.

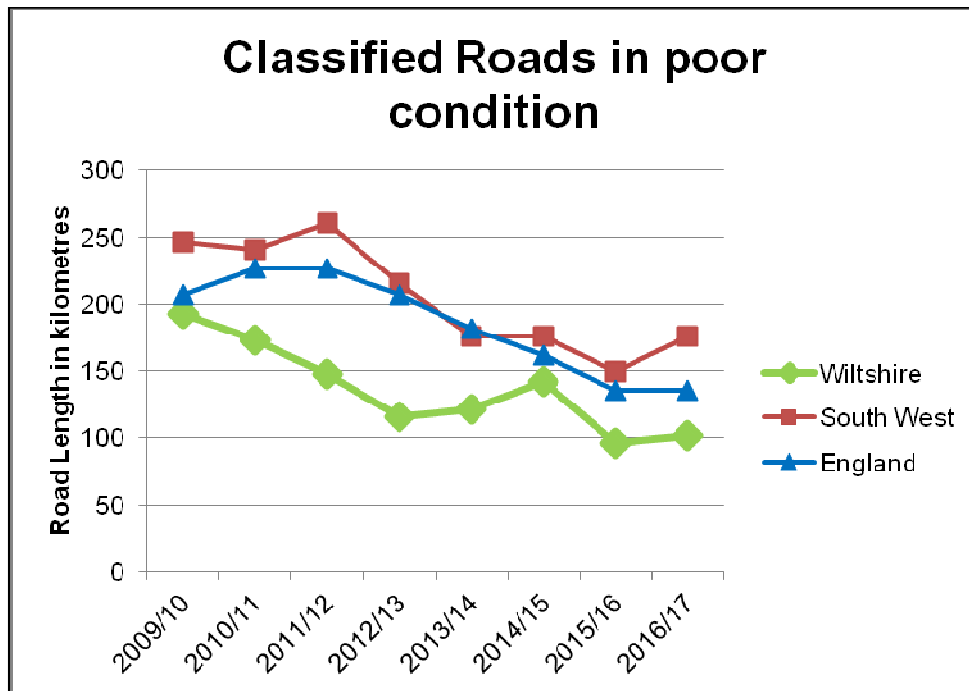


52. The B and C class roads represent 45% of the road network by length in Wiltshire. This is a large proportion of the network. Keeping these roads in good condition is important to the local communities, and requires substantial investment.



53. The B and C class road conditions in Wiltshire are much better than the national and south-west averages, with 4% in poor condition, which is half the south west average of 8%, and better than the national average of 6% for these types of roads.

54. If the condition of classified roads (A, B and C class roads) in Wiltshire had followed the national or south-west averages, the roads would be in appreciably worse condition than they are now. The graph below shows the actual lengths of road in poor condition in Wiltshire by year, and what the lengths would have been if Wiltshire's roads were in the same condition as the national or south-west average condition (i.e. there would be more in poor condition).



55. The condition of the unclassified roads is more difficult to compare as the assessment methods are not necessarily consistent across authorities. In general terms the condition of the more important unclassified roads in Wiltshire compares well with those of similar authorities in the south west, but further assessment would be required to get a better understanding of minor road conditions across the south west. Overall the condition of roads in Wiltshire has been improving in recent years.

Carriageway Risk Assessment

Risk Assessment Methodology

56. The Risk Assessment for carriageway defects has been undertaken using the Council's 4 x 4 risk matrix method using likelihood and potential impact to rank the potential risk.
57. The likelihood and impact have been scored from 1 to 4 for each road type, with 4 being highest likelihood or impact. The matrix indicates a Risk Score based on Likelihood x Impact of between 1 and 16, with a Risk Score of 16 representing the highest risk.

	Likelihood Rare (Score 1)	Likelihood Unlikely (Score 2)	Likelihood Possible (Score 3)	Likelihood Almost certain (Score 4)
Significant Impact (Score 4)	4	8	12	16
Moderate Impact (Score 3)	3	6	9	12
Minor Impact (Score 2)	2	4	6	8
Insignificant Impact (Score 1)	1	2	3	4

58. The calculated Risk Scores provides an indication of the level of likely risk:

Risk	Risk Score
High	12 to 16
Medium	6 to 9
Low	1 to 4

59. The likelihood and impact scores have been derived for each road type based on the best information currently available.

Likelihood Assessment - Carriageways

60. The likelihood associated with the risk from carriageway defects has been assessed based on the road hierarchy categorisation. It is considered that the likelihood of a carriageway defect resulting in damage, claim or collision is likely to be higher where traffic volumes are higher.

61. There is generally good traffic count information available for the main road network, particularly the A class roads, but there is less detailed information available for the minor roads. The cost of obtaining detailed traffic count information for every road on the highway network is considered to be prohibitive, and as an alternative the relative position in the hierarchy has been used to evaluate the likelihood in the risk assessment process.
62. The higher road types in the hierarchy are the strategic and distributor roads, which carry higher traffic volumes, and usually carry higher proportions of through traffic. The link roads would generally be expected to carry traffic predominantly with a local destination or origin. The local access roads, minor roads and lanes would have a high proportion of local traffic, often with drivers who may use the road several times a day and would be familiar with the local road conditions.
63. The road categories have been given a likelihood score based on their function within the network, which is described as High, Medium, Low and Very Low. They have been scored 4 to 1 accordingly.

Road Type	Typical traffic volume	Likelihood Score	Description
2	High	4	Strategic routes
3	High	4	Main Distributor roads
4	High	4	Secondary Distributor Roads
5	Medium	3	Link Roads
6	Medium	3	Local Link Roads
7	Low	2	Local Access Roads
8	Low	2	Minor Roads
9	Low	2	Lanes
10	Very Low	1	Green Lanes and Tracks
11	Very Low	1	Disused Tracks

64. The Likelihood scores determined above have been used to assess the overall risk.

Impact Assessment - Carriageways

65. The potential impact in the risk assessment has been evaluated taking into account a number of factors, including collisions, number of defects, claims received, and My Wiltshire reports for each road type.
66. There are considerably more killed and serious collision accidents on the higher road types 2, 3, and 4 when compared to other road types.
67. The higher type roads on the network generally have considerably more injury collisions than lower type roads. The rural unclassified roads have

fewer collisions than other parts of the network. This has been reflected in the impact score attributed to these road types.

68. There are more potholes per kilometre on the higher road types, and there are significantly more of the potentially serious P1 safety defects per km on the Type 2, 3 and 4 roads. These are therefore considered to have a greater potential impact in terms of damage resulting from defects.
69. The claims for damage or injury resulting from carriageway defects indicate that more claims per km are associated with Type 3 and 4 roads, with a low number of claims for the lower roads types. However, Type 5 roads have a high total value of claims. They represent a significant proportion of the network at 32% of the total, and the claim rate per km is less than for the Type 3 and 4 roads.
70. The customer reports for potholes, manhole and cover defects indicate a higher number of reports per kilometre on the higher type roads. The potential for damage on the higher type road would be expected to be higher, and could be considered to have a higher impact score.
71. The road categories have been given an impact score based on the injury collision data, pothole numbers, claims data and defect reports.

Road Type	Impact Score	Comments
2	4	High rate of collisions per km, especially fatalities. High number of P1 defects per km.
3	4	High rate of collisions per km, especially fatalities. High number of P1 defects per km.
4	4	Significant rate of collisions and fatalities. High number of P1 defects per km.
5	3	Appreciable rate of collisions, safety defects and claims. Significant number of P1 defects per km.
6	3	Appreciable number of collisions, lower safety defects and claims.
7	2	Lower collision rates and safety defects and claims per km.
8	2	Lower collision rates and safety defects and claims per km.
9	2	Lower collision rates and safety defects and claims.
10	1	Low collision rates and safety defects and claims per km.
11	1	Low collision rates and safety defects and claims per km.

72. The above Impact scores have been used in the risk assessment.

Risk Assessment - Carriageways

73. The risk assessment has been undertaken by using a matrix based on the derived from the Likelihood Score x Impact Score to produce a Risk Score of between 1 and 16. A Risk Score of 16 represents the highest risk.
74. The Risk scores for each road type are summarised below:

Road Type	Likelihood Score	Impact Score	Risk Score	Risk Rating
2	4	4	16	High
3	4	4	16	High
4	4	3	12	High
5	3	3	9	Medium
6	3	2	6	Medium
7	2	2	4	Low
8	2	2	4	Low
9	2	2	4	Low
10	1	1	1	Low
11	1	1	1	Low

75. The calculated risk score and rating have been used to determine the appropriate inspection frequency to manage the risks associated with carriageway defects.

Highways Inspections and Investigatory levels

Carriageway Inspection Frequencies

76. The inspection frequencies and intervention levels previously used by highway authorities have evolved over time, and generally reflected the suggested provisions in the old highways codes of practice. This included monthly inspections for the highest category roads with annual inspections for the less used roads.
77. The high risk rating associated with the Type 2, 3 and 4 roads reflects the higher risk associated with the strategic and distributor road network. It is proposed that in the WHSIM there should be monthly driven inspections undertaken on those roads. This is considered to be an accurate reflection of the risks associated with these roads which carry the most traffic and have the most injury collisions.
78. The medium risk rating of Type 5 and 6 roads reflects the lower risks associated with these roads, which have a lower risk rating than the strategic and distributor road network. However, these link roads still have appreciable safety issues and are important parts of the local road network. They will be subject to the next most frequent inspection regime, which will be 3 monthly inspections.
79. The Type 7, 8 and 9 roads have the lowest risk rating. This reflects the comparatively lower injury collision numbers, especially on the rural parts of the network and the generally lower traffic flows on these types of roads. These roads will be subject to less frequent inspections to reflect the lower risks when compared to the other road types. It is proposed that as suggested in the previous Code of Practice 'Well Maintained Highways', these would be subject to annual inspections.
80. Type 10 and 11 roads are green lanes, tracks and disused tracks, generally with negligible traffic flows compared to the main road network, and not having significant number of collision injuries or claims associated with them. It is not proposed to inspect these as part of the highway inspection regime. However, in many cases they are inspected as part of the management of rights of way, and reports of issues are investigated by the rights of way team or local highway office staff as required.

81. The carriageway inspection regime adopted for the WHSIM is:

Type	Carriageway Hierarchy	Inspection Frequency
2	Strategic Route	Monthly
3	Main Distributor	Monthly
4	Secondary Distributor	Monthly
5	Link Road	Three Monthly
6	Local Link Road	Three Monthly
7	Local Access Road	Annual
8	Minor Road	Annual
9	Lanes	Annual
10	Green Lanes and Tracks	Respond to reports
11	Disused Tracks	Respond to reports

82. The new inspection regime is broadly similar to that is used by many other authorities. The more frequent inspection of the higher type roads is considered to reflect the risks associated with those parts of the road network.

SWHA Road Type	Total Length (m)	Total Length by Group (m)	Number of inspections per year	Total length inspected per year (m)
Type 1				
Type 2	183,755.96	1,095,074.93	12	13,140,899.11
Type 3	562,003.26			
Type 4	349,315.71			
Type 5	1,444,838.98	1,602,261.94	4	6,409,047.78
Type 6	157,422.96			
Type 7	1,026,655.38	1,720,094.73	1	1,720,094.73
Type 8	477,637.20			
Type 9	215,802.15			
Type 10	120,517.82	138,391.53	0	
Type 11	17,873.71			
Total	4,555,823.12	4,555,823.12		21,270,041.61

Carriageway Investigatory levels

83. The WHSIM set out intervention levels for various types of defect, generally making reference to the type, size and depth of the defect. The road type indicates the appropriate investigatory level and time scale for the particular type and size of the defect.

84. The highest priority of pothole on Type 2, 3 and 4 roads (mainly A, B and some C class roads) would have a depth of more than 75mm and horizontal dimensions greater than 300mm x 300mm. This would be expected to have a

permanent or temporary repair, or be signed and guarded by midnight on the following day.

85. On Type 5, 6, 7, 8 and 9 roads the priority carriageway defect is a pothole with depth more than 100mm deep and horizontal dimensions greater than 300mm x 300mm. These are considered to be safety defects and should have had a permanent or temporary repair, or be signed and guarded by midnight on the following day.
86. Defects having horizontal dimensions greater than 300mm x 300mm and between 75mm deep and 40mm deep on Types 2, 3 and 4, and between 100mm deep and 40mm deep on road Types 5 to 9, are not considered to be urgent safety defects and would be repaired within 14 days and 28 days respectively.
87. The road network in Wiltshire is extensive and repair gangs may have to travel considerable distances to attend defects. The proposed investigatory levels should be achievable in all but the most adverse weather conditions, when other issues such as snow or flooding may have had to take priority for resources in the short term.
88. Defects of less than 40mm depth are fairly common on most highway networks across the country where existing carriageway surfaces are deteriorating, or where delamination of thin surfaces is occurring. These are not considered to be safety defects for the purposes of the WHSIM, and would be considered to have a considerably lower risk than the deeper defects, which need priority treatment.
89. The proposed carriageway investigatory levels are considered appropriate for the road network in its current condition. They should be achievable with existing resources, and would not require resources or funding to be diverted from planned maintenance to deal with reactive repairs that a higher standard would require.
90. Damaged covers, grating, frames and boxes have potential safety implications for road users. Investigatory levels are included in the WHSIM for these items, and for road edge damage such as over run and damaged kerbs.

Risk Assessment - Footways

91. The council has over 4 million sqm of footways and pedestrian areas, which range from busy town and city centre footways and pedestrian areas to less frequently used footways in villages and rural areas.
92. There is not a complete record of injuries resulting from incidents involving pedestrians on footways as there is with vehicle collisions on roads. However, an indication of the number of incidents can be derived from the number of claims received by the Council.
93. In the year from 1st April 2016 to 31st March 2017 there were 722 claims received in connection with roads and footways, with 689 being settled by 31st March 2018. The value of the claims paid was £173,934.73.
94. The number of claims paid in connection with footways during the period was 50 which represented 7.3% of the total number of highway claims, and at £24,850.00 was 14.3% of the total value. The claims in connection with footways represent a small proportion of the claims and injuries in comparison with those associated with carriageways.
95. The majority of the footway defects in 2017/18 were identified during inspections (58.9%), with a further 10.3% identified by technicians. There were 328 defects reported by the public which represented 30.8% of the total. Based on the footway defects identified in 21017/18:

Town or City	Defects Identified by Inspections	% Defects identified by inspection	Defects identified by technicians	% Defects identified by technicians	Defects Reported by Customer	% Defects Reported by Customer	Total Defects
Amesbury	8	40.0%	7	35.0%	5	25.0%	20
Calne	22	34.9%	13	20.6%	28	44.4%	63
Chippenham	63	51.2%	1	0.8%	59	48.0%	123
Corsham	66	65.3%	7	6.9%	28	27.7%	101
Devizes	31	55.4%	2	3.6%	23	41.1%	56
Malmesbury	33	67.3%	7	14.3%	9	18.4%	49
Melksham	58	70.7%	7	8.5%	17	20.7%	82
RWB	15	50.0%	1	3.3%	14	46.7%	30
Salisbury	149	59.4%	27	10.8%	75	29.9%	251
Trowbridge	160	70.2%	24	10.5%	44	19.3%	228
Warminster	9	29.0%	6	19.4%	16	51.6%	31
Westbury	13	41.9%	8	25.8%	10	32.3%	31
Total	627	58.9%	110	10.3%	328	30.8%	1065

Risk Assessment - Footways

96. The likelihood assessment for footways has been based on the likely level of usage expected for each footway type:

Footway Type	Typical pedestrian use	Likelihood Score	Description
F1	High	4	Main shopping areas
F2	Medium or Low	3	Other urban areas, rural footways and surfaced 'link' footpaths.

97. There is limited information about footway injuries and the claim numbers are comparatively small compared to carriageway rates. For the purposes of this assessment the impact score has been assessed as being medium, as they do not have the fatalities and more serious injuries associated with road collisions.

Footway Type	Impact Score	Comments
F1, and F2	3	Generally footway claims and injuries are not as serious as carriageway claims.

98. The impact score for each footway type has been derived from the likelihood and impact scores in accordance with the risk matrix process.

Footway Type	Likelihood Score	Impact Score	Risk Score	Risk Rating
F1	4	3	12	High
F2	3	3	9	Medium

Footway Investigatory levels

99. The accepted definition of a trip on a footway has been well established as being 20mm. This is based on previous versions of the code of practice and has been tested in court on a number of occasions. It is proposed to retain this definition in the WHSIM.

Footway Inspection Frequencies

100. The footway inspection frequencies and intervention levels used by highway authorities have evolved over time, and generally reflected the suggested

provisions in the old highways codes of practice. This included monthly inspections for the highest category roads footways and annual inspections for the less used routes.

101. It is proposed to continue the Council's current inspection regime of monthly walked inspections at the busiest pedestrian areas. This appears to have been effective for a number of years, conforms to the standards in previous codes of practice and is considered practical with current resources.
102. The less frequently used footways will be subject to inspections annually. The comparatively high number of reports now submitted by the public through the My Wiltshire system, and the ad-hoc inspections made by engineers and technicians, will mean that serious defects are generally identified promptly.

Risk Assessment – Other Assets

103. There are other highway assets which can have potentially serious safety implications, including bridges, street lighting, trees, traffic signals, road signs and drainage infrastructure.
104. Despite the potential risks associated with these assets, the number of incidents involving injury and claims in connection with them is very low when compared to those associated with the carriageways and footways. The routine highway inspections would be expected to identify the more serious issues which can be identified visually.
105. Obstructions in the highway, including fallen trees, flooding, and collapsed walls in certain circumstances may be safety defects in need of urgent action and these would be classified in the WHSIM as P1 defects.
106. Road signs, lighting columns, street furniture and trees identified as being at risk of collapse and likely to create a hazard will be reported by the inspectors to the Local Highways Manager/Highways Engineer for decision regarding the action to be taken. The priority will be to ensure the safety of the public, road users and the workforce.
107. Structural testing of lamp columns and illuminated signs will be undertaken on a risk based approach, taking into account the age of the equipment and type.
108. Programmes of tree inspections and works are regularly undertaken, subject to seasonal restrictions, to reduce the risk to the public. In some cases emergency work maybe required following severe storms or other weather events, or in response to particular safety concerns.
109. Damaged or faulty electrical equipment likely to be a hazard will also be treated as P1 defects and action would be taken by inspectors to safeguard the site and report to the appropriate organisation or department.
110. Lighting and other electrical equipment will be tested regularly as part of the maintenance regime for the asset.
111. Give way lines, stop lines, or zebra crossing markings which are missing or faded to such an extent that they are no longer adequate for their intended purpose would be classified as P3 defects. Other worn road markings and lining would not be considered a priority and would be potentially included in programmes of work or would be referred to the Local Highway Manager for decision.
112. Stop, give way, mandatory and prohibitory traffic signs badly damaged, dirty, obscured or missing would be classified as P4 defects to reflect the likely realistic replacement time. Other signs would be potentially included in

programmes of work or would be referred to the Local Highway Manager for decision.

113. Damaged safety barriers, guard rails, fences and street furniture would be P1 defects if likely to cause a hazard. Other defects with these assets would be potentially included in programmes of work or would be referred to the Local Highway Manager for decision.
114. Bridges and other structures are subject to regular condition surveys and inspections. Damage to parapets and other defects likely to cause a safety hazard would be expected to be identified during routine highway inspections, and are often reported by the public or police. The WHSIM identifies these as P1 defects.

Wiltshire Highways Safety Inspection Manual

115. The Highways Inspection Manual will be superseded by a new manual using the risk based approach described in this document. In previous years the inspection manuals have included condition and service inspections.
116. With the adoption of current asset management principles, and the availability of better technical information, it is proposed that the replacement document should be for safety inspections only using the risk based approach.
117. The Wiltshire Highways Safety Inspection Manual (WHSIM) sets out the inspection regime and investigatory levels to be applied when undertaking inspections on the Wiltshire Council highways network.

Inspection Processes

118. There are serious risks associated with the safety of staff when carrying out inspections, and consideration has been given to reducing these risks in developing the WHSIM. The equipment and safety procedures for both driven and walked inspections are set out in the WHSIM.
119. Driven inspection should be undertaken as a two-man operation, with one driving and one inspecting. This is for safety reasons, and also to ensure that there is effective inspection of the network.
120. It is recognised that there are potential limitations in carrying out footway inspections by a driven inspection, especially with regard to identifying the more minor defects. However, the use of this method is considered justified on the footways where there is lower usage and a history of fewer claims and defects.
121. The use of driven inspections of footways, particularly in rural areas allows resources to be concentrated on the walked inspections in the urban areas and busier footways.
122. Additional inspections are carried out by Council staff during their day to day work on the network, and reports from the public are also received, which significantly increases the monitoring undertaken on the network.

Adoption of WHSIM

123. The WHSIM will become operational at a date to be agreed.

APPENDIX 1 – SWHA Roads Hierarchy

Type	Carriageway Hierarchy	Carriageway Hierarchy Description
2	Strategic Route	Routes for traffic travelling long distances, often with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are often prohibited. Not always National Speed Limit
3	Main Distributor 3a	Routes between Strategic Routes and linking urban centres to the strategic network often with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is often restricted at peak times and there are positive measures for pedestrian safety
4	Secondary Distributor 3b	In rural areas these roads link the larger villages, industrial sites and commercial sites to the Strategic and Main Distributor Network.
5	Link Road 4a	In urban areas these roads usually have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings.
6	Local Link Road	In rural areas these roads link the larger villages, industrial sites and commercial sites to the Strategic and Main Distributor Network.
7	Local Access Road 4b	In urban areas these roads usually have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings.
8	Minor Road	These roads are residential interconnecting roads, usually with uncontrolled pedestrian movements. They provide well used vehicular links within the local access roads.
9	Lanes	These roads are residential interconnecting roads, usually with uncontrolled pedestrian movements. They provide well used vehicular links within the local access roads.
10	Green Lanes and Tracks	In rural areas these form minor access roads to houses and farms.
11	Disused Tracks	In urban areas these form minor side roads and vehicular alleyways

Appendix 2 – Revisions from HIM May 2013

The risk based assessment for the WSIM has resulted in number of changes from the HIM dated May 2013. The significant changes are summarised below:

Subject	Change	Comment
Road types	SWHA hierarchy adopted.	To align hierarchy with other authorities in the south west of England
Tolerance for Inspection frequencies	Tolerance for inspections added.	To make clear the tolerances allowed for carrying out inspections. These were not stated in the HIM.
Inspection Frequencies	Frequency for Road types 7, 8 and 9 to be annual rather than 6 monthly for previous equivalent Group 3 roads	Frequency for inspections of minor roads reduced to reflect lower risks associated with these roads.
P1 Response time	Changed from '24 hours' to 'repair by 23:59 on the next day'.	To align with other authorities and provide more realistic target taking into account risks.
Response times	Change from months to number of days.	To clarify response times and avoid potential confusion with months having different numbers of days.
Pothole defects	Size of P1 defect increased from 250mm to 300mm x 300mm	To return to definition used prior to May 2013, and to clarify definition taking into account risks.
Road markings and signs	Defect definitions and response times revised.	To reflect realistic response times in view of practical considerations and likely resource levels
Footway classifications	Previous three footway categorisations reduced to two.	Simplification of footway grouping to reflect levels of usage.
Footway Inspections	Frequency reduced from 6 monthly to annually on F2 footways.	To reflect low risk, increased public reports and frequency in previous code of practice.

Wiltshire Skid Resistance Policy



September 2018

WILTSHIRE COUNCIL SKID RESISTANCE POLICY

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1. Introduction

1.1 General

The Council is required to have in place a Policy governing the use of skidding resistance tests and the actions that arise from the survey data produced. This requirement is contained in 'Well Managed Highway Infrastructure: A Code of Practice 2016', which also recommends that a Policy be adopted as part of the Highways Asset Management Plan.

This document 'the policy' is applied to that part of the road network on which the Council conducts a skid resistance survey. In Wiltshire this skid resistance survey is carried out on the Scrim Survey road network (please see Appendix D for exceptions) using a *Sideway-force Coefficient Routine Investigation Machine* (SCRIM). The policy describes how the provision of appropriate levels of skid resistance will be managed to meet advice and guidance issued by the Highways Agency for Motorways and Trunk Roads in HD 28/15 'Skidding Resistance'; and how measurements of skid resistance are to be made and interpreted to meet the adopted levels through a staged prioritisation process to identify sites for further investigation and treatment.

In this document, the term 'skid resistance' refers to the frictional properties of the road surface measured using a specific device under standard conditions. The term always refers to measurements made on wet roads, unless specifically stated otherwise. These measurements are used to characterise the road surface and assess the need for maintenance, but cannot be related directly to the friction available to a road user making a particular manoeuvre at a particular time.

1.2 Background

An important aspect of maintaining the safe condition of the road is to provide an adequate wet road skid resistance. Studies have shown that improving skid resistance at targeted wet road crash locations can substantially reduce crash rates. The relationship between skid resistance and potential crash sites is not precise and there is no simple dividing line between a 'safe' and 'unsafe' skid resistance condition for a particular section of road but research has been carried out to establish some broad outlines. In the mid 1980s a study by the Department of Transport showed that for some site categories there was a sharp increase in crash risk below certain levels of Characteristic Scrim Coefficient (CSC). The results of this study were used to define the Investigatory CSC originally found in HD28/94 'Skid Resistance' and subsequently updated by HD 28/04 followed by HD 28/15 and 'Well-maintained Highways', Code of Practice for Highway Maintenance Management which has been subsequently updated by 'Well Managed Highway Infrastructure: A Code of Practice. The levels were based on a risk analysis.

Skid resistance improvements can be implemented at relatively low cost by use of surface dressings, retexturing and other means and can produce very substantial benefits to the community in terms of savings in crash costs, and in the reduction of crashes resulting in personal injury. Various studies have shown that expenditure on compliance with skid resistance standards has been cost effective. This is particularly noticeable at high stress sites such as those at approaches to traffic signals and pedestrian crossings since crash densities are high at these locations. Achieving the appropriate skid resistance requirement has produced a high benefit/cost ratio particularly in urban areas. Taking this idea even further, research carried out at Transport Research Laboratory has calculated that a 0.10 increase in CSC on the road network in Great Britain would reduce the wet road skidding rate from 35.4% to 22.2%.

2 Purpose of the SCRIM Policy Document

- 2.1 To outline the Council's approach to maintaining the appropriate levels of skid resistance on the Scrim Survey Road Network within Wiltshire using a staged prioritisation process to identify sites that require investigation based on Sideway-force Coefficient Routine Investigation Machine (SCRIM) data, Personal Injury Collision (PIC) statistics, police reports, traffic volumes and the road environment.
- 2.2 To demonstrate that skid deficient sites are prioritised and programmed in a consistent manner by the Council whilst taking into account budget, and programme considerations to ensure resources are directed to those sites in most need and of greatest risk without an increase in the Council's highway maintenance costs.
- 2.3 To demonstrate through the procedures outlined in this document that the Council have developed a consistent long term strategy to manage the skid resistance of Wiltshire's road network.
- 2.4 To demonstrate that the Council in developing this policy and strategy have adopted as far as reasonably practical and reflective of existing maintenance budgets funding skid resistance values contained within the Highways Agency Technical Standard HD28/15.
- 2.5 To demonstrate compliance with industry best practice contained within 'Well Managed Highway Infrastructure: A Code of Practice'.
- 2.6 To provide the Council with a section 58 defence for the non repair of the road network.
- 2.7 To outline the Council's approach to the early skid resistance of new surface courses and the monitoring of such sites based on the requirements of HD28/15.

3 HD28/15: Principles

The principles adopted within this document for the identification and prioritisation of investigation and remedial work has been developed from the guidance and advice given in Chapters 5 & 6 of HD 28/15 'Skidding Resistance' issued by the Highways Agency. Chapter 5 'Initial investigation' and Chapter 6 "Detailed site investigation and prioritisation' provides recommendations for identifying and prioritising sites. It identifies considerations needed for treatment selection and comments on the prioritisation phase; and has been considered in the options developed within the strategy stated in Appendices B and C.

- **Clause (5.1)** *All sites where the measured CSC is at or below the IL shall be investigated. The objective is to determine whether a surface treatment is justified to reduce the risk of vehicles skidding, whether some other form of action is required, or whether no action is currently required. If no action is taken, sites will automatically be reviewed again following the next skid resistance measurement if they remain at or below the IL.*
- **Clause (5.2)** *The investigation may be undertaken in two stages: an initial investigation, described in this chapter, to check the data and assess the need for a detailed investigation and, secondly, a detailed investigation to assess the justification and priority for treatment, which is described in Chapter 6.*
- **Clause (5.3)** *The process for initial investigation is outlined in Figure 5.1 split into the following steps:*

1. *Identify sites at or below the IL*
 2. *Identify other sites requiring investigation*
 3. *Data validation*
 4. *Identify sites for detailed investigation*
- **Clause (6.1)** *A detailed investigation is carried out to collate and assess the information available for each site in order to reach a decision about the best course of action. These detailed investigations are carried out on the sites identified from the process described in Chapter 5.*
 - **Clause (6.2)** *The process is outlined in Figure 6.1 and is split into the following four steps:*
 1. *Collate data*
 2. *Plan investigations*
 3. *Carry out investigations*
 4. *Prioritise and programme maintenance*

4 Responsibilities

4.1 The Roads and Bridges Team will be responsible for the following:

- a) Management, development, implementation and regular review of this document 'the policy' and its governance.
- b) The procurement and subsequent management of condition surveys with contractors.
- c) Quality assurance, the Highway Asset Manager assigned to skidding survey procurement will ensure that all testing equipment employed on site survey complies with the appropriate quality assurance procedures and is duly accredited to survey.
- d) Assignment of initial site categories and initial investigatory levels, which would form the basis of the annual skid resistance tests.
- e) Processing, analysis and review of raw SCRIM data received from survey contractor.
- f) Review of the site categories and investigatory levels for the Scrim Survey Road Network using an accredited Pavement Management System (PMS).
- g) Maintaining the appropriate records of site visits and associated documents. This is detailed further in the 'Records' Section 15 of this document.
- h) Informing other departments of any issues affecting the site which may be contributory to skid resistance issues.
- i) Providing a prioritised list of sites in need of remedial works and to make informed decisions to add to the annual highways programme.

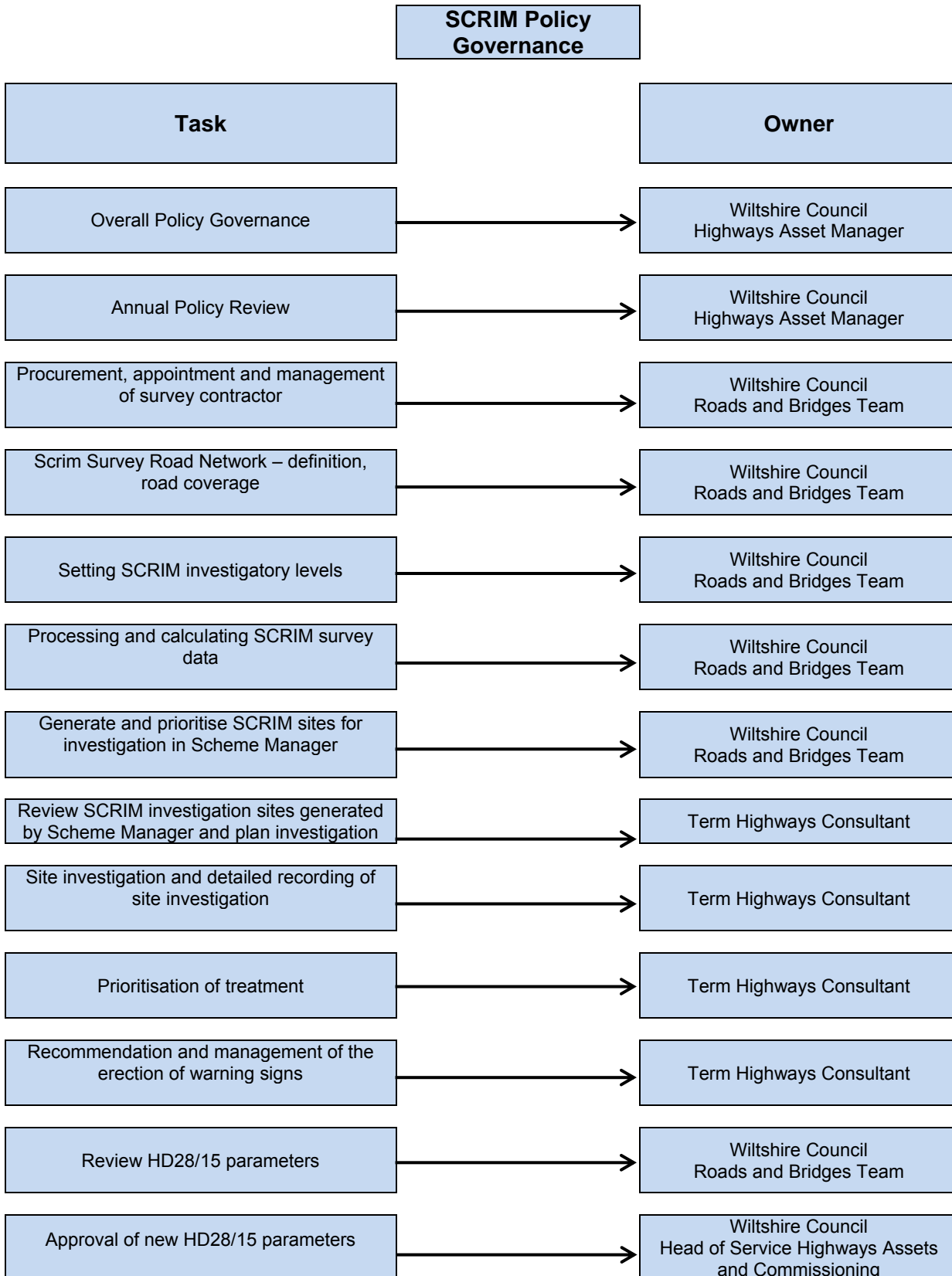


Figure 4.1 SCRIM Policy Governance

5 Methods of Surveying

There are currently three methods of testing skid resistance:

- **SCRIM**
- **Grip Tester**
- **The Pendulum Test**

- 5.1 SCRIM and Grip Tester are acceptable methods for routine testing on the Scrim Survey Road Network whilst the Pendulum testing is more suited to footway and footpath surveys because of its small sample length. It is also not suited for use on fine or coarse textured surfaces because of operational difficulties (HD28/04, Annex 6.21).
- 5.2 In 2004-2005 Wiltshire Council adopted the single annual survey method as detailed in HD 28/15 Annex 2 and the full adoption of this survey methodology is ongoing. The Council survey only those roads on the Scrim survey road network, as per Appendix D of this policy document, on an annual basis, hence the whole network acts as the benchmark sites to achieve the Characteristic Scrim Coefficient (CSC). In the absence of this method of surveying being available a suitable alternative would be used to survey following a request after a Personal Injury Collision (PIC).
- 5.3 SCRIM was introduced in the 1970s to provide a method for routinely testing the skid resistance of the national road network and works in the following way:

5.3.1 The driven machine uses the sideway force principle to measure skid resistance.

- A freely rotating test wheel is fitted with a smooth rubber tyre. This is mounted mid machine in line with the nearside wheel track and angled at a 20° to the direction of travel of the test vehicle. The wheel is applied to the road at a known vertical load, which remains constant.
- A controlled flow of water wets the road directly in front of the test wheel. When the wheel moves forward this slides in a forward direction, subsequently generating a sideways force. The force generated by the resistance to sliding is related to the wet road skid resistance of the road surface.

5.3.2 The measurement recorded of this sideway force allows the Sideway Force Coefficient (SFC) to be calculated. SFC is sideway force divided by the vertical load. These values collected can be recorded continuously along the road to provide skid resistance.

5.3.3 Skid resistance varies with vehicle speed. To try and achieve comparable results the survey vehicle attempts to achieve a constant speed throughout Wiltshire; this would be 50 km/h.

5.3.4 It is important to note, that due to the angle of the test tyre it is much slower than the speed of the operating vehicle. Subsequently any measurements taken are at a low speed, around 17 km/h.

5.3.5 Measurements are recorded as SCRIM readings (SR). A SCRIM reading is the average Sideway Coefficient Force (SFC). A SCRIM reading is the average SFC, multiplied by 100 for a predetermined length of road which is normally 10 metres, recorded as an integer.

5.3.6 SCRIM vehicles are subject to testing procedures to receive accreditation, as with many surveying vehicles. The Council will ensure all vehicles used to survey the network are accredited appropriately.

6 Annual SCRIM Survey Programme

6.1 Skid Resistance is not a constant but is influenced by various factors, such as test speed, temperature, weather conditions and also longer term effects such seasonal weather variations or change of traffic flows. Therefore conditions are controlled as far as possible:

- By measuring the in-service road skid resistance annually in accordance with the criteria below, between the nationally recognised testing periods.
- By specifying a standard testing speed - 50km/h.
- By providing an up to date network plan for the survey contractor to use.

6.2 A defined programme of sites held on Wiltshire Council's Pavement Management System labelled Scrim Survey Road Network shall be tested annually (See Appendix D for roads included and excluded) and in both directions of each single carriageway road and also to include the slow and fast lanes on dual carriageway roads.

6.3 Additional sites may also be selected in accordance with the "Frequent Collision Form" and in liaison with the Traffic Engineering Team. Also the following criteria should be applied in the priority order given below:

- i. Known history of PIC occurrence being more frequent than normal, (i.e. personal injury collisions within a 3 year period) particularly if 33% (one-third) or greater occur in wet conditions.
- ii. Other sites where skidding is reported and where there is notable potential for conflict between road users, particularly where the outcome is likely to have severe consequences including:
 - a) Approaches to pedestrian crossing and other high risk sites where significant numbers of pedestrians cross at a given location.
 - b) Approaches to and across minor and major junctions and approaches to roundabouts, particularly where there is poor advance visibility or the layout is complicated.
 - c) Gradient steeper than 10% for more than 50 metres.
 - d) Bend radii less than 500 metres on single carriageway.

6.4 PIC data will be provided on an annual basis by the Council's Traffic Engineering Team from Stats 19. It will be provided in a database and map format.

6.5 Fatal or serious PIC sites: Where fatal or serious PICs occur, and the skid resistance of the road surface may be a contributory factor, the surface condition and historical data will be assessed within 30 days of the Council receiving notification of the PIC.

7 Site Categorisation and Setting the Investigatory Level

7.1 Setting an investigatory level is essential to monitoring the appropriate level of skid resistance relevant at that specific site. It is important to set the Investigatory Level (IL) at

the correct level to the location. If an IL is too high at a site it can with time and monitoring be lowered to reflect the true situation; however if it is set too low initially then it may be difficult to detect if the skid resistance requires improvement until it has fallen further than an acceptable level. Site visits and local knowledge are important in setting a level and in judging whether it is correct for that site. Site categories can vary in length from a very short section of metres to several kilometres, depending on the nature of the site.

7.2 The Scrim Survey Road Network has been categorised for skidding investigatory levels in accordance with the requirements of HD28/15: Table 4.1 – Site Categories and Investigatory Levels, see Appendix A.

- Wiltshire Council use WDM Ltd PMS Site categorisation software for determining the investigatory levels on site.
- The process to achieve site categorisation has been to conduct a desktop exercise using survey video footage obtained from SCRIM and SCANNER surveys. These are validated and reviewed by the Roads and Bridges Team.
- Where the site Investigatory Level set by the Highways department is below that which is recommended in Table 4.1 of HD28/15. The justification for setting the lower level shall be documented. This process is covered in Appendix C of this document.

7.3 The Council's road network Investigatory Levels shall be reviewed when:

- A significant change to the network is made.
- As part of a regular review of all Investigatory Levels every 3 years.
- During site investigation of SCRIM schemes generated and prioritised by this policy.

In all cases, these changes must be logged in the PMS and the PMS highway network amended as necessary.

8 Processing and Analysis of SCRIM Data

8.1 The accredited survey contractor will be provided with a GIS copy of Wiltshire's road network, network details and an HMDIF format document for the data to be placed onto.

8.2 Once the survey has been completed, the data collected will be validated and processed by the survey company. This process involves;

- Correcting factors – i.e. where it was not possible to get the survey vehicle up to the specified test speed.
- Multiplication by the index of SFC applicable to the test wheel when it was surveying.
- Calculation of the CSC.

8.3 Once data has passed through validation and processing, it will then be returned to Wiltshire Council in the HMDIF format in order for the Roads and Bridges Team* to load the data into the PMS and develop the SCRIM deficiencies on the network (see Section 16). This process will highlight any sections which have not been surveyed or which were missing and this can then be addressed by the team and addressed in an appropriate manner e.g. arranging retesting if necessary or if survey data does not exist on the network or there are areas where data has been dropped, the previous year's data shall be used as its replacement.

8.4 No section shall have 2 consecutive years where no measurement has been taken.

- 8.5 SCRIM deficiencies shall be analysed against the relevant Investigatory Level to determine “realistic” scheme lengths (Section 16). This data will be scored, analysed and processed through the prioritisation strategy detailed in Appendix B using the Scheme Manager (SM) module in the PMS. The top 100 schemes prioritised using the criteria in Appendix B as well as all schemes with an average deficiency greater than 0.15 CSC below investigatory level will be investigated on site.
- 8.6 All identified sites shall be prioritised and investigated by the Roads and Bridges Team* to determine if the intervention level is correct and whether treatment to improve the skid resistance is required or an alternative action is appropriate. Any such site visits will be documented using the appropriate forms featured in Appendix C and in accordance with section 9 of this document.

* task may be designated to the Term Highways Consultant

9 Site Investigation

Site visits are essential to establishing, ‘what’s out there’ and the accuracy of the survey results collected. Sites highlighted in the survey analysis, the “Frequent Collision Form”, by routine safety inspections, or by the Traffic Engineering Team, or by any other means will require a detailed logged inspection.

- 9.1 Sites identified will be visited on the basis of the ‘highest risk ranking’ as determined by Scheme Manager. This will not necessarily be the most deficient site however all sites produced by SM, which have an average deficiency **greater than 0.15 below investigatory level** will be assessed on site.

- **Sites where the CSC is greater than 0.15 below the defined Investigatory Level will require a detailed investigation within a 3 month period of receiving the processed survey results. The site visit will then establish if the Investigatory Level is correct and if so, whether surface treatment is necessary to reduce the risk of PICs; particularly if any PICs have occurred in wet conditions or have involved skidding. Site visits will be well documented using, the site visit form detailed in Appendix C.**

- 9.2 Some form of treatment or intervention will be justified if:

- Greater than 50m of the section has a SCRM deficiency greater than 0.15 below investigatory level.
- Based on PIC analysis, the collision rate per 100 million vehicle/kilometres is higher than those national rates shown in Road Casualties Great Britain (DfT/ONS).
- Based on PIC analysis, the site has a higher than average proportion of PICs in wet conditions or involving skidding for the type of site being considered.
- The nature of individual sites and the demands of road users mean that a higher PIC risk (compared with other sites in the same category) might be expected with the skid resistance at its current value or if it were to fall further before the next measurement. In this case preventative maintenance is justified to address a potential increase in PIC risk.

- 9.3 If none of the above criteria are met, the site will be kept under review. If skid resistance and PIC pattern remain stable for more than 3 years then lowering of the Investigatory Level should be considered, this will also be documented using the Site Investigation

Form, featured in Appendix C.

- 9.4 The most appropriate form of treatment will be identified for each site which is found to require remedial works to restore an adequate level of skid resistance. Generally these will be a surface treatment, however if site investigations should identify different defects or behaviour of road users which an engineering measure may be able to resolve, the relevant department within Wiltshire Council will be notified to decide the best course of action for the site in question.
- 9.5 If the site visit were to find additional routine maintenance issues, such as additional signing required or road markings required or road sweeping required, the appropriate department should also be informed.
- 9.6 If the skid resistance and PIC pattern is stable over an extended period of time i.e. for more than 3 years, it might be advisable to reassess the Investigatory Level and consider lowering it. It is essential that stability of the site is observed and documented before reducing the Investigatory Level. Site investigations will be prioritised based on 5 main categories which are detailed later in this document under Appendix B.

10 Prioritisation of Treatment

Site investigations are essential in this process of identifying the sites most in need of remedial or other works to improve skid resistance. The detailed process of prioritisation is explained in Appendix B however;

- **The first priority for remedial treatment is any site where the average skid resistance is more than 0.15 units of CSC below the defined Investigatory Level (subject to site investigation).** Thereafter, priority must be given to completing remedial treatments where:
 - The skid resistance is substantially below the Investigatory Level (e.g. at least 0.15 units of CSC or below value) and/or
 - Low skid resistance is combined with low texture depth and/or
 - PIC history indicating that there is clearly a risk of wet or skidding PICs.
- 10.1 In other cases, remedial surface treatment will be programmed as a longer- term measure, taking into account other maintenance requirements. Priority for treatment should consider all new treatment lengths and those previously recommended for treatment but where treatment has not yet been carried out or programmed. If a year has elapsed since site investigations the PIC history for the site will be reassessed using the most up to date data.
 - 10.2 The investigation level of greater than 0.15 units of CSC below Investigatory Level is a departure from the level set out in HD 28/15 of CSC at or below the Investigatory Level. This figure has been derived from an assessment of the 2009 scrim data. This process identified 100 sites for further investigation and is considered to represent the optimum number to ensure the correct balance between resource availability, budget and programme.

The long term objective of the Council is to comply with limits stated in HD 28/15 through a 10 year strategy; a strategy that will involve the annual review of the parameters stated above and the scrim process stated in section 16 of this policy.

11 Use of Warning Signs

11.1 Signs such as the slippery road sign are essential for notifying road users of any problematic areas of highway ahead, which may require extra care and attention. The use of 'slippery road' sign(s) (Diagram 557 that can be supplemented with a distance plate) used in accordance with the instructions contained in The 'Traffic Signs Regulations and General Directions 2016', shall be considered where;

11.1.1 The skid resistance determined by Scheme Manager is considerably below the Investigatory Level (i.e. >0.15* units of CSC below IL). However, signs will not be erected until the site has been investigated in accordance with section 10 and documented on the Site Visit Form (Appendix C). If deemed necessary signs will be erected within 1 month of the investigation.

11.1.2 The Intervention Level is not breached and the surface is to specification, but PICs still occur as a result of road user behaviour (ref HD28/15-Section 5) - signs will be erected within 1 month of the investigation.

11.1.3 A site investigation and a safety audit have concluded that there is a need for treatment to improve road skid resistance - signs will be erected within 1 month of the investigation.

11.2 If a site has been resurfaced using a Thin Surface Course which exhibits a low skid resistance, as Chapter 12 explores. The appropriate signs will be erected in accordance with The Traffic Signs Regulations and General Directions 2016 and any subsequent amendments as appropriate.

11.3 Slippery road warning signs should be removed from site as soon as they are no longer required. This should be after any remedial treatment has been carried out and the Highways Team, are satisfied that skidding resistance levels have been restored to an appropriate level. This may require skid resistance and texture depth testing to ensure that the necessary level has been achieved. A site visit will be documented and kept on file when signs are both erected and removed this will be documented on the Site Investigation Form (Appendix C).

12 Early Life Skid Resistance of New Wearing Courses

12.1 HD28/04 recommends that consideration should be given to the use of slippery road signs on new thin surface course treatments that may exhibit a lower skid resistance in the first period of service, than after a period of trafficking.

12.2 For Engineering purposes Wiltshire Council generally does not use thin surface course treatments (such as SMA) on the road network and therefore do not monitor early life skid resistance.

13 Re - Classification of Site Investigatory Levels

13.1 Re-classification and amendments to the Investigatory Levels should only be undertaken with the approval of the Highways Asset Manager. The criteria for amending a site are:

- Incorrect site classification (HD28/15 Table 4.1).
- Changes to the network (classification usage alignment) resulting in a need to amend the site category.

- Amendments to or the addition of site categories/investigatory levels after a 3 year review, 1/3rd per year is assessed, in compliance with this document and documented using the SCRIM Category Editor module in the PMS. This review is not a detailed review and is used primarily to ensure the SCRIM site categories are correct. Investigatory levels may be raised as a result of this procedure but in most cases the recommended Investigatory Level will be used (see Appendix A)
- Re-classification due to the level of PICs.
- Re-classification due to site investigation brought about by this policy.

13.2 Any such change to the Investigatory Level must be applied to the records held on the PMS System. Where site investigation forms have been completed (Appendix C) these must also be held on record.

14 Policy Records

14.1 Where any verbal or written enquiries regarding skidding matters are recorded onto Wiltshire Council's Customer Enquiries or Highway Claims Systems, details of these will be passed to the Roads and Bridges Team.

14.2 An initial investigation will be carried out by the Road and Bridges Team* within 3 months to determine the nature of the problem, e.g. spillage, loose chippings, surface fretting, loss of surface texture or polishing of surface aggregate, etc.

* task may be designated to Highways Term Consultant or Local Highways Office

14.3 Where polishing is considered to be the cause of the problem the Highway Asset Manager will arrange for the following to be undertaken:

- To determine whether it is already a known problem site based on PIC data and whether skid testing has already been requested.
- To obtain any available skid testing data for the site (tested within last 3 years) and if not, to arrange for testing to take place.
- To arrange for a one-off skid resistance test or inclusion of the site in the next round of annual testing programmes whichever is deemed appropriate to the site.

14.4 After testing, if the CSC for the site is below the defined Investigatory Level a site investigation will be arranged in accordance with Section 9.

14.5 Details of the actions proposed will be recorded on the trace form and held on the customer enquiries system in accordance with the procedures specified in this document.

14.6 The following records shall be maintained to demonstrate implementation of this policy; these shall be maintained by the Roads and Bridges Team:

- Setting of Investigatory Levels for the Scrim Survey Road Network, including justification for any deviation from the recommendations of HD28/15.
- Setting of Investigatory levels for selected sites on the Scrim Survey Road Network, including justification for any deviations from the recommendations of HD28/15, see details in section 7 of this document.

- Quality Assurance documentation and certification from any survey contractors engaged.
- Skid testing results and data analysis since the introduction of this policy.
- Site investigation findings for any sites assessed.
- A database of sites where and when slippery road warning signs have been erected showing subsequent removal dates where appropriate shall be maintained by the Roads and Bridges Team.
- Priority lists of sites for remedial treatment to restore an adequate level of skid resistance.
- Details of completed works programmes, relating to remedial treatment for substandard skid resistance.
- A Register of enquiries regarding skidding matters and actions taken.

15 Delegations and Authorised Officers

- 15.1 The responsibility for implementation of this policy and Procedures document is delegated to the Head of Highways Asset Management and Commissioning.
- 15.2 For practical day-to-day delivery, the authorised persons to carry out the various stages necessary to implement the above policy and procedures are shown in Section 4.

16 The Procedure for Defining SCRIM Sites

The procedure for assessing SCRIM survey data in Wiltshire for the Scrim Survey Road Network is outlined in figure 16.3 and is a modification of Figure 2.1 found in HD 28/15.

In general terms the process will follow the procedure below;

1. Define the network which the SCRIM policy document will relate to.
2. Survey the network in accordance with the new annual survey method.
3. Run the data through the PMS system to develop the SCRIM deficiency on the network.
 - If data does not exist on the network or there are areas where data has been dropped, the previous year's data shall be used.
 - If no data is available then it shall be backfilled with the average reading for the previous road section.
 - **No section shall have 2 consecutive years where no measurement has been taken.**
4. SCRIM deficiencies shall be analysed against the relevant Investigatory Level to determine "realistic" scheme lengths based upon a minimum length of 50m using WDM's Scheme Manager as outlined below.
5. The data will be scored and analysed, and processed through the prioritisation strategy.

Scheme Manager uses the following condition metric to determine the SCRIM deficient sites:

The SCRIM survey data is calculated in the PMS in 10m lengths and provides individual readings for each side of the carriageway as described in Section 6. Each 10m length contains a SCRIM deficiency reading. Scheme Manager will generate individual schemes for each side of the carriageway. The site needs to be deficient by -0.03 CSC. The *Minimum Scheme Length* is 50m, with a *Maximum Join Distance* between defective areas of 20m. This will develop 50m length deficient schemes with an average deficiency. Figure 16.1 below is a screen print from Scheme Manager.

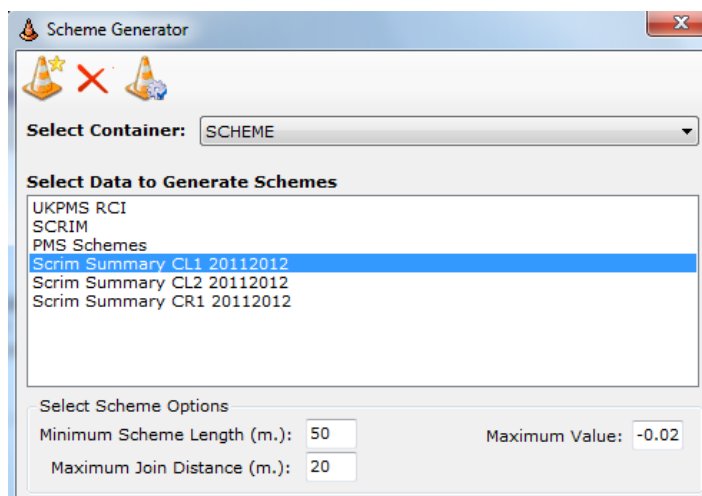


Figure 16.1 – SCRIM Scheme Creation Parameters
*Maximum Value is calculated as >-0.02

The functionality to create a scheme is in essence to merge the condition over a known length between known thresholds. The *Maximum Join Distance* is the length the system searches to find another defect length which is below the *Maximum Value*.

If the system finds another defective length lower than the *Maximum Value* then it shall continue to merge the defect lengths together until it meets the *Minimum Scheme Length*. An illustration of this procedure is shown in figure 16.2.

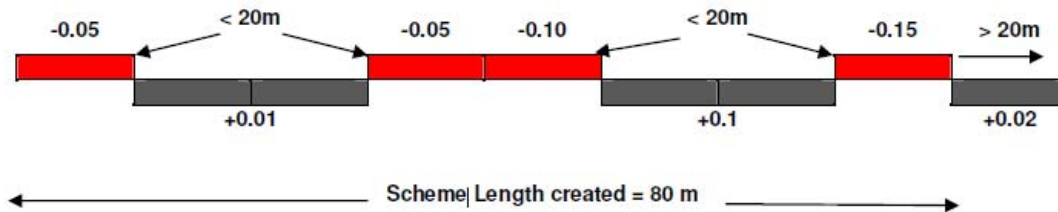


Figure 16.2 – Scheme Creation example

Figure 16.2 shows how the scheme would be created completing the scheme length where it cannot find a defect length lower than the *Maximum Value* within *the Maximum Join Distance*. Scheme Manager then creates a length weighted average deficiency for the scheme. In this example the average deficiency is calculated as:

$$\frac{(-0.05*10) + (+0.01*20) + (-0.05*10) + (-0.10*10) + (+0.1*20) + (-0.15*10)}{80}$$

The average deficiency in this example is -0.01.

This process will highlight sites with an average deficiency greater than -0.15. All schemes generated using the criteria in Section 16, regardless of their average deficiency will also be prioritised using the methods in Appendix B. Please see section 18 for an example of this process.

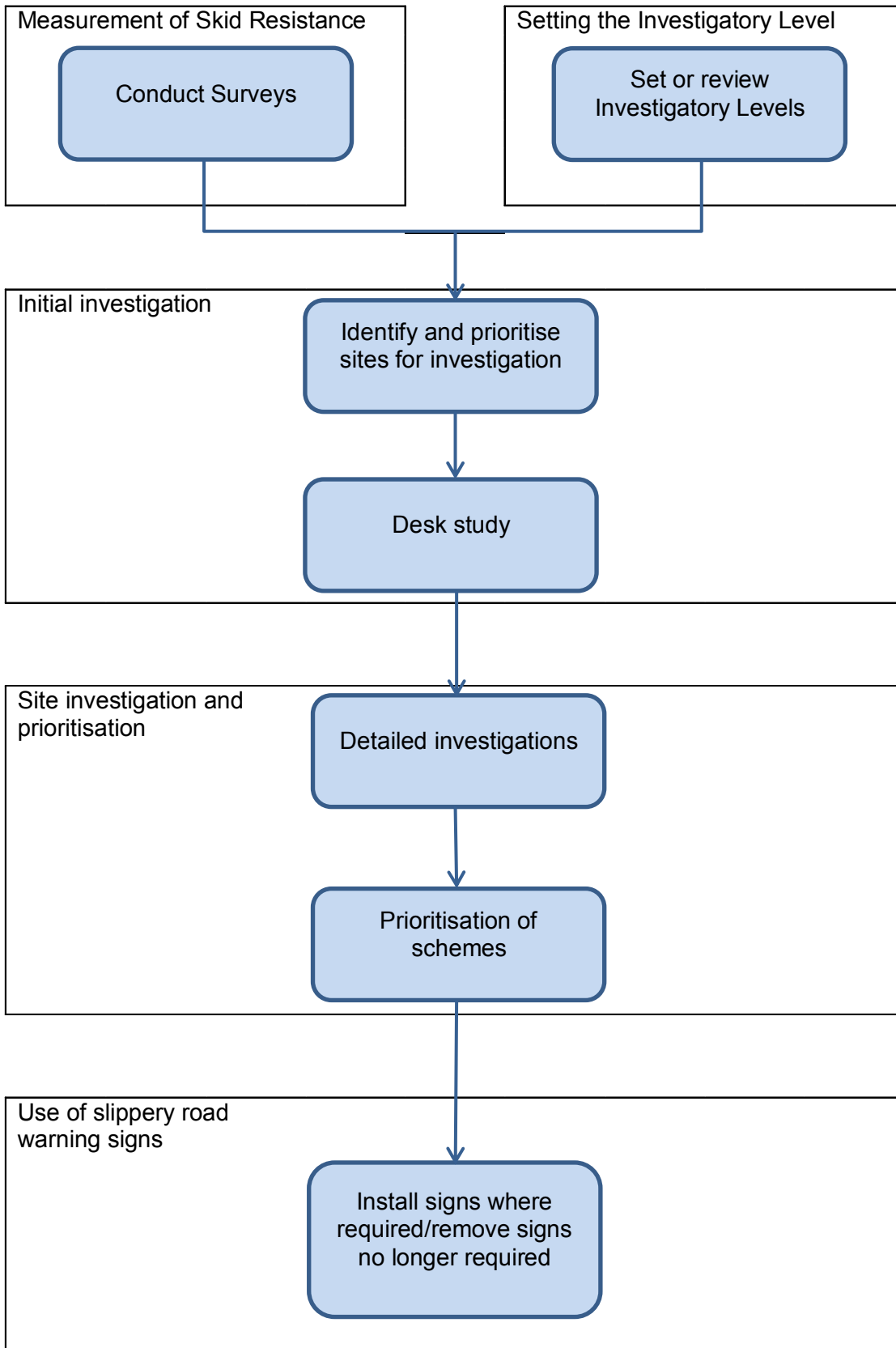


Figure 16.3 – Overview of process

17 References:

17.1 Design Manual for Roads and Bridges

- HD28 (DMRB Volume 7 Section 3 Part 1) Skidding Resistance
- HD36 (DMRB Volume 7 Section 5 Part 1) Surfacing Materials for New and Maintenance Construction
- HD36 (DMRB Volume 7 Section 5 Part 2) Bituminous Surfacing Materials and Techniques.

17.3 Roads Liaison Group

- The Traffic Signs Regulations and General Directions 2016

17.4 Statutory Documents

- Highways Act 1980
- Well Managed Highway Infrastructure: A Code of Practice

Appendix A: Table of Investigatory Levels

Site Category and definition	Investigatory Levels at 50km/h							
	0.30	0.35	0.40	0.45	0.50	0.55	0.60	0.65
A Motorway >50mph		X						
B Dual Carriageway non event >50mph		X						
C Single Carriageway non event >50mph			X					
B-1 Dual Carriageway non event <50mph	X							
C-1 Single Carriageway non event <50mph		X						
Q Approaches to and across minor and major junctions, approaches to roundabouts >40mph					X			
Q-1 Approaches to and across minor and major junctions, approaches to roundabouts ≤ 40mph				X				
K Approaches to pedestrian crossings and other high risk situations >40mph						X		
K-1 Approaches to pedestrian crossings and other high risk situations ≤ 40mph					X			
R Roundabout					X			
G1 Gradient 5-10% longer than 50m					X			
G2 Gradient 10% longer than 50m						X		
S1 Bend radius <500m – dual					X			
S2 Bend radius <500m – single carriageway >50mph						X		
S1-1 Bend radius <500m - dual carriageway <50mph				X				
S2-1 Bend radius <500m – single carriageway <50mph					X			

Table A.1 Wiltshire Site Categories and Investigatory Levels – Adapted from HD28/15
Notes: X denotes the Investigation Level (IL) which is to be used in Wiltshire

Appendix B: Prioritisation of SCRIM Sites for Treatment

The Prioritisation of “Hazard Attributes” Approach

It is important that the initial selection of hazard attributes and respective weightings should be considered by all relevant stakeholders. There should be no ad hoc changes made to the procedure and it should be reviewed annually to ensure it is still in line with the Asset Management Plan and meet the needs of the Stakeholders.

Note: It is important to remember that this process will be used once the schemes have been identified using the criteria in Section 16. Table 1 below shows the five hazard attributes and weightings used in this prioritisation process in Wiltshire.

Hazard Attributes	Weighting (%)
Personal Injury Collisions	15
Skid Deficiency	35
Speed Environment	20
Investigatory Level	20
Road Hierarchy	10

Table 18.1 - Weighting of Attributes

18.1 Personal Injury Collisions – (15%)

This attribute accounts for all PICs that occur within the scheme extent.

Calculating Score:

- Total of all PICs over the last three years.
- One or more fatal PICs shall have a maximum score of 15.

No. of PICs	Score
0	0
1 - 2	3
3 - 4	6
5 - 7	9
8 - 10	12
>10	15

Table 18.2 – PIC Categories

18.2 Skid Deficiency – (35%)

This attribute accounts for the condition of the surface. The latest seasonally corrected information should be used. For each site there will be a value for each 10-metre lane section as below:

Skid Deficiency Value = CSC – IL

CSC = Characteristic SCRIM Coefficient

IL = Investigatory Level

Calculating Score:

- a. Every 10 metre lane section within each SCRIM site defined in Section 16.0 will have a score based upon the table below:

Skid Deficiency	Score
>0	0
Between 0.00 & -0.03	7
Between -0.04 & -0.06	14
Between -0.07 & -0.09	21
Between -0.10 & -0.15	28
Greater than -0.15	35

Table 18.3 – Skid Deficiency Categories

18.3 Speed Environment – (20%)

This attribute accounts for the signed speed of the road section

Calculating Score:

Note: The actual speed limit shall be used but this doesn't necessarily represent the speed of vehicles.

Speed Environment (miles/hr)	Score
30 mph	8
40 mph	12
50 mph	16
Greater than 50mph	20

Table 18.4 Speed Environment Categories

18.4 Investigatory Level (IL) – (20%)

This attribute accounts for the importance of the site in terms of skid resistance need. A higher value indicates that the surface requires a higher demand for skid resistance as motorists will be required to either stop or slow down quickly or negotiate sensitive road alignments such as bends, gradients, crossfall. (See Appendix A)

Calculating Score:

Investigatory Level	Score
0.30	4
0.35	8
0.40	12
0.45	16
Greater than 0.50	20

Table 18.5: Investigatory Categories

18.5 Road Hierarchy – (10%)

This attribute accounts for the importance of the site in terms of road classification which is reflective of vehicular trafficking levels and associated risk factors.

Calculating Score:

Description	Road Hier.	Score
Unclassified Roads	U	4
C Class Roads	C	6
B Class Roads	B	8
A Class Roads	A	10

Table 18.6: Road Hierarchy Categories

18.6 Score Calculation

Scheme Manager (SM) creates a length weighted *hazard score* for each of the attributes above (with the exception of PICs) using the values set out in the score column of each attribute table. The PIC *hazard score* is not length weighted and is calculated by counting the number of PICs within the scheme polygon and then applying the score to it. The example below shows how SM calculates a *hazard score* for Skid Deficiency. It does this by taking the skid deficiency reading over each 10 metre section and applying it to the score values set out in table 18.3.

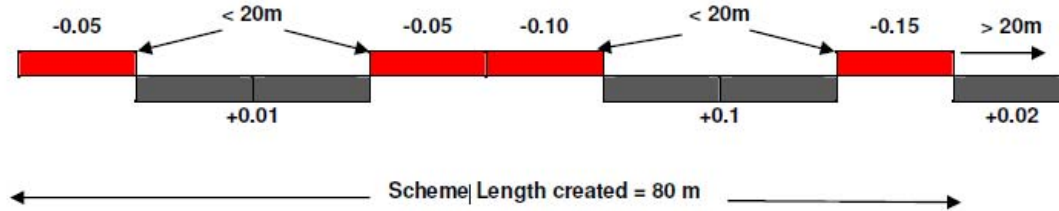


Figure 18.1 – Calculation of hazard scores

$$\frac{(14 \times 10) + (0 \times 20) + (14 \times 10) + (28 \times 10) + (+0 \times 20) + (28 \times 10)}{80}$$

The Skid Deficiency attribute score in this example is 10.5.

SM then combines all five attribute scores *to create a Total Hazard Score with a maximum score of 100*. The sites are then ordered from highest to lowest with the highest priority ranking allocated to the site with the highest total (see Table 18.7 below).

Total Hazard Score = PIC Hazard Score + Skid Deficiency Hazard Score + Speed Environment Hazard Score + Investigatory Level Hazard Score + Road Hierarchy Hazard Score

Table 18.7 is purely illustrative of the overall “Prioritisation of Hazard Attributes Approach” and is not an extract from Scheme Manager.

Weighting (%)	15	35	20	20	10	Total Hazard Score	Priority Rank
	HAZARD ATTRIBUTE SCORES						
Site Name	PICs	Skid Def.	Speed Env.	IL	Road Hier.		
Site 1	12	28	20	4	2	66	1
Site 2	3	28	20	4	4	59	2
Site 5	3	14	20	4	4	45	3
Site 6	3	10.5	20	4	4	41.5	4

Table 18.7: Prioritisation of Hazard Attributes Approach (Example)

Appendix C – Site Investigation Form

SITE INVESTIGATION FORM - SITES IDENTIFIED IN ACCORDANCE WITH SCRIM POLICY	
Road Name:	
Location:	
Date of Site Inspection:	
Carried out by:	
Weather Conditions	
PAVEMENT CONDITION DATA	
Is the lowest skid resistance in areas where road users need to stop or manoeuvre?	
Rutting:	
Delaminating:	
Cracking:	
Fattening up:	
Cross trenches:	
Gradients:	
Vegetation:	
Surfacing Material:	
VISUAL ASSESSMENT	
Kerbs:	If yes, face depth (mm):
Footway:	
Drainage:	
Positive gullies:	
Positive side entries:	

Grips:
Ditches:
None evident:
Is a visual inspection of the surface condition consistent with the available survey data?
Is the general surface condition consistent with that of the nearside wheel path (where skid resistance and texture depth is usually measured) or are there localised areas of the following that could give rise to uneven skid resistance, and so increase the risk of road traffic collisions occurring?
Polished surface:
Low texture depth:
Patching:
Areas of different surfacing materials:
Is the area of the maintained pavement surface free from debris and other sources of contamination?
Is water known to drain adequately from the carriageway during heavy rain?
Is the pavement free from other defects such as potholes?
Is there any evidence that road users have had difficulty in negotiating the site successfully (e.g. tyre tracks in verge, tyre deposits on carriageway due to heavy braking)?

ROAD LAYOUT

Is the road design appropriate for the speed and volume of traffic?

Is the layout unusual or likely to be confusing to road users?

Is the carriageway particularly narrow?

Is the road layout appropriate for the number and type of vulnerable road users (e.g. pedestrians, cyclists, motorcyclists)?

Are junction sizes appropriate for all vehicle movements?

Are priorities at junctions clearly defined?

Are traffic signals clearly visible and operating correctly?

MARKINGS, SIGNS & VISIBILITY

Are all road markings and traffic signs appropriate and effective at all times (i.e. day and night)?

Are there any redundant traffic signs which cause confusion?

Are signs adjacent to high speed roads adequately protected vehicle impact?

Is visibility adequate for drivers to see the correct path?

Are sightlines at side road junctions/accesses adequate?

Does any landscaping affect visibility?

If vehicle queuing is likely, is the back of the queue visible to approaching motorists?

SUGGESTED TREATMENT

ANY OTHER RELEVANT INFORMATION

Appendix D – Scrim Survey Road Network

Roads included within the Wiltshire Scrim Survey Road Network

Road No.	Description
A27	JUNCTION A36 (WHITEPARISH) EAST TO HAMPSHIRE BOUNDARY
A30	DORSET BOUNDARY TO HAMPSHIRE COUNTY BOUNDARY
A3026	JUNCTION A338 TIDWORTH TO JUNCTION A342 LUDGERSHALL
A3028	A345 DURRINGTON TO A303 BULFORD
A3094	JUNCTION A36 NETHERHAMPTON TO A338 HARNHAM
A3098	SOMERSET BOUNDARY EASTWARDS TO A350 WESTBURY
A3102	A350 MELKSHAM NE TO ECC RBT CALNE MARSH
A3102	A4 CALNE TO PRINCE WALES RBT WOOTTON BASSETT
A3102	PRINCE OF WALES RBT TO AND INCLUDING JUNCTION 16 M4
A3102	A3102 (JUNCTION 16 TO WILTS/SWINDON BOUNDARY)
A338	HAMPSHIRE BOUNDARY NORTH TO BERKSHIRE BOUNDARY
A342	A4 SOUTHEAST TO HAMPSHIRE BOUNDARY
A343	JUNCTION A30 TO HAMPSHIRE BOUNDARY
A345	CASTLE ROAD RBT (A36) NORTH TO A4 MARLBOROUGH
A346	A342 NORTH TO SWINDON BOUNDARY
A350	DORSET COUNTY BOUNDARY NORTH TO M4 JUNCTION 17
A354	HAMPSHIRE BOUNDARY NORTHEAST TO JUNCTION A338 SALISBURY
A360	ST PAULS RBT SALISBURY NORTH TO DEVIZES
A361	SOMERSET BOUNDARY NE TO A4 BECKHAMPTON ROUNDABOUT
A362	COUNTY BOUNDARY WEST TO JUNCTION A36
A363	BANES/WILTSHIRE BOUNDARY SOUTHEAST TO A350 YARNBROOK
A365	A4 BOX TO A361 SEEND FORK
A366	COUNTY BOUNDARY TO TRINITY RBT TROWBRIDGE
A4	COUNTY BOUNDARY EAST TO BERKSHIRE BOUNDARY
A420	COUNTY BOUNDARY EAST TO A4 CHIPPENHAM
A429	M4 JUNCTION 17 NORTH TO COUNTY BOUNDARY
A4361	BECKHAMPTON RBT NORTHWARDS TO C121 SALTHROP FARM
B3052	GEORGE LANE (A345 EAST TO A346) MARLBOROUGH
B3079	COUNTY BOUNDARY NORTH TO A36 LANDFORD
B3080	A338 DOWNTON EAST AND SOUTH TO COUNTY BOUNDARY
B3081	BOUNDARY SOUTHEAST TO TOLLARD ROYAL TO BOUNDARY
B3083	A36 STAPLEFORD NORTH TO A303 NORTH TO A360 SHREWTON
B3085	A345 EAST THROUGH DURRINGTON TO A3028
B3086	A360 (SHREWTON) NORTH EAST AND SOUTH A344 AIRMANS CORNER
B3087	A345 PEWSEY TO A346 RBT BURBAGE
B3089	A303 WILLOUGHBY HEDGE EAST TO A30 BARFORD ST MARTIN
B3092	B3095 MERE NORTH TO COUNTY BOUNDARY
B3095	COUNTY BOUNDARY (MERE) NORTHEAST TO A350 LONGBRIDGE DEVERILL
B3097	HAYNES ROAD WESTBURY N AND E TO YARNBROOK RBT & HAWKERIDGE LINK
B3098	A350 WESTBURY EAST TO A342 WEDHAMPTON
B3099	COUNTY BOUNDARY EAST TO A3098 WESTBURY
B3101	A361 (CAEN HILL) TO A342 (ROWDE)
B3105	A363 (BRADFORD ON AVON) TO A350 (WEST ASHTON)
B3106	BYTHESEA MINI TROWBRIDGE TO B3107 HOLT
B3107	A363 BRADFORD-ON-AVON EAST TO A350 MELKSHAM
B3108	COUNTY BOUNDARY LIMPLEY STOKE EAST TO A363 BRADFORD
B3109	SOMERSET/WILTSHIRE BOUNDARY TO A4 RUDLOE
B3353	A365 SHAW NORTH TO A4 CORSHAM
B3414	A36 RBT EAST THROUGH WARMINSTER TO A36 RBT HEYTESBURY
B390	A36 HEYTESBURY EAST TO A360 SHREWTON

Roads included within the Wiltshire Scrim Survey Road Network

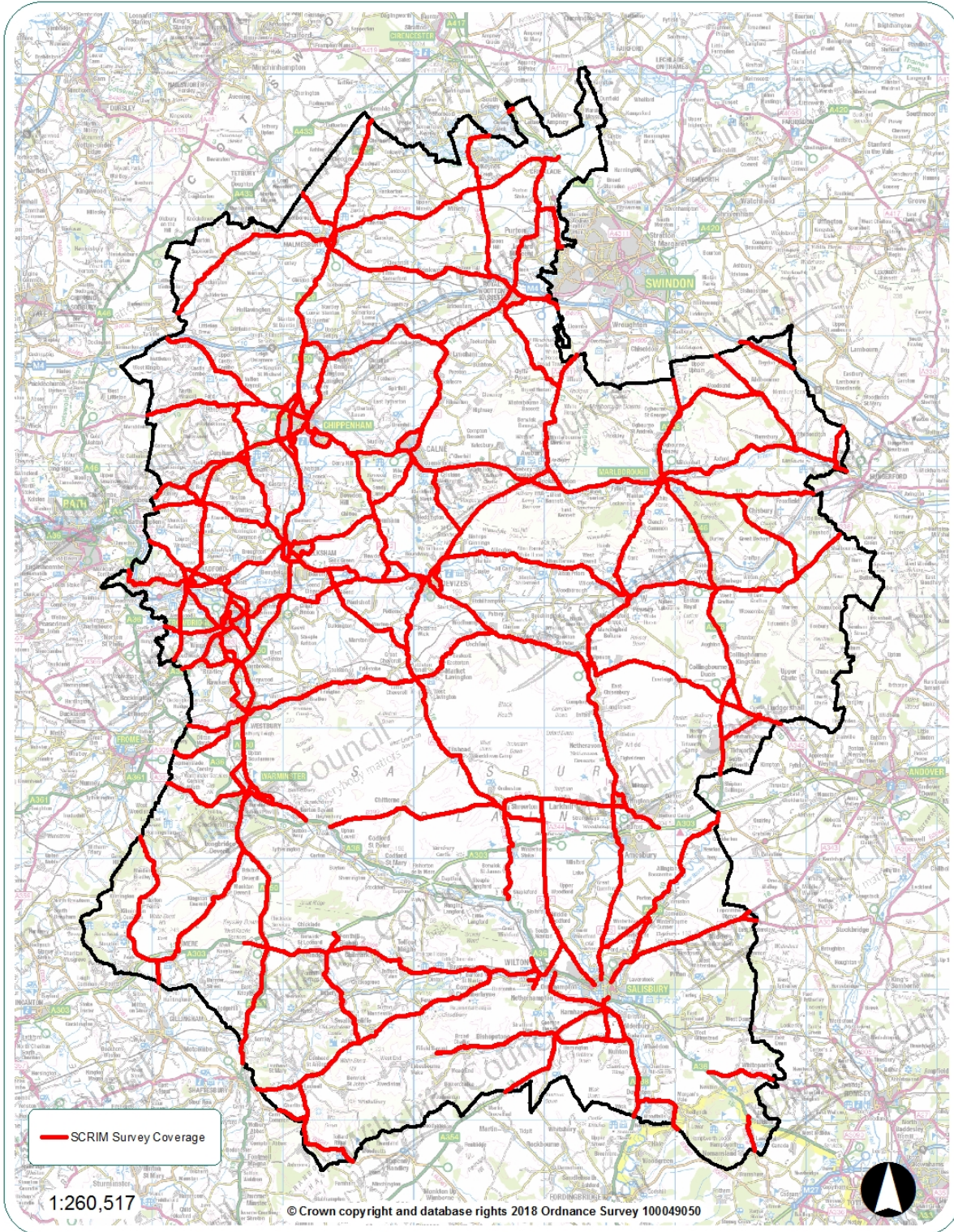
Road No.	Description
B4001	B4192 TO COUNTY BOUNDARY
B4003	JUNC A4 WEST KENNET NORTHWEST TO A4361 (AVEBURY)
B4005	THAMESDOWN BOUNDARY TO M4 JUNCTION
B4014	COUNTY BOUNDARY SOUTHEAST TO A429 MALMESBURY
B4039	A420 LANHILL NORTHWEST TO COUNTY BOUNDARY
B4040	COUNTY BOUNDARY NE TO A419 SLIP ROAD CRICKLADE
B4042	B4040 MALMESBURY TO COPED HALL RBT WOOTTON BASSETT
B4069	A420 CHIPPENHAM NE TO A3102 RBT LYNEHAM
B4122	B4069 NORTH TO M4 JUNCTION 17
B4158	A420 LITTLE GEORGE TO GOLF COURSE RBT
B4192	SWINDON BOUNDARY SOUTHEAST TO COUNTY BOUNDARY CHILTON FOLIAT
B4528	PHEASANT RBT NORTH TO MALMESBURY ROAD (CHIPPENHAM)
B4553	SWINDON BOUNDARY NORTHWARDS TO B4040 CRICKLADE
B4696	B4042 BALLARDS ASH TO COUNTY BOUNDARY TO A419 (LATTON BYPASS)
C10	C360 ELM HILL TO BOREHAM ROAD WARMINSTER
C10	30MPH DITCHAMPTON TO JUNCTION A30 WILTON
C12	C64 FIFIELD BAVANT TO JUNCTION A338
C146	SWINDON BOUNDARY SOUTHEAST TO COUNTY BOUNDARY (BAYDON)
C156	PRIORY STREET (A4 TO C86) CORSHAM
C189	A346 OGBOURNE ST GEORGE TO C190 MARLBOROUGH
C20	A360 BLACK DOG TO A365 REDSTOCK
C227	C234 SOUTHWICK TO WHITE HORSE ROUNDABOUT (NORTH BRADLEY)
C234	GOOSE STREET/WINSOME STREET (SOUTHWICK)
C25	C43 CROSSROADS TO JUNCTION A30
C295	B3081 CROSSROADS NORTH TO A30 LUDWELL
C30	HIGH STREET (GREAT BEDWYN)
C325	RANDELLS CROFT ROAD TO C63 SOUTH STREET WILTON
C328	C12 Odstock North to A354 BOUVERIE RBT
C360	A36 RBT THROUGH WARMINSTER TO A350 UPTON SCUDAMORE
C362	A36 RBT NORTHEAST TO B3414 WARMINSTER
C365	AVENUE LE FLECHE SE TO PEWESHAM WAY RBT
C373	MANLEY ROAD/SEYMOUR ROAD (B3106 SHAILS LN TO B3106 CANAL RD MINI)
C374	C46 NORE MARSH ROAD TO A3102 RBT (WOOTTON BASSETT)
C381	A350 RBT MELKSHAM NORTH TO AND INCLUDING MARKET PL RBT (MELKSHAM)
C382	MARKET PLACE RBT SOUTHEAST TO BOWERHILL RBT (MELKSHAM)
C394	A4 TO OXFORD ROAD RBT (CALNE)
C414	PRINCE OF WALES RBT WOOTTON BASSETT NORTH TO B4553 PURTON
C415	A3102 WOOTTON BASSETT SOUTHEAST TO A4361 BROAD HINTON
C43	C25 XRDS (BECKFORD ARMS) TO A303 TRUNK ROAD (CHICKLADE)
C46	C415 STATION ROAD TO C374 BINCKNOLL LANE
C48	COUNTY BOUNDARY TO A365 (SOUTH OF BOX)
C49	WEST ASHTON ROAD (A350 TO A361 RBT) TROWBRIDGE
C50	A361 NORTH TO A4 QUEMERFORD (CALNE)
C502	SPA HILL RBT TO A3102 BOWERHILL (MELKSHAM)
C503	A342 NORTH TO A361 (DEVIZES)
C504	A361 NORTH TO B3105 (HILPERTON)
C56	A345 BEEHIVE RBT NORTHEAST TO A338 RBT (WINTERBOURNE)
C57	A36 (WILTON RBT) NORTHEAST TO JUNCTION A360
C6	A346 HERD STREET TO B4192 (RAMSBURY)
C63	BULBRIDGE ROAD NORTH TO A30 WILTON
C74	A4 (LITTLE FIRTH) SOUTHEAST TO A338
C7	HAWKERIDGE ROAD (YARNBROOK)
C8	A361 HORTON ROAD RBT EAST TO A345 PEWSEY
C86	PRIORY STREET NORTH TO A420 (CORSHAM)

094402	THE PACKWAY (LARKHILL)
142837	ROWBARROW (SALISBURY)

Classified and other Roads not included within the Wiltshire Scrim Survey Road Network due to survey difficulty and speed limit

Road No.	Description
C18	THE COMMON (MARLBOROUGH)
C32	RBT 2 SOLSTICE PARK TO RBT 3 PORTON ROAD (AMESBURY)
C329	ST PAUL'S RBT NORTHEAST TO A30 ST THOMAS BRIDGE (SALISBURY)
C360	THE CLOSE (WARMINSTER)
C361	FROME ROAD (TROWBRIDGE) BRADLEY ROAD TO THE SHIP
C361	FORE ST/CASTLE ST (LONGFIELD RBT TO B3106 WICKER HILL) TROWBRIDGE
C363	NEWTOWN (TROWBRIDGE) THE SHIP TO TRINITY RBT
C365	MARKET PLACE SE TO PEWSHAM WAY RBT INCLUDING SPURS
C366	A4 ROWDEN HILL NORTH TO A420 CHIPPENHAM
C367	C365 NEW ROAD TO EASTERN AVENUE CHIPPENHAM
C368	A3094 TO HIGH STREET SALISBURY
C369	CASTLE STREET RBT SE TO A338 RBT SALISBURY
C370	CATHERINE STREET AND QUEENS STREET SALISBURY
C372	CHURCH ST/MARKET ST/ROUNDSTONE ST TROWBRIDGE
C377	SIDMOUTH ST/MARYPORT ST/MONDAY MARKET (DEVIZES)
C387	SNUFF STREET (DEVIZES)
C395	HAMPTON PARK RBT TO SEMINGTON ROAD RBT (MELKSHAM)
C500	SLIP ROAD AND RBT TO WAITROSE (SALISBURY)
006113	MARKET PLACE (DEVIZES)
006115	ST JOHNS STREET (DEVIZES)
006116	HIGH STREET (DEVIZES)
006118	SHEEP STREET (DEVIZES)
006123	WINE STREET (DEVIZES)
006125	TESCO CARPARK (DEVIZES)
006126	RENDELLS COURT (DEVIZES)
093108	KINGSBURY SQUARE (WILTON)
142908	IVY STREET (SALISBURY)
142929	BUTCHER ROW (SALISBURY)
142930	FISH ROW (SALISBURY)
142931	LINK FISH ROW TO NEW CANAL (SALISBURY)
143006	SCOTS LANE (SALSIBURY)
143007	BEDWIN STREET (SALISBURY)
143011	SALT LANE (SALISBURY)
143012	CHIPPER LANE (SALSIBURY)
143013	ENDLESS STREET (SALISBURY)
143016	CHEESE MARKET (SALISBURY)
143031	BOURNE HILL (SALISBURY)
143032	ESTCOURT ROAD (SALISBURY)
143035	BUTTS ROAD (SALISBURY)
143037	ASHLEY ROAD (SALISBURY)
826009	CHURCH STREET (BRADFORD ON AVON)
855201	HEADQUARTERS ROAD (WESTBURY)
855301	LINK ROAD (WESTBURY TRADING ESTATE)
855302	QUARTERMASTER ROAD (WESTBURY)
855303	BROADWAY NORTH (WESTBURY)
855304	VICTORY ROAD (WEST WILTS TRADING ESTATE)
855835	FORE STREET (TROWBRIDGE)
855839	BROAD STREET (TROWBRIDGE)
865206	STORRIDGE ROAD (WESTBURY)
867023	BEECHFIELD ROAD (CORSHAM)

867024	PAUL STREET (CORSHAM)
875114	HIGH STREET (WESTBURY)
877002	THE TYNINGS (CORSHAM)
877009	NEWLANDS ROAD (CORSHAM)
877010	POST OFFICE LANE (CORSHAM)
906337	CHURCH STREET (MELKSHAM)
917323	MONKTON HILL (CHIPPENHAM)
917324	FOGHAMSHIRE (CHIPPENHAM)
927319	TIMBER STREET (CHIPPENHAM)
927320	LORDS LANE (CHIPPENHAM)
927321	CHAPEL LANE (CHIPPENHAM)
927322	ST MARY'S STREET (CHIPPENHAM)
927325	EMERY LANE (CHIPPENHAM)
927328	RIVER STREET (CHIPPENHAM)
997016	CHURCH STREET (CALNE)
997122	HIGH STREET (CALNE)
997123	THE PIPPEN (CALNE)
093104	NORTH STREET (WILTON)
093108	KINGSBURY SQUARE (WILTON)
093109	MARKET PLACE (WILTON)



Wiltshire Highways Maintenance Policies



September 2018

Wiltshire Highway Maintenance Policies

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Introduction

Wiltshire Council is the local highway authority and is responsible for the maintenance of the highway network, with the exception of the Motorway (M4) and the Trunk Roads (A303, A36 and A419) which are the responsibility of the Highways England.

Some other roads may be public rights of way, but are privately maintained, or are unadopted highways. Bodies responsible for these include Housing Associations, MoD and private owners.

Wiltshire Council is responsible for maintaining about 4,400 kilometres of road, and keeps a record of the highways for which it is responsible.

The duties and powers of the Council as the Highway Authority are set out in the Highways Act 1980 and other relevant legislation, including the New Roads and Streetworks Act 1991.

This document sets out a number of the policies that the Council has adopted in carrying out its duty as local highway authority. It is not intended to be a complete list of such policies, and there are policies in connection with traffic management, Community Area Transport Groups and speed limits which are not included.

ROADS AND BRIDGES

Inspection of the Highways Network

Wiltshire Council regularly inspects the highway network for which it is responsible. The most important and busiest routes are inspected monthly, with other roads inspected every three months or annually.

In town centres and busy pedestrian areas the footways and pedestrian areas have walked inspections once a month. Other less well used pedestrian footways are inspected annually.

Cycleways which are part of the carriageway are inspected when the road is inspected, and cycleways remote from a carriageway are inspected annually.

The inspection frequencies and investigatory levels for roads and footways are described in the 'Wiltshire Highways Safety Inspection Manual'.

Repairs of defects

Some carriageway and footway defects have to be treated more urgently than others. The priority given to each type of defect depends on its location, and its priority is allocated in accordance with the criteria described in the 'Wiltshire Highway Safety Inspection Manual'.

Serious highway defects are attended to as soon as possible, usually by the end of the next day. Less serious defects are repaired as part of a planned maintenance programme.

In cases where defects are not considered to be an immediate safety hazard, the area of concern may be added to a programme for future planned maintenance, and is monitored for further deterioration and treatment as necessary.

Planned Highway Maintenance

Wiltshire Council carries out regular inspection, testing and surveys of the condition of the highway network using visual and mechanical surveying techniques. This information is recorded for reference and analysis, and is used in developing future maintenance programmes.

Programmes of planned maintenance involving the reconstruction, patching, repair and resurfacing of parts of the highway network are carried out annually. The schemes programmed depend on the availability of funding, the condition and deterioration of the site, the volume of traffic, and the safety implications. This work has to be co-ordinated with the large number of public utilities and others who also have programmes to maintain and renew their own plant and apparatus in the highway.

As well as maintaining the safety of the road network, the planned maintenance of the highway network increases the life of a road so that its condition does not deteriorate so quickly. These factors are taken into account in determining maintenance programmes.

Because of the limited funding available it is necessary to set priorities. A long term programme is developed, but this usually has to be reviewed annually as the condition of the network may change over time and with use.

Road Surfacing Materials

Wiltshire Council uses a variety of surfacing materials on its road network, taking into account local circumstances and the whole life cost. Generally Hot Rolled Asphalt (HRA) with chippings is the preferred material for main roads. On rural roads surface dressing, often referred to as 'tar and chipping', is usually the appropriate treatment if the structural condition of the road is suitable,

Surfacing materials such as porous asphalt or Stone Mastic Asphalt (SMA) are not usually used in Wiltshire because of concerns about long term durability. Some of the 'quieter road surfacing materials', especially SMA have been used in the past, but resulted in a considerable number of surfaces failing and needing replacement earlier than would have been expected, and many highway authorities no longer use them.

When the SMA surfacing fails it generally has to be removed and replaced. More traditional materials can often be overlaid or surface dressed at a much lower cost. Hot Rolled Asphalt surfacing would usually last 20 - 25 years, and in many cases will last considerably longer. With SMA a life of 10 – 20 years may be indicated by manufacturers, but early life failures from as early as 7 years have been known.

On older roads, where the underlying construction was not designed for modern traffic, and drainage systems may not be to modern standards, the use of SMA material is likely to have a shorter life as it tends to be less flexible than other materials.

SMA would probably be a more viable alternative if funding was available to resurface our roads more frequently. This happens in some countries, but is not the case with current funding levels for local roads provided by central government in the UK. Research is continuing by manufacturers to develop more durable versions of the SMA material, but at present it is not a material that this Council would normally use.

The Council will continue to monitor progress on the development of new road surfacing materials, and may carry out trials using new materials where appropriate.

High Friction Surfacing

On approaches to pedestrian crossings and traffic signals, special high friction surfacing has often been provided. This material is comparatively expensive, usually requires frequent renewal, and the light coloured material can make stop lines and crossing zig-zag markings less conspicuous.

On roads with a 30mph speed limit, high friction surfacing would not normally be provided unless there was a particular safety problem or road layout limitation that would justify it.

When high friction surfacing is provided it will usually be gray or black in colour.

Inspections of Bridges and Structures

The Council currently maintains 988 bridges, and there are 265 bridges maintained by other organisations, including those belonging to Network Rail and the Canal & Rivers Trust.

The Council carries out General Bridge Inspections of its own bridges every two years, and now carries out more detailed Principal Bridge Inspections every six to ten years depending on the bridge type and its construction.

The frequency of bridge inspections may change in the future as a result of any published revisions to Highways England guidance. A summary of the current inspection regime is included as **Appendix A** of this document.

STREET LIGHTING

Responding to Street Lighting Faults

The Council is responsible for street lighting on adopted local highways. The legislation does not require the Council to provide road lighting, and a Highway Authority's duty of care does not imply any duty to keep the public lighting lit. However, where street lighting is provided the Highway Authority has a duty of care with respect to maintaining its road lighting and highway electrical equipment in a safe condition.

This Council has over 40,000 street lights and has a target of repairing them within 5 days of faults being identified or sooner if there is a structural or electrical fault. Where possible a repair will be made at the first visit, but sometimes this may not be possible if replacement equipment is required.

Sometimes there are faults with the underground electricity supply. These supplies are usually the responsibility of the electricity supply company, currently SSE in Wiltshire, and the Council's contractors are not allowed to work on their equipment. Under the nationally agreed Guaranteed Standards of Performance put in place by OFGEM they have 25 days to make the necessary repair, or 20 days when multiple units are involved.

Street Lighting Energy Saving

In response to requests from communities in 2010 the Council implemented a scheme, initially in rural areas, to reduce unnecessary lighting by introducing part night lighting where some of the street lights are turned off between midnight and 5.30am. This saves energy, and reduces the Council's carbon footprint.

The part night lighting was subsequently introduced in the larger urban areas from 2014. The lighting is usually operated as follows:

About half the street lights operate for part of the night. Generally they are off between midnight and 5.30am.

Lights at junctions, pedestrian crossings and where required for safety remain on all night.

Lighting where there are CCTV systems, in town centres, and in areas where crime is a problem remains on.

The operation of the lights is monitored and alterations may be made to their operation, especially if requested by the police.

The Council has an aging lighting stock. Older units are being replaced by LED and energy efficient units as funding allows. Where LED lighting is used it is generally be subject to dimming to reduce energy consumption when traffic levels are low.

Signs on Street Lighting Columns

Temporary or permanent signs may only be attached to street lighting columns with the authorisation of the Highway Authority. Such signs can be a danger to the public as lighting columns are generally not designed to take the additional wind loading, and the signs can obstruct visibility for drivers and other road users.

The Council may take appropriate measures to have unauthorised signs and obstructions removed.

Street Lighting Columns

Street lighting columns will generally be non painted galvanised steel columns. In conservation areas consideration will be given painting columns, which would usually be black.

Existing cast iron lighting columns in conservation areas will be retained where feasible, and painted. Consideration will be given to replacing with similar types of units should they need to be replaced because of damage or safety reasons.

Festive Lighting

Festive and Christmas lighting adds greatly to the appearance of towns and villages during Christmas and special events, and it is encouraged as they can play an important role in community life.

Installing or connecting decorations to street lighting columns, or placing decorations over a road, needs to be done safely and it is necessary to get permission from the Council and arrange to pay your energy supplier for the energy used.

The Council has adopted guidance and procedures which must be followed in order to reduce the potential risks associated with festive lighting. In order to obtain approval, applicants have to provide information on the lighting to be installed and the connections proposed.

Details of the requirements, limitations and approval process for installing festive lighting are available on the Council's website.

SIGNS AND ROADMARKINGS

Sponsorship of Roundabouts

Where roundabouts or other landscaping maintenance is sponsored by third parties sponsorship signs may be provided. Regulations regarding placement of sponsorship signs within the public highway are covered under section 115(e) of the Local Government Miscellaneous Provisions act 1982.

The Council may issue licences, normally for a ten year period, to enable town and parish councils to enhance the maintenance of roundabouts and the surrounding streetscene amenity.

Any signs placed on the roundabouts must be approved by the Council as local highway authority and comply with the following:-

The sign face:-

1. Should not exceed 0.3 sq metres in area.
2. The sign must contain the wording "Sponsored by" or "Sponsors of"
3. Should not be made of reflective material.
4. Should not use colours that closely resemble traffic signs.
5. Should not contain open hours, telephone numbers and e-mail addresses.
6. Should not promote alcohol, tobacco, political parties or business of a sexual nature.
7. Should be discreet and respect its surroundings.
8. May be illustrated with the maximum of 2 emblems i.e. the Town Crest and the Sponsors logo.

The sign should be erected:-

1. The posts must be erected by the highway authority or an accredited contractor, taking measures to protect underground services and apparatus.
2. At low level between 300mm and 900mm above ground.
3. On a separate post from any sign.
4. Where it does not obstruct sight lines and vehicles.
5. Where it will not be so distracting or confusing that it creates a hazard for, or endangers, road users who are taking reasonable care for their own and other safety.
6. Where it will not present a hazard to pedestrians.

Brown Tourism signs

A policy on the provision of tourism signs was jointly produced by the VisitWiltshire Tourism Partnership and the highways team at Wiltshire Council. A copy of the Tourism signs policy document is available on the VisitWiltshire website at:

<https://www.visitwiltshire.co.uk/information/tourism-signposting>

The policy follows the requirements set out by central government as to the types of establishment that are eligible for tourism signs, the type and number of signs that can be provided, the routes to be followed, and indicates that all costs associated with the signing have to be borne by the applicant.

Initial enquiries about potential tourism signs should be addressed to the Partnership on 01722 323036 or by email at info@visitwiltshire.co.uk

Vehicle Activated Signs

Wiltshire Council no longer installs permanent Vehicle Activated Signs (VAS) for speed limit educational purposes as the long term effectiveness of these signs is in doubt. Existing installations will be removed upon expiry of equipment life and will not be replaced.

Permanent VAS indicating hazards, such as bends, are still installed at those locations with a significant history of speed related collisions or where other measures are not considered appropriate. In order to ensure that the effectiveness of the permanent VAS is maintained it is necessary to avoid proliferation of their use.

Wiltshire Council has a policy that allows Town and Parish Council's to own and deploy Portable Speed Indicator Devices (SIDs) at sites with an identified speed issue. SIDs are used as a tool to raise driver awareness of speeding at specific locations and are in position for short periods to maximise their effectiveness.

A note regarding SIDs has been prepared and is included as **Appendix C** of this document.

Mirrors on the highway

It is not the practice of this Council to authorise the use of mirrors as the road safety benefits are very much in doubt. Mirrors can give a misleading image, and dazzle motorists in sunlight or with headlights reflected at night. They can also become

misaligned and their performance can be compromised by a covering of moisture or dirt. Drivers involved in accidents often seek to apportion blame and the erection of a mirror on the highway could result in claims against the Highway Authority.

As an alternative it may be possible in some cases to seek the co-operation of neighbouring land owners to enable a mirror to be positioned clear of the highway, subject to obtaining the necessary permissions.

Unauthorised Signs

Temporary signs not authorised by the Highway Authority either freestanding or attached to lighting columns and other street furniture can be a danger to the public, and can obstruct visibility for drivers and other road users.

Wiltshire Council may take appropriate measures to have unauthorised signs and obstructions removed.

Advertising and 'A' Boards on the highway

'A' boards, temporary advertising media such as bicycles or trailers are often used outside shops by traders to promote their business activities. This must be undertaken in a manner which does not detract from the street scene, and is sensitive to the needs of all users of the highway.

The requirements in connection with placing advertising boards are included as **Appendix C** of this document.

In general 'A' boards must be placed directly against the frontage of the business and should not extend beyond the frontage of its own premises. On footways a clear pedestrian route must be maintained, which should be a minimum width of 2 metres, and not obstruct emergency exits from buildings. Outside town centres where footfall or traffic is infrequent, a minimum of 1.8 metres should be left between the 'A' board and any space used by vehicles. 'A' boards must be removed when the business is closed, during events, or when the area is closed for community events.

White Bar Marking at Vehicle Accesses

Where vehicular accesses are frequently obstructed by inappropriately parked vehicles, the Council allow the installation of white bar markings at the applicants cost. The marking itself is not enforceable, but the marking should provide a reminder that parking across a dropped kerb causes an obstruction. Creating such an obstruction on the highway is an offence. The Police may at their discretion issue a fixed penalty notice, but it should be noted the Police may have higher priorities to address.

Requirements for the provision of white bar markings at accesses are included as **Appendix D** of this document.

Advisory Disabled Parking Bays

A disabled parking bay is a parking space in a residential area, marked with white paint with the words 'disabled' at the edge of the box.

A disabled parking bay can be used by any Blue Badge holder, and is not exclusively for the applicant's use. The parking bays are advisory only and not enforceable. A non-blue badge holder may park there without being penalised. Wiltshire Council can mark disabled parking bays on the highway if the resident requesting the disabled parking bay meets the required criteria and if the Council's highways team approve the location.

To be considered for a Disabled Parking Bay, an assessment will be undertaken by an Occupational Therapist employed by Wiltshire Council Adult Social Care. The Occupational Therapist will use the guidance in the Occupational Therapy guidelines to decide whether a disabled parking bay is indicated. To request an assessment a referral should be made to the Adult Social Care Team on 0300 456 0111 or email:

customeradvisors@wiltshire.gov.uk.

When the Occupational Therapist has agreed that the person is eligible for a disabled parking bay, the highways team will assess the location to ensure that it is safe. If the location is approved by the highways team, arrangements will be made for the bay to be painted and an indicative date for carrying out the lining will be given, subject to weather conditions and access arrangements.

The painted lines forming the advisory disabled parking bay markings usually last for about five years. Should an existing parking bay require re-painting, the resident should contact the Adult Social Care team in the first instance on 0300 456 0111. If the provision of the disabled parking bay is still appropriate, the Adult Care Team will contact the Highways Team to arrange the re-painting.

Advisory Disabled Bay Markings are not provided in areas subject to other waiting restrictions as they cannot conflict with legal restrictions.

White edge markings on roads

Most roads in Wiltshire do not have white edge markings. With an extensive road network and limited budgets, the priority is to ensure that centre-line, junction and pedestrian crossing markings are replaced and renewed.

At locations with identified safety issues white edge lining may be provided to define the carriageway alignment on rural roads, where there is adequate road width.

MAINTENANCE ON THE HIGHWAY NETWORK

Co-ordination of Streetworks

Road works are carried out by many different organisations, including telephone, gas and water companies. The Council does not have direct control over these, especially when they need to carry out emergency works to repair leaks and damage, but it does have a responsibility to co-ordinate their work. Statutory meetings attended by all the

relevant organisations are held quarterly, with additional site specific consultation taking place as necessary.

The Council co-ordinates its work on the highway with works carried out by others in order to reduce traffic delays and congestion. This requires the use of appropriate traffic control systems and traffic management during roadworks.

The Council inspects works being carried out on the highway, and can prosecute where work is not being carried out properly or in a safe manner.

Excavation in the Highway

Permission is required from the highway authority before excavating in the public highway. Accredited Streetworks contractors only are permitted to excavate in the highway.

Under the Highways Act 1980 a person may make a temporary excavation within a street that is maintainable at public expense, but the permission of the highway authority is required.

Under the New Roads and Streetworks Act 1991 the authority may grant a licence permitting a person to place or retain apparatus in the street such as electricity cables or water mains. A Streetworks Licence authorises the licensee to carry out the works permitted by the licence.

Drainage of the Highway

Roads have features designed to take surface water off the road, including drains, gullies, grips and ditches. Highway drainage usually has capacity for rainfall falling on the road and footway. It does not have capacity to accommodate surface water running off fields, gardens and adjoining land. Exceptional rainfall, surface water runoff from adjacent land, and rising river levels can cause roads to flood even when the drainage is in good working order.

The Council regularly cleans out carriageway gullies that collect the water from the road, and arranges special visits by gully tankers to respond to sudden blockages. Gullies on the busier roads are cleaned out at least once a year, and the others are usually cleaned every three years. At sites with high safety risks the gullies will be cleaned out more frequently.

Highway drainage problems are identified by the regular inspections of the network, by reports through MyWiltshire, or as a result of calls from the public or town and parish councils, and appropriate action is taken to deal with the identified problems.

Sometimes flooding is caused by burst water mains, and the relevant water company is responsible for repairing these.

The drainage ditches alongside rural roads are usually the responsibility of the adjoining landowner to maintain. The highway authority has the right to discharge water into

them. Landowners should ensure that ditches and watercourses are properly maintained in order to reduce the risk of flooding.

Flooding on the Highway

Flooding can occur because of rising rivers, surface water run-off or rising groundwater levels. In severe cases it may be necessary to temporarily close roads to traffic for safety reasons.

The Council investigates flooding incidents to determine whether flood prevention or drainage improvement measures would be viable. In some cases it may not be practical or affordable to prevent flooding, and mitigation measures may have to be considered to reduce the impact.

Flood risk in Wiltshire is primarily managed through the Operational Flood Working Groups (OFWGs), which are chaired by elected Councillors, and usually attended by the Environment Agency, Water Companies, Highways England, Network Rail, and town and parish council representatives.

The priorities for considering flood alleviation measures are assessed against the following criteria:

- (i) High speed road standing water
- (ii) Property flooding
- (iii) Highway flooding
- (iv) Land flooding
- (v) Agricultural land flooding.

The OFWGs work with land owners, town and parish councils and others to resolve flooding issues.

Obstructions and Encroachment on the Highway

Wiltshire Council as Highway Authority has a duty to keep public highways open, and to remove obstructions and encroachments which may cause a risk or hindrance to highway users.

Before taking any action the Council will carefully consider the extent of the highway and nature of the encroachment.

Measures are taken to remove any encroachment which prevents the legitimate use of the highway. If deemed appropriate, the Council may decide to extinguish highway rights where the encroachment has taken place.

Grass Verges

Highways verges are cut in order to maintain visibility at junctions and bends, to prevent traffic signs from being obscured, to control brushwood and scrub, to reduce the risk of fire and to maintain and enhance the biodiversity of the verges where compatible with highway safety.

Most grass verges on rural roads are generally cut once a year. This cut is usually carried out in May, June or July. However the timing of the cut will depend on the weather and growth.

Visibility Splays at junctions are often cut more frequently on an ad-hoc basis where there may be a risk to the highway user.

Some grass verges are protected or not cut for environmental reasons, particularly where they have high ecological value.

Hedges

The cutting or trimming of hedges is generally the responsibility of the landowner.

Occasionally it may be necessary for the Council to remind land owners of their obligation to prevent their hedge from encroaching on to the highway and obstructing highway users or highway furniture such as traffic signs.

There may be instances when the Council may need to cut private hedges for highway safety reasons.

Generally, any hedge cutting is undertaken outside of the bird nesting season but may be done so when required for highway safety reasons following consultations with the ecologist or others.

Roadside Memorials and Floral Tributes

Whilst it is understandable that as part of the grieving process there is sometimes a need for bereaved relatives to visit the scene of an accident, there can be serious road safety concerns over this practice. The locations of many road deaths, especially in rural locations, tend to be at places where it is not safe to stop and/or walk on the carriageway.

Permanent memorials are not permitted within the highway because of road safety concerns.

Floral tributes are usually permitted to remain for a period of not less than 14 days but generally not more than 30 days. The Highway Authority will arrange for collection and disposal within this period, with the bereaved being given the option of receiving the non-floral tributes which may be placed along with flowers.

Mud on Roads

Some mud or dirt on roads may be inevitable in rural areas where farming is the main activity. However, it is an offence to allow soil or refuse from land adjacent to a public highway to fall, be washed, or carried onto the road. Mud from vehicles and animals can be a potential hazard to other road users, and can be the cause of accidents.

Wiltshire Council usually contacts the farmer or those responsible in the first instance, asking for the mud to be removed. If it is not removed within a reasonable time the

Council may arrange for the work to be undertaken and seek to charge the person responsible. The Police may prosecute for failure to remove.

Positive action is taken in respect of development sites where activity is likely to result in mud being carried onto the roads, either through imposition of conditions on planning approvals or by way of a planning agreement with developers.

Private Maintenance of Highway Verges

In some cases it is possible for the Council to grant a licence under Section 142 of the Highways Act 1980 to allow the planting and maintenance of a highway verge by others. Each case is considered on its merits, taking into account the legislation, location, usage and safety implications.

Scaffolding and Hoardings on the Highway

The law requires that scaffolding operations are properly planned and carried out. It is necessary to have adequate insurance cover in the form of a public liability policy.

A licence must be obtained from the Wiltshire Council for any scaffolding work on the public highway. The licence sets out the standards on such matters as lighting, signing, guarding, protection and maintenance of public passage and any other issues that are site specific.

Consideration is given on an individual basis to each application, and site specific conditions may be included to ensure safety.

Skips on the Highway

Before placing a skip on the highway it is necessary to obtain permission in the form of a licence from Wiltshire Council. It is necessary to prove that there is adequate insurance cover in the form of a public liability policy.

Consideration is given on an individual basis to each application, and site specific conditions may be included to ensure the risk to highway users is minimal.

Materials on the Highway

Before placing building materials, sand or bricks on the highway it is necessary to obtain permission in the form of a licence from Wiltshire Council, and it is necessary to prove that there is adequate insurance cover in the form of a public liability policy.

Consideration is given on an individual basis to each application, and site specific conditions may be included to ensure the risks to highway users is minimised.

Weeds on the Public Highway

Unless required by legislation the Council has a policy of weed control, not eradication. Suitable methods of weed control are determined taking into account safety, size of infestation, effectiveness, and the effect on the environment.

The problems caused by Common Ragwort are appreciated, and it is important that treatment is prioritised according to severity of infestation and proximity to livestock or land used for livestock feed.

In built up areas the Council arranges for treatment of weeds at least once a year.

Third Party Claims

Third Party claims against the Council as highway authority are usually for either personal injury accidents or damage to personal property such as cars, clothing or premises, caused by alleged defects in the publicly maintainable highway.

Section 58 of the Highways Act 1980 provides the Council with a statutory defence against claims where it can establish that reasonable care has been taken to "secure that the part of the highway to which the action relates was not dangerous to traffic".

The Council operates a systematic process of highway safety inspections, intervention and repair to satisfy its statutory obligation under Section 58 of the Highways Act 1980.

The Council determines liability using evidence to ascertain whether it has been negligent or in breach of its statutory duty. Such decisions are based on legal principles. Each claim is considered on its merits, irrespective of value. The Council defends claims where liability is disputed, but if liability is established claims will be settled promptly.

Trading on the Highway

Trading from the highway is discouraged for safety reasons, but it is recognised that there can be situations where trading may be carried out in a safe manner, and may have benefits to the highway user. Planning permission may be required, and other legislation may be applicable.

Where trading from the highway is likely to have an adverse effect on safety, or likely to cause a significant obstruction, the Council will take appropriate measures to keep the highway safe for road users.

Tables and Chairs on the Highway

There is an increasing demand on Highway Authorities to allow tables and chairs on the highway outside restaurants and cafes, especially in pedestrianised areas. In some cases this can be part of a 'Street Scene' project or other urban improvement scheme.

Licences may be granted subject to the approval of the Highway Authority. Provided that free and safe passage for pedestrians can be maintained then such an arrangement may be beneficial, but each case has to be considered on its merits and site specific conditions may be included to ensure reduced risk to the highway user.

Wiltshire Council Structures Inspection Policy

Highway structures and bridges form an essential part of the highway network. The consequence of a structure failing are high, but through a programme of robust inspections and maintenance the risks of such an event occurring can be mitigated to an acceptable level.

Highway Structures are defined as:

Bridges including footbridges, cycle route bridges, bridleway bridges, accommodation bridges, occupation bridges, subways, underpasses and culverts;

Retaining walls

Sign/signal gantries;

Cantilever road signs; and

Tunnels

A structure is generally defined as having a span greater than 1,500mm or a retained height in excess of 1,500mm. Bridges or walls with a span or height of less than 1,500mm are not considered to be structures for the purpose of this policy, and are subject to separate inspection processes. There are currently no sign or signal gantries, cantilever road signs or tunnels in Wiltshire.

There are 1,253 bridge structures recorded as affecting the public vehicular highway network:

988 maintainable by Wiltshire Council

213 maintainable by Network Rail

35 maintainable by the Canal & River Trust

17 privately maintainable

Network Rail and the Canal & Rivers Trust are both public bodies who are responsible for a large number of structures, and they are considered to be competent to manage, inspect and maintain their bridges in a safe useable condition.

Privately owned and maintained bridges typically tend to be smaller and pass under the road. They may be mill races and similar structures. However, there are some larger private bridges over the road, for example Marlborough College Arch. These are the responsibility of the owners and are not usually inspected by the Council.

There are 1,117 recorded retaining walls supporting the road, with a total length of almost 11,000m (11km).

There are 834 recorded rights of way bridges, which are typically over three metres in span. The smaller ditch crossings consisting of mainly of ex-railway sleepers are not generally recorded.

There are two types of scheduled inspections specifically for bridges:

General Bridge Inspections (GBI) and,

Principal Bridge Inspections (PBI).

In addition there will be occasional unscheduled inspections, usually resulting from a concern raised by a third party. Most bridges are on the routes of the walked and driven highway inspections, and any faults relating to the bridges identified during such inspections are immediately brought to the attention of the bridges team.

Guidance produced by Highways England and the previous Management of Highway Structures Code of Practice stipulated intervals of two years for GBIs and six years for PBIs.

Only the higher priority and more complex Rights of Way bridges are routinely inspected by the Council's Bridge Inspector, the others are inspected when Rights of Way Wardens and user groups identify issues. This is the regime which has been used in Wiltshire for a number of years.

There is currently no formal inspection regime for retaining walls. Any inspections carried out are on a reactive basis, generally following concerns raised by the Council's highway inspectors, technicians or other third parties.

A GBI comprises a visual inspection of all parts of the structure that can be inspected without the need for special access equipment, or extensive traffic management arrangements. Wiltshire Council employs one full time Bridge Inspector who undertakes inspections on all Council maintained road bridges and a number of the larger rights of way structures on a rolling two year programme. GBIs would be expected to cost in the region of £120 per bridge inspection.

A PBI comprises a close examination, within touching distance, of all inspectable parts of a structure. This should include adjacent earthworks and waterways where they could affect the behaviour or stability of the structure. A PBI should utilise as necessary suitable inspection techniques, access and traffic management works. PBIs are undertaken by the Council's term consultant, with support from the Council's term contractor. A typical PBI would be expected to cost in the region of £8,000, taking into account consultant and contractor costs, but may vary depending on the complexity of the structure.

For the most part the bridges in Wiltshire are modest in size and can be fully accessed during a GBI. PBIs are therefore reserved for larger more complicated sites and those where access is difficult or historically important bridges. PBIs are currently undertaken on 52 structures.

Structures Inspection Regime

The recently introduced Well-managed Highway Infrastructure Code of Practice removes the set time intervals for inspections, and instead encourages authorities to develop a risk based approach. This allows some structures to have an increased inspection frequency, and others with lower risks to have less frequent inspections.

Previously a PBI would have been undertaken every six years, however recent guidance published by Highways England gives scope to increase this interval to up to twelve years for lower risk structures. This as an opportunity to increase inspection intervals for low risk structures in order to free up inspection resource for some of the higher risk retaining walls and also the larger private bridges.

No guidance has been published yet on risk ranking structures with regards to suggested inspection intervals. Work is ongoing through bridge owner groups in ADEPT (Association of Directors of Environment, Economy, Planning & Transport) to establish a recognised protocol, but this is likely to be some years away. In the meantime it is proposed that Wiltshire Council maintain the current two year inspection cycle, but be prepared to adopt a risk based inspection regime for GBIs in line with industry uptake and best practice guidance.

Wiltshire Council has adopted the Highways England guidance on risk based inspection intervals with regards to PBIs. Highways England has published a risk ranking tool and this has been used to establish new inspection intervals for specific bridges as shown below:

Bridge Name	Road	Parish	PBI interval yrs	Reason for Inclusion in PBI list
Town bridge	A363	Bradford on Avon	6	Historic Structure
Box Station	A4	Box	6	Rail
Studley	A4	Calne Without	8	Large Structure
West Mead	A4	Chippenham	8	Large Structure
Wharf	A4	Box	6	Rail
Baskerville	A429	Malmesbury	8	Large Structure
Stokeford	B3108	Limpley Stoke	8	Large Structure
Calcutt	B4040	Cricklade	8	Large Structure
Borough Parade	UC/TS	Chippenham	10	Large Structure
Dauntsey Church	C77	Dauntsey	6	Large Structure
Cow Bridge	B4042	Malmesbury	8	Large Structure
Southway Park	UC/TS	Bradford on Avon	6	Large Structure
Atherton	A30	Salisbury	6	Rail
Glenmoor I	A30	Salisbury	6	Rail
French Horn	B3089	Dinton	6	Rail
Norton Bavant	B3414	Norton Bavant	6	Rail
Brick Hill	A350	Upton Scudamore	6	Rail
Imber Road	TS	Warminster	6	Rail
Challymead	A350	Melksham	8	Large Structure
New Road	A361	Trowbridge	6	Rail

Bridge Name	Road	Parish	PBI interval yrs	Reason for Inclusion in PBI list
Hay Lane	B4005	Wroughton	6	Rail
Lacock Abbey	C155	Lacock	6	Historic Structure
Stroud Farm	C155	Lacock	8	Historic Structure
Murray Walk	FP	Melksham	6	Large Structure
Chippenham Town	TS	Chippenham	8	Large Structure
Tubewright	FP	Chippenham	10	Large Structure
Kellaways	C113	Langley Burrell	8	Large Structure
Melksham Town	A3102	Melksham	6	Large Structure
Rey	UC	Lacock	6	Historic Structure
Ludgershall new	A3026	Ludgershall	6	Rail
Ludgershall old	ex A3026 now fp	Ludgershall	6	Rail
Harnham New	A338	Salisbury	6	Large Structure
Butts	FP	Salisbury	8	Large Structure
Countess	A345	Amesbury	6	Historic Structure
Ayleswade	TS	Salisbury	6	Historic Structure
Hawkeridge Link 2		North Bradley	8	Large Structure
Ogbourne Flyover	A345	Ogbourne St George	10	Large Structure
West Court	A346	Burbage	10	Large Structure
Berryfield Brook	A350	Semington	8	Large Structure
Easton Lane	A350	Chippenham	12	Large Structure
Frogwell Bridle	A350	Chippenham	12	Large Structure
Newtown Farm	A350	Semington	12	Large Structure
Semington Aqueduct	A350	Semington	8	Large Structure
Semington Brook	A350	Semington	8	Large Structure
Back (Black Bridge)	Cycle	Chippenham	10	Large Structure
Black Dog cycleway	A4	Calne	6	Large Structure
Brown St Footbridge	A361	Trowbridge	8	Large Structure
Queensbury	C350	Amesbury	6	Historic Structure
Broadcloth	TS	Trowbridge	10	Large Structure
Empire	TS	Hilperton	10	Large Structure
Hammond	TS	Trowbridge	12	Large Structure
Upton Scudamore	A350	Upton Scudamore	12	Large Structure

TEMPORARY SPEED INDICATOR DEVICE SITE ELIGIBILITY AND DEPLOYMENT CRITERIA

1.0 Introduction

- 1.1 Speed Indicator Devices (SIDs) are a means of raising awareness of vehicle speeds and educating driver behaviour. They are useful in supporting other methods of direct speed control such as Police enforcement and Community Speedwatch (CSW) programmes. They can provide a means of highlighting speed issues where direct measures cannot be used, such as where speeding occurs at night or at locations with difficult access.
- 1.2 SIDs should only be used at the sites meeting the eligibility criteria.
- 1.3 SIDs should be deployed on a temporary basis and are normally in place at a site for 14 days. To maintain their effectiveness they should not be redeployed until a minimum time of 8 weeks has elapsed. SIDs should only be deployed on roads subject to 20, 30 and 40 mph speed limits. Enforcement activities on roads with higher speed limits remain solely within the remit of the Police.

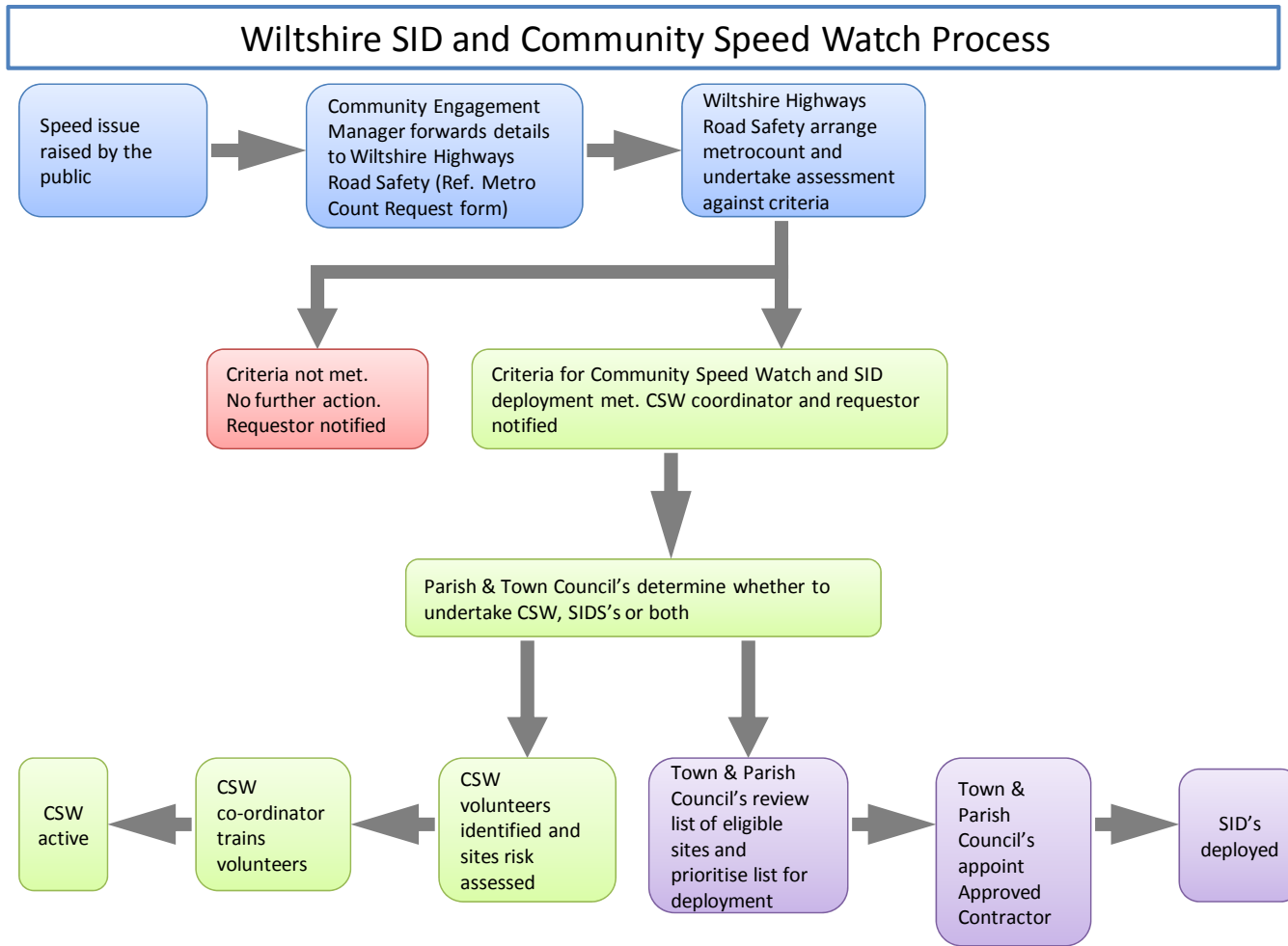
2.0 Eligibility Criteria

- 2.1 The Council will undertake Metrocounts at each requested site in order to measure vehicle speeds and allow assessment against the criteria. The Metrocounters will be in situ for a week at each site and will record vehicle speeds and volumes at all times during that week. If the request indicates that speeding is a problem at certain times of the year this will be taken into account. This enables determination of any trends relating to speed at certain times of the day or night. No site will be considered for SID deployment until a traffic count is undertaken.
- 2.2 The eligibility criteria for the use of SIDs is set out in the table below. The threshold levels have been set to accord with the National Police Chiefs Council (NPCC) speed enforcement guidelines.

Speed Limit	Speed Indication Device (SID)
20 mph limit	85 th ile speed 24.1 mph and over
30 mph limit	85 th ile speed 35.1 mph and over
40 mph limit	85 th ile speed 46.1 mph and over

The 85th percentile speed is that speed not exceeded by 85% of the vehicles using the route. The threshold levels for SID's are the same as those used for Community Speedwatch.

- 2.3 A flow chart illustrating the process is included below.
- 3.0 SID Deployment
- 3.1 SIDs should be deployed on a temporary basis and should not be insitu for more than 14 days. Research by the Transport Research Laboratory has indicated that the effect of the SID on speed reduction is greatest within the first two weeks of deployment, with sites having SIDs in situ for longer recording little or no further speed reductions after two weeks ('Effectiveness of Speed Indicator Devices on reducing vehicle speeds in London', TRL, 2008).
- 3.2 Town & Parish Council's either singularly or in collaboration are responsible for the sourcing and purchase of suitable SID units.
- 3.3 The Town and Parish Council's will be responsible for putting together, monitoring and reviewing a programme for SID deployment.
- 3.4. Deployment of the SIDs can be undertaken by any approved Contactor. The approved Contractor must have Streetworks accreditation (for more details see www.gov.uk/government/publications/street-works-qualifications-how-to-qualify-register-and-re-register) and Public Liability Insurance of at least £5,000,000. Responsibility for checking and approval of suitable contractors rests with the Town & Parish Council's and is therefore self policing.
- 3.5 It will be for the Town & Parish Council's to decide on how many contractors are engaged and how any payment mechanism should work. Deployment by members of the public or other groups is not permitted due to safety and liability considerations.
- 3.6 Town and Parish Council's are encouraged to review, amend or add to the deployment programme not less than every six months to take into account new sites or to allow sites which may not have been deemed a priority during the initial programme to be incorporated.
- 3.7 Other factors relating to SID deployment are set out at below.



Temporary Speed Indicator Devices (SID) Deployment Guidelines

1. These guidelines apply to all SIDs used on the Wiltshire Highway network regardless of the funding source, ownership and location for the SID.
2. Sites should meet the eligibility criteria as set out in the Wiltshire practice note.
3. The SID should not be in situ for more than 14 days at the chosen eligible site.
4. The SID should not return to monitor a site within 8 weeks of the previous visit.
5. The exact location of the SID within the eligible site can be varied within the site limits at each visit
6. Any additional infrastructure required to enable SID deployment to take place must be funded by the Area Board / Community Area Transport Group or the relevant Town / Parish Council and approved by Highways officers prior to installation
7. Trigger Speeds are set to match the Police threshold levels for prosecution and as such should not be altered. In a 20mph limit the trigger speed is 24mph, in a 30mph it is 35mph and in a 40mph it is 46mph.
8. SID's need to be mounted at a minimum height of 2.0metres above ground level (to avoid damage / vandalism) in areas where no pedestrian or cycle movements take place, and 2.4metres where pedestrian and cycle movements do take place. They must have an edge clearance to the running carriageway of 450mm minimum. They cannot be fixed to telegraph poles or concrete street lighting columns. No ladders, step ladders or other aids should be placed in direct contact with or leant against the lighting column or post as the additional weight could actually cause them to fail / fall over. It will be for the Town & Parish Council's to ensure that the Approved Contractors are aware of these requirements. Any damage to Highway furniture will be recharged.
9. When deployed on a street lighting column permission should be obtained from Wiltshire Council, providing the dates of deployment, the road name, and the column identification number.
10. SID's require a straight road on the approach, free of obstruction, to allow the radar to accurately assess the vehicle speed. Dips in the road will affect the operation of the SIDs, as can bus shelters reflecting the sun. Consideration needs to be taken for local residents as SIDs can shine / reflect through nearby property windows. SID's should not be positioned close to the speed limit terminal point.

Speedwatch and SIDs Frequently Asked Questions

1. *Why can SIDs only be deployed on roads subject to 20, 30 and 40 mph speed limits?*

Enforcement of speed limits on roads subject to limits over 40mph has to be done by Police Officers who are suitable trained using in car or hand held speed enforcement devices. This is national practise agreed by the National Police Chiefs Council (NPCC) not just applicable to Wiltshire.

2. *Why can't SIDs stay at one location for longer than 14 days?*

Research by the Transport Research Laboratory has indicated that the effect of the SID on speed reduction is greatest within the first two weeks of deployment, with sites having SIDs in situ for longer recording little or no further speed reductions after two weeks. In addition, case studies from Kingston upon Thames, where the use of SIDs is wide ranging, have shown that SIDs effectiveness reduces over time.

3. *Why does a metrocount have to be carried out before SID deployment takes place?*

Metrocounts are undertaken to establish if there is speeding taking place, the extent of the speeding problem and to identify the correct solution. Pedestrians and residents routinely over estimate the speed of vehicles passing by and it is vital that factual data is used. This helps to identify those locations which genuinely have a speeding problem and also means that further comparative metrocounts can be undertaken to establish whether the problem has been addressed.

4. *Can a SID be used to collect traffic data?*

The data capture capability that some SIDs have has not been utilised due to concerns over the reliability of the data. The presence of the SID itself may alter driver behaviour and collecting data from it may give a false impression or different set of results that may not be representative. In addition data is only collected in one direction. To enable comparison between before and after speeds, those sites where SIDs are deployed may be subject to further Metrocounts as these provide more reliable data.

5. *What does the 85th percentile mean and why is it chosen? Doesn't this mean that speeding is being tolerated?*

The concept of the 85th percentile speed has been developed from the considerable body of research and observation carried out to analyse driver behaviour. It is the highest speed at which most drivers can be considered to be driving sensibly and in a manner appropriate for the prevailing conditions. Those drivers exceeding the 85th percentile value are therefore much less likely to conform to reasonable patterns of behaviour and consequently would pay little regard to safety enforcement measures. The 85th percentile value can therefore be regarded as a

cut off point beyond which safety measures would have no reliable practical or statistical value.

The 85thile speed is defined as that which reasonable people tend to adopt according to the road environment and is calculated by recording the speeds at or below which 85% of all vehicles travel under free flowing conditions past a nominated point. For example if a count records the speeds of 100 vehicles then the top 15 are discounted and the resulting highest speed is then the 85thile value.

6. *Can we have a permanent SID like the ones we see elsewhere in other Counties?*

National evidence has shown that the effectiveness of permanently installed vehicle activated signs for speed education purposes reduces with time. The use of temporary SID's is intended to maximise the impact of this type of sign on motorists.

7. *Can SID's be used at sites not meeting the criteria?*

The Town and Parish Council's may, at their discretion, choose to add sites that have been subject to an automatic traffic count but that do not meet the eligibility criteria to the SID deployment list. . It will be for the Town & Parish Council's to decide if the SID deployment is justifiable in these circumstances. However use of SIDs at sites where there is no speeding problem is not encouraged as this may impact on the availability and frequency of deployment at those sites with a speeding problem and lessen the overall impact that SIDs are intended to have.

8. *How often do they need service / recalibration?*

Annually

9. *What is an Approved Contractor?*

An approved contractor is a company, business, group or individual who holds Streetworks accreditation and has a minimum £5,000,000 of Public Liability Insurance.

POLICY FOR THE USE OF ADVERTISING BOARDS ON THE HIGHWAY OR COUNCIL LAND

Objective

- To protect the public right of passage, particularly for those with impaired vision, mobility problems, older people or those with young children.
- To support business's that will benefit from the use of 'A' boards outside their premises.
- To maintain clear access for all, including street cleansing operations, emergency service access and special events where streets may be closed.
- To have a consistent approach across the County.
- To provide guidance on acceptable use.

1. Introduction

- 1.1. 'A' boards outside shops are often used by traders to promote their business activities. This must be undertaken in a manner which does not detract from the street scene and is sensitive to the needs of all users of the highway or Council owned land. 'A' boards includes any temporary advertising media such as bicycles or trailers.
- 1.2. In order to reduce bureaucracy, 'A' boards will be by monitoring against this policy rather than by the issue of permits.

2. Conditions

- 2.1. 'A' boards must be placed directly against the frontage of the business and should not extend beyond the frontage of its own premises.
- 2.2. On footways a clear pedestrian route must be maintained. This should be a minimum width of 2 metres. Emergency exits from the premises or adjacent buildings must not be obstructed. Outside town centres where footfall or traffic is infrequent, a minimum of 1.8 metres should be left between the 'A' board and any space used by vehicles.
- 2.3. In pedestrianised areas a larger clear area may be required to aid the passage of emergency and delivery vehicles; disabled persons or in the area of bus stops, outside theatres or schools; or other places where the passage may be additionally narrowed by groups of pedestrians.
- 2.4. 'A' boards must not show information that may cause offence.
- 2.5. The design of the 'A' board should be well defined so as to be clear to people with visual impairment and include solid elements near to ground level which are detectable by stick (visually impaired walker). Ideally the board should be placed in the same position each day to aid the visually impaired in learning the streetscape.
- 2.6. 'A' boards should be removed when the business is closed or during events or when the area is closed for community events.
- 2.7. No 'A' boards will be permitted on the highway where the business has a private forecourt or inset doorway that could be used to accommodate them.

- 2.8. Only one sign board will be permitted per premises. Where multiple occupancy premises share joint access only one sign board will be permitted.
- 2.9. No 'A' board to be placed within 2.5 metres of tactile paving or road crossing point.
- 2.10. 'A' boards will not be permitted at World Heritage Sites, in Areas of Outstanding Natural Beauty (AONB), in Site of Special Scientific Interest (SSSI) or in other places at the request of the area board or town/parish council in historic town centres.
- 2.11. 'A' boards may not incorporate lights and must not cause a visual distraction or obstruction to vehicle sight lines.
- 2.12. 'A' boards must not be fixed to street furniture or features i.e. tree, lamp column, post, guardrail, bollard, seat etc.
- 2.13. 'A' boards must be stable and not easily blown over. In the event of high winds and/or inclement weather they should be removed from the footpath completely.
- 2.14. Rotating or swinging signs, boards are discouraged due to increased risk.
- 2.15. 'A' boards should be no wider than 800mm and no higher than 900mm above ground level (including any support).
- 2.16. The Council or the Police may require the immediate removal of any 'A' board, for any reasonable cause.

3. Liability

- 3.1. Any person or organisation that places items on the highway or council land is potentially liable for any injury caused by that item and could face legal action from that injured person. Owners should therefore obtain public liability indemnity insurance to cover such claims.
- 3.2. The owner is solely liable for any damage attributable to the items placed on the highway and for ensuring that any aspects of operation and equipment comply with appropriate legislation and health and safety requirements.
- 3.3. Nothing in this policy absolves those concerned from their legal responsibilities under the Highways Act (1980) and other legislation, including any content of the sign that may breach the Public Order Act (1986).

4. Procedure for the removal of 'A' boards

- 4.1. Where an 'A' board is deemed to be unreasonable or located in an unreasonable position as defined in this policy, but does not constitute an immediate hazard, the owner will be requested to remove or reposition it in accordance with this policy. If the problem persists the 'A' board will be removed and either returned to the owner, if known and practicable, or retained by the council
- 4.2. Any 'A' board that is deemed a hazard will be removed from the highway immediately and either returned to the owner, if known and practicable, or retained by the council.
- 4.3. Any items removed will be taken in to storage and retained for collection by the owner. If the items are not collected within a period of one month they will be disposed of accordingly. The council will seek to recover the expenses incurred in removing such items from the owners.

ROAD MARKING FOR VEHICLE CROSSING (BAR MARKINGS)

What is a Bar Marking?

It is an elongated white “H” which is located across a vehicular crossing, typically a driveway.

The line is white and normally 75mm wide and extends across the dropped kerbs of the vehicular access.



Are they legally enforceable?

The marking itself is non-enforceable. The purpose of the marking is to provide a reminder that parking across a dropped kerb causes an obstruction to people wishing to access or leave their property. Creating such an obstruction on the highway is an offence and the Police may at their discretion issue a fixed penalty notice. However it should be noted the Police may have higher priorities to address.

Can you park your own car on a bar marking?

The marking is provided solely to highlight the presence of your driveway / vehicular access to others wishing to park on that road. Should you park in the bar marking then it devalues the meaning and may indicate to others that you do not use your driveway.

What can the Council do?

The Council recognises that a bar marking may be useful where on-street parking causes regular obstruction of a vehicular crossing.

For the Council to consider and approve your application you are required to:

- Provide evidence of obstruction i.e. photographic evidence,
- Provide evidence of visibility issues for vehicles exiting the drive or access,
- Provide evidence of commuter parking,
- Where a marking is required for a shared drive then the agreement of the neighbour is needed,
- Provide a plan of the proposed bar marking showing extents and dimensions
- Provide details of your preferred contractor to undertake the work

What the Council cannot do.

- The Council will not consider a bar marking where it may not be obvious an obstruction is occurring,
- A marking cannot be placed where yellow lining or zig-zag markings are present.
- The marking cannot be sited on the opposite side of the road to the driveway,
- You must have an appropriately constructed driveway / access. This means tarmacadam or other construction across the verge or footpath together with dropped kerbs.
- As a non-statutory service the council will authorise the positioning of a bar marking only. The installation of the marking will need to be executed by an approved contractor commissioned directly by the applicant.

How to apply.

You will need to apply by sending an email to the Council at one of the following addresses:

centralhighways@wiltshire.gov.uk

northernhighways@wiltshire.gov.uk

southernhighways@wiltshire.gov.uk

There is an administration charge of £62.50 which covers the cost of inspecting the location and the Council agreeing the application with you.

The application is subject to Highway Engineer approval. The fee will not be reimbursed in the event the application is declined. Therefore you should reflect on whether the bar marking is really necessary and that all the provided information has been considered.

You must provide details of a suitable contractor to undertake the work. The Council's own contractor Ringway is the preference but you may seek out others. However your choice of contractor will be subject to approval by Wiltshire Council. You will be required to arrange payment for the work directly with your chosen contractor.

What happens when your application is approved?

Your chosen contractor will undertake the work at their convenience. You should be aware that during winter months there may be delays due to temperatures being too low for painting white lines.

After the bar marking is in place Wiltshire Council will take no responsibility for ongoing maintenance.

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Wiltshire Council Highway Tree Inspection Policy



September 2018

Wiltshire Council Highways Trees Inspection Policy

Introduction and background

There are over 3,000 miles of road which are the responsibility of Wiltshire Council, and many of these roads have trees or woodlands close to the carriageway. The ecological value of these trees is recognised as being important, and they make a significant contribution to the landscape and the appearance of the county and our towns and villages.

Trees are living organisms that are affected by external factors such as the weather and, unlike man-made structures, it is entirely normal and natural for parts to break and fall from trees, especially in high winds and storms. These types of occurrences are natural and, in rare instances, can pose a risk to the public and property.

Aims of Policy

This policy seeks to find a balance between managing the risks associated with highway trees where the Council has responsibility, whilst preserving arboricultural resources. This is achieved by maximising the utilisation of the resources that are needed to manage the trees through efficient systems and processes.

The primary objectives of the policy are to:

- Increase public safety.
- Establish objectives and policy for council members and officers for trees owned or managed by the county as part of its highway maintenance obligations.
- Establish an inspection regime using a risk-based approach to minimise the risk of personal injury or damage to property arising from the presence of any tree on highway land.
- Conserve, protect and maintain the county's tree resources

Risk Management

With an extensive highway network and countless trees, it is not feasible to carry out frequent detailed inspections and assessments of every tree. The Council therefore carries out a programme of targeted highway tree maintenance work, taking a risk based approach.

Hazards associated with trees include structural defects that may cause the tree, or portion of the tree, to fail. A tree may also be a hazard by damaging property through the action of its roots or branches. Other risks include trip hazards through exposed raised roots, slip hazards from falling leaves, pedestrian injury from low branches, damage to vehicles from branches overhanging carriageways or from ingestion of poisonous fruits for children/animals who may not be aware of the danger.

A defective tree in the middle of the woods or in an open field, away from paths or public use areas, does not necessarily have to be considered a hazard. In order for a tree to become a hazard, there has to be a target that can be affected by the hazard, which could be an object, structure, or person.

Tree risk management involves the process of inspecting and assessing trees for their potential to cause injury or damage to property. The criteria to define tree risk zones is primarily based on public use and occupancy patterns, but it is also important to take account of tree characteristics, for instance areas in a moderate hazard category may need a higher inspection rate if it has a high density of problem tree species as the likelihood of incidents increases.

The Council's Highway Tree Risks are defined as:

Risk	Definition
High	Public and pedestrian areas of town/city centres with individual trees with high risk characteristics, such as standing dead trees or those with poor condition ratings, severely storm damaged trees, trees that visually obstruct traffic signs or signals, tree roots causing severe pavement buckling. Stretches of road network where there is a high density of large diameter, mature or problem tree species.
Moderate	Strategic high volume traffic routes or pedestrian areas where the potential for falling branches could cause injury/harm or major network disruption; including bus routes where height clearance is an issue.
Low	Low use roads and public footpaths where the potential for injury/harm or disruption is minimal Areas without larger diameter, mature or problem trees

Tree Inspections

A programme of highway tree inspections will be undertaken based on an assessment of the risk. Trees with higher risks will be inspected using professionally trained arboriculturalist staff. These inspections will assess the condition of the trees and identify any potential faults, diseases or other problems. Where these are discovered, their effect on the trees health and stability will be evaluated, and if deemed necessary, remedial work will be undertaken.

Trees in moderate and low risk zones will be routinely inspected by highway staff as part of the Council's Highway Safety Inspection regime. These inspections will constitute a 'basic' or layman inspection scanning the trees for obvious hazards, which will be reported to the qualified arboriculturalist for further investigation.

Sites with identified problems will be treated as priorities, especially those where buses are affected by low branches or where there is damage to windscreens and wing mirrors. Treatment of sites can include removing dead, dying, dangerous and insecure trees, with pruning and felling as necessary.

Risk		Inspection Frequency	Inspection by	Method
High	Public and pedestrian areas of town/city centres with individual trees with high risk characteristics	Every 3 years (Annually or more frequent in sites with identified problems)	Qualified Arboriculturist or suitably experienced landscape engineer.	Rapid but thorough searches for clear defects, especially in crown and around base of tree. Binoculars, or specialist processes will be used where necessary to assess tree health.
Moderate	Strategic high volume traffic routes or pedestrian areas including bus routes	Every 5 years	Arboriculturalist, suitably experienced landscape engineer, or trained inspector	Slow driven or walked inspections searching for overhead height clearances, overhanging or leaning trees and clear crown or branch defects.
Low	Whole network	Basic Annual minimum	Trained Highway Safety Inspector as part of normal highway safety inspection	Rapid driven inspections looking for highway safety defects; searching for overhead height clearances, overhanging or leaning trees that may fall on the highway.

Whilst tree inspections have the potential to identify and address observable defects and foreseeable hazards, some tree failures may not be observable and cannot be

predicted. Therefore no tree can be guaranteed completely safe, however the implementation of the tree inspection and maintenance programme should reduce risks to reasonable levels.

It is sometimes not possible to complete all inspections exactly to program, therefore the maximum period between inspections will be:

- High risk – 3 years – 1200 calendar days
- Moderate risk – 5 years – 2000 calendar days
- Low risk – 12 months – 400 calendar days

In addition to the inspections by highways staff the public also report issues with trees by using the MyWiltshire app, which will be assessed in accordance with this policy.

Work to Trees

Under normal circumstances established trees require little in the way of routine maintenance, however, there may be situations where minor pruning, pollarding or even removal are necessary to prevent encroachment of branches onto buildings or to provide adequate clearance over a road or footpath, or to reduce the risk of falling branches. Trees may need to be pruned to remove obstructions to street lights, signs and overhead cables.

Where safety issues are identified this work will be treated as a priority.

People may feel apprehensive about the size or position of a particular tree and consider it dangerous, however, these factors do not make a tree dangerous and the council would not sanction or support the unnecessary removal of trees. Such action would only be allowed if it were clearly demonstrated that a tree poses an unacceptable risk to property or persons.

Where fallen trees obstruct highways these will be removed as soon as possible. In the event of serious storm damage it may take some time to clear all roads, and priority is given to the main roads and busier routes.

All work on trees is carried out taking into account environmental and seasonal restrictions, and any tree preservation orders. Work is carried out by suitably qualified or experienced staff in a safe manner.

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Wiltshire Council

Cabinet

25 September 2018

Subject: New Highways Term Consultancy Contract

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

Key Decision: Yes

Executive Summary

On 30 November 2019 the current highway consultancy contract comes to an end. The contract provides support for the provision of essential highway services as well as specialist assistance in the preparation of reports, studies and bids for central government funding. The current contract is the third consecutive consultancy contract that has been awarded since 1999. The average annual spend is £5 million, and this is likely to remain similar for a new consultancy contract.

The success of these previous contracts has enabled the highway teams to continue providing essential highway services in accordance with statutory and legal requirements, and the Council's Business Plan. Without the support provided by a suitable consultancy the authority would struggle to provide these services. The contract will also enable the Authority to achieve environmental improvements, especially in terms of reduced carbon footprint and recycling of materials in connection with the Works Contracts.

Options considered when the current contract ends:

- (i) Insourcing the work force.
- (ii) Setting up a framework agreement to provide the services on demand.
- (iii) Breaking the services down into smaller specific works packages that can be tendered separately.
- (iv) Procuring a new term consultant along similar lines of the current contract.

Option (iv) - To procure a new term consultant along similar lines of the current contract will best enable continuous provision and support to the highway services, and help meet priorities within the Council's Business Plan. It will also offer the best value for money with manageable risks.

TUPE rules will apply to staff employed by the current consultant. History has shown us that TUPE allows the transfer of key staff to the new consultant which has provided continuity with consultancy staff working on Wiltshire's behalf.

Proposals

It is recommended that:

- (i) Tenders be invited for a single supplier to provide Wiltshire's Consultancy Services from 1 December 2019.
- (ii) The contract is to be tendered in accordance with the Council's procurement procedures, the duration will be for five years with the option to allow the service manager to extend the contract for up to two more years subject to performance.

Reason for Proposals

There is a need for specialist advice and support in connection with roads, bridges and related services, and this would be most economically provided by a Highways Consultancy Contract.

Alistair Cunningham
Corporate Director

Wiltshire Council

Cabinet

25 September 2018

Subject: New Highways Term Consultancy Contract

Cabinet Member: Councillor Bridget Wayman - Cllr Bridget Wayman

Key Decision: Yes

Purpose of Report

1. To seek Cabinet approval for the invite of tenders for a single supplier to provide Wiltshire's Consultancy services when the current Consultancy Contract comes to an end on 30 November 2019.

Relevance to the Council's Business Plan

2. Procurement of a new Highways Consultant will help meet the priorities of the Council's Business Plan 2017 – 2018, including:
 - Growing the Economy:
 - High Skilled Jobs (Employment)
 - Ensuring the Consultant establishes a local office will provide additional employment opportunities, including apprenticeships.
 - Promoting and informing school children of the career opportunities in, and associated with Engineering.
 - Transport and Infrastructure (Access)
 - By providing assistance to the highways teams in bidding and managing the successful delivery of highway schemes for improved road infrastructure and strategic roads and rail services.
 - Strong Communities:
 - Safe Communities (Protection)
 - The use of the latest design and specification considerations for road improvements will further improve safety, reducing casualties and the risk of flooding to properties.
 - Working with Our Partners:
 - Community Involvement
 - Ensuring consultation with local communities ahead of the design.
 - Performance
 - Through the delivery of successful schemes to program.
 - Change
 - Continuous reviewing performance and results and taking forward lessons learned on schemes will ensure an improved experience for the customer and staff.

- Delivering Together
 - By ensuring the Consultant acts as our partner when following the Council's values in promoting a shared vision for all public services and providing the best outcomes for our communities.

Background

3. The Council is the local highway authority and is responsible for a highway network of over 4,400 kilometres with assets including almost 1,000 highway bridges, approximately 50,000 street lighting columns, illuminated signs and bollards, and almost 200 sets of permanent traffic signals. The management, maintenance and improvement of this infrastructure require a high level of technical expertise to meet the legal, technical designs and financial challenges they present.
4. In view of falling funding levels in the 1990s the decision was taken to outsource the Highway Operations and Consultancy Services, by the then Wiltshire County Council. In June 1999 a single contract, encompassing both highway consultancy and works, was awarded as a joint arrangement to Ringway and Parkman, who operated under the name of Ringway Parkman. The contract was for five years, with the possibility of a two year extension until May 2006 awarded on performance.
5. At the end of that contract period the decision was made to re-procure contracts, but with separate Consultancy and works contracts. Originally, it had been envisaged that through the joint contract the Council would achieve cost reductions through economies of scale, and in particular through reduced supervision costs. In reality, this resulted in some conflicts over what each party believed the other should be doing, sometimes resulting in a poor product and quality of work. It was decided that in the next contract the design and works functions should be split to provide greater transparency of the operations with clear boundaries between each party and their roles. Separating the contracts enabled independence, resulting in better quality, a better product and a more efficient management and delivery of the services.
6. The Highways Consultancy Contract was awarded to Mouchel (formerly Parkman) for a five year period, with a possible two year extension awarded on performance until November 2012. At the end of that contract a further Highways Consultancy Contract was tendered, which was awarded to Atkins on 1 December 2012. This was also for five years with a two year extension awarded on performance. This current contract will terminate on 30 November 2019.
7. Each contract has involved the transfer of staff in accordance with TUPE regulations. A number of staff have transferred to each contract, and have remained on the Wiltshire contracts since 1999. It is likely that 51 employees would be eligible for TUPE transfer at the end of the current consultancy contract; however, this number could change subject to the services to be delivered.

8. The current Highways Consultancy Contract delivers a range of mainly highways services, including:
 - Management of key highway services including:
 - Surfacing schemes
 - Street lighting services
 - Traffic signals services
 - Drainage investigations
 - Design and supervision of highway works including:
 - Structures
 - Highway improvement schemes
 - Technical checks of third party highway designs
 - Site investigations
 - Site surveys
 - Travel surveys
 - Major scheme assessments
 - Detailed designs
 - Delivery of designs and tender documents
 - Safety audits
 - Case studies
 - Transport funding bids
9. The current contract has enabled specialist designs, studies and investigations to be undertaken through the contract which previously would have had to be tendered separately. This has resulted in a more responsive service, delivering economies and a better level of support and understanding from the consultants. The current consultancy staff have built up good local knowledge and understanding of Wiltshire's highways, which has resulted in additional successful bids for funding.

Main Considerations for the Council

10. The services provided under the current Highway Consultancy Contract will continue to be required when the contract ends in November 2019 as the full range of necessary skills is not currently available in-house.
11. The appointment of a new Term Highway Consultant will ensure the continued assistance in the delivery and management of important aspects of the highway service, enabling the authority to carry out its duty to maintain the highways network and related infrastructure under the Highways Act and other legislation.
12. A new Consultant would also enable delivery of the Wiltshire Council Business Plan priorities of Growing the Economy and Strong Communities in terms of improving road and rail infrastructure, supporting housing and employment growth by tackling the maintenance backlog on the roads, addressing congestion and 'pinch points' on the road network and successful bidding for future government funding linked to the delivery of the Swindon and Wiltshire Strategic Economic Plan, funding of new infrastructure and improvements to the strategic roads and rail network.

13. Any new Consultancy Contract will need to provide access to suitable staff with the necessary skills and qualifications to enable them to deliver the full range of services and outcomes required by the Authority. They will need proven experience in highway works and be able to provide designs in accordance with Current EU requirements and any regulations specific to English Law.
14. Since the first Highway Consultancy Contracts in 1999, the opportunity has been taken from time to time to review what has worked and not worked well during the contracts, and this information has been used to design a progressively better service each time it has been tendered.
15. A particular success under the current contract has been the ability to enable other Wiltshire Council services to use the Consultants to obtain additional professional and specialist advice.
16. These services have expressed their desire to continue to have access to the new Consultancy service should a new contract be re-procured.
17. Prior to the tender of the current Consultancy Contract a market analysis was undertaken, including soft market testing, and the options were considered in considerable detail. The conclusion was that Wiltshire Council should tender a single Consultancy Contract.
18. There have been no significant changes in the market since then, and in the circumstances it is unlikely that further market analysis would result in any change to the type of contract needed to meet the Council's requirements.
19. Gloucester County Council has recently reviewed its highways procurement requirements and is in the process of tendering for a single term consultancy. Swindon Borough Council is another authority who has recently outsourced this service to a single term consultancy.
20. The specialist nature of the varied services required, the number of resources required and the intermittent nature of the work flow mean it is more efficient to employ a term Consultant than to employ the necessary staff in-house.
21. The option of TUPE transfer of the staff currently providing these services to the Council could involve the transfer of fifty-one staff, possibly more, into Wiltshire Council with an annual staff salary bill of approximately £1.5 million, and consequent accommodation and support costs.
22. This does not include staff providing occasional specialist advice as their time spent on the contract would often fall below the level necessary for consideration for transfer under TUPE.
23. Even if the consultancy service were brought back in-house, there would still be a requirement for contracting some specialist consultancy work throughout the year.
24. Taking into account the knowledge gained since 1999 it is proposed that a new Highways Consultancy Contract should be retendered broadly similar to the current Highways Consultancy Contract.

Overview and Scrutiny Engagement

25. The Overview and Scrutiny Highways and Streetscene Contract Task Group, who concluded their work in November 2016, had previously carried out a review of the current Consultancy Contract and concluded that the contract provided good value with a high number of staff employed with many years' experience working within Wiltshire. It is anticipated that these staff would transfer to any supplier under a new contract, continuing this continuity.
26. The Environment Select Committee considered this report at its 4 September 2018 meeting.

Safeguarding Implications

27. The award of a new Highways Consultancy Contract will not have a direct implication for safeguarding children, young people or vulnerable adults as the services being procured are not services that directly interact with these vulnerable groups.
28. Conditions within the contract will require the successful tenderer to comply with current legislation and any subsequent updates as well the Council's Policies and Procedures for the Safeguarding Vulnerable Adults in Swindon and Wiltshire.

Public Health Implications

29. A key outcome when designing new road layouts or specifying surfacing materials is that it reduces the possibility of accidents. The use of a Consultant with access to the latest design guides and specification, as well as a wider experience in the use of improved material technologies, will assist in the design of safe accessible road layouts, avoiding pinch points and congestion. In turn, improving air quality and promoting more highway use by pedestrians and cyclists.
30. The specification of the correct materials in road construction will provide improved driving conditions for cyclists, as well as motorists, and help reduce the numbers killed and injured on the road network.

Corporate Procurement Implications

31. A Sourcing Plan has been developed jointly and agreed with the appropriate procurement officer to ensure the correct procurement procedures have been applied in considering the options and conclusion that will provide the best value for money with manageable risks. A copy of the procurement sourcing plan supports this document as **Appendix A**.

Equalities Impact of the Proposal

32. An equality analysis has been carried out to assess the impact of procuring a new Consultancy Contract.

33. The procurement of a new Consultancy Contract would not directly affect vulnerable people or communities. However, staff employed by the current consultant could be affected; as that contract comes to an end the staff will have concerns around their future employment. TUPE rules will be applied to these staff.
34. The scope of a proposed new contract does not vary much from the current Consultancy Contract so this reduces the possibilities that staff working full time on the Wiltshire contract would not be eligible for transfer under TUPE.
35. There are other risks associated with legal and financial challenges in not ensuring that the correct procedures are followed when procuring and awarding a new contract, both around TUPE and the correct award of the contract. These can be mitigated by ensuring the correct legal and procurement processes are followed during the tender and award of the contract.
36. A further risk is to highway users, should highway improvement designs produced by the successful contractor result in death or injury. Checks will be made during the procurement process to ensure any tenderers have robust health and safety procedures and training programmes in place will mitigate this risk, ensuring that the authority is satisfied that the Consultant's designs will not put people at risk.

Environmental and Climate Change Considerations

37. As budgets and workloads for a new Term Consultancy contract will remain similar to the current contract, the number of staff will also remain similar as will their requirement for office space, equipment and vehicles. Therefore, energy consumptions associated with office space, such as heating and electrical equipment, including computers as well as with vehicle usage, will remain at the existing levels.
38. The contract will require the new Consultant to provide a series of measures that they would put in place to demonstrate their approach to environmental considerations and innovations, including reducing their carbon emissions during the life of the contract. These measures will be set as key performance indicators linked to any award of contract extensions.
39. It is recognised that the nature of work provided by the Consultant can have a high impact on the environment.
40. Environmental considerations due to highway activities are an important consideration when planning and carrying out these works. A key aspect within the new contract, as in previous contracts, will be to ensure that the successful Consultant has a robust Environmental Plan in place that is periodically reviewed and kept up to date with the latest legislation, and covers all potential environmental hazards associated with highway activities on the surrounding environment.
41. The procurement of a new Highways Consultancy Contract also offers the authority the opportunity to obtain specialist technical support to achieve environmental improvements, especially in terms of reduced carbon footprint and recycling of materials in connection with the Works Contracts.

42. The new contract will not last longer than 20 years.

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

43. If a procurement exercise to employ a new term Highways Consultant, following the end of the current contract, is not undertaken, the Authority would not be in a position to adequately deliver the design and management of a number of key highway services, as it does not have the necessary skills and numbers of staff in-house.
44. Through not being able to deliver these key highway services there is a high risk that the Authority will not be able to comply with its statutory and legal requirements under the Highways Act 1980 and Road Traffic Act 1988.
45. Failure to comply with these statutory and legal requirements would leave the Authority liable to legal claims for damages and could also result in reputational damage to the Council.
46. There is also a risk that this would affect the ability of the Council to meet some of its objectives in the Business Plan.

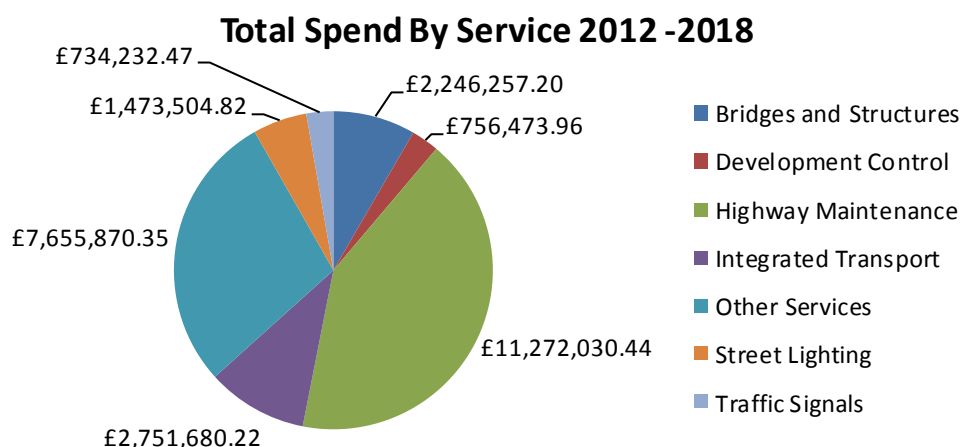
Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

47. There is a risk that the new tendered prices will be higher than the current rates, and it is important that the contract should be designed to avoid creating undue risk for bidders that could affect the price. The contract will need to cover the full scope of services likely to be required, and the assessment process will need to ensure the capability and capacity of potential suppliers.
48. The risk of suppliers ceasing to trade are generally low with this type of contract, but there is the possibility of companies being taken over or merging. Robust contract management processes will be in place to identify and manage any issues at an early stage.

Financial Implications

49. The current budget for the Highways Consultancy Contract is approximately £5 million per year. The costs associated with a new Highways Consultancy Contract would be similar to the existing costs.
50. The annual contract spend to date on the current Consultancy Contract is shown in the tables below:

Year	Annual Spend	Total Spend
2012-13	£950,413.69	
2013-14	£4,791,492.48	
2014-15	£5,845,048.11	
2015-16	£5,801,980.96	
2016-17	£4,921,892.93	
2017-18	£4,579,221.29	
		£26,890,049.46



51. The current Consultancy Contract is currently funded from a mixture of capital and revenue budgets with an approximate average split of 78% and 22% respectively.
52. The majority of expenditure is for capital works, current funding arrangements are expected to continue for a new Consultancy Contract.
53. The potential for additional capital income to be generated with the assistance of a suitable consultant was realised under the current Consultancy Contract when bidding for additional central government funding.
54. An additional income of £17.919 million has been generated to date with the current consultant through successful bids. This would not have been possible without the consultant's input. It is intended that a new Consultancy Contract would provide the same assistance to be able to secure additional central government funding.
55. The benefit of this additional funding to the Authority is the ability to carry out more improvement schemes which otherwise may not happen due to cost constraints.
56. Revenue budget is also spent through the contract to support to critical services. Current funding arrangements are expected to continue for a new Consultancy Contract.

Legal Implications

57. The Council has a duty to maintain the highways network and related infrastructure. The appointment of a new Consultant will ensure the continued assistance in the delivery and management of these important aspects of the highway service, and help ensure that the Council meets its obligations under the Highways Act and other legislation. A new Contract and the appointment of a suitable Consultant will help ensure that the services are provided to the standard necessary for the Council to fulfil its statutory duties.

58. The appointment of a new Consultant will involve the transfer of staff under TUPE from the existing service supplier to the new supplier and will be managed, with appropriate legal advice, as part of the contract procurement and transition process. This will include the protection of pension rights of transferring staff through either access to the Local Government Pension Scheme or a broadly comparable scheme, details of which will be negotiated with the new supplier.
59. It is important that the procurement process and contract award follow the correct processes in order to avoid legal challenges during the process which could delay or prevent the start of any new contract.

Options Considered

60. The following procurement options have been considered.

Bringing the consultancy services back in-house

61. The in-house provision of the full range of Consultancy services to be provided by the contract would not be feasible as many of the services provided through the existing contracts are of a specialist nature, and it would not be practical or cost-effective for this Council to employ staff to carry out this work which is required intermittently and irregularly. These services include specialist bridge works, major highway works and surfacing, street lighting maintenance and improvement and management of traffic signals.

Using a Framework Agreement

62. The use of Framework Agreements to provide specialist services on demand, or to top up in-house provision, can provide competitive prices based on rates agreed as part of the agreed terms and mini competitions for the services. However, Agreement rules can be more restrictive than other contracts. The general length of a framework contract is only four years. TUPE becomes complicated with multiple suppliers, and there is a risk of Consultancy resources not being available at short notice.

Breaking the service into smaller packages

63. Breaking the services into individual packages and procuring different consultants for each package through individual contracts may result in specialist companies dealing with particular packages and could deliver competitive prices. However, TUPE issues would be complicated, especially if staff time is divided between more than one package. This approach can lead to the creation of 'silos', with design and supervision works divided between multiple individual consultants. Managing many contracts would require more client input. The smaller contracts would be less attractive to the larger consultants, so there may be less depth of experience available for the more specialist work.

Procurement for a single supplier

64. Procurement of a contract for a single supplier would be more attractive to the larger consultancies and the benefits that they can bring are providing additional access to more specialist knowledge.

65. Having one consultant managing all the consultancy operations would provide better co-ordination between services, and require only one management system for the service. This would also remove the potential for inter-company friction. TUPE arrangements would be simpler with only one company involved. This approach has been taken with the previous two Highways Consultancy Contracts and has proved to be successful, with staff understanding how it works when ordering services.

Conclusions

66. Taking into account the knowledge gained since 1999, it is recommended that tenders should be invited for a single supplier to provide Wiltshire's Consultancy services from December 2019.
67. Awarding a Highways Consultancy Contract similar to the existing arrangement should offer the best value for money with manageable risks.

Parvis Khansari
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31 July 2018

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

None

Appendices

Appendix A - Procurement Sourcing Plan

Strategic Procurement Hub

[URN and Term Highways Consultancy Contract]

Sourcing Plan

V4

ROLE	WHO
Cabinet Member	Bridget Wayman
Category Lead	Dave Gillett
Associate Director	Parvis Khansari
Service Area Lead	Peter Binley
Finance Lead	Leanne Sykes

VERSION CONTROL AND CHANGE HISTORY

Version	Date	Comments / Changes	Name
1.0	27/04/18	Initial draft	Steve Cross/Dave Gillett
2.0	30/04/18	Additional Text Added	Steve Cross
3.0	12/07/18	Additional text added	Steve Cross/Dave Gillett
4.0	30/07/18	Some information reordered	Wayne Welsby

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1. PROJECT LEAD

- 1.1. The Service falls within Highways and Transport and is the responsibility of Parvis Khansari, Associate Director, Highways and Transport. The service lead is Peter Binley, Head of Highways Asset Management and Commissioning.

2. BACKGROUND INFORMATION

- 2.1. The Council is the local highway authority and is responsible for a highway network of over 4,400km with assets including almost 1,000 highway bridges, approximately 50,000 street lighting columns, illuminated signs and bollards, and almost 200 sets of permanent traffic signals. The management, maintenance and improvement of this infrastructure require a high level of technical expertise to meet the legal, technical designs and financial challenges they present.
- 2.2. In view of falling funding levels in the 1990s the decision was taken to outsource the Highway Operations and Consultancy Services by the then Wiltshire County Council. In June 1999 a single contract encompassing both highway consultancy and works was awarded as a joint arrangement to Ringway and Parkman, who operated under the name of Ringway Parkman. The contract was for five years, with the possibility of a two year extension until May 2006 awarded on performance.
- 2.3. At the end of that contract period the decision was made to re-procure contracts, but with separate Consultancy and works contracts, this was due to operating issues. The contract was monitored at the time and it was initially envisaged that through the joint contract we would achieve cost reductions through economies of scale in particular with reduced supervision costs, in reality this resulted conflicts over what each party believed the other should be doing, resulting in a poor product and quality of work. It was decided that the next contract should be split to provide greater transparency of the operations with clear boundaries between each party and their roles. Separating the contracts has enabled independence resulting in better quality, a better product and a more efficient management and delivery of the services.
- 2.4. The Highways Consultancy Contract was awarded to Mouchel (formerly Parkman) for a five year period, with a possible two year extension awarded on performance until November 2012. At the end of that contract a further Highways Consultancy Contract was tendered, which was awarded to Atkins on 1st December 2012. This was also for five year with a two year extension awarded on performance. This current contract will terminate on 31st November 2019.
- 2.5. Each contract has involved the transfer of staff in accordance with TUPE regulations. A number of staff have transferred to each contract, and have remained on the Wiltshire contracts since 1999. It is likely that 51 employees would be eligible for TUPE transfer at the end of the current consultancy contract however this number could change subject to the services to be delivered.
- 2.6. The current Highways Consultancy Contract delivers a range of mainly highways services, including;
 - Management of key highway services
 - Design and supervision highway works
 - Technical checks of third party highway designs
 - Site investigations
 - Site surveys
 - Travel surveys
 - Major scheme assessments
 - Detailed designs
 - Delivery of designs and tender documents
 - Safety audits
 - Case studies

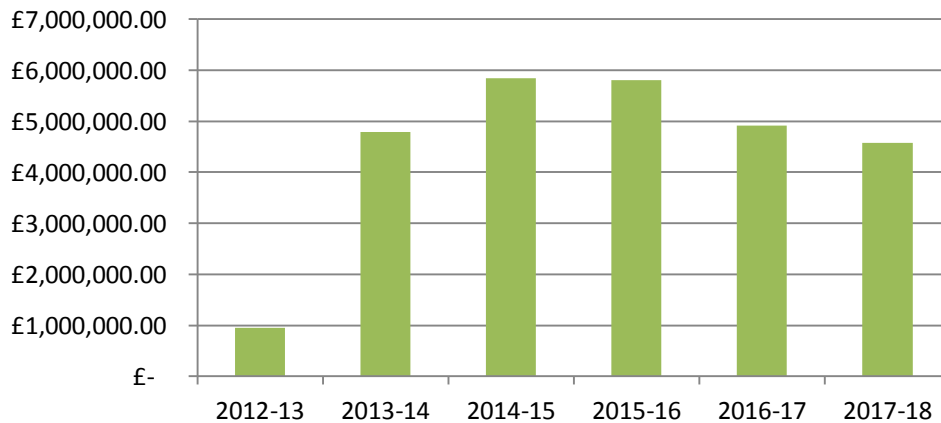
- Transport funding bids

2.7. The current contract has enabled specialist designs, studies and investigations to be undertaken through the contract which previously would have had to be tendered separately. This has resulted in a more responsive service, delivering economies and a better level of support and understanding from the consultants. The current consultancy staff have built up good local knowledge and understanding of Wiltshire’s highways, which has resulted in successful bids for funding.

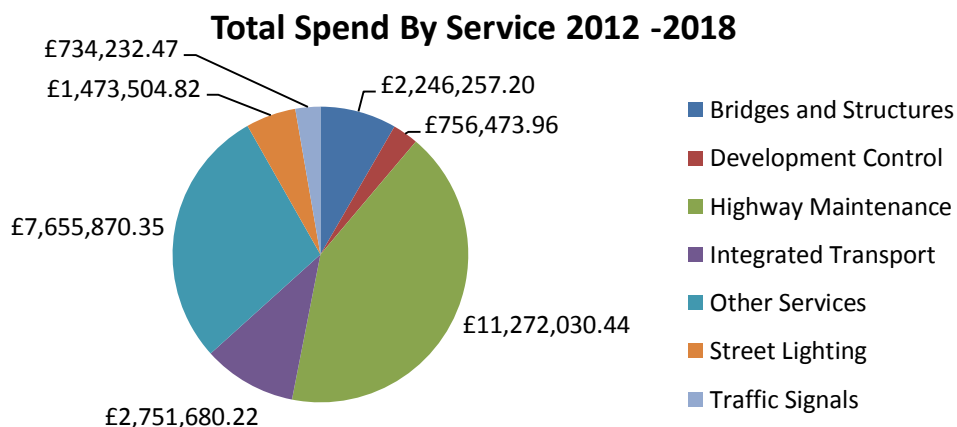
2.8. Expenditure through the current Highways Consultancy Contract is illustrated in the tables below (note the contract started on 1st December 2012 so the 2012 – 2013 period only covers 4 months)

Year	Annual Spend	Total Spend
2012-13	£950,413.69	£26,890,049.46
2013-14	£4,791,492.48	
2014-15	£5,845,048.11	
2015-16	£5,801,980.96	
2016-17	£4,921,892.93	
2017-18	£4,579,221.29	
		£26,890,049.46

Annual Spend 2012 to 2018



2.9. Throughout the current contract various highway related services have ordered consultancy works and their total spend is illustrated in the chart below;



- 2.10. Office accommodation was not provided within the current contract, and it was a condition of the award of the contract that the Consultant should find suitable local office accommodation. The Current Consultant lease office space at County Gate, County Way, Trowbridge, which is very close to County Hall. The local office is augmented by staff from other offices, including from overseas, in order that they can meet the demand of the varying and specialist work requirements.
- 2.11. It should be noted that Wiltshire Council have accepted an offer from the West of England Combined Authority that Wiltshire us as a potential user of their Framework Contract allowing us to call upon the Consultancy Services within that framework for individual works should the need arise.
- 2.12. The value of the contract will be over the EU threshold.

3. OUTLINE MARKET ANALYSIS

- 3.1. Prior to the tender of the current Consultancy Contract a market analysis was undertaken, including soft market testing, and the options were considered in considerable detail. The conclusion was that Wiltshire Council should tender a single consultancy contract. **A copy of this document is included as Appendix 1**
- 3.2. Gloucester County Council has recently reviewed their highways procurement requirements and is in the process of tendering for a single term consultancy. Swindon Borough Council are another authority who have outsourced this service
- 3.3. Norfolk County Council has a similar budget and the challenges of a mainly rural county they have their own in house team of 50 design staff. On top of this they have tendered a contract with WST which deals with additional projects and specialist design work that cannot be undertaken by the In House Team. This has been a historical arrangement and compliments their in house term maintenance team.
- 3.4. In Greater Manchester, the STAR procurement team are developing a Framework for consultancy to go live in early 2019. There current highways design work is undertaken by consultants. The authorities who make up the partnership have a variety of different delivery methods for both, their term maintenance, highways projects and design services. The framework is designed such that the authorities will be able to move to a common model.
- 3.5. The surrounding authorities, Swindon Borough Council, Devon County Council, Somerset County Council and Hampshire County Council all outsource their highways design services.
- 3.6. Through these conversations with other authorities it is clear that there is no common thread and that most authorities' models are based on historical arrangements. Those with their own in-house provision, all augment these services with additional support provided by external providers.
- 3.7. There have been no significant changes in the market since then, and in the circumstances, it is unlikely that further market analysis would result in any change to the type of contract needed to meet the Council's requirements. The Overview and Scrutiny Contract Task Group carried out a review of the current Consultancy Contract and concluded that the contract provided good value with a high number of staff employed with many years' experience working within Wiltshire. It is anticipated that these staff would transfer to any supplier under a new contract.

4. OUTCOMES

4.1. Statutory and Legal Requirements

Wiltshire Council as the Highway Authority has to fulfil the following statutory duties;

- Under the Highways Act 1980 - “To maintain the highway, and ensure, (where reasonably practical), that safe passage along a highway is not endangered by snow or ice”
- Under the Road Traffic Act 1988 - “In construction of new roads, must take such measures as appear to the authority to be appropriate to reduce the possibilities of such accidents when the roads come into use”

4.2. The Authority also has to comply with Common Law in particular to avoid killing or injuring people through negligent actions in accordance with the offence of Gross Negligence, Manslaughter. This is further reinforced in the Corporate Manslaughter Act 2007 and under Duty of Care.

4.3. Business Plan

Under the current Wiltshire Council’s Business Plan the Council has set out core aims to grow the economy through;

- Tackling the maintenance backlog on the roads
- Addressing congestion and ‘pinch points’ on the road network
- Successfully bidding for future government funding linked to the delivery of the Swindon and Wiltshire Strategic Economic Plan
- The funding of new infrastructure and improvements to the strategic roads and rail network

4.4. For the Council to achieve its core aims the highway services will require Consultancy assistance in producing and managing the successful delivery of highway schemes and to ensure their statutory and legal compliance, as the Council does not have sufficient skills or specialist expertise in house to deliver the most effective design and modelling solutions necessary to achieve these outcomes.

4.5. The current Highways Consultancy Contract has enabled specialist bid assistance that has resulted in a number of successful schemes including the following as set out in the table below.

Town	Location	Funding Stream	Bid Value (£M)	Total Scheme Cost (£M)
Countywide	Rail Improvements	LSTF(DfT)	4.25	4.25
Chippenham	A350 Malmesbury Road	Pinch Point (DfT)	1.905	2.722
Chippenham	A350 Bumpers Farm	Local Transport Body	1.67	3.354
Chippenham	A350 Badger/Brook/Chequers	Local Growth Fund	7.1	7.1
Chippenham	M4 J17	Local Growth Fund	0.5	1.2
Melksham	Farmers Roundabout	NPIF (Local Road Network)	2.494	2.994

- 4.6. The current Highways Consultancy Contract has also enabled the council to manage and deliver the following key highway services that it would otherwise not been able to deliver;
- Management and delivery of the structural maintenance surfacing programmes
 - Management and delivery of the street lighting service
 - Management and delivery of the traffic signals service
 - Design and supervision of bridges and structures
 - Design and supervision of integrated transport improvement schemes
 - Drainage investigations
 - Technical check of developers designs
 - Arboreal services and the management of highway trees
 - Detailed designs
 - Studies
 - Surveys
 - Safety audits
 - Travel surveys
 - Major scheme assessments, and delivery of designs and tender documents
 - Works supporting local sustainable transport funding works and other bids
- 4.7. In order to continue with the successful delivery of these services and prepare future bids for funding, it is proposed that a new Highways Consultancy Contract should be tendered to start from the end date of the current Highways Consultancy Contract in 2019. The contract should be let as a competitive tender for the provision of detailed highway design, supervision and specialist advice.
- 4.8. Should the Council not proceed with procuring a new tender, the authority would not be in a position to deliver the design and management of the key highway services. To bring these services back in house would not be possible in the current time scales due to the difficulties of recruiting the required numbers of specialist technical, legal and financial support staff necessary to operate such a service.
- 4.9. Some current Consultancy staff would be subject to TUPE and may come across to Wiltshire Council however there is a risk that some staff may not wish to come across, this could result in a loss of local knowledge. There is currently a national shortage of skilled technical staff creating a competitive market, and it is unlikely that Wiltshire Council's remuneration package would be competitive enough to recruit suitable staff and as such there is a real risk of not being able to deliver the current level of highway services.
- 4.10. Setting up a new team will also require additional costs for accommodation and specialist software, IT equipment and licencing.

5. COMMISSIONING INTENTION

- 5.1. The services provided under the current Highway Consultancy Contract will continue to be required when the contract ends as the full range of necessary skills is not currently available in-house. The option of TUPE transfer of the staff currently providing these services to the Council could involve the transfer of fifty one staff possibly more into Wiltshire Council with an annual staff salary bill of approximately £1.5 million permanent staff and further salary costs from staff who are not full time on this contract as well as accommodation and IT support requirements. This does not include staff providing occasional specialist advice as their time spent on the contract would often fall below the level necessary for consideration for transfer under TUPE. Even if the consultancy service were

brought back in-house, there would still be a requirement for contracting some specialist consultancy work throughout the year.

- 5.2. The new Consultancy contract will need to provide access to suitable staff with the necessary skills and qualifications to enable them to deliver the full range of services and outcomes required by the Authority.
- 5.3. Finance has been approached for approximate costs to bring these services back in house which they are currently working on. The figures which these calculations have been based on were only just returned by the current supplier.
- 5.4. Since the first Highway Consultancy Contracts in 1999, the opportunity has been taken from time to time to review what has worked and not worked well during the contracts, and this information has been used to design a progressively better service each time it has been tendered. A particular success under the current contract has been the ability to enable other Wiltshire Council services to use the Consultants to obtain additional professional and specialist advice. These services wish to continue to have access to the new Consultancy service when it is re-procured.
- 5.5. Taking into account the knowledge gained since 1999 it proposed that a new Highways Consultancy Contract should be retendered broadly similar to the current Highways Consultancy Contract.
- 5.6. The in-house provision of the full range of Consultancy services has been considered but due to the transformational nature of this approach it is not feasible in the timescales available to conduct a full cost benefit analysis. For this approach to be considered properly then a project team would need to be set up to consider all the implications of this approach both in terms of staff, accommodation, IT and TUPE/staff recruitment. If this approach is to be considered a project team should also consider the insourcing of the highways term maintenance contract as well. An in-depth full review would then indicate whether an in-house approach is feasible but as this would involve considerable capital investment this approach requires careful consideration. At the very least this option should be reviewed regularly to ensure that an outsourced solution remains the best option. Strategic Procurement are currently compiling baseline figures for staff and accommodation costs to inform future procurements in this area.
- 5.7. There would still be a need for outsourced consultancy work for the bespoke and specialist design work required on occasion. Even authority's that insource their design teams utilise the outsourced design consultancy services as well. The current contract has a number of activities of a specialist nature, and it would not be practical or cost-effective for this Council to employ staff to carry out this work which is required intermittently and irregularly. These services include specialist bridge works, major highway works and surfacing, street lighting maintenance and improvement and management of traffic signals.
- 5.8. The use of Framework Agreements to provide specialist services on demand, or to top up in-house provision, can provide competitive prices based on rates agreed as part of the agreed terms and mini competitions for the services. However, Agreement rules can be more restrictive than other contracts. The general length of a framework contract is only four years. TUPE becomes complicated with multiple suppliers, and there is a risk of Consultancy resources not being available at short notice.
- 5.9. Breaking the services into individual packages and procuring different consultants for each package through individual contracts may result in specialist companies dealing with particular packages and could deliver competitive prices. However, TUPE issues would be complicated, especially if staff time is divided between more than one package. This approach can lead to the creation of 'silos', with design and supervision works divided between multiple individual consultants. Managing many contracts would require more client input. The contracts would be unlikely to get interest from the larger consultants, so there may be less depth of experience available for the more specialist work.

- 5.10. Procurement of a contract for a single supplier to provide Wiltshire's Consultancy needs is preferred. One consultant managing all the consultancy operations would provide better coordination between services. It would only require one management system for the service, and it would remove the potential for inter-company friction. TUPE arrangements would be simpler with only one company involved. This approach has been taken with the previous two Highways Consultancy Contracts and has proved to be successful, with staff understanding how it works when ordering services.

6. SPECIAL CONSIDERATIONS

- 6.1. The specialist nature of the varied services required, the number of resources required and the intermittent nature of the work flow mean it is more efficient to employ a term Consultant than to employ the necessary staff in house. The consultant will need to have access to a 'pool' of staff with relevant experience and knowledge to provide the service. They will need proven experience in highway works and provide designs in accordance with Current EU requirements and any regulations specific to English Law and produce documents in English.
- 6.2. Data sharing agreements will be included in the contract to ensure that any information is treated appropriately.

7. SOURCING OPTIONS

- 7.1. There are no suitable Wiltshire Council frameworks that could be used for this procurement. There are national frameworks available but given the value, complexity and flexibility required in this contract the best route to market would be a two-stage restricted OJEU tender.
- 7.2. There is plenty of time to undertake this route and it will avoid the costs involved in using one of the national frameworks, whether that be a direct charge or the levy on the supplier for being on the framework.

8. LINK TO CORPORATE GOAL/STRATEGY

- 8.1. Procurement of a new Highways Consultant would enable delivery of the Wiltshire Council Business Plan priorities of Growing the Economy and Strong Communities in terms of improving road and rail infrastructure, supporting housing and employment growth by tackling the maintenance backlog on the roads, addressing congestion and 'pinch points' on the road network and successful bidding for future government funding linked to the delivery of the Swindon and Wiltshire Strategic Economic Plan, funding of new infrastructure and improvements to the strategic roads and rail network.

9. CONTRACT MANAGEMENT APPROACH

- 9.1. The operation of the contract will be monitored and controlled through monthly Contract Management Meetings attended by staff able and empowered to make decisions, agree changes to priorities, methods of working, funding and programme. The day to day operation of the contract and delivery of

services will be managed through a series of monthly Service Delivery Team Meetings which will review progress, performance and expenditure.

- 9.2. The contract will be monitored by the Council’s Highways and Transport Principal Technical Officer for contracts to ensure what is being delivered is being carried out in accordance with the contract.
- 9.3. Monitoring of the service satisfaction will be carried out locally by officers involved in the contract through scoring of performance via an electronic system. This is a three way monitoring arrangement that allows the Client, Consultant and Contractor to score and comment on each other’s performance relating to specific contract requirements on a monthly basis. This information is then used in the monthly Service Delivery Team Meetings to target any areas of the service where improvements may be required should the scores be lower than the contract target.
- 9.4. Monitoring the performance of the consultant will be assessed by reviewing actual performance against agreed contract performance objectives.
- 9.5. Both sets of monitoring scores will also be used to provide an assessment to determine the amount of contract extension due if any, to be awarded each year subject to final approval.
- 9.6. The process has been developed through previous consultancy contracts and has proved successful at managing and incentivising performance.
- 9.7. Local benchmarking will also be carried out against similar Southwest Authorities highway groups this allows best practices to be delivered within the services.
- 9.8. Having access to the consultants in the West of England Combined Authority’s framework will act as a reminder that should the consultant not be providing a suitable service or value or we will make alternative arrangements.

10. CRITICAL DATE(S)

Task	Start Date	Duration
PQQ Published	September 2018	
PQQ Return Period	September 2018	1 month
PQQ Return	October 2018	
Prepare Tender List	October 2018	1 month
Tender Period	November 2018	3 months
Tender Assessment	February 2019	2 months
Prepare Report on Tenders	April 2019	1.5 months
Contract Award	May 2019	
Stand still period	May 2019	10 days
Contract Mobilisation	June 2019	6 months
Contract in Start	December 2019	

11. BUDGET AND ESTIMATED SPEND PROFILE

- 11.1. The expenditure through the contract is anticipated to be in the region of £5 million to £6 million annually, based on the existing contract. It will be predominantly capital spending and the actual figure will depend on DfT funding levels and the outcome of future bids for funding.

- 11.2. Experience with the existing contract indicates that there can be significant increases in capital funding at short notice in this type work, and it is important to have flexibility in any contract arrangements. A minimum expenditure of half the anticipated spending has been used in previous contracts and proved to be effective in encouraging bidders, whilst avoiding transferring unreasonable risks.

12. SOCIAL VALUE AND COUNCIL BENEFITS REALISATION POTENTIAL

<i>Benefit Type</i>	<i>Details of benefits and expected outcome</i>	<i>Timescales for realisation of benefit</i>
<p><i>Social Value:</i></p> <ul style="list-style-type: none"> • <i>Social</i> • <i>Economic</i> • <i>Environmental</i> 	<p><u><i>Social</i></u> <i>Apprenticeships for consultant’s staff.</i> <i>Maintain between 3 and 5 apprentices at any one time for life of contract.</i> <i>Involvement with schools.</i> <i>Equal opportunities.</i></p> <p><u><i>Economic</i></u> <i>Local employment with locally based office.</i> <i>Training in technical areas where there are identified local skills shortages.</i></p> <p><u><i>Environment</i></u> <i>Environmental management of other suppliers.</i> <i>Carbon reduction and energy saving initiatives.</i></p>	<p><i>Benefits can be expected to start during first year of contract and continue for its duration.</i></p>
<p><i>Council benefit:</i></p> <ul style="list-style-type: none"> • <i>Cash value</i> • <i>Non-cash value</i> • <i>Cost avoidance</i> 	<p><u><i>Cash</i></u> <i>Successful funding bids.</i> <i>Reduced scheme design and supervision costs.</i> <i>Effective investment strategies and asset management.</i></p> <p><u><i>Non-Cash</i></u> <i>Shared training with Council.</i> <i>Environmental improvements associated with schemes.</i></p> <p><u><i>Cost avoidance</i></u> <i>Targeted investment in specialist areas such as street lighting.</i></p>	<p><i>Benefits can be expected to start during first year of contract and continue for its duration.</i></p>

13. MAJOR RISKS

- 13.1. There is a risk that the new tendered prices will be higher than the current rates, and it is important that the contract should be designed to avoid creating undue risk for bidders that could affect the price. The contract will need to cover the full scope of services likely to be required, and the assessment process will need to ensure the capability and capacity of potential suppliers.

- 13.2. The risk of suppliers ceasing to trade are generally low with this type of contract, but there is the possibility of companies being taken over or merging. Robust contract management processes will be in place to identify and manage any issues at an early stage.

14. RECOMMENDATION

- 14.1. It is recommended that tenders should be invited for a single supplier to provide Wiltshire's Consultancy services from December 2019.
- 14.2. Some staff working for the existing supplier will be eligible for TUPE and could transfer to the new supplier, ensuring to the availability of experienced staff with knowledge of working in Wiltshire.
- 14.3. The Council's own staff already understands how to order and manage work through this type of contract and will not require re-training with the proposed arrangement. As it would be a single contract it will not require additional resources to manage performance.
- 14.4. By going out to market by OJEU tender, this should offer the best value for money.

HIGHWAYS CONSULTANCY CONTRACT

OPPORTUNITIES ASSESSMENT

Highways Consultancy Contract

Scope and Overview

The Highways and Amenities total expenditure is in the region of £40,000,000 annually (capital and revenue) and the service is commissioned through a mixture of external service providers and internal staff (See Appendix 1). The services provided through the existing Highways Consultancy Contract include the design and supervision of construction of various types of highways schemes, including carriageway resurfacing, drainage, bridge strengthening and maintenance, local safety schemes and Integrated Transport schemes. The consultancy contract manages the Council's street lighting and traffic signals stock, and provides technical and specialist advice on highways related matters.

The Highways Consultancy contract was procured in 1999 and again in 2006. It was awarded to Mouchel in 2006, and spend is currently just over £4,000,000 annually.

The existing contract is for five years, with potential extensions up to two years, subject to performance. The five year term ended in June 2011 and an 18 month extension was negotiated and awarded. The contract is due to end in November 2012, and consideration is being given to arrangements for delivering the service from December 2012.

There are TUPE considerations in connection with regard to the future provision of these services.

Reductions in LTP Integrated Transport funding and reduced revenue expenditure have reduced expenditure recently.

The Consultant currently has staff seconded to Wiltshire Highways Service (WHS) and area office based staff responsible for development control with a value of £868,800 annually. These staff are integrated into the Council's highways area office teams. Indicative annual expenditure (excluding WHS and related staff) in the service type of service in the future is expected to be in the region of:-

Item	£
Highways Major Maintenance	750,000
Highways and Land Drainage	250,000
Bridge Maintenance	1,000,000
Integrated Transport	600,000
Checking Developers Designs	200,000
Travel Surveys	200,000
Management of Street Lighting	200,000
Management of Traffic Signals	250,000
Other Services	100,000
	3,550,000

The majority of the expenditure through the highways consultancy contract is in connection with roads and bridges major maintenance work.

The majority of expenditure through a future contract is likely to be Capital expenditure:

Item	Capital	Revenue
Highways Major Maintenance	700,000	50,000
Highways and Land Drainage	250,000	
Bridge Maintenance	800,000	200,000
Integrated Transport	600,000	
Checking Developers Designs		200,000
Travel Surveys		200,000
Management of Street Lighting		200,000
Management of Traffic Signals		250,000
Other Services		100,000
	2,350,000	1,200,000

About two thirds of the expenditure through the consultancy contract is connection with capital expenditure on roads and bridge works.

The WHS staff provided by the Consultant comprises 21 members of staff. There are eight Highway Engineers, five Technicians, three Development Control Inspectors, and five Highway Safety Inspectors. These are funded from the Council's revenue budget. The benefit of the Consultant supplying these staff was that staff could be seconded into the routine highway maintenance service to gain experience and to provide support at short notice. With the formation of one Council and the merging of highways and streetscene this need has now reduced, and it would be appropriate to consider transferring these staff to the Council.

Payment Mechanisms

The majority of expenditure through the previous and current highways consultancy contracts has been paid for on a time basis, with a small proportion on a fixed price basis.

The uncertainty about the detailed scope of the work required, and the uncertainty of future workloads, means that payment on a time basis is the best method of paying for the services required, provided that adequate measures are in place to monitor outputs and quality.

Contract management processes have been put in place and effective contract monitoring has been introduced since 1999 through Service Delivery Teams to monitor and manage productivity from the consultant.

Payment on a time basis is common for consultancy services of this type.

There is a need for the Council to have specialists to deliver aspects of the Council's highway service, including major maintenance, bridge maintenance and design of street lighting and traffic signals. There are advantages in having access to expert technical advice available at short notice through a specialist supplier in connection with these services.

Based on currently anticipated workloads it is anticipated that the following hours of technical support will be required to the deliver the Council's programmes annually:

Description	Highways	Bridges	Integrated Transport	Development Control	Street Lighting	Traffic Signals	Other Services	Total
Engineering Service Manager	1965	2358	1287	333	4	146	204	6297
Design Engineer	2107	6565	3963	1281	343	571	436	15266
Transport Planner/ Urban Designer	0	0	30	19	0	214	0	263
Senior Assistant Engineer	9307	11478	4907	853	0	1851	1810	30206
Senior Assistant Transport Planner	0	0	120	236	0	405	5	766
Assistant Engineer/Senior tech	10855	9181	5385	675	0	1016	930	28042
Technician	2804	1426	419	303	1	52	365	5370
Clerk of Works	2149	0	0	0	0	0	0	2149
Trainee Technician/ Administrator	160	1285	12	108	0	42	2	1609
Unskilled Labour/Enumerator	10	0	343	153	0	16	2	524
Landscape Engineer	1723	0	0	2	0	0	0	1725
Total	31,080	32,293	16,466	3,963	348	4,313	3,754	92,217

In addition to the time charge element of work, there are some areas where the work can be defined with greater accuracy and certainty and tenderers can be asked to submit a fixed price. The management of these specialist services on behalf of the Council are currently provided through the contract:

Traffic Report – Surveys of traffic flows on network and preparation of annual report. Estimated value £200,000.

Street Lighting – Management of maintenance of Council's street lighting stock. Estimated value £150,000.

Traffic Signals – Management and alterations to Council's traffic signals. Estimated value £150,000

Market Assessment

The market for highways consultancy services is well established, with many highway authorities having outsourced services over the years.

There are many well established companies offering highways consultancy and related services. A number of these did previously bid for the Wiltshire contracts when they were put out to tender in 1999 and 2006.

Many of these companies have already been in contact, knowing that the current arrangements are reaching their end. Discussions have been held with a number of these suppliers regarding the format and scope of future contracts. The main companies who have already visited to discuss the contract are:-

Atkins – Major consultancy and contracting company. Hold Gloucestershire contract and many others. They were runners up in Wiltshire in 2006, and are keen to bid for the Wiltshire contract.

Mouchel – Currently hold Wiltshire contract and others. Very keen to retain this contract

Amey – Major contracting company now with strong consultancy arm have expressed interest in Wiltshire.

Mott MacDonald - Large consultancy have expressed interest in Wiltshire contract.

Parsons Brinkerhoff – Have Somerset contract. Have expressed interest in Wiltshire contracts

WSP – have Bristol and south-west framework contract. Interested in Wiltshire contract

Other consultants and contractors have made contact at conferences and informally, and it is likely that publishing the OJEU notice would prompt many other companies to consider bidding.

The top consultancy companies in roads and bridges are shown below, with their recent turnover and staff numbers.

Earnings from roads and bridges related work of the top ten consultants in 2010 ranged from £80million to £282million, with total staff numbers between 7,496 and 16,200. The largest companies generate total income of over £1,000m annually.

Roads and Bridges Consultancy Companies ranked by fees (from New Civil Engineers Consultants File 2010):

Company	Road and Bridges Fees (£m)	Staff	Total Fees (£m)	Public Sector Fees (£m)	Expressed Interest in Wiltshire
Atkins	282	16,200	1,487	987	Yes
Mouchel	278	11,121	598	455	Yes
Parsons Brinckerhoff	209	17,547	1,091	103	Yes
Jacobs	120	7,850	618	310	
Halcrow	108	7,496	406	110	Yes
Mott MacDonald	102	14,200	937	345	Yes
WSP	93	9,137	668	99	Yes
Arup	82	9,707	747	65	
Amey	80	2,410	203	203	Yes
Scott Wilson	74	5,896	345	138	

The majority of the above companies have already visited Wiltshire to enquire about the future contract before the OJEU notice has even been published. Others have been in contact informally.

All of the above companies have the capability to deliver services of the type required and are doing so elsewhere.

Subject to the final scope and format of the final tenders it is very likely that there will be strong competition for a Wiltshire highways consultancy contract.

There is undoubtedly keen market interest in providing these services in Wiltshire.

Benchmarking

The lowest tenders received in 2006 for the Highways Consultancy contract were very competitive, and offered good value for money at that time. The financial bids were:-

Bidder	£
1	4,475,070.00
2	4,713,212.77
3	4,777,191.65
4	4,822,327.52
5	4,869,400.13

The quality aspects and whole life costs changed the final ranking of bidders, but the unit rates were generally broadly similar. Since then the market has probably become more competitive as a result of reduced workload, particularly in the private sector, and reduced expenditure by local authorities.

As part of the Council's efficiency savings new rates for the last year of the existing contract were negotiated with the existing supplier. These were achieved by the consultant significantly reducing support staff, reducing the number of local staff and consolidating some operations at their Bristol office. A reduction in rates of 10% was achieved.

Existing rates for highways consultancy in Wiltshire are now broadly similar to those obtained by a similar highways authority on a recent tender.

Designation	Wiltshire	Other
Project Manager	51.46	53.73
Team Leader	44.06	44.92
Principal Engineer	41.63	44.92
Assistant Engineer	30.85	25.65
Technician	22.19	18.29
Bridge Inspector	27.16	31.60

The rates for some staff, especially senior staff are currently lower through the current Wiltshire contract than the recently tendered rates for another authority. The rates for Assistant Engineers and Technicians are lower for the more recent contract. This may be as a result of current market conditions, and may not be fully reflected in any future tender for these services in Wiltshire because of TUPE considerations.

It is anticipated that a suitably structured contract could achieve prices at least as good as current rates, with the possibility of some overall cost savings.

During the period since 1999 when the highways consultancy was originally outsourced there have been some changes in the types of service required. There was an initial increase in workload, especially in Integrated Transport following the introduction of the Local Transport Plan funding from 2000, but there has been a reduction in this area of service in recent years. A comparison between time charge hours by staff type procured in 2005 and 2010 is shown below:

Item No.	Description	Hours 2005	Hours 2010
	Consultants and Consultancy Manager		
1.1	Consultancy Manager	750	0
		0	0
1.2	Principal Consultant (Prior approval needed)	40	185
1.3	Consultant (Prior approval needed)	40	174
		0	0
	General and Engineering Staff	0	0

		0	0
1.4	Engineering Service Manager	3,860	6,332
1.4A	Principal Engineer	3,550	1,028
1.5	Design Engineer	14,025	14,967
1.6	Transport Planner/ Urban Designer	1,050	263
1.7	Senior Assistant Engineer	13,775	30,430
1.8	Senior Assistant Transport Planner	1,450	766
1.9	Assistant Engineer/Senior Technician	33,075	28,193
1.10	Technician	15,475	5,466
1.11	Clerk of Works	4,350	2,149
1.12	Bridge Inspector	1,600	0
1.13	Electrical Inspector	500	0
1.14	Trainee Technician/Technical Administrator	12,775	1,609
1.15	Unskilled Labour/Enumerator	5,925	640
		0	0
	Other Staff	0	0
		0	0
1.16	Ecologist	480	0
1.17	Landscape Engineer	1,700	1,747
		114,420	93,949

The overall staff time procured through the Highway Consultancy Contract reduced from 114,420 in 2005 to 93,949. Most of this reduction was in Trainee technicians, clerk of works and Technicians, which are posts with lower technical requirements and expertise. There was an increase in Senior Assistant Engineer time during that period, indicating the need for higher levels of technical support and expertise.

During the course of the existing contract there has been an increase in reliance on the consultant for providing senior technical staff and a reduced need for support staff. This trend continues in future years as the Council has recently reduced the number of senior posts in the highway service as part of the reduction in staff numbers, and may become more dependent on external expertise.

The time charge rates for consultancy staff generally include overhead costs which comprise office costs, HR, payroll, equipment, travel costs, subsistence, employment and payroll costs.

A comparison has been made between existing rates and those obtained by another authority on a similar recent contract where information is available:

Description	Existing Rates			Recent Rates		
	Total	Rate	Total	Total	Rate	Total
Engineering Service Manager	6297	£44.29	278,894.13	6297	£44.92	282,861.24
Design Engineer	15266	£41.85	638,882.10	15266	£44.92	685,748.72
Transport Planner	263	£58.62	15,417.06	263	£58.62	15,417.06
Senior Assistant Engineer	30206	£37.92	1,145,411.52	30206	£37.92	1,145,411.52
Senior Asst Transport Plan	766	£50.76	38,882.16	766	£50.76	38,882.16
Assistant Eng/Senior Tech	28042	£31.01	869,582.42	28042	£25.65	719,277.30
Technician	5370	£22.31	119,804.70	5370	£18.29	98,217.30
Clerk of Works	2149	£28.24	60,687.76	2149	£31.60	67,908.40
Trainee Technician/ Admin	1609	£17.34	27,900.06	1609	£17.34	27,900.06
Labour/Enumerator	524	£17.34	9,086.16	524	£17.34	9,086.16

Landscape Engineer	1725	£36.86	63,583.50	1725	£36.86	63,583.50
Total			3,268,131.57			3,154,293.42

From the above there could be an overall saving of about £113,838 on time charge work if tendered rates for a new contract are similar.

This would represent a saving of about 3.5% compared to existing costs.

Wiltshire Highways Service Staff

There are currently 21 members of staff provided by the consultant and seconded to the highways area offices. These staff are integrated into the area office staff structures and are directly managed on a day to day basis by the Council's staff.

The Consultant is responsible for HR matters, transport, training and support for these staff, and the office accommodation is provided by the Council.

In order to facilitate potential future re-organisation of the area office functions with the ongoing merging of the routine highways and streetscene functions, there would be benefits in bringing these staff in-house. These staff include some of the most experienced and qualified staff and of great value to the Council in delivering this service.

The benefits of the Consultant being able to fill vacancies within the Wiltshire Highway Service have reduced as a result of the merging of local highways and streetscene and this arrangement is no longer required. A summary of these staff is included below:

Staff Designation	Staff Salary	Consultant inc on cost
Inspector	21,519.00	38,303.82
Inspector	20,200.00	35,956.00
Inspector	21,550.00	38,359.00
Inspector	20,200.00	35,956.00
Inspector	20,200.00	35,956.00
Area Engineer	30,800.00	54,824.00
Area Engineer	29,180.00	51,940.40
Area Engineer	29,180.00	51,940.40
Area Engineer	29,180.00	51,940.40
Area Engineer	23,500.00	41,830.00
Area Engineer	22,000.00	39,160.00
Area Engineer	22,800.00	40,584.00
Area Engineer	22,000.00	39,160.00
Technician	20,471.00	36,438.38
Technician	20,530.00	36,543.40
Technician	20,350.00	36,223.00
Technician	20,100.00	35,778.00
Technician	20,530.00	36,543.40
S 38 Inspector	24,600.00	43,788.00
S 38 Inspector	24,600.00	43,788.00
S 38 Inspector	24,600.00	43,788.00
Total	414,885.00	868,800.20

As the Council directly manages these staff there is less scope for Consultant to bring efficiencies to this part of the service, and it is not proposed to include the provision of these staff in the future highways consultancy contract.

The on costs associated with these staff are 78% based on the current contract tendered rates. The on costs include mileage rates, which often high for most of these staff given the nature of their work.

The Local Highways and Streetscene service envisages a cost saving by bringing these staff in-house which has been factored into the service budget for next year.

Collaboration

Adjoining highway authorities have contracts for highways consultancy services, but these are often Framework contracts to top up predominantly in house provision.

In Wiltshire the highway design and management is currently largely out-sourced.

In general the end dates of contracts in adjoining authorities do not coincide with Wiltshire. Joint procurement has been discussed in the past, but this has not proved to be an attractive option for this type of work. Each authority has its own priorities, and different service delivery models, which often do not lend themselves to a common approach.

The Highways Consultancy contract is a fairly large contract compared to others for this type of work and will be attractive to bidders in its own right.

Combining the Wiltshire contract with those of other authorities may even reduce its potential benefits, as the pricing and management could become more complex, and make it less attractive to bidders.

There are aspects of the highways and amenity service which could benefit from joint procurement, but this is not the case with the highways consultancy contract in the present circumstances.

It is not anticipated that there would be any immediate benefit in joint procurement with other authorities on this service.

Future Funding

About two thirds of the anticipated funding through the highways consultancy funding is currently in connection with capital schemes. Most of the highways capital funding comes from central government through the Local Transport Plan funding. Funding levels are known until 2014/15 and are expected to remain fairly consistent until then.

The long term position for capital funding for highways maintenance is not known.

The revenue expenditure has been under pressure as a result of the current financial position, and there have been reductions in expenditure on most of the services delivered through the existing contract.

It is likely that the pressures on revenue funding will continue in the short term, and the long term situation with regard to capital funding remains uncertain.

Options

Various options have been considered for the future delivery of the service.

In house – The staff currently providing the service through the consultant could be TUPE transferred to the Council. Some of them were originally out-sourced in 1999. There would be benefits in transferring some staff currently working in the area offices to the Council as this is a historical arrangement which is no longer required.

However, transferring staff involved on predominantly capital funded schemes could result in additional liabilities for the Council in redundancy costs should capital funding reduce significantly after 2014/15.

In-house provision would reduce access to the wider ranging expertise that a commercial sector partner can bring to the Council.

Combined Contract with Back Office Functions – The highways consultancy contract could be bundled with other services which could be potentially be out-sourced such as IT, Finance and HR. Similar packages have been let by other authorities.

The economic benefits of such a package would depend on how attractive the other services would be to bidders and would depend on the Council's long term plan for these services.

The existing Highways Consultancy package is large enough to be attractive to bidders on its own. Including other services in the package would be unlikely to significantly increase the attractiveness to bidders, and would be likely to delay the procurement process.

Combined Contract with Works Contract – The original outsourcing contract in 1999 included the opportunity for the consultancy and works suppliers to form a joint venture, and did provide initial cost savings.

In order to avoid the problems experienced with having a single supplier the County Council took the decision to tender separate consultancy and works contracts in 2005. This reflected the different types of organisation likely to bid for the contracts, and improved accountability and transparency in service delivery.

In the event of the same bidder winning both a consultancy and works contract it is likely that the benefits would be reflected in the rates submitted for the second tender. Appropriate contract management would need to be put in place in this eventuality.

The consultancy contract as currently envisaged is large enough to be attractive to bidders on its own.

Separate Highways Consultancy Contract – A contract similar to the existing highways consultancy contract would be attractive to bidders and should offer some potential for cost savings.

The Council has benefitted from the expertise that national and inter-national companies can bring to specialist highways services. It is generally not viable for the Council to retain the required expertise in house for all aspects of the service, especially in connection with street lighting, traffic signals and geotechnical advice.

A separate highways consultancy has proved to have advantages, and has successfully delivered services in Wiltshire for over 10 years.

In order to obtain rates for all items likely to be procured through the contract it is suggested that work to the estimated values below should be included in the indicative quantities for the tenderers:

Payment Method	Service	Value
Time	Highway Maintenance	1,054,445.37
Time	Bridges and Structures	1,153,225.60
Time	Integrated Transport Schemes	599,268.46
Time	Development Control	146,088.46
Time	Street Lighting	14,554.02
Time	Traffic Signals	167,327.09
Time	Other Services	133,222.57
Fixed Fee	Traffic Report, Lighting, Traffic Signals	499,992.00
% on cost	Sub-consultant and other staff	285,000.00
		4,053,123.57

This will enable unit rates to be obtained for the time charge staff, and on cost rates to be obtained for other staff and sub-consultants who may be required to work on the contract in the future.

Risks

There are significant risks associated with the highways service. These include safety aspects for road users and highways operatives, especially in view of the number of accidents on the highway network and the potential hazards associated with working in that environment.

Other risks are in connection with losses and claims resulting from failure to maintain the highways assets adequately, which may be safety related, but could also relate to damage or environmental impact.

There are reputational risks for the Council in connection with road and bridgeworks, especially in connection with traffic disruption and delays.

The appointment of a specialist consultant to assist the Council in delivering the highway service could significantly reduce the risk by providing effective risk management and mitigation measures.

The risks in connection with the procurement process are being reduced by the use of a Project Board and Project Team with suitably experienced members. Risks in connection with the procurement procedures, suitability of documents, costs, appointment process, and contract management can be managed by these teams.

The contract as currently proposed would require the transfer of 21 staff from the consultant to the Council. It is likely that up to 80 staff from the existing service supplier may be eligible under the TUPE regulations to transfer to the new supplier. The contract and workload for the new contract would need to be structured to avoid introducing pension or other liabilities for the new supplier as these risks would be likely to increase tendered rates.

There is a risk that the tendered rates will be higher than existing rates, but this should be avoided if the contract is structured as previously indicated in order to avoid passing unnecessary risks onto the suppliers.

There are uncertainties about future workloads as these will depend on future expenditure by the Council, especially in connection with capital work on roads and bridges, and the long term funding situation for these services is unknown.

In the short term a good workload is likely to be available for the successful tenderer, but the implications of the longer term uncertainty will need to be managed during the contract period.

The existing and previous contracts guaranteed the Consultant expenditure through the contract based on 50% of the anticipated annual expenditure. This was a risk which seemed acceptable to the bidders, and removed from the Council any risks of costs resulting from a substantial reduction in workload up to 50%. It would be appropriate to make similar provision in the new contract in view of future funding uncertainties.

Contract Management

In order to achieve value for money with the majority of work being on a time charge basis, it is important to manage and monitor the Consultant's performance continually. This is currently achieved through a series of Service Delivery Teams reporting to a Contract Management Meeting with senior representatives of the organisations. This contract governance is well established on the existing contracts and will be used for the new contracts.

The Consultant is issued with a brief describing the task and requirements. The Consultant provides a Brief Response containing information on the type of staff to be used and the time they will spend on the task. This is discussed with the Client representative and agreed before the order is placed and the work proceeds. At the end of the task the quality and time spent on the task can be reviewed. The contract management is the key to achieving value for money with this type of contract, and effective measures will be adopted to manage the contract, building on the extensive experience gained from the existing and previous highways consultancy contract. These factors will be taken into account in developing the PQQ and the quality assessment aspects of the tenders.

Conclusions

There is a need for highways design and supervision of construction, and managing of infrastructure, which is currently provided by a specialist supplier through the Highways Consultancy contract.

It is anticipated that a suitably structured contract could achieve prices at least as good as current rates, with the possibility of some overall cost savings.

As the service is already out-sourced and the current rates are very competitive there are unlikely to be further very large savings from tendering this contract, but cost reductions of 3.5% may be achieved.

There is undoubtedly keen market interest in providing these services in Wiltshire, and a number of potentially serious bidders have expressed interest.

It is not anticipated that there would be any immediate benefit in joint procurement of this service with other authorities at this time. A separate highways consultancy has proved to have advantages, and has successfully delivered services for over 10 years.