

AGENDA

Meeting: Cabinet

Place: Kennet Room - County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Tuesday 31 January 2023

Time: 10.00 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 Richard Clewer	Leader of the Council and Cabinet Member for Economic Development, Military-Civilian Integration, Heritage, Arts, Tourism, Health and Wellbeing
Cllr Laura Mayes	Deputy Leader and Cabinet Member for Children's Services, Education and Skills
Cllr Phil Alford	Cabinet Member for Housing, Strategic Assets and Asset Transfer
Cllr Ian Blair-Pilling	Cabinet Member for Public Health and Public Protection, Leisure, Libraries, Facilities Management and Operational Assets
Cllr Nick Botterill	Cabinet Member for Finance, Development Management and Strategic Planning
Cllr Jane Davies	Cabinet Member for Adult Social Care, SEND and Inclusion
Cllr Nick Holder	Cabinet Member for Environment and Climate Change
Cllr Ashley O'Neill	Cabinet Member for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards
Cllr Caroline Thomas	Cabinet Member for Transport, Street Scene and Flooding

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By submitting a statement or question for an online meeting you are consenting that you will be recorded presenting this and will be available on the public record. The meeting may also be recorded by the press or members of the public.

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

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

Parking

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

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

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

Public Participation

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


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

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

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

Part I

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

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 13 December 2022.

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 stuart.figini@wiltshire.gov.uk 01225 718221 by 12.00 noon on Wednesday 25 January 2023. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Wiltshire Council's Budget 2023/24 and Medium Term Financial Strategy 2023/24-2025/26** (*Pages 23 - 176*)

 Report of the Chief Executive

7 **Treasury Management Strategy Statement 2023/24** (*Pages 177 - 216*)

Report of the Chief Executive

8 **Financial Year 2022/23 - Quarter Three Revenue Budget Monitoring** (*Pages 217 - 248*)

Report of the Chief Executive

9 **Financial Year 2022/23 - Quarter Three Capital Budget Monitoring** (*Pages 249 - 278*)

Report of the Chief Executive

10 **Q3 Performance and Risk** (*Pages 279 - 300*)

Report of the Chief Executive

11 **School Admissions Policies 2024-2025** *(Pages 301 - 374)*

Report of the Chief Executive

12 **Extension of the Wiltshire Special Educational Needs and Inclusion (SEND&I) Strategy for a period of 12 months** *(Pages 375 - 380)*

🔑 Report of the Chief Executive

13 **Children's Residential Placements Block Contract** *(Pages 381 - 392)*

🔑 Report of the Chief Executive

14 **Minor amendments to the Councils Allocation Policy** *(Pages 393 - 432)*

🔑 Report of the Chief Executive

15 **Wiltshire Council's Housing Board - Annual Report** *(Pages 433 - 446)*

Report of the Chief Executive

16 **Urgent Items**

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

Part II

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

None

Cabinet

MINUTES OF THE CABINET MEETING HELD ON 13 DECEMBER 2022 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Richard Clewer (Chairman), Cllr Laura Mayes (Vice-Chairman), Cllr Jane Davies, Cllr Phil Alford, Cllr Ian Blair-Pilling, Cllr Nick Botterill and Cllr Ashley O'Neill

Also Present:

Cllr Helen Belcher, Cllr David Bowler, Cllr Clare Cape, Cllr Ross Henning, Cllr Tony Jackson, Cllr Dominic Muns, Cllr Tamara Reay, Cllr Caroline Thomas, Cllr Ian Thorn, Cllr Jo Trigg, Cllr Derek Walters, Cllr Christopher Williams and Cllr Jon Hubbard

115 **Apologies**

Apologies were received from Cllr Dr Mark McClelland.

116 **Minutes of the previous meeting**

The minutes of the meeting held on 29 November 2022 was presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 29 November 2022.

117 **Declarations of Interest**

The Leader declared an interest in agenda item 11 – Disposal Programme as he owned an industrial unit in the vicinity of another unit being considered as part of this agenda item. The Leader left the meeting during Cabinets consideration of this matter and did not speak or vote on the item.

118 **Leader's announcements**

The Leader announced the sad death of Emma Russell, the headteacher at Kennet Valley CofE Aided Primary School. Emma was a wonderful inspiration to her staff, pupils, governors and the whole school community and she will be greatly missed.

119 **Public participation and Questions from Councillors**

General questions were submitted from the following members of public:

- Andrew Nicolson – Active travel and livestock
- Dr Jimmy Walker – Parking outside schools
- Margaret Willmott – Active travel

Cllr Clewer, Leader of the Council and Cabinet Member for MCI, Economic Development, Heritage, Arts, Tourism and Health & Wellbeing explained that the questions had received written responses which were published on the Council's website prior to the meeting in agenda supplement 2, which can be accessed [here](#).

In addition to the public questions, a number of questions and comments were received from Cllr David Vigar in relation to Homes for Ukraine programme.

The above Councillor questions received written responses which were published on the Council's website prior to the meeting in the agenda supplement 2, which can be accessed [here](#).

120 **Proposal to retain and invest in Silverwood School Chippenham and Trowbridge campuses**

Cllr Laura Mayes, Deputy Leader and Cabinet Member for Children's Services, Education and Skills, and Cllr Jane Davies, Cabinet Member for Adult Social Care, SEND and Inclusion presented a report detailing proposals to invest in the substantial refurbishment of Silverwood School at the Chippenham and Trowbridge campuses to meet growing demand for special school places.

The Deputy Leader reminded the Cabinet that they approved the establishment of a new maintained special school with a single leadership team for the existing St Nicholas and Larkrise Schools in November 2019 with the new school being known as Silverwood. Cabinet also approved the expansion of Silverwood to accommodate up to 400 pupils along with appropriate funding.

Cllr Davies commented on the importance of investing in high quality school places at both Chippenham and Trowbridge campuses, the launch of a formal consultation on the changes arising from the campuses proposed redesign and refurbishment, which included both sites becoming Primary phase campuses, and the transition of children and young people to the new site at Rowde.

The Leader confirmed his support for the proposals and noted that forecasting exact numbers was a difficult process, however place planning modelling has indicated that Wiltshire Council required an increase in provision year on year to meet growth.

Cllr Ian Thorn welcomed the report and paid tribute to the parents, families and carers involved since the establishment of Silverwood. He commented on the following:

- The Chippenham and Trowbridge campuses becoming primary phase and the impact on families of pupils transitioning to the Rowde site.
- Welcomed the assurance that parents' views will be considered and listened to during and following the consultation process.

Resolved:

- I. **Cabinet meets its commitments made in November 2019 to consult on the future of the Silverwood School campuses, taking account of the forecast demand for special school places in Wiltshire and the views of current and future stakeholders and, in particular, children and young people with SEND and their parent carers.**
- II. **Cabinet approves the use of the statutory processes, (under the 'Making Significant Changes (Prescribed Alterations) to Maintained Schools' Guidance November 2018) to launch a formal consultation on the proposed change to Silverwood School pupil numbers and the change in age range on the campuses. The proposal would create 75 Primary school places (Reception to Year 6) at the Chippenham campus and 75 Primary school places (Reception to Year 6) at the Trowbridge campus.**

The consultation will be on the change of use of Chippenham and Trowbridge campuses (from all-through to Primary) and a change (reduction) in Silverwood pupil numbers. A consequence of this proposal is Silverwood Rowde would become the sole campus offering Secondary education for Silverwood students.

- III. **Following formal consultation, Cabinet considers the proposal to retain and refurbish Silverwood School Chippenham and Trowbridge campuses, funded from pre-approved 'Silverwood Phase 5' capital funding.**
- IV. **Decision-making in respect of implementing the proposals in respect of Silverwood School is delegated to the Director of Education & Skills.**
- V. **Silverwood Phase 5 capital funds are already approved and delegated to the Director of Education & Skills. It is recommended that the Director can apply the capital funds in the refurbishment and fit out of Chippenham and Trowbridge campuses to deliver equity of provision (in shared spaces, finishes and fittings, furniture, and equipment) with specifications for the new build at Rowde campus. The Director of Education & Skills is authorised to apply some of the Phase 5 delegated budget, if necessary, facilitate works at the adjacent schools at Hardenhuish (Chippenham campus) and Paxcroft (Trowbridge campus) to support Silverwood students in**

accessing outdoor recreational and PE space, to better meet space planning standards and more inclusive play opportunities.

Reason for decision:

The proposal to invest in the substantial refurbishment of Chippenham and Trowbridge campuses is required if Wiltshire Council is to meet growing demand for special school places. The proposal is a very cost-effective solution to increasing Silverwood School provision by 150 places.

It is equally important to grow the school offer for learners with SEND. Through an investment in, and retention of, Silverwood School Chippenham and Trowbridge campuses, children with SEND will be able to access local Primaryage provision; complemented by an all-through offer (Reception to Sixth Form) at Silverwood Rowde.

Families with SEND will be able to replicate the mainstream experience, whereby their children attend the local Primary school at Chippenham, Trowbridge or Rowde campuses followed by the more extensive Secondary school experience at Rowde campus only. Silverwood School will continue to provide a hybrid Sixth Form offer, whereby it supports mainstream colleges with their offer, alongside in-house Sixth Form provision for young people with more complex and profound needs at Rowde and Poplar.

121 **Future Chippenham Update**

Cllr Richard Clewer, Leader and Cabinet Member for Climate Change, MCI, Economic Development, Heritage, Arts, Tourism and Health & Wellbeing presented a report providing an update on progress of the Future Chippenham programme since the Cabinet decision in July 2022 to pause design work subject to reaching agreement on the revised Grant Determination Agreement (GDA) with Homes England.

Cabinet received questions from Mel Boyle, Owen Inskip, Nick Parry, Richard Curr, Stewart Roberts, Helen Stride and Cllr Clare Cape in relation to this report, copies which were available to read in agenda supplement 2 on the Council's website [here](#).

Supplementary questions were asked by Owen Inskip, Helen Stride and Cllr Clare Cape. In response, the Leader and Cllr Botterill made the following comments, a copy of the recording is available at this [link](#):

- Emphasised that Future Chippenham and the Local Plan were not to be considered as the same issue.
- The response to cabinet questions should have included the Leaders designation alongside Cllr Botterill's not just Cllr Botterill as was published
- The allocation of sites for development will be determined as part of the Local Plan process

- The original scheme was achievable subject to the local plan review and timing of key connectivity, however due to the increase in costs and inflation and lack of guaranteed timelines for connectivity risks for the Council have increased and delivery of the scheme is regrettably no longer within the risk appetite of the Council or affordable
- As had already been confirmed as part of the Local plan review, the Council would be considering the changes to housing need figures from Government going forward
- Improving connectivity along the A350 is necessary, especially to relieve congestion in Westbury and Melksham areas
- Infrastructure led development is the ambition of the Council as that responds to the concerns of communities as new development can if not properly masterplanned leave them with necessary infrastructure coming along after residential development has taken place
- Improvements could be made to the consultation process with communities in Chippenham and it was accepted that with the benefit of hindsight consultation in advance of the HIF application being made would have been beneficial.

The Leader reported that following Cabinet's decision in July 2021 to seek a revision to the GDA with Homes England to support a southern only road route, and then in July 2022 to pause design work, further discussions have been taking place with Homes England. The Council is now in a position to affect a withdrawal from the HIF programme based on the mutually agreed exit from the GDA with Homes England.

The report detailed a high-level options appraisal of the existing 4 options available to the Council for its land holdings in the southern scheme. In order to comply with Cabinet's resolution of July 2021 and July 2022 the report suggested option 4 should be pursued to promote the land to the South of Chippenham, as follows:

- to continue working with landowners adjoining the Council's land holdings to achieve site allocations as part of a master-planned approach for the forthcoming Local Plan review.

Cabinet noted that subject to agreeing to withdrawal from the HIF programme Full Council would be recommended that the unfinanced costs for the programme are funded through future capital receipts, and a capital allocation of £0.500m is sought in the Council's 2023/24 Capital Programme to progress the work to promote the Council's site as part of the Local Plan review.

Cllr Botterill outlined the Local Plan process and confirmed that the allocation of housing comes from the Local Plan and is evidence based. He was not able to pre-empt the detail contained in the Local Plan and the two issues needed to be separated. He indicated that the southern scheme would only proceed if the evidence suggested it should, the same as for any other scheme.

Cllr Ian Thorn emphasised the need for residents and campaigners to be heard and suggested that the Council's record could be improved in this area, along with the impact on communities of decisions made, which should be more open to the public. He also suggested that Homes England would not provide funding unless both the southern and eastern schemes were progressed.

Cllr Thorn commented on the following:

- The Councils level of control over the design of the development, subject to Local Plan review.
- Issues with the scheme should have been identified at an earlier stage
- The issues raised during conversations with Homes England
- The cost of the scheme to council tax payers

In response to comments from Cllr Thorn, the Leader explained that the process started during the leadership of former Leader Cllr Jane Scott. Proposals to work with other southern land owners will provide the required evidence to promote sites and achieve masterplanned development as will be required by the Local Plan development process. Costs that are incurred would be financed through an anticipated capital receipt if the Council disposes of its land interests. Conversations were held with Homes England the Friday before the report was published and the Council received clarity at that stage from Homes England of their position to support a mutually agreed exit from the GDA.

The Director of Legal and Governance confirmed that Cabinet members did not have any conflicts of interest in making decision on Future Chippenham in this meeting and that they would receive advice in the future when decisions are made about the Local plan review.

Cllr Christopher Williams, Vice-Chair of the Overview and Scrutiny Management Committee, speaking on behalf of Cllr Jerry Kunkler, Chair of the Environment Select Committee, confirmed that the Chair and Vice-Chair of the Select Committee received a briefing on the report on 12 December 2022. The briefing considered the reasons for the exit from the GDA and its potential impact upon the scale and timescales of any development. Also considered were the effect of the withdrawal, and the effect of not exiting the agreement, on the council's finances. The identified options available to Future Chippenham were also discussed. On balance the decisions to mutually exit from the GDA and the recommended option to continue to work with landowners, are ones which the Chairman would support. The select committee would welcome further updates when appropriate.

Cllr Ross Henning commented on his preference for an eastern scheme for Chippenham and was not surprised at the rising costs of the scheme. He asked about the possibility of a relief road to the east of Chippenham. In response, the Leader explained that this was dependent on the Local Plan site allocations and the homes to be developed.

Cllr Helen Belcher commented on the forecast spend in delivering the Future Chippenham programme to date and the request for an additional £500m. In response, the Leader confirmed that the majority of the forecast spend is financed by grant and borrowing, leaving a balance of £1.848m to be financed. The request for £500m would be subject to agreement of Full Council in the forthcoming budget round.

Cllr Ian Blair-Pilling confirmed that any decisions he made on Future Chippenham were based on the information and facts available at the time, and the current report was being considered at this meeting due to the clarity received at a late stage from Homes England.

Resolved:

- 1. Agree to the Council effecting a withdrawal from the HIF programme based on the mutually agreed exit from the Grant Determination Agreement with Homes England.**
- 2. Agree to delegate authority to the Corporate Director of Resources/Deputy Chief Executive in consultation with the Leader of the Council to finalise and enter into any documentation to give effect to the mutually agreed exit.**
- 3. Subject to agreeing to withdrawal from the HIF programme Cabinet refers the recommendation to Full Council that the unfinanced costs for the programme are funded through future capital receipts.**
- 4. Subject to agreeing a withdrawal from the HIF programme Cabinet recommends a budget allocation of £0.500m in 2023/24 to be funded by borrowing to support the work to promote the Council sites in the Local Plan review as part of the Council's Capital Programme budget setting process**
- 5. Subject to withdrawal from the HIF programme, Cabinet agree to the removal of future HIF programme budgets funded by Grant.**
- 6. Agree to continue to work with landowners to the South of Chippenham adjoining the Council's land holdings to achieve site allocations for the Council owned sites in the Local Plan review as part of an overall masterplan.**
- 7. Agree to enter into a Legal Agreement to allow access to the Rawlings Farm development via the Council's land at Darcy Close and the cycleway.**
- 8. Agree to delegate authority to the Corporate Director of Resources/Deputy Chief Executive in consultation with the Leader of the Council to enter into any such Legal Agreement regarding access to Rawlings Green**

Reason for decision:

Following Cabinet's decision in July 2022 to seek to negotiate an exit from the Grant Determination Agreement for HIF funding where a revised GDA with Homes England or the Local Plan review does not support the Future Chippenham programme proposals, discussions have been taking place with Homes England while design work on the programme has been paused.

A mutually agreed exit from the GDA that reflects the Cabinet decision of July 2022 has been agreed with Homes England and thus this report seeks Cabinet agreement for the Council to affect a withdrawal from the HIF programme based on the terms set out in paragraph 7 of the main report.

This report sets out an appraisal of the options available to the Council at this point in time solely in its capacity as a landowner and is entirely separate from its role as the Local Planning Authority (LPA). Based on that appraisal it is recommended that the Council continues to work with adjoining landowners to the South of Chippenham to masterplan and promote the sites as part of the Local Plan review process.

To enable compliance by the developer of Rawlings Green of the conditions in relation to the access obligations contained within planning permission (15/12351/OUT).

122 **Home Care (Adults) Recommissioning**

Cllr Jane Davies, Cabinet Member for Adult Social Care, SEND and Inclusion presented a report which outlined the proposals for adults' home care service to be purchased through a two year Flexible Framework with the possibility of a one year extension.

Cllr Davies highlighted the reasons for a revised approach to the recommissioning of adults' home care and that this approach would help to support and stabilise the market in the short term, provide an environment to review and pilot different concepts to inform future long term home care developments. The tender approach would take into consideration the challenges currently being faced by the market and be informed by Wiltshire 2022 Cost of Care exercise and Market Sustainability Plan.

Cabinet noted that due to the ongoing challenges being experienced the proposal to purchase adults' home care through a one year Flexible Framework would be extended to a two year Flexible Framework.

The Deputy Leader indicated her support for the proposals and reported that Cabinet would consider similar proposals for Children's home care later in the meeting.

Cllr Christopher Williams, Vice-Chair of the Overview and Scrutiny Management Committee, on behalf of Cllr Johnny Kidney, Chair of the Health Select Committee reported that the Chair and Vice-Chair of the Select Committee received a briefing on 31 October 2022. They were fully satisfied with the proposals, and with the rationale behind them. They were also happy that there were no financial implications that required dedicated financial scrutiny.

Cllr Ian Thorn welcomed the proposals and asked for further information about how the Council would undertake co-production to develop a vision and model, and whether the proposals addressed the current market failures. In response, Cllr Davies and officers highlighted the work to be undertaken with community groups, Area Boards, providers, voluntary and health sector partners, and confirmed that they would be working with the market as closely as possible to address any failures.

Resolved:

- 1. To agree that adult's home care services are purchased through a two-year Flexible Framework with the possibility of a one year extension.**
- 2. To agree that officers continue to undertake to prepare and complete the tender programme, award and implement a new Flexible Framework contract for adult's home care by 1st April 2023.**
- 3. To delegate authority to approve the new pricing model and associated uplift mechanisms, award a new contract, extension option and future mini competitions/pilots and all associated documents to the Director Procurement & Commissioning in consultation with the Cabinet Member for Adult Social Care, SEND and Transition and Inclusion, the Corporate Director People and Corporate Director Resources/Deputy Chief Executive.**

Reason for decision:

The purpose of this paper is to provide an update to Cabinet on the Wiltshire Council procurement process for adults' home care and sets out the revised approach that is being taken.

Cabinet is asked to agree:

- the method outlined to complete a tender process that enables the purchase of adults' home care provision through a Flexible Framework*
- a two-year Flexible Framework contract with the possibility of a one year extension contract to help stabilise the home care market and test approaches to inform future long-term home care developments*

(Note: The meeting was adjourned between 11.48am and 12.00 noon)

123 **Pathway Two Bed Tender**

Cllr Jane Davies Cabinet Member for Adult Social Care, SEND, Transition and Inclusion presented a report detailing proposals for the procurement of Pathway 2 bed capacity on the Wiltshire Care Homes Alliance platform.

Cllr Davies explained the rationale for purchasing new block contracts for the provision of bedding pathway 2 hospital discharge beds and reported that the service will be provided under a new hub model currently being piloted in the south of the county. It was noted that the number of beds currently available under Pathway 2 are managed through block contracts which will end on 31 March 2023.

Cllr Christopher Williams, Vice-Chairman of the Overview and Scrutiny Management Committee, speaking on behalf of Cllr Johnny Kidney, Chairman of the Health Select Committee, confirmed that a detailed briefing was arranged for the Chair and Vice-Chair of the Select Committee on 30 November 2022. They were fully satisfied with the proposals and the rationale behind them. They were also happy that there were no financial implications that required dedicated financial scrutiny.

Cllr Ian Thorn commented on initial feedback received following the start of the pilot hub model and the number of days involved in the length of stay. In response officers explained that feedback from staff and patients had been positive, and since the pandemic a different criteria was being employed to assess individual needs with teams embedded in hospitals to ensure appropriate care is provided.

Cllr Clare Cape commented on culture change. In response Cllr Davies and the Leader noted how officers were doing more in this area and that each hospital had its own culture. The key aim being patients, when it is appropriate, should be supported at home.

Resolved:

- 1. That a competition is conducted under the Wiltshire Care Home Alliance to award contracts for the provision of pathway 2 beds in accordance with the indicative timeline in this report, to establish contacts commencing on 1st April 2023.**
- 2. To delegate authority to make decisions connected with the procurement and award new contracts and all associated documents to the Director Procurement & Commissioning, in consultation with the Cabinet member for Adult Social Care, SEND, Transition and Inclusion.**

Reason for decision:

1. The Council's current arrangements for 'discharge to assess' and 'intensive rehabilitation' beds finish on 31st March 2023.

2. The recent pandemic and national changes to hospital discharges has resulted in a model of delivery that is neither the best fit for patients nor financially sustainable.

3. There will continue to be a need for pathway 2 beds, which support residents in gaining their independence following a hospital admission. The ceasing of current contracts provides an opportunity to act on the recent pathway 2 review and create a more efficient, cost-effective and outcomes-based model in Wiltshire.

4. The beds will be funded by an existing Better Care Fund (BCF) budget

124 **Environmental Mitigation Framework**

Cllr Phil Alford Cabinet Member for Housing, Strategic Assets and Asset Transfer presented a report which introduced an Environmental Mitigation Land Asset Management Framework enabling a robust and structured approach to the assessment of Council land for environmental bases schemes.

Cllr Alford reported that the Council has a significant land holding and with an increase in pressures on the use of the land for environmental purposes, a structured approach to the review and potential reuse of land needed to be adopted. He explained that the report provided detail of an Environmental Mitigation Land Asset Management Framework, including an approach to the review of land and governance structure to determine the most effective and efficient use of the Council's assets.

Cllr Christopher Williams, Vice-Chairman of the Overview and Scrutiny Management Committee, speaking on behalf of Cllr Graham Wright, Chairman of the Climate Emergency Task Group, confirmed that the report was discussed with the Task Group, who reported into Environmental Select Committee, on 16th September 2022. The Task Group welcomed the development, particularly the creation of a framework to assess the options for using council land for often competing mitigation opportunities. The Task Group would support and encourage the council to work with its tenant farmers to support environmental farming practices and would continue to monitor progress with the implementation of this framework.

Cllr Ian Thorn welcomed the initiative and commented on the following:

- Parts of the Council estate that were not being utilise to their full extent for example county farms, highways and HRA.
- Small parcels of Council land where nutrient neutrality exists
- The need to map mitigating activities

Cllr Jackson commented on the potential for use of hydro-electric alongside wind and solar energy schemes. In response, Cllr Alford and the Leader confirmed that they were not opposed to such schemes if supported by a business plan however previous scheme proposals proved difficult to achieve.

Resolved:

- 1. That Members agree and adopt the Environmental Mitigation Land Asset Management Framework, as including in Appendix 1.**
- 2. Authorise the Director for Assets and Commercial Development to determine the most appropriate use of assets when considered through the Framework, via the Asset Gateway & Capital Programme Board, after consultation with the Cabinet Member for Housing, Strategic Assets, Asset Transfer.**
- 3. Authorise the Director for Assets and Commercial Development to make any changes to the Framework in circumstances where criteria for assessment, legislation or land ownership changes, via the Asset Gateway & Capital Programme Board and in consultation with the Cabinet Member for Housing, Strategic Assets, Asset Transfer**

Reason for decision:

To provide a clear review and governance approach to the assessment and allocation of Council land for environmental mitigation opportunities.

125 **Disposal Programme**

Cllr Phil Alford Cabinet Member for Housing, Strategic Assets and Asset Transfer presented a report which provided detail about (i) capital receipts targets for 2022/23; and (ii) confirmed the freehold interest in 6 assets to be declared surplus and reviewed to determine the best financial return for the Council.

Cllr Jon Hubbard asked about the former library site in Melksham and the inclusion of the car park in declaring the site surplus. Cllr Alford and officers confirmed that the car park was included so that development options will be able to provide required car parking provision.

Resolved:

- 1. That Members note the position in respect of completed and projected receipts for the financial year 2022/23.**
- 2. That Members confirm that freehold interest of the 6 assets can be sold to either generate capital receipts in support of the Council's**

capital programme or reused to generate income or service delivery, community or strategic outcomes, for the Council.

- 3. Where the decision is to dispose, authorise the Director for Assets and Commercial Development to dispose of the freehold interest in the assets or in his absence the Corporate Director Resources.**

Reason for decision:

To note the current position in respect of capital receipts and the targets for the financial years 2022/23 and confirm the freehold interest in the 6 assets can be sold to generate capital receipts, after a review of the options to determine how the best overall interest of the Council can be achieved.

126 **Appropriation of land between General Fund and Housing Revenue Account (HRA)**

Cllr Phil Alford Cabinet Member for Housing, Strategic Assets and Asset Transfer presented a report detailing proposals for the appropriation of various property assets held in the General Fund into the Housing Revenue Account (HRA) to allow for their development, to meet either sheltered or general need housing requirements. The report also proposed the transfer of property held in the HRA into the General Fund.

Cllr Ian Thorn commented on the transfer of funds from the general account to the HRA and detail in relation to a property transferring from the HRA to the general fund. In response Cllr Alford and officers explained that there would be no transfer of cash for the proposal to transfer the property to the HRA as it was a debt transfer. They also confirmed that consent was required from the Secretary of State as part of the process in transferring the bungalow to the general fund.

Resolved:

- 1. To appropriate the property assets noted from the General Fund to the Housing Revenue Account.**
- 2. Subject to any necessary authority being obtained by the Secretary of State, to appropriate the assets noted from the Housing Revenue Account to the General Fund**
- 3. That the relevant accounting adjustments are made.**

Reason for decision:

The Housing Revenue Account is a ring-fenced fund. Whilst the Council is generally able to transfer property assets in its holdings, between uses, without

specific resolution, property assets cannot be moved in or out of the Housing Revenue Account except through appropriation by way of Cabinet resolution.

127 **Update to Wiltshire Local Development Scheme**

Cllr Nick Botterill, Cabinet member for Finance, Development Management and Strategic Planning introduced a report which sought approval for a revised Local Development Scheme (LDS).

Cabinet received questions from Anne Henshaw, Cllr Ernie Clark and Cllr Clare Cape in relation to this report, copies which were available to read in agenda supplement 2 on the Council's website [here](#).

Supplementary questions were asked by Anne Henshaw and Cllr Clare Cape. In response, the Leader, and Cllr Botterill made the following comments and a copy of the recording is available at this [link](#):

- It was acknowledged that further work was required in response to the consultation considered by Cabinet in June 2021. ,
- Housing need should be associated with the needs of the County
- The consultation on Regulation 19 will shape the outcomes in the process
- The Local Transport Plan 4 consultation results would be fed into the LPR process, where possible
- Use of brownfield land is supported. The development of brownfield sites can be problematic and expensive. There are associated issues not in the control of the Council, although the Council would continue to be proactive in this area, including the ongoing lobbying of MPs.
- Officers are analysing earlier consultation results and will consider how best to engage residents at Regulation 19 stage
- The Council aims to resolve competing interests, it was acknowledged that different views are often made.

Cllr Botterill reported that the LDS was last update in November 2021 and now included revised timelines for both the Gypsies and Travellers Plan and Wiltshire Local Plan Review (LPR) reflecting an updated plan period to 2038. This was in response to the consultation and further work undertaken on housing need and employment evidence following Cabinet in June 2021.

Cabinet noted the next key stage will be publication of draft plans for consultation (Regulation 19 stage), with the LPR consultation scheduled to commence in quarter 3 of 2023 and the Gypsies and Travellers Plan scheduled for quarter 4 of 2023. Additional time is required to ensure that the LPR is underpinned by a robust and sound evidence base prior to it being tested at Public Examination.

Cllr Christopher Williams, Vice-Chair of the Overview and Scrutiny Management Committee, speaking on behalf of Cllr Jerry Kunkler, Chair of the Environment Select Committee, confirmed that the Select Committee received a presentation

on progress with the Wiltshire Local Plan Review and the Gypsies and Travellers Plan on 20 September 2022. The Select Committee sought details on the timelines, the consultation process, and being consistent with national framework policies. Comments were made on alignment with the council's Climate Strategy and the Local Transport Plan. The Select Committee will continue to monitor the development of the Gypsies and Travellers Plan and Wiltshire Local Plan.

Cllr Thorn commented on the following:

- The extension of timescales to 2038, as reflected in the revised LDS
- The hierarchy employed for market towns remaining the same
- Expectations in relation to the consultation process and the need to reflect any changes following consultation to be included in future documents

Resolved:

- i. That Cabinet: Approves the revised Local Development Scheme and that this is brought into effect through publication on the Council's website.**
- ii. Authorises the Chief Planning Officer in consultation with the Cabinet Member for Finance, Development Management and Strategic Planning to make minor amendments to the Local Development Scheme, where necessary, before publication.**

Reason for decision:

The Council as Local Planning Authority has a legal duty to maintain its Local Development Scheme. In the light of the public interest in the Local Plan, this update to the LDS has been brought to Cabinet for approval.

128 Children's Homecare

Cllr Laura Mayes, Deputy Leader and Cabinet Member for Children's Services, Education and Skills, presented a report detailing proposals for Children's home care services to be purchased under a two-year Flexible Framework with the option to extend for a further two years.

The Deputy Leader reported that Children's home care is also referred to as domiciliary care and provides CQC registered home and community-based care and support to children and young people aged 0-25. It supported children and young people to access and participate in activities in the home and in the community and provide respite for family and carers. It also provided personal care support including moving and handling responsibilities.

Cabinet noted that through the recommissioning process and market engagement it has become apparent that there is an urgent need to re-engage

with the homecare provider market and deliver a new Flexible Framework for children's homecare, with the aim to increase capacity in the market and ensure that children have the support they need.

Cabinet took into account the commercially sensitive financial information that was considered at agenda item 17 below, with the press and public excluded in making their decision.

Resolved:

- 1. That children's homecare services are purchased through a two-year Flexible Framework with the option to extend for two years (option c).**
- 2. That officers continue to undertake to prepare and complete the tender programme, award and implement a new contract for children's home care by 01 April 2023.**
- 3. To delegate authority to approve and award a new contract and future extensions and all associated documents to the Corporate Director of People in consultation with the Deputy Leader and Cabinet Member for Children's Services, Education and Skills.**

Reason for decision:

- To seek authorisation to purchase children's home care enabling the opportunity to improve sufficiency of children's home care provision.*
- Cabinet is asked to authorise the method outlined to complete a tender process that delivers value for money through the new contract.*

129 **Urgent Items**

There were no urgent items.

130 **Exclusion of the Press and Public**

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 131 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.

131 **Children's Homecare**

Cllr Laura Mayes – Deputy Leader and Cabinet Member for Children's Services, Education and Skills presented the appendix to the report at agenda item 14 -

Children's Homecare, which provided commercially sensitive financial information.

Resolved:

To note the commercially sensitive financial information provided in Appendix A to the report at agenda item 14 – Children's Homecare considered above.

Reason for Decision:

To provide context to the decision at agenda item 14 – Children's Homecare.

(Duration of meeting: 10.00 am - 1.30 pm)

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

Press enquiries to Communications, direct line (01225) 713114 or email communications@wiltshire.gov.uk

This page is intentionally left blank

Wiltshire Council

Cabinet

31 January 2023

**Subject: Budget 2023/24 and Medium Term Financial Strategy
2023/24 to 2025/26**

**Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance,
Development Management and Strategic Planning**

Key Decision: Key

Executive Summary

This report presents the proposed 2023/24 Budget and the Medium Term Financial Strategy (MTFS) 2023/24 to 2025/26 that will resource the council's new Business Plan.

During 2022/23 the council has faced significant cost pressures. With a national cost of living crisis inflation is running at an exceptionally high level not seen for over 40 years. Nevertheless, the council has managed the continued delivery of high quality services to the residents of Wiltshire. Through continued robust financial management and management action to help mitigate the impact of the inflationary pressures, the council is forecasting an overspend position of approximately £5m for the 2022/23 financial year. If this position is crystallised at the end of the financial year, the overspend will be mitigated through the utilisation of the £8.8m held in the inflation earmarked reserve that was prudently set aside at the end of the 2021/22 financial year.

This puts the council in a good financial position going forwards into 2023/24. This position is further enhanced by the proposal of a balanced budget not just for 2023/24 but over the three years of the MTFS. This also means there are no proposals or reliance on reserves to sustain service delivery over the next three years. With these proposals the reserves previously held to equalise future budgets can be prudently repurposed to further improve the financial sustainability of the Council and also be used as one off investment to address service demands and Business Plan priorities.

The MTFS covers a three year period, the Secretary of State announced the Provisional Local Government Finance Settlement for 2023/24 on 19 December 2022, which also provided confirmation of some indicative funding values for 2024/25. With this position and uncertainty on funding, as well as delay to the timing of the introduction of national initiatives such as Adult Care Reform, a degree of uncertainty remains over the latter part of the MTFS period.

The proposed 2023/24 budget will ensure that vital services to the residents, businesses and communities of Wiltshire will continue to be provided, as well as delivering on the commitments as set out in the Business Plan.

It is key that, to be able to continue to deliver on the Business Plan the council has sound and sustainable finances. The report sets out for approval by

Cabinet, the budget setting proposals that deliver a balanced budget over the three-year period 2023/24 to 2025/26, ensuring that the council is managing its finances in a sustainable way. It is also key that expenditure to sustain services continues so an additional £69m has been added into the 2023/24 service budgets to support the delivery of quality services delivering the best outcomes for the residents of Wiltshire.

The report sets out the required increase in Council Tax for 2023/24, the increase in fees and charges and the General Fund reserve balance as part of a reserve strategy to provide improved future financial resilience. The key financial risks being faced by the council in estimating the level of reserves to be held are also outlined.

In addition, the report sets out for approval the planned Capital investment being made in 2023/24 and beyond, ensuring the delivery of key infrastructure projects as well as maintaining the council's asset base for future service delivery.

Lastly the report sets out the Housing Revenue Account (HRA) budget for 2023/24 with associated increases in rents, service charges and garage rents, as well as the position of the Dedicated Schools Grant (DSG), to be approved by Schools Forum on 19 January.

Proposal(s)

Cabinet approves:

- a) That the current Infrastructure List, is updated and the existing reference to upgrades to Trowbridge Sports Centre is deleted and a new entry is included to read New Trowbridge Leisure Facility Project.

Cabinet recommends to Council:

- b) That a net general fund budget of 2023/24 of £465.372m is approved;
- c) That the Council Tax requirement for the council be set at £332.187m for 2023/24 with a Band D charge of £1,719.90, an increase of £1.57 per week;
- d) That the Wiltshire Council element of the Council Tax be increased in 2023/24 by the following:
 - i. A 2.99% general increase;
 - ii. Plus a levy of 2% to be spent solely on Adult Social Care;
- e) That the Extended Leadership Team be required to meet the revenue budget targets for each service area as set out in Appendix 1 to this report, for the delivery of council services in 2023/24;
- f) That the Extended Leadership Team be required to deliver the revenue savings plans for each service area as set out in Appendix 1 to this report, over the three-year MTF period 2023/24 to 2025/26;

- g) That the changes in the fees and charges as set out in the report are approved;
- h) That the Capital Programme 2023/24 to 2029/30 is approved;
- i) That the Capital Strategy set out in Appendix 2 is approved;
- j) That the Housing Revenue Account (HRA) budget for 2023/24 is set at £26.401m;
- k) That a 7% increase is set for social dwelling rents, except for rents currently over the formula rent which will be capped at formula rent as per national guidance;
- l) That all service charges related to the Housing Revenue Account (HRA) to cover costs and garage rents are increased by 5%;
- m) That the Medium Term Financial Strategy and the forecast balanced budget over the MTFS period 2023/24 to 2025/26 is endorsed.

Reason for Proposal(s)

To enable the Cabinet to recommend to Council a balanced revenue budget for the financial year 2023/24 and to set the level of Council Tax.

To enable effective, transparent decision making and ensure sound financial management as part of the council's overall control environment.

The Cabinet also sets out the final assumptions being used in the budget for growth, inflation, demand for services, the estimated level of income from sales, fees and charges and the level of income estimated from core funding e.g. Council Tax, Business Rates and government grants as well as the level of reserves held and assessed by the council's Section 151 Officer, as required, to provide future financial resilience.

This provides the council with a MTFS to deliver on the Business Plan priorities and drives long term financial sustainability.

Terence Herbert – Chief Executive

**Andy Brown – Corporate Director Resources & Deputy Chief Executive
(S151 Officer)**

Perry Holmes – Director of Legal & Governance (Monitoring Officer)

Wiltshire Council

Cabinet

31 January 2023

Subject: Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Key

Purpose of Report

1. This report sets out the Cabinet's proposals for the Council's Budget 2023/24 and Medium Term Financial Strategy (MTFS) 2023/24 to 2025/26.
2. It also sets out the Council's Capital Programme 2023/24 to 2029/30, the Housing Revenue Account (HRA) budget 2023/24, with dwelling rents increased by 7% as recommended by the Housing Board and the Dedicated Schools Grant (DSG) to be approved by Schools Forum.
3. The detailed assumptions underpinning the Cabinet's proposals are set out along with the Section 151 Officer's opinion on the robustness of the budget estimates for 2023/24 and the adequacy of the council's reserves, including the General Fund reserve, as required under Section 25 of the Local Government Act 2003.

Relevance to the Council's Business Plan

4. The council must set a balanced budget for the financial year 2023/24. Setting out the MTFS for future years supports effective decision making and the alignment of the council's resources to deliver the priorities and objectives as set out in the Business Plan.
5. The 2023/24 budget proposals therefore look to ensure resources are focused and equally, where required, that savings do not undermine the delivery of the Business Plan principles established in 2022:
 - **Empowered People** We want every child to have the best start and life and we will help develop the communities and facilities that enable all residents to enjoy good physical and mental health to live active lives. This includes ensuring that they are safe throughout their life.
 - **Resilient Society** We want people in Wiltshire to build positive relationships and live well together, to be able to get involved, influence and act on what matters in their local communities. We want our communities to be able to grow sustainably with access to arts, heritage and culture and have easy access to high quality and affordable housing in beautiful places.

- **Thriving Economy** We want to continue to grow the skills of our local workforce, nurture the opportunities available to them and for our economy to thrive. We must mitigate the impacts of COVID-19 on our children's education so that they can prosper and as a county we can attract and retain high value businesses and investment. As we continue to move forward, we must ensure everyone can take advantage of a sustainable economy with vibrant, well-connected settlements.
- **Sustainable Environment** The council has committed to becoming carbon neutral by 2030 and we now must take the lead and support the whole county as it strives for the same. Together, we must take responsibility for the environment and ensure it is well used, cherished, protected, conserved and enhanced.

Background

6. An update on the Medium Term Financial Strategy 2023/24 has been included as part of the budget monitoring reports presented to Cabinet during the 2022/23 financial year, with the latest budget gap position presented to Cabinet on 29 November 2022. As a result of the ongoing pressures faced by the council, the budget gap for 2023/24 to 2025/26 stood at around £45m. This position took into account the increasing inflationary pressures faced during the year, which are forecast to continue. It also took into account favourable changes such as assumptions on Government funding streams continuing and factored in a planned rise of 1.99% in Council Tax but, critically, set the position out before any saving proposals were applied.
7. Given the national cost of living crisis and prevailing levels of inflation, the process for the Budget and MTFS has been amended to take account of these. Therefore, for 2023/24 the underlying overspend being forecast at quarter 1 in 2022/23 was used as the starting point for services to be funded through the use of the anticipated increase in funding streams e.g. council tax, estimated in the MTFS. This position effectively funds the underlying and on-going inflationary pressures being experienced by services this current financial year and doesn't require services to come up with saving proposals to cover the in year pressures.
8. Services were then asked to bring forward saving proposals that consume all pressures after that date i.e. for financial year 2023/24 and the following two financial years, covering the period of the MTFS up to 2025/26.
9. The additional funding raised by changes in funding assumptions e.g. Business Rates, government grant and Council Tax, will be used, to firstly fund the increase in corporate costs such as the financing of the approved capital programme, and secondly, to fund the resources required to deliver on the council's priorities as set out in the Business Plan.
10. Cabinet has held a series of budget challenge sessions with the Corporate Leadership Team to understand the cost drivers, assumptions and their impact on service budgets, as well as the saving proposals being put forward and the

delivery of these, so that a balanced budget is achieved. Cabinet has continued to review all aspects by undertaking an assurance process.

11. Cabinet and the Extended Leadership Team have also continued to review the growth, inflation, and demand estimates on which the budget is based with a focus on reasonable challenge and bringing these estimates down, either through the latest known forecast data or through mitigation actions that will be taken during 2022/23 and beyond.











Main Considerations for the Council

12. The Cabinet is proposing a balanced budget for 2023/24 to 2025/26 which ensures funding for vital services to continue during the cost of living crisis. Critically, the Cabinet has put forward proposals over the three financial years that moves the Council to a footing of financial sustainability i.e. so it has enough funds to deliver services without needing to draw on reserves.
13. The budget for 2023/24 sees a £69m increase in service expenditure in those services, ensuring the resources are provided to ensure the delivery of the Business Plan.
14. To assess this, the Cabinet has duly considered the current position of Wiltshire's residents and businesses. The running and continuing provision of vital services to protect the vulnerable is considered paramount as is, wherever possible, future investment.
15. The council receives nearly 84% of its corporate funding from local taxes, Business Rates and Council Tax, and is dependent on increases in these to deliver services to Wiltshire's residents, communities, and businesses.
16. The Provisional Local Government Financial Settlement was announced on 19 December 2022 and set out the individual allocation of grant funding for each council alongside setting out the Core Spending Power.
17. Core Spending Power is a measure of the resources available to local authorities to fund service delivery. It is derived from funding components of core government grants, including compensation for the freezing of the business rates multiplier, and includes an assessment of councils' Council Tax Requirement. Nationally the average Core Spending Power for 2023/24 has increased by 9.2%. Within this increase it is assumed that councils will utilise the total Council Tax increases available through the regulations. This is the overall quantum of the government funded Core Spending Power increase. The increase for the council is 7.9%, which is less than the average. When the assumed increase in council tax is removed the overall increase in CSP for the council is 3.4%
18. The detail of this settlement can be seen in Appendix 1. Compared to the grant funding estimated in the previous budget gap there is a reduction in the New Homes Bonus grant, the removal of the Lower Tier Services grant and a reduction in the Services Grant, with an overall reduction of £5.934m. New funding for Social Care was announced with a total of £14.706m confirmed for the council. An estimate of £4.313m was announced as a grant to compensate

for the loss of under-indexation of the business rates multiplier. The settlement also announced an increase in the basic Council Tax referendum level from 2% to 3% and gave upper tier authorities the ability to raise a specific Council Tax levy for Adult Social Care of 2%.

19. In previous years the council did not receive any Revenue Support Grant (RSG) from Whitehall, however some grants have now been rolled into RSG, and consequently the council will receive £0.566m of RSG. We still await funding reforms that will ensure Local Government receives the funding, particularly for Social Care, that it needs to deliver vital services. Even with the provisional settlement from Government, the level of specific grant funding Wiltshire receives from Government to fund core local services stands at just £77m (16%).
20. For 2023/24 the Cabinet is proposing a 2.99% general increase in Council Tax with a proposal of a 2% levy, permitted by government, specifically for Adult Social Care. The levy will raise £6.3m and will help to fund, in part the £26m of growth that has been built into the Adult Social Care budget and overall the increases will provide sufficient funding to enable the delivery of vital services.
21. Further detail on spending for services is provided in the report. The MTFs appendix contains further detail on inflation, growth and savings for individual services provided by the council.
22. A simple overview on where monies are spent is shown below:

For every £100 of core funding we receive to fund services, we spend:

	£38 on caring for vulnerable adults		£19 on supporting and safeguarding our children and young people
	£10 on managing Wiltshire's waste		£8 on funding the investment in Wiltshire schools, roads and housing
	£9 on maintaining Wiltshire's highways and subsidising local bus services		£6 on running the council and holding elections
	£4 on the council's extensive property assets		£3 on our online and digital services
	£2 on Wiltshire leisure and libraries		£1 on improving Wiltshire's economy

23. After the announcement of the provisional settlement there remained a budget gap of nearly £33m for 2023/24. The proposals contained in this report provide the detail on how the budget gap will be closed. This will be achieved through:
 - utilising the ability to increase the basic Council Tax by an additional 1%, (raising an additional £3.2m),
 - the proposed increase of an additional 1% levy on Adult Social Care, (raising an additional £3.2m) to help fund the £26m growth in Adult Social Care, and
 - saving proposals totalling over £26m.

24. The paragraphs below provide an analysis by services of the budget being proposed. The tables analyse the movement from the base 2022/23 budget to the proposed base budget in 2023/24. The Prior Year Inflation line is the amount uplifted to reflect the in year (2022/23) pressure of inflation being experienced that is not covered in the base budget and is being funded, as explained in the background section of this report, on the budget process for 2023/24.

People Services - £271m annual spend on services

Living and Ageing Well - £83m annual net spend on services

Table 1 – Budget movement from 2022/23 to 2023/24

	£m
Base Budget 2022/23	71.527
Prior Year Inflation	2.339
Pay Inflation	1.019
Contract Inflation	9.222
Demand	3.290
Savings	(4.861)
Base Budget 2023/24	82.536

25. There are a number of service areas within the Living and Ageing Well directorate and a key objective is to maintain and promote independence for individuals who experience physical, cognitive and sensory difficulties and to support their unpaid carers.

26. In setting the budget for this MTFS period, account has been taken of demographic pressures that will see more people requiring support, and the rising cost pressures that providers face due both to general inflation, and sector specific cost pressures. We have seen an increase in the cost of placements due to the issues in the market and also the impact of the minimum wage, cost of living crisis and energy price increases. This has significantly impacted the market and inflation estimates are higher to reflect this situation, £4.953m for 2023/24.

27. Work has also been undertaken to understand the pressure providers face through the Cost of Care exercise. Providers are likely to expect considerably higher rates following the exercise, however the council can only work within the financial envelope allocated through grant funding for this purpose. With the delay to the reforms for 2 years, the ability of the council to fully address the gap between the rates Local Authorities pay providers and those Self Funders pay is extremely limited. We are yet to fully understand the next steps and implications to wider social care reform. We want to continue to work with providers on issues to not only make the market more sustainable but also affordable for both Wiltshire Council and providers and partners in line with the business plan themes of understanding our communities and working together. Wiltshire Council will receive £4.269m Market Sustainability and Improvement funding for 2023/24.

28. There are a number of Transformation projects in Living and Ageing Well which will deliver savings that are built into the MTFS. One of these is the Direct Payment Financial Audits project which will ensure that people with Direct Payments are getting the support that they have been assessed as needing, as well as returning unspent funds to the council in a timely way. The Transformation of Home Care, which will shape both the way we commission services and what we commission to support individuals to maintain independence within their community and home settings for as long as possible, will deliver substantial savings.
29. The rolling out of Technology Enabled Care (TEC) is another transformation project that will revolutionise the way services may be delivered to individuals, and lead to savings. This project, along with another Transformation project centred on Prevention, will deliver savings across both directorates in Adult Social Care. We want the people of Wiltshire to be empowered to live full healthy and enriched lives. We aspire to do this through prevention and early intervention to prevent and delay need in line with our Business Plan theme 'Prevention and early intervention'.
30. Recruitment and retention of high-quality Social Workers, Occupational Therapists and other professionals is key to the service. The budget proposes additional investment of £0.573m to ensure that salaries are competitive, and caseloads are at manageable levels.
31. There are a number of broader system pressures, for example, we need to support hospital discharge. A significant percentage of new demand is coming from discharge pathways often with additional complexity and the need for additional support.

Whole Life Pathway - £96m annual net spend on services

Table 2 – Budget movement from 2022/23 to 2023/24

	£'m
Base Budget 2022/23	81.200
Prior Year Inflation	7.909
Pay Inflation	0.602
Contract Inflation	5.160
Demand	2.560
Savings	(1.284)
Base Budget 2023/24	96.147

32. There are a number of service areas within the Whole Life Pathway directorate whose key objective is to maintain and promote independence for individuals who have complex mental health and long term neurological and cognitive conditions, their families, and their unpaid carers.
33. As with the Living and Ageing Well directorate, the budget for this MTFS period contains growth to cover demographic pressures that will see more people requiring support, and the rising cost pressures that providers face. Additional pressures have been recognised for the increased complexity of packages and

the impact of the minimum wage, cost of living crisis and energy price increases. This has significantly impacted the market and inflation estimates are higher to reflect this situation, £5.160m for 2023/24.

34. Recruitment and retention of high-quality social workers and other professionals is key to the service. The budget proposes additional £0.320m investment to ensure that salaries are competitive, and caseloads are at manageable levels.
35. Ensuring that young adults are supported to move from children's to adult's services is vital to them having independent, happy lives. The new transitions service will work with people aged 18-25 to ensure that this happens. It will work closely to bridge the gap between adult's and children's services and will work in partnership with SEND, children's social care, adult's social as well as voluntary and community sector services. The new service will ensure the preparatory work is undertaken to avoid high cost packages resulting in savings being made.
36. As with Living and Ageing Well, there are a number of the savings proposals in Whole Life Pathway that sit within the Adult Social Care Transformation Programme. The rolling out of Technology Enabled Care (TEC) is a transformation project that works across the whole of Adult Social Care, and which will deliver savings due to improving how care and support is delivered. The Enablement saving sits within the Prevention project in the Transformation workstream and will deliver further savings by working with individuals to reduce their need for paid for support. Finally, the Market Intervention saving will deliver significant savings by introducing alternative solutions to providing support in those limited areas where the market is not delivering best value. This links to our business plan aim to develop the care market in a way that promotes choice and diversity of supply, develops new care models and ensures best value for money and a fair cost for providers.
37. Transitional Step Down homes work well with our adults of working age. It provides support for up to 2 years with people then moving on to more independent accommodation. This Mental Health discharge route supports our aim for prevention and early intervention. However, older adults mental health block purchase beds are becoming increasingly difficult to source which then means we have to utilise other types of care which is more expensive. Commissioning are working to mitigate this as much as possible.
38. The Intensive Outreach Enablement service has evidenced that working in this way can reduce restrictive packages of care and promote independence, and is an asset to the council and the prevention strategy. It is to be developed into a larger service that supports individuals, as part of a stronger prevention and early support strategy working alongside the prevention and wellbeing team in order to enhance our community based offer for individuals with complex needs to remain living in their own homes.
39. The shared Lives Wiltshire Scheme provides an opportunity for a different model of care and support. Its main aim is to support people to live as part of a family, within the carers home, where they receive the support, direction or care they need within a family environment. The service places adults who have an

eligible need requiring support for a variety of reasons such as, mental health, learning disabilities, physical impairments, or are elderly or cannot manage to live without support. This has already made savings and further savings are built into this MTFS.

Education and Skills - £29m annual net spend on services

Table 3 – Budget movement from 2022/23 to 2023/24

	£m
Base Budget 2022/23	23.423
Prior Year Inflation	2.682
Pay Inflation	0.871
Contract Inflation	0.753
Demand	2.681
Savings	(1.141)
Base Budget 2023/24	29.269

40. This service area is facing significant legislative change, the Education White Paper was published March 2022. The White Paper outlined how a strong school system will be delivered by schools, trusts, local authorities, faith bodies and the Department for Education working together. Whilst the White Paper will not be progressed for the foreseeable, the ambition for a stronger and fairer school system that works for every child, for all schools to be in a strong multi-academy trust (MAT), or with plans to join or form one, remains. New legislative change for education welfare means that investment of £0.3m is requested to offset the ceasing of charging academies and the increased statutory duties as of September 2023.
41. The service runs a significant amount of schools traded activity and as funding for schools grows tighter with the teachers’ pay award and other cost of living increases the risk of income reductions rises. This, together with demand for services which are only available for maintained schools falling in line with conversions to a multi academy trust means that services must plan for reductions between now and 2030. Savings planned in school effectiveness of £0.3m reflect this.
42. The impact of the pandemic is putting pressure on early years children and so £0.2m investment for inclusion advisers and £0.1m for education welfare officers funded from the latent demand reserve have been included in the MTFS.
43. Demand for statutory SEN services has increased with requests for assessment in order to access support increasing. Wiltshire continues to be slightly above the national average – the table below shows the year on year increase and also the impact of the pandemic whilst children were not in school and subsequent increase reflecting “catch up” and the impact of the pandemic on children’s needs.

	Number of EHCPS	Movement from prior year	% Movement from prior year
31 March 2022	4,371	253	6.1%

Forecast 31 March 2023	5,073	423	16.1%
------------------------	-------	-----	-------

44. It is for this reason that the investment in statutory SEN is sought. This service area is facing uncertainty around legislative change with the SEN Review consultation document published in July 2022. The DfE response is anticipated in Spring 2023.
45. At the same time, a bid to the transformation reserve of £1.6m has been approved and plans for the additional supplementary dedicated schools grant in 2023/24 will facilitate both improved quality and timeliness of plans as well as investment in the early help and support which will avoid applications for assessment being the preferred route for support.
46. As a large rural authority school transport for children with SEN & disability is a risk on two fronts: firstly, the number of pupils eligible to take up the school transport offer is rising in line with the number of EHCPs and secondly the marketplace is insufficient to meet needs. This means that taxis for example, are a limited resource and unit prices for journeys are rising above inflation. Demand and inflation across the MTFS is estimated at £7m. A number of transformational schemes and route reviews are in place to achieve the savings of £0.805m in the MTFS.
47. Other savings include increases in traded income prices to reflect staff pay inflation, attrition of premature retirement costs, service reviews and removing vacant posts where possible to do so.

Families and Children - £63m annual net spend on services

Table 4 – Budget movement from 2022/23 to 2023/24

	£'m
Base Budget 2022/23	60.776
Prior Year Inflation	(3.168)
Pay Inflation	1.243
Contract Inflation	1.074
Demand	3.909
Savings	(1.110)
Base Budget 2023/24	62.724

48. Whilst many other local authorities have seen pressure on statutory services, Wiltshire's preventative family support approach and quality practice has reduced and delayed this. Inevitably demand and cost pressures still exist; including an increase in the number of care experienced young people requiring our support for longer.
49. As a result of national and local demand increases, the care placement marketplace is saturated, and we are unable to provide foster carers for all children requiring this type of care provision. This means that in some cases more expensive placements need to be sourced, which are up to five times more expensive taking us from hundreds of pounds per week to thousands. A consequence of the minimum wage, cost of living, energy and other price

increases mean that the average unit costs have significantly increased, and inflation is also estimated at higher rates than originally planned.

50. Annual demand for 36 additional children and young people and inflation mirroring staff pay assumptions and from framework agreement contracts are included in the MTFs at £4.9m and £2.5m respectively for Children’s Social Care placements and support. This includes estimates of latent demand of £1m which will be funded from a drawdown from the latent demand reserve. A series of commissioning and operational savings are planned totalling £1.4m.
51. Recruitment and retention of high-quality social workers and other professionals is key to any aspiring service and as such £0.5m investment is sought to ensure that salaries are competitive and caseloads are at manageable levels. Linked to this aim of a sustainable high quality workforce investment is a subsequent saving in agency staff.
52. The savings presented are linked to the service developments planned, the purchase of the first of new children’s homes with plans to commission providers offering local placements at a lower unit cost estimates savings of £0.250m. Continuing to grow our own Fostering Excellence foster carers offering high quality local homes for children savings of £0.450m and the Step Forward programme, supporting young people to transition to the next stage of their lives, whether that be independent living or moving to a family environment, £0.350m and placement sufficiency strategy £0.350m.
53. Other savings plans include badging existing services to grant for supporting families, asylum seeking children and domestic abuse contract; £0.516m. The remaining £0.484m savings are focussed on staffing reviews and reductions in agency budgets which are linked to the market supplement investment request.

Place Services - £101m annual spend on services

Highways & Transport - £41m annual net spend on services

Table 5 – Budget movement from 2022/23 to 2023/24

	£m
Base Budget 2022/23	37.696
Prior Year Inflation	1.720
Pay Inflation	0.571
Contract Inflation	4.287
Demand	0.215
Savings	(3.855)
Base Budget 2023/24	40.634

54. The main pressure facing the service is contract inflation for major contracts for Highways Maintenance and Design, Street Scene, Passenger Transport and Energy for Street Lighting. These contracts support communities to get around easily and offer options for different modes of transport, delivering against the Empowering People, Resilient Society, Thriving Economy and Sustainable Environment priorities in the Business Plan.

55. The contracts have seen a significant increase over and above the budgeted amount in 2022/23 of £1.5m, and this is forecast to continue in 2023/24 with an increase of £4.3m. Increasing material prices, fuel prices and driver shortages continue to cause issues and risk for the service.
56. The Public Transport industry is still recovering from the impact of the pandemic with reduced patronage and increasing operating costs, particularly in relation to fuel increases and driver shortages. In 2022/23 to keep services running and prevent bus service sections being deregistered, the council had to step in and provide support where routes had become commercially unviable and to assist with the super inflation seen on fuel. This pressure is included in the inflation rates above, however, it remains a significant ongoing risk for the service.
57. Highways & Transport's gross budget is supported by income generated by services. The key areas for Highways & Transport are Car Parking and Streetworks income. These income streams are reliant on demand from the Public and Utility companies so can be volatile as demand is affected by changes in the economy and in the community. For example Wiltshire based companies' policies changing to more working from home, whether communities feel safe and well to go shopping, the cost of living, the level of new development being undertaken, the level of employment and of retail opportunities. Due to the work of the Wiltshire Towns funding car parking is increasing and as part of budget setting the total change in income budgets is an increase of £1m.

Economy & Regeneration £2m annual net spend on services

Table 7 – Budget movement from 2022/23 to 2023/24

	£m
Base Budget 2022/23	2.334
Prior Year Inflation	0.062
Pay Inflation	0.104
Contract Inflation	0.024
Demand	0.270
Savings	(0.424)
Base Budget 2023/24	2.370

58. Following the restructure earlier this year, and changes in capital programme delivery, £0.270m is required to fund staff by revenue in 2023/24 onwards to allow for the team to develop, to secure and deliver future opportunities and funding, as part of our business plan responsibility to deliver infrastructure to enable local communities to live, work and play locally, and to support businesses to invest and everyone to take responsibility for the environment. The Wiltshire Towns Programme continues with £1m per annum to 2024/25, and will help create and support vibrant town centres and deliver new strategies for regeneration.
59. The service will deliver the £5.8m UK Shared Prosperity Fund between 2022-2025 and achieve associated administrative costs, which will support local business and increase the proportion of Wiltshire's wealth that is spent in the local economy.

60. The service will also support the delivery of broadband across Wiltshire, providing assistance to the Government's 'Project GIGABIT' and other broadband capital programme, to maximise broadband connectivity across Wiltshire.

Planning - £3m annual net spend on services

Table 6 – Budget movement from 2022/23 to 2023/24

	£'m
Base Budget 2022/23	1.166
Prior Year Inflation	0.320
Pay Inflation	0.365
Contract Inflation	-
Demand	1.627
Savings	(0.083)
Base Budget 2023/24	3.395

61. The Planning service has significant problems recruiting and retaining experienced and high calibre professional officers. Caseloads are 30% higher than the national average and planning appeal numbers are amongst the highest in the country. To meet statutory responsibilities and regain a 5-year supply of housing land, the service needs to complete the Local Plan Review and Gypsies and Travellers Plan as quickly as possible and to make significant progress to put in place new Plans for Minerals & Waste. These priorities will help deliver the needs of Wiltshire's growing communities from an economic, environmental and social perspective. This aligns with the four priorities in the Business Plan, Thriving Economy, Resilient Society, Sustainable Environment and Empowered People. The Local Plan is critical as it provides an effective policy framework for the sustainable growth of Wiltshire.

62. To address service pressures, the service needs to increase staffing capacity. A demand of £1m has therefore been included within the budget.

63. Included within the 2023/24 budget is income of £6.6m from Planning, Building Control and Local Land Changes. This income is driven by demand and typically fluctuates according to the national housing market and economic situation. If the market slows, there is a risk that the council's income will decrease. Fees tend to increase when the market is buoyant.

64. Planning application fees are set by Government. A forecast increase is assumed for 2024/25 and is estimated at 30%. Government is expected to consult on increased planning application fees in 2023 alongside other planning reform.

65. Building Control fees are set locally but must be set competitively to retain market share with the private sector. Fees are set in the upper quartile when benchmarked against other local authorities.

66. In 2023/24, as part of H M Land Registry, digitalisation Local Land Charges 1 searches will be undertaken by Land Registry. Wiltshire Council will therefore

loose Income for this element. This has been assessed in conjunction with overall demand and the income budget rebased by £0.300m across the MTFS period, £0.150m falls into 2023/24

Environment £48m annual net spend on services

Table 8 – Budget movement from 2022/23 to 2023/24

	£m
Base Budget 2022/23	44.627
Prior Year Inflation	(0.158)
Pay Inflation	0.248
Contract Inflation	3.914
Demand	0.819
Savings	(1.167)
Base Budget 2023/24	48.283

67. The significant pressure in Environment is for the Waste Services contracts for the collection and treatment of Waste, contracts are focused on reducing the amount of Waste going to Landfill and increasing recycling to keep Wiltshire looking beautiful and taking responsibility for the Environment whilst delivering against the Sustainable Environment priority on the Business Plan.
68. While tonnages have remained stable, inflation increased significantly in 2022/23 with a £1.3m pressure above budget and a further £3.9m is forecast for 2023/24. The majority of the contracts are linked to CPI forecast at 7.4%.
69. Tonnage forecasts and waste treatment routes have been derived by looking at past years actuals and trends and have only been increased where there would need to be an incremental change based on a 1% growth rate. Waste tonnages are a risk for the service as a small change in tonnage can have significant financial implications. The council have a minimum requirement to send 110K tonnes through the landfill diversion contracts to Lakeside Energy from Waste or Northacre MBT in Westbury, failure to meet this incurs compensation events.
70. Waste Services are forecast to generate £9.5m of Income from Green Waste, Bulky Waste and Recycling material. This is a risk for the service as recycling material income is notoriously volatile and has been particularly influenced through changing economic climate. Budgets for 2023/24 have been based on the 2022/23 performance as industry intelligence is that on average prices will continue in the short term, however some markets are seeing a slight decline. This is closely monitored on a monthly basis.
71. The Environment Act 2021 will require the Waste Service to undertake substantial changes over the next three years, however at this stage there has been insufficient detail from Government to fully evaluate the financial implications and impact on existing and future waste contracts, including long term landfill diversion contracts. The working assumption is that pressures arising from the Act will be covered by Government under New Burdens funding or via new funding streams as part of the proposed schemes.

72. There are three main changes from this legislation that will impact costs of future waste service provision:

- i. Extended Producer Responsibility (EPR) where producers of packaging will be required to pay into a scheme based on the type and quantity of packaging placed on the market. The Scheme Administrator will be responsible for placing funds with local authorities involved in the collection and management of packaging waste (including litter placed in street litter bins). This is expected to come into force in 2024 and would see additional funding coming to Wiltshire Council. Further detail is required to understand the financial impact, however Wiltshire currently spends circa £8m per annum collecting and managing packaging waste.
- ii. The Deposit Return Scheme (DRS) is where consumers will pay a deposit on in scope drinks containers which will be refunded through a national network of reverse vending machines at participating retailers and kiosks. This is also expected to be in force in 2024 and models suggest Wiltshire would see a loss of income of circa £0.9m due to a reduction in recyclable material collected via the kerbside services.
- iii. The Act will require consistency in Recycling Collections which will stipulate that councils must provide separate, weekly food waste collections; free of charge fortnightly garden waste collection; separate kerbside collection of recyclables, and fortnightly residual waste collections. Wiltshire Council does not currently provide a separate food waste collection, we have a mixed kerbside recycling collection which is then sorted at a Material Recycling Facility and we generate £5.1m income from chargeable garden waste service which offsets costs of collection only. This will therefore have a significant financial and operational impact for Wiltshire's existing contracts and future procurements. The long-term landfill diversion contracts will be at risk as this would lead to significant compensation events payable to the contactor as minimum tonnage levels would not be met. Technical advice is still awaited from Government, but Separate, weekly Food Waste collections have been referenced to come into force in 2025.

73. Additionally, the following legislative challenges are likely to impact waste services in the coming year:

- i. Following EA guidance Persistent Organic Pollutants (POPs) found in upholstered domestic seating and managed as waste, have to be segregated at point of collection and sent for disposal by incineration and must not be landfilled. This new requirement is effective from 1 Jan 2023. Wiltshire estimate that circa 2,000 tonnes are collected through HRCS, bulky waste collection and fly tipping per year. Wiltshire is planning to manage this by utilising £0.060m of approved capital funding for HRC infrastructure related to 2022/23 savings to buy extra containers at HRCs. This material has historically been landfilled and will now be part of the landfill diversion contracts. There is an additional revenue pressure of £0.4m, currently there is no confirmation that these additional costs will be covered by Government under New Burdens funding, so it has been included as demand.

- ii. There is a proposal to extend the Emissions Trading Scheme to include Energy from Waste plants. Energy from Waste plant operators would be required to buy credits to cover the fossil-based carbon emissions created by the plant. Wiltshire’s Lakeside contract would fall under this category and would be a cost born by the council due to change in law clauses within the contracts.
- iii. Government is planning to tax commercial generators of electricity where excessive profits are made. At present Energy from Waste facilities are in scope. This could mean that the gate fees under the Lakeside Energy from Waste contract increase. Local authorities are lobbying Government to exclude Energy from Waste and AD facilities developed to deliver council contracts from being in scope.

Leisure Culture & Communities £7m annual net spend on services

Table 9 – Budget movement from 2022/23 to 2023/24

	£'m
Base Budget 2022/23	6.078
Prior Year Inflation	1.059
Pay Inflation	0.770
Contract Inflation	0.028
Demand	0.395
Savings	(1.449)
Base Budget 2023/24	6.881

74. As part of the Business Plan priority to empower People and help people to stay active the council committed to giving communities access to quality leisure and sports opportunities in facilities that are safe and well maintained. In 2022 the council opened a new facility at Melksham Campus, £0.3m has been added to the budget for the net operation of the facility.

75. Leisure Operations Income is a risk for the service, Income has been recovering from the pandemic and is currently budgeted at 80% of pre-covid levels. The future income budgets are forecast to grow and fees to be increased, savings proposals are included for this which will increase income budgets by £1.4m in 2023/24. A significant risk is now the increasing cost of living and whether this impacts on future demand.

Resources - £39m annual spend on services

Assets & Commercial Development - £18m annual net spend on services

Table 10 – Budget movement from 2022/23 to 2023/24

	£m
Base Budget 2022/23	15.489
Prior Year Inflation	1.413
Pay Inflation	0.211
Contract Inflation	2.458
Demand	0.299
Savings	(1.931)
Base Budget 2023/24	17.939

76. Assets & Commercial Development services is responsible for managing the council's estate, which includes the 5,300 existing properties and 1,000 planned new properties from the Council House Build Programme under the Housing Revenue Account.

77. Wiltshire Council takes a strategic and commercial approach to managing assets ensuring assets are well maintained, fit for purpose and that services can operate safely, efficiently, and effectively, thus ensuring the sustainability of the property estate. The council shares resources with other public services and uses technology, buildings, and other assets flexibly to maximise value and reduce costs. This all contributes to delivering the Business Plan by ensuring Wiltshire Council is an efficient and healthy organisation.

78. As seen nationally there have been significant increases in energy prices, this has led to a prior year inflation increase of £0.811m for Electricity, Gas, Biomass and Oil. Considerable continuing increases are forecast for 2023/24 and the 2023/24 budget is forecasting £1.78m with increases forecast at 11% for Electricity, 50% for Gas and 10% for Biomass. Increasing energy prices are a risk for the service. To ensure the council is operating as efficiently as possible savings are proposed through the capital energy efficiency programme which delivers projects to reduce energy consumption and generate renewable electricity.

79. Inflation costs on maintenance contracts have been increased by £0.450m for prior year and £0.263m for 2023/24 (6%) to reflect increases in prices on material costs and contractor terms.

80. The council pays Business Rates on its properties, this is forecast to increase by an average of 22% £1m in 2023/24 due to an impending revelation which will come into effect in April 2023.

81. Savings proposals focus on asset rationalisation and service efficiencies to consolidate the estate and reduce operating costs. Alongside this Income generation will be maximised by leasing vacant space and increasing prices on existing lettings.

Transformation and Business Change - £1m net spend (£1.913m annual gross spend)

82. The Council's Business Plan sets out the priorities, outcomes, and aspirations it seeks to deliver over the next ten years, and outlines how its progress towards achieving these will be measured and represented. Achieving many of these outcomes will need significant change or transformation of existing business

models and delivery methods. This will require innovation in how we approach service design and planning, which should be supported by evidence and insights from the broadest range of data available to us.

83. The creation of a new Transformation and Business Change directorate in early 2022 brings together existing delivery capabilities such as systems thinking, business analysis, programme management, business intelligence and direct oversight of specific strategic programmes into one function to co-ordinate, prioritise and support these activities to deliver the councils business plan.
84. Informed by learning from local authorities, the council is investing £0.379m in the 2023/24 MTFS to establish a successful business intelligence hub to deliver cross-discipline, multi-source-based insights leading to enhanced evidence based decision making. This will be funded from flexible use of capital receipts and the transformation reserve.
85. Maintaining good financial sustainability to deliver a balanced budget means the demand for Transformation should be considered a continuous and required capability. This needs specific financial provision to ensure the right scale of skills and capacity are in place to support the delivery and management of change programmes arising across the complex range of services performed by the council. The council has allocated one-off funding via its transformation reserve to enable this, which is anticipated to be replenished in part through savings delivered by transformation projects. Funding for specific transformation projects will also be utilised through the Flexible Use of Capital Receipts where appropriate and desirable to do so.
86. Many of the recent savings' proposals put forward by services in response to the financial pressures and budget setting process for the next three years were predicated on having access to suitable change and transformation capacity. Several of these will require timely delivery of significant programmes of work to suppress demand or redesign services and process. The council's outcome-based approach to transformation (rather than solely savings-driven) at a strategic level was positively recognised by the LGA's recent corporate peer challenge. This approach, allied to the funding methods outlined above, provides flexibility and adaptability in how we can respond to increasing demand to support services to meet their business plan obligations.
87. A number of services are anticipating or requesting that provision of large parts of the change capacity and skills needed to support delivery of those programmes will come from the transformation team and associated enabling services. These must be delivered in addition to the existing in-progress strategic programmes including Adult Social Care Transformation (ASCT), Families and Children Transformation (FACT), Customer Experience, and Evolve. It is important, therefore, to ensure that the flexibility to draw down against allocations of flexible funding sources such as the Transformation Reserve and Flexible Use of Capital Receipts remains in place for the full term of the MTFS.

Capital Receipts Flexibilities

88. As part of the Final Local Government Finance Settlement for 2021/22 published on 10 February 2021 Government announced a 3-year extension from 2022/23 onwards of the flexibility for councils to use capital receipts to fund transformation projects that produce long-term savings or reduce the cost of service delivery across the public sector. [Funding boost provides councils with certainty to plan for year ahead with £51 billion funding package - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/funding-boost-provides-councils-with-certainty-to-plan-for-year-ahead-with-51-billion-funding-package)
89. It is important that any council using this flexibility is transparent in reporting its plans and the individual projects that are to be funded or part funded, report on planned savings and/or service transformation that is planned to be delivered and report the previous years' activity and realisation of benefits.
90. During 2022/23 £1m of transformational activity was approved to be funded by use of this regulation. The costs being funded are the Transformation and Business Change team costs, which support the delivery of the different transformation programmes and projects across the council, and specifically projects that support delivering a more financially sustainable council. £1m has again been included within the budget for each year of the MTFs period (2023/24 to 2025/26) although there is risk that the regulation may not be extended to the last year of the MTFs period. If this regulation is not extended the work will either need to be funded in another way or ceased. The prioritisation of the programmes and projects supported by the Transformation and Business Change team is agreed by CLT and/or the relevant Transformation Board and will be reported as part of the quarterly budget monitoring process to ensure the requirement of transparent reporting is met.

Fees and Charges

91. As part of budget setting, where the council has discretion on the setting of fees and charges and increases to these, it is recommended that the fees and charges to the public are increased by appropriate inflation rates to help support the delivery of a balanced budget. Other fees and charges will be based on statutory national levels (where set by statute) or individual agreements.
92. Demand has been adjusted within the pressures built into the budget to reflect the continued reduction seen in some services.
93. Detail of the fees and charges where the council has discretion on the setting of the fees and charges, as well as those statutorily set can be seen in Appendix 4.

Council Tax

94. The level of Council Tax income for the council is driven by 2 main factors; the number of 'Band D' equivalent properties, known as the taxbase and the charge per 'Band D' equivalent property.
95. The council is required to set the Council Tax Base annually following regulations. For 2022/23 the taxbase was set at 189,964.37 Band D equivalent properties and for 2023/24 the Council Tax Base has been set at

193,142.94 Band D equivalent properties, which is an overall increase of 1.67%, higher than originally forecast (1.2%).

96. As part of the Local Government Finance Settlement an increase in the maximum basic Council Tax threshold from 2% to 3% was announced along with an increase to the maximum specific levy for Adult Social Care from 1% to 2%. Further detail is given in Appendix 1.

Reserves – General Fund and Earmarked

97. In the previous two budget setting cycles a reserve strategy was established to steadily increase the level of the Council's General Fund reserve to a level more in line with the financial risks the Council potentially faces. This would thereby increase the financial resilience of the council in being able to deal with, and more importantly withstand, any financial risks or shocks that may materialise.

98. In the setting of the 2022/23 budget the strategy set out a plan to increase the level to over £21m by 2024/25. The better than forecast outturn position in 2021/22 meant that additional funds could be transferred into the reserve to meet that target.

99. For this budget setting cycle, the positive outcome of a balanced budget over the MTFs means that the budget equalisation reserve, held to deal with the anticipated shortfalls in the budget forecast in the MTFs during the 2022/23 budget setting cycle process can be repurposed. £7m of this reserve will be moved immediately to the General Fund reserve, achieving the objective of the reserve strategy in having a General Fund reserve that meets, or is at around, the level of financially assessed risk. For 2022/23 this was set at £27.6m for 2023/24 this has increased to £31.9m.

100. The general fund reserve risk assessment is shown in annex 8 of appendix 1. This uses the estimates of key financial risks facing the authority in 2023/24 and it provides an estimated risk assessed level of reserves based on the specific complexities and activities unique to Wiltshire Council. This assessment is reviewed and refreshed every year to reflect the known financial risks in that year and provides an update on the financial resilience for the council.

101. The risk assessed level is a tool the Council's Section 151 officer uses to manage and context financial risks facing the authority and is not an exact science. It is key however in determining the financial resilience of the authority in terms of the level of reserves that should be held against the level of assessed and estimated financial risk.

102. The achievement of a balanced budget enables this realignment of reserves and puts the Council in a strong and sustainable financial position with reserves now at a level to provide financial resilience.

103. The remainder of the budget equalisation reserve, together with the balance on the inflation reserve, set up to deal with cost pressures in 2022/23, can now be re-purposed on funding Business Plan priorities and investment in services.

104. The Cabinet have therefore proposed that, after the £7m transfer to the General Fund reserve, a further £13.1m of earmarked reserves be repurposed as follows:

- £10m to be allocated to finance the acquisition of housing in Wiltshire to address a mix of service needs around temporary accommodation, learning disability or other adult care needs.
- £2m to be allocated to the Transformation reserve to further the community led, Community Development pilots that are being established.
- £0.6m to the existing Business Plan Priorities reserve, which has already seen allocations to invest in fly tipping, gully emptying and white lining initiatives during 2022/23.
- £0.5m for investment in the County's road sign infrastructure, with the prime objective to improve road safety.

105. In addition to the level of the general fund reserve, there are other reserves held against the financial risks facing the council. These reserves have been created to deal with risks around demand and volatility.

106. The latent demand reserve is being held to specifically mitigate any unquantified risks facing the authority on social care, particularly children's social care. £0.3m is being drawn down from the reserve in 2022/23 and a further £4.7m is planned to be utilised over the MTFS to offset increased costs in Children's Social Care, Planning and Adult Social Care.

107. The collection fund volatility reserve is held to deal with any movement in the collection of Council Tax and Business Rates that fund services. Given the size of the Collection Fund, at £380m, any small variance can potentially have a significant impact on the Council's finances.

108. In setting the budget every year an assessment is made on the surplus or deficit of this fund. The volatility and Government support through the COVID pandemic made forecasting, particularly on business rates, difficult to assess. There is confidence now that the estimated surplus, of £8.1m can be declared and distributed in 2023/24. Prudently, this one off surplus will be put into the Collection Fund Volatility reserve to ensure sufficient coverage of this specific risk.

109. The council overall has significantly improved its financial standing over the last couple of financial years through its sound and prudent financial management. There is now a significant level of reserve cover against the assessed financial risk in 2023/24. The General Fund reserve now stands at 6% of the Council's net revenue budget.

MTFS 2023/24 to 2025/26

110. A summary of the overall MTFS proposed budgets for 2023/24 can be seen in the below table at Corporate Director responsibility level. More detail can be seen in the appendix 1, which show the changes to the service budgets from the revised 2022/23 budgets in greater detail.

Wiltshire Council - Proposed Budgets			
Service	2023/24 Proposed Budget £m	2024/25 Proposed Budget £m	2025/26 Proposed Budget £m
Corporate Director People	270.676	274.404	278.859
Corporate Director Resources	39.301	40.468	41.376
Corporate Director Place	101.563	102.050	102.230
Public Health	0.863	0.881	0.899
Legal & Governance	9.964	10.026	9.811
HR&OD	3.573	3.612	3.619
Transformation & Business Change	0.533	0.578	0.625
Corporate Directors & Members	3.146	3.173	3.201
Corporate	35.753	44.517	50.124
WILTSHIRE COUNCIL NET BUDGET	465.372	479.709	490.744

111. The MTFS sets out the forecast budget position for a 3-year period. The above table shows the proposed service budgets for 2023/24 to 2025/26, and the below table shows the movements in the Net Budget and Funding for the council and the overall financial position of the council. Overall, the budget is fully balanced across the MTFS 3-year period, a significant step for the council which provides a strong and sustainable financial basis to deliver quality services to the public of Wiltshire.

	2023/24 £m	2024/25 £m	2025/26 £m
Budget 2022/23	417.703	465.372	479.709
Prior Year Adjustments for increased inflation	14.931	-	-
Funding Changes/ Technical Adjustments	4.802	(3.155)	0.353
Pay Award	7.833	4.093	4.195
Cabinet Investment	0.871	0.024	0.025
Budget Monitoring Permanent Changes	0.548	-	-
Contractual Inflation	27.705	10.052	9.717
Demand	17.228	17.598	7.444
Staffing Savings Proposals	(2.843)	(1.003)	(0.192)
Service Savings Proposals	(23.406)	(13.271)	(10.505)
Budget 2023/24	465.372	479.709	490.744
Funding 2022/23	(417.703)	(465.372)	(479.709)
Council Tax Requirement	(14.667)	(10.676)	(11.235)
Social Care Levy	(6.328)	(6.723)	-
Rates Retention	9.056	(0.800)	(0.800)
Collection Fund (surplus) / deficit	(8.100)	6.850	-
Specific Grants	(27.630)	(2.988)	1.000
Funding 2023/24	(465.372)	(479.709)	(490.744)
GAP	-	-	-

Capital Programme 2023/24 to 2029/30

112. The Capital Programme is not tied to an annual setting process like the council's revenue budget, with projects and schemes being added on their own merits by the Cabinet during the year. As part of a new robust governance process for Capital Investment, all new Capital requests require a full business case to go through the Asset Gateway and Capital Programme Board. This is to provide oversight across the programme and alignment with the Business Plan priorities. This governance also provides additional challenge to ensure all figures are validated and profiled realistically.

	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	Future Years Budgets £m	Total Budget £m
Approved Capital Programme	373.209	211.947	99.904	498.907	1,183.967
Budget Setting programme review and remove	(58.473)	(50.081)	-	-	(108.554)
Budget Setting review and reprofile	(122.277)	40.001	61.750	20.526	-
2023/24 Budget Setting New Capital Investment	6.668	4.212	6.605	11.470	28.955
Total	199.127	206.079	168.259	530.903	1,104.368

113. The Capital Programme is a key area of investment for the council and in 2023/24 will now stand at £199.127m for that year and over £1.1 billion in total over the 7 year period. The council will be investing to deliver Business Plan Principles as summarised below.

	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	Future Years Budgets £m	Total Budget £m
Empowered People	59.875	41.871	27.955	46.829	176.530
Resilient Society	53.328	73.607	49.058	175.655	351.648
Thriving Economy	57.365	73.036	85.518	293.589	509.508
Sustainable Environment	3.439	5.909	0.009	-	9.357
An Efficient Healthy Council	25.120	11.656	5.719	14.830	57.325
Total	199.127	206.079	168.259	530.903	1,104.368

Education & Skills

114. £3.165m has been added to Schools Maintenance and Modernisation budget to improve the condition of schools, in recognition of increased inflation and requirements. This will allow for large, planned maintenance works for example roof replacements, new boilers, structural concerns, rewires etc.

115. The council still has a number of mobile classrooms and Pratten huts that have reached the end of their intended lifespan and need to be replaced. £12.923m has been added to the programme allow for the current programme to increase and continue.

116. This investment is key to delivering against the Business Plan principle of Empowered People and Thriving Economy.

Assets & Commercial Development

117. Investment of £6.648m has been added to the programme for additional capital building maintenance. This recognises the impact of increased inflation and also reflects the estate requirements. This will also allow for essential Health & Safety maintenance works at Coroners Court, St Edmunds Arts

Centre, Gypsy and Traveller sites, Churchfields Depot and Wilton Depot to be undertaken.

118. Capital building maintenance is crucial to ensures assets are well maintained, fit for purpose and that services can operate safely, efficiently, and effectively, thus ensuring the sustainability of the property estate. The council shares resources with other public services and uses technology, buildings, and other assets flexibly to maximise value and reduce costs. This all contributes to delivering the Business Plan by ensuring Wiltshire Council is an efficient and healthy organisation.

119. Children's Support & Safeguarding Team offer family contacts in two locations in Wiltshire, from the recently refurbished Trowbridge Resource Centre and from Salisbury Resource Centre, Hayburn Wyke. The provision in the south of the county is larger than required and has a relatively high holding cost associated. Investment has been added to the programme to allow for an alternative smaller, fit for purpose property to be found and purchased in the South for future delivery of the service. This will be funded from Capital Receipts, which will be increased from the sale of the centre at Hayburn Wyke.

Highways & Transport

120. Phase 1 of the emerging Fleet Strategy provides for a proposed vehicle replacement plan over 2023/24 to 2025/26 totalling £4.964m. Electric vehicles will be purchased up to the council's current electric infrastructure capacity. The Fleet Strategy will be developed alongside the Depot Strategy and will look at the additional electrification infrastructure requirements to move the fleet to alternative fuels by 2030, supporting the council's commitment to become a carbon neutral county.

121. Investment of £0.325m has been added to the programme to extend Dunns Lane Car Park, Castle Combe. The existing car park has reached capacity and is unable to meet demand. The forecast additional income from the extending the car park will cover the capital financing costs and generate a saving for the council.

Leisure Culture & Communities

122. To improve the use of space and enable more efficient operations at the History Centre Reception and Performing Arts Library investment of £0.105m has added to the programme. The capital financing costs will be covered by staffing efficiencies and increased income.

Future Pipeline:

123. There are three significant Capital programs that are in Full Business case development and are likely to come to Cabinet in 2023/24 for an investment decision when fully worked up.

124. The Depot strategy, which will set a long term Depot and Operational infrastructure for the council to ensure the best outcomes for service delivery.

The resulting investment programme is likely to span ten years and require funding of circa £120m.

125. A new Special Educational Needs and Mental Health Primary school to address increasing demand. Further work is being undertaken to assess demand and quantify and evidence the saving this would deliver in independent special school placements. This programme would be delivered over three years and require funding of circa £16m.
126. Two new Dementia Care Homes, one in Trowbridge and one in Salisbury to address future demand and avoid strategic failure of supply. Further evidence is required on need and the overall impact on future revenue costs. This programme would be delivered over three years and require funding of circa £26m.

Community Infrastructure Levy Strategic Fund

127. The purpose of CIL is to help fund strategic infrastructure that our growing communities need to support growth in the Local Plan to support the sustainable development of Wiltshire.
128. There are no new proposals for allocations from the Community Infrastructure Levy strategic funds, this will be kept under review during 2023/24 and new allocations will be considered through the prioritisation process.
129. Trowbridge Leisure Centre capital investment of £25m is key place shaping infrastructure and is listed as a Business Plan outcome. It is recommended that Cabinet approve that the current Infrastructure List, which includes upgrades to the existing Trowbridge Sports Centre, should be amended to reflect the current position. The existing reference should be deleted and a new entry included to read New Trowbridge Leisure Facility Project. Its inclusion on the Infrastructure List means that the Council may, when considered against other demands for strategic CIL funding, fund the project in whole or in part from CIL.

Housing Revenue Account (HRA) 2023/24

130. The Housing Revenue Account (HRA) is a separate account that all local authorities with housing stock are required to maintain by law. This account accumulates and reports all transactions relating to, or associated with, local authority-owned housing. It is ring fenced which means that money cannot be paid into or out of it from the General Fund. In addition, it is unlawful to run a deficit on the account.
131. It is critical to have the right housing solutions in place to support the delivery of the council's Business Plan priorities and the HRA is an important and significant element of delivering this. The Housing Revenue Account is overseen by the Housing Board. The board is responsible for setting the vision and strategic direction of the service. It is appointed to by the Service and the term of office is linked to the local government cycle. The board has to be reappointed every 4 years at a minimum. The Wiltshire Housing Board is a 9-person board comprising 3 independent members, 3 resident members and 3

councillor members. Officers report regularly to the board to provide assurance on the adequacy and effectiveness of running the service.

132. The 30-year business plan aims to deliver a substantial increase in the amount of money available to be invested in capital works on existing dwellings and to deliver new housing to replace properties that have been sold under the Government's Right to Buy scheme and to address housing need. The HRA business plan is reported, approved and monitored through the Housing Board.
133. The aim of the business plan is to deliver carbon zero new builds and investment in all existing stock to achieve energy performance rating B. The capital and revenue budgets for 2023/24 have been updated to reflect the position presented and approved by Cabinet in the plan.
134. For 2023/24 dwelling rents will be increased by 7%, which is the maximum allowed by the current rent standard.
135. Future rent increases will be reviewed in light of the 30 year business plan so as to balance the investment in the housing stock, development of new homes, maintain services to customers as well as ensuring affordability.
136. For 2-bedroom properties, the average 2022/23 rent was £93.93 per week which will increase to an average of £100.50 per week for 2023/24. For 3-bedroom properties, the increase would be from £102.44 to £109.61. Across all properties the average rent in 2022/23 was £94.05 per week which will increase to an average of £100.63 per week.
137. It is proposed to increase garage rents by 5%.
138. It is proposed that service charges are increased to cover costs.

Dedicated Schools Grant

139. Dedicated Schools Grant (DSG) is a ring-fenced specific grant used in support of the Schools Budget as defined in the School and Early Years Finance (England) Regulations 2013. The DSG is made up of four blocks with minimal flexibility to move funding between blocks. The allocations for 2023/24 are as follows:

	2022/23 Allocation £m	2023/24 Allocation £m	Increase £m	% Increase
Early Years	30.867	32.485	1.618	5.24%
Schools	336.282	346.293	10.011	2.97%
Central	2.604	2.600	(0.04)	(0.15%)
High Needs*	64.768	70.918	6.150	9.50%
TOTAL	434.521	452.296	17.775	4.09%

**HNB includes 2022/23 Supplementary grant baselined for 2023/24 plus £2.942m additional funding for 2023/24*

140. For 2022/23, a new separate grant; "supplementary allocations" was issued to offset the budget pressures around the health and social care levy and other

cost pressures in schools and for high needs block. For 2023/24 a similar approach has been taken, with additional funds of circa £12m for schools and £2.9m for high needs block to offset energy, staff pay awards and above average CPI increases.

141. The allocations are driven by the school and early years census data multiplied by specific funding levels and factors in each block and include nationally announced increases from the Autumn 2022 statement and second year of the 3 year Autumn 2021 announcement for early years national increases.
142. The Local Authority and Schools Forum set the budget for all blocks. Schools and high needs blocks are top sliced by the ESFA and funds re-directed to academies and colleges, maintained school funding is passported via the local authority.
143. **Schools Block** – it is the responsibility of the council to propose and make recommendations to Schools Forum to decide any changes to the formula which is used to allocate schools block DSG to all primary and secondary schools. Wiltshire Schools formula aligns itself as closely as possible to the national funding formula (NFF) in preparation for the hard formula, when the DfE remove or at least limit, local formula flexibility. For 2023/24, schools forum has agreed in principle to transfer 0.5% of schools block to support high needs pupils equating to £1.7m, assuming the NFF is, affordable. Unusually this is unaffordable by 0.49% for 2023/24 financial year – this is because the DSG allocations were set in the summer which is prior to the Wiltshire October 2022 census dataset which captured increases in free school meals (FSM) reflecting the local economy and English as an additional language students (EAL) rising with Ukrainian guest students from the Home Office host and other schemes. This position is the same across the Southwest. The shortfall can be addressed in Wiltshire from growth funding and schools funding protected meaning the transfer to high needs can take place.
144. **Early Years Block** – the local authority must passport a minimum of 95% funding for the universal and additional working parents entitlement for 3 and 4 year olds and disadvantaged 2 year olds directly to settings. This means up to 5% can be retained by the council to fund the early years central functions. It is the responsibility of the local authority to propose and decide the allocation of early years funding – the schools forum and early years providers are consulted annually to give their view on the local authority proposal. The local authority is consulting on passporting the full increases of £0.26p per child per eligible hour for 3 and 4 year olds and £0.31p per child per hour for disadvantaged 2 year olds.
145. **High Needs Block** – this supports provision for children and young people with special educational needs and disabilities (SEND). The block provides resources for specialist place funding, top up funding and external provision as well as funding high need services including statutory delivered by the local authority. It is the responsibility of the local authority to propose and decide the allocation of high needs block funding – the schools forum is consulted on any proposed changes. The current and forecast demand in this area exceeds the funding from the DfE and as such a drawdown from the DSG reserve will be

required. There is a requirement for a 3% minimum funding guarantee for special schools for the two years between 2021/22 and 2023/24. 2023/24 rates are uplifted to equate to at least a 3% uplift across this period. The additional funding for 2023/24 is £2.9m and a separate plan was presented to Schools Forum with a focus on early help and prevention – aligning to the recovery planning and delivering better value programme.

146. **Central School Services block** – this provides funding for the local authority to provide central, statutory functions on behalf of pupils in both maintained schools and academies. Services are split, copyright licences for all schools, on-going and historic responsibilities. Funding for historic responsibilities is reduced by 20% year on year. The local authority proposes the spending allocations funded from the Central School Services Block but the final decision is made by the Schools Forum.

147. In the event of an underspend or overspend on the annual grant, the balance transfers to a DSG reserve at the end of each financial year. The 2022-23 quarter 3 figures reported to Cabinet this month showed an in year overspend of £9.271m which, leads to a forecast cumulative DSG deficit reserve balance of £34.680m. Demand and therefore expenditure are forecast to grow in 2023/24 at a rate that is higher than the allocation. It is recognised that nationally pressures on the school system and high needs budget in particular are an issue, local authorities, school leaders and lobby groups continue to raise this with Central government and recovery plans are in place but limited to being long term and in partnership with statutory partners and limited to the legal statutory requirements around services and performance standards for children and young people with additional needs. The government has in place a three year ‘statutory accounting override’ until 2025/26 financial year where councils’ SEN deficits can be ringfenced away from their core council budget. This has allowed councils to leave deficits unaddressed thus protecting local authority reserves and services whilst the DfE consulted on the SEN Review and considered a programme of support for councils.

148. Councils nationally have an estimated £2.3 billion in high needs funding deficits. Those authorities with the most significant deficits, have been enrolled in the DfE “Safety Valve” programmes. Following the publication of the SEN Review the DfE have published a suite of reports and guidance to support local authority budget management and recovery plans. Wiltshire has been offered support in the third phase of the DfE’s “Delivering Better Value” (DBV) programme. The council is scheduled to be part of the DfE’s third phase of the DBV programme starting in June 2023. The DfE have appointed Newton, CIPFA and SEN advisers to work with officers to review the recovery plan and provide support and guidance.

149. In addition to this, £1.6m of the council’s transformational funding has been earmarked to support a significant programme of change which will align with the DBV programme to facilitate financial recovery for Wiltshire.

150. Final decision making takes place at the Schools Forum meeting on 19th January 2023 however agreements in principle were made at the December meeting and no major deviances are anticipated.

Overview and Scrutiny Engagement

151. Regular reports are taken to Overview & Scrutiny relating to the council's financial position and the budget report will be subject to review by the council's Financial Planning Task Group during January 2023.
152. In addition to reviews by elected members through the scrutiny process, the budget proposals will also be subject to review and scrutiny by a range of stakeholders, including Trade Unions and Business through meetings with them, Housing Panels consideration of the Housing Revenue Account proposals and Schools Forum consideration of the Dedicated Schools Grant changes.

Safeguarding Implications

153. Safeguarding remains a key priority for the council and this report outlines investment in services, in particular Adult Social Care and Children's Services, that reflects the commitment to safeguarding.

Public Health Implications

154. The ongoing impact on public health continues to be significant in 2022/23 as a result of the ongoing COVID-19 pandemic and further added pressure from seasonal flu and respiratory viruses that have a knock on impact to Council demand via the NHS. Reviews are continuing on how services need to be changed to reflect the differences in population health exacerbated by the pandemic.
155. Funding for Public Health services has not been confirmed for 2023/24 and is less certain across the MTF period, which given the inflationary pressures seen brings risk. With the on-going cost of living crisis, that impacts on the most vulnerable and who often need the support from the services the council provides, it may become more difficult to deliver efficiencies that are required. Currently plans are in place to manage the delivery of Public Health services within the resources available, from the grant and planned use of the ring-fenced Public Health earmarked reserve, although plans may need to be changed should the final grant allocation differ from current assumptions.

Procurement Implications

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

Equalities Impact of the Proposal

157. The council's budget planning framework is supported by the development of Equality Impact Assessments (EIAs) for the budget proposals, identifying possible disproportionate impact in relation to the protected characteristics as described within the Equality Act 2010. The EIAs will also identify potential mitigation where applicable.

158. The council maintains its strong commitment to equality, believing that all groups and individuals within the community and its workforce have equal opportunity to benefit from the services and employment it provides. EIAs help the council to arrive at informed decisions and to make the best judgements about how to target resources.

159. As part of the implementation of savings, once they are approved the Executive Office will support services in undertaking an Equality Impact Assessment for those individual saving proposals to assess whether the proposals are positive or negative for a protected group will be undertaken before the proposal is implemented.

160. In consideration of the overall budget and balancing the gap, Cabinet in putting forward its proposals were keen to ensure that investment and growth were directed to services so that this will have an overall positive impact on service users, particularly children, older people and disabled people. This is in line with its commitments in the Business Plan 2022 – 2032.

161. As part of the corporate planning cycle, during Service Plan reviews in Spring 2023, the Equalities Impact of all service proposals (including their design) will be challenged, with scrutiny welcomed.

Environmental and Climate Change Considerations

162. The business plan and budget that funds it have been developed to support strong, resilient communities in Wiltshire. The budget includes the continued resourcing of the Carbon Reduction Team, formed during 2020/21, and funding within the capital programme for specific schemes aimed at reducing the council's carbon footprint such as £4.964m investment in electric vehicle purchase.

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

163. There is a statutory requirement to set a balanced budget. This report sets out the services delivered by the council and the financial implications of the budget proposed. Previous budget monitoring reports have included updates on the MTFS and this report provides more visibility on the base assumptions on which the budget is built and sets out how the budget gap is to be addressed to deliver a balanced budget.

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

164. The risks around the ongoing implications of the high rates of inflation and cost of living crisis on the council and council services are not fully known with the risk of the increased pressures in costs for the council and future economic forecasts uncertain and increased requirements on services needed to support the residents of Wiltshire, and this risk will remain for 2022/23 and even into future years.

165. Assumptions on risks the council is exposed to have been factored into the council's risk assessment when assessing the level of general fund reserves the council should be holding.
166. The level of uncertainty has always been a risk, in terms of demand on services and with the ongoing cost of living crisis there is an increased variability of the risk. The council has therefore tried to mitigate this through the increased level of growth assumptions within the MTFs and continues to hold specific reserves to manage some risks, such as latent demand to deal with any demand that outstrips those assumptions, particularly around children's social care as well as holding increased level of General Fund Reserve.
167. Risks associated with the uncertainty on levels of funding from government, specifically in year three of the MTFs and changes to the distribution of funding and mechanisms for allocating funding such as Business Rates are mitigated by setting assumptions based on experience, ensuring that increases in funding are included where indicative increases have been announced, otherwise funding is assumed to remain constant.
168. Risks associated with the savings proposals and service delivery have been assessed and as savings are implemented these risks will continue to be reviewed and monitored through the service and corporate risk management processes.

Financial Implications – S.151 Commentary including Section 25 Report

169. Under Section 25 of the Local Government Finance Act 2003 there is a statutory duty on the Section 151 Officer to report to Council at the time the budget is considered and the Council Tax set, an opinion on the robustness of the budget estimates and the adequacy of financial reserves.
170. There is also a legal requirement under the Local Government Act 1992, section 32 and 43 to set a balanced budget. Critically the 2023/24 budget is balanced, it has no reliance on the use of one off funding i.e. reserves and has a full scheduled savings plan proposed for 2023/24 to achieve this position.
171. Cabinet and the Extended Leadership Team have worked collaboratively and effectively to put forward proposed savings plans over the three years of the MTFs. In the budget setting of 2022/23 it was an objective to move the Council to becoming a financially sustainable authority. I am pleased to be able to report to Council that objective has now been met, with saving proposals put forward that, together with the proposed increases in funding some of which will be subject to annual decisions on Council Tax, sees the Council have a balanced budget over all three years of the MTFs. Critically this is achieved without the need to draw on reserves to balance and fund services; the Council is now operating within its financial means.
172. Although there are risks in the budget in relation to demand led budgets, in particular Social Care, there are two key risks in the budget; the level of savings

requiring to be delivered, with over £26m in the first financial year (2023/24) and £51m over the three years of the MTFs and the impact of inflation.

173. There has been a step change in the way the Council monitors, track and delivers on its savings. Given the Councils historic performance on the achievement of savings delivered, it was raised as a concern in the setting of the 2022/23 budget.
174. However, as reported regularly through to Cabinet during the budget monitoring cycle, as of quarter 3 the Council is forecast to achieve nearly 93% of the savings for 2022/23. This demonstrates the continued tight financial management that is now operating within the performance management framework that operates within services. It is imperative that this continues or where known issues arise these are flagged so that management action can be taken.
175. Inflation is the other key risk. Prudently £27.7m, by far the biggest uplift for service spend in the 2023/24 budget, has been applied to services to help manage the contractual inflation expectations and, particularly in the case of Adult Social Care, enables engagement and negotiation with providers on fee uplifts that are affordable and can help sustain the market to provide care packages to residents in Wiltshire. These are being funded through the rise in social care funding received from Government as well as the levy applied to Council Tax.
176. The risk is that inflation continues to prevail at the current double digit rate. The assumption of 6% in 2023/24 is a robust assumption based on the BoE forecast. Although inflation is high now this falls away in 2023 and provides the average of 6% that the Council will be applying. In future years a CPI rate of 2% has been used, which is higher than the November 2022 BoE forecast.
177. There are significant cost pressures arising from changing demographics and a growing, ageing population. These lead to increased demand for adult and children services, as well as other services across the Council. These pressures have been built into the budget and will continue to be reviewed to ensure the assumptions remain robust and financial impacts can be reported, and management action taken if necessary, however risk remains on the ability to manage this pressure.
178. The construction of the budget for 2023/24 and examination and validation of the budget proposals has been subject to challenge by the Extended Leadership Team, Heads of Finance and where relevant Heads of Service. Further scrutiny of the MTFs and budget proposals will be undertaken by the Financial Planning Task Group, which will report to the Overview and Scrutiny Management Committee, who will also consider and scrutinise the proposals.
179. For this budget cycle Business Rates assumptions have been significantly revised upwards. Previously, given the level of volatility and Government support as a result of COVID measures to protect businesses, no growth was anticipated or built into the base funding assumptions. In addition the level of increase in the business rate bills was set at the September 2022 RPI (12.6%)

and in the provisional settlement was confirmed that Councils would be fully compensated.

180. With a revision upwards to take into account increased growth, which is supported by the surplus forecast calculation on the collection fund, together with a significant uplift in compensation received from Government through the form of a section 31 grant, overall there is a total uplift in Business Rates funding of circa £7m.
181. The assumptions on income from Council Tax have been reviewed and reflect the current dynamic with respect to those in receipt of local council tax support, and overall the Council Tax collection rates have held. The Council Tax tax base, the growth in the number of properties, has been better than anticipated and has not only contributed to the estimated surplus on the collection fund has also meant a greater total amount generated from Council Tax than that previously forecast.
182. The rise in interest rates has seen investment income returns increase significantly. For 2022/23 they were budgeted at 0.75% however this has now been increased to 2.75% for 2023/24. The current cost of borrowing for Wiltshire Council is 3.74%, and the average cost of new borrowing has been estimated at around 3.5% although there is opportunity for this to be improved upon depending on the timing and value of any borrowing undertaken. The Council undertook borrowing of £80m in March 2022 ahead of the rise in interest rates to secure rates at around 2% to finance the capital programme and to mitigate the risk of having to borrow in future at a higher interest rate.
183. Despite the high levels of inflation, the Consumer Price Index (CPI) has been used as the set standard to forecast increases for contractual inflation. It is intended to move the Council over to this standard for all future contractual negotiations, where possible, to aid financial planning and budget and contract management. The forecast from the BoE is for inflation to substantially drop during 2023 and future year assumptions are predicated on this materialising.
184. The assumption on pay inflation has been adjusted to reflect the latest national negotiations, however it should be noted that given the current national picture around pay disputes that there is a level of uncertainty and volatility in this area, this has been reflected in the increase financial risk assessment.
185. The Dedicated Schools Grant is a ring-fenced grant to fund activity relating to the provision of education services. As a result of this ring-fencing the assumption within the MTFs is that any deficit position does not impact on the general resources available to the council in terms of the general fund revenue account and any deficit reserve.
186. The significant concern that was flagged last year, that from April 2023 deficits will need to be recognised by the Council, has for now been removed. An override for three years was announced in the provisional settlement which will not see the balance recognised and therefore move the Council into a technical bankruptcy position. It is, as yet, unclear how the Government will resolve the position beyond year three. The Council is undertaking the Delivering Better Value Programme which is promoted and

funded by the DFE to understand drivers and processes to improve the costs arising in the High Needs Block of the DSG. Whilst this may address in year deficits it remains to be seen how it would begin to clear the existing historic deficit.

187. The provisional settlement was a positive outcome for Local Government and for the funding of Social Care. The delay of Adult Social Care reforms removes uncertainty around the cost and resource required to implement the forms but ultimately the uncertainty has only been pushed back.
188. The settlement only provides certainty for the next two years, whether that is indication on grant settlements or caps on council tax rises, therefore there remains considerable uncertainty around what awaits in year three, which will be covered by a new comprehensive spending review, and any funding reforms to Local Government, which have been long overdue and promised, are unlikely to be implemented until then.
189. As part of the budget setting process, the levels of balances and reserves is reviewed and determined ensuring that the level is justifiable in the context of local circumstances. The Section 151 officer has reviewed the level in order to ensure a prudent level of balances that reflects a full risk assessment commensurate with the risks that the Council faces and the context within which the authority operates.
190. The Risk assessment, as detailed in Annex 8 of Appendix 1, has put context around the level of reserves held compared to a calculated risk adjusted assessment.
191. The forecast levels of earmarked reserves are set out in the appendix and forecast balances for future years over the period of the MTFs are shown. As can be seen although the level of reserves held against risk is initially high it reduces over MTFs, as well as the overall level of earmarked reserves is reducing. Although pressures such as demand, and demography are built into the revenue budget there is limited capacity within earmarked reserves to fund transformational activity hence a transformational reserve was established to assist in this activity.
192. On the basis of the above, the Section 151 Officer's advice is that the level of reserves, following the prudent management and containment of costs during 2022/23 and the achieving of the objective of the strategic approach to increase the general fund reserve to provide increased reserve coverage of key financial risks is sufficient. The financial standing of the Council is sound and continues to improve in the context of those key risks and that the proposed budget is robust and achievable.

Legal Implications

193. The Monitoring Officer considers that the proposals, together with this report, fulfil the statutory requirements set out below with regard to setting the amount of Council Tax for the forthcoming year and to set a balanced budget:

- Section 30(6) Local Government Finance Act 1992 ('the 1992 Act') requires that Council Tax must be set before 11 March, in the financial year preceding that for which it is set.
- Section 32 of the 1992 Act sets out the calculations to be made in determining the budget requirements, including contingencies and financial reserves.
- Section 33 of the 1992 Act requires the Council to set a balanced budget.
- Section 25(1) Local Government Act 2003 ('the 2003 Act') requires the Chief Finance Officer of the Council to report to it on (a) the robustness of the estimates made for the purposes of the calculations; and (b) the adequacy of the proposed financial reserves.
- Section 25(2) the 2003 Act requires that when the Council is considering calculations under Section 32, it must have regard to a report of the Chief Finance Officer concerning the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves.
- The Local Authorities (Functions & Responsibilities) (England) Regulations 2000 (as amended) set out the respective functions of Council and of the Cabinet. With regard to the setting of the budget and Council Tax for the forthcoming year, the Regulations provide that the Cabinet formulates the plan or strategy (in relation to the control of the Council's borrowing or capital expenditure) and the preparation of estimates of the amounts to be aggregated in making the calculations under Section 32 of the 1992 Act. However, the adoption of any such plan or strategy/calculations is the responsibility of full Council.
- Sections 30 to 36 of the Local Government Finance Act 1992 require that the Council sets a budget and Council Tax by 11 March each year and in doing so make a number of statutory calculations incorporated by resolution. The Localism Act 2011 has amended some of the terms and definitions to accommodate the introduction of powers to call local referendums for excessive Council Tax increase. The Council is now required to make a calculation of the Council Tax Requirement (Section 31A), excluding Parish precepts. The Act (Section 36) further prescribes that a calculation of the basic amount of Council Tax be presented together with an analysis of the Council Tax across the area and by valuation band. These calculations are required to be presented in a prescribed format and be subject to formal resolution by the Council.
- Section 12(2) of the Local Government Finance Act 2012 and The Council Tax (Administration and Enforcement) (Amendment) (No.2) (England) Regulations 2012 gave billing authorities the discretion to levy an empty homes premium of up to 50% on council tax payable in respect of dwellings that have been left empty and unfurnished for two years or more, resulting in a council tax rate for long-term empty properties of up to 150% of the normal liability.

- The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 provided billing authorities with discretion to charge an additional premium where a property has remained empty and unfurnished for a period in excess of two years. 17.4 The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 as amended by the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 provided an authority with discretion to change the discount in respect of empty and unfurnished properties. Any change to the premium/discount in place needs to be published, as a public notice, within 21 days of the Council adopting any new premium/discount.
- The Local Authorities (Standing Orders)(England) Regulations 2001 deal, amongst other things, with the process of approving the budget. Under the constitution the adoption of the budget and the setting of the Council Tax are matters reserved for the Council upon recommendation from Cabinet.
- Council budget: In reaching their decisions, Members and officers must act reasonably, taking into account all relevant considerations and ignoring irrelevant ones. There is a need to ensure that when making budget decisions the result is not one which is irrational in the Wednesbury sense (i.e. one which no reasonable local authority could have made). The Council's overriding duty is to make a lawful budget and this is the touchstone against which other considerations must be tested.
- The Council must have regard to its public sector equality duties when making decisions. This includes the requirement to undertake a Diversity Impact Assessment in relation to all significant changes to policies, procedures or practice, and to pay 'due regard' to the need to eliminate discrimination and promote equality with regards to race, disability and gender. An overarching Equalities Impact Assessment has been included as an addendum report.
- Appropriate consultation will take place before decisions proposed in this report are made, where required by law or otherwise.
- Legal Obligations: Local authorities provide services pursuant to statutory duties (a mandatory requirement to provide services), and statutory powers, (where the Council has a discretion whether or not to provide services). Where the Council has a legal duty then it still has discretion in determining the manner in which those services are provided, so long as the level of quality of service provision is sufficient to fulfil the statutory duty. The decision to implement budget reductions must not focus solely on financial considerations. Members and officers must address the core question of individual service users' needs. Case law has held that resources may be a relevant consideration in making a decision relating to the manner of service provision, so long as the individual's assessed needs are met.

- Charges for services: In considering charges for services, Members and officers should also try to achieve a fair balance between the interests of the users of council services and Council Tax payers. Where charges are being increased, Members need to bear in mind the scale and extent of the charges, and may need in some cases to have regard to the costs of service provision, associated with the power to charge.
- Members' responsibility to make a personal decision: In Council, Members must make a personal decision on how to vote on the budget proposals. Members' overriding duty is to the whole community. Members have a special duty to their constituents, including those who did not vote for them. Whilst Members may be strongly influenced by the views of others, and of their party in particular, it is their responsibility alone to determine what view to take when deciding upon budget questions. He/she should not follow party loyalty and party policy to the exclusion of other considerations.
- Members need to balance the cost to Council Tax payers of any budget reductions, against the need for the benefits of services of the particular nature, range and quality, under consideration. If having taken into account all relevant (and disregarding all irrelevant) considerations, Members are satisfied that it is financially prudent and reasonable to make the proposed budget reductions and adopt the recommendations then they may properly and reasonably decide to do so.
- Capping: The Localism Act 2011 has superseded the previous capping legislation and dictates that should a council propose an increase in Council Tax which would be deemed to be excessive in accordance with principles and levels designated by the minister, then a local referendum on the proposal would be required. This would necessitate the drafting of an alternative proposal that would meet ministerial requirements to be put to the electorate alongside the 'excessive' proposition. Since this proposed budget is below the 'excessive' threshold this does not apply.
- Housing Revenue Account: Under Section 76 of the Local Government and Housing Act 1989, the council is required, in advance of the financial year, to formulate proposals which satisfy the requirement that, on certain stated assumptions, the Housing Revenue Account for that year does not show a debit balance. The council is obliged to implement those proposals and from time to time to determine whether the proposals satisfy the 'break even' requirement. If not, then the council shall make such provisions as are reasonable practicable towards securing that the proposals as revised, shall satisfy the requirement.
- Under Section 24 of the Housing Act 1985, the council can make such reasonable charges as it determines for the tenancy or occupation of its houses. The council is obliged, from time to time, to review rents charged and make such changes, as circumstances may require. In exercising this function (determining and fixing rent), the council should have regard to the rents charged in the private sector. A decision to increase rent constitutes a variation of the terms of a tenancy. Under

Section 103 of the Housing Act 1985, in respect of secure tenancies, a notice of variation (specifying the variation and date on which it takes effect) must be served on each tenant. For non-secure tenancies (excluding introductory tenancies), a notice must be served that complies with Section 25 of the Housing Act 1985. The Housing Act 1985 defines the legal requirements for informing tenants of rent increases. In practice this requires the issue of written notification to each tenant a minimum of four weeks in advance of the date that the increase becomes operative.

- The Local Authorities (Standing Orders (England) (Amendment) Regulations 2014) require that a recorded vote shall be held on the substantive motion at any Budget Council Meeting

Workforce Implications

194. Proposals around how the budget gap will be bridged will look at all avenues open to the council and this includes looking at the service the council provides from a statutory and discretionary level as well as the costs that fall within those services most notably third party spend and staffing. Changes to workforce will be minimised in so far as they can be with mitigations such as holding vacancies where possible and steps to mitigate the need for redundancies will be taken.

195. As in the previous year staffing savings have been identified across the MTFS period and steps to deliver these savings will include the deletion of some vacant posts, holding other vacancies temporarily to deliver the vacancy factor of 6.5%, and reviewing service structures to ensure they have the most effective and efficient staffing models. In addition, a freeze on incremental pay progression remains, as agreed last year with the recognised trade unions.

196. Where savings do impact on the workforce the council has in place robust policies and procedures to support this.

Options Considered

197. There is a statutory requirement to set a balanced budget. Other options to close the gap have been considered, however those options have been considered as damaging to the overall delivery of the new business plan and have therefore been discounted.

Conclusions

198. The report supports effective decision making and allows the council to set a balanced revenue budget for 2023/24 and set Council Tax levels. It also ensures that the council has an MTFS to support long-term financial sustainability and aligns the budget to the council's Business Plan.

Andy Brown (Corporate Director of Resources & Deputy Chief Executive (S151 Officer)), andy.brown@wiltshire.gov.uk

Report Authors:

Lizzie Watkin, Assistant Director of Finance and Deputy S151 Officer,
lizzie.watkin@wiltshire.gov.uk

Leanne Sykes, Head of Finance, Growth, Investment & Place

Marie Taylor, Head of Finance, Children & Education

Sarah Rose, Head of Finance, Adults

Sally Self, Chief Accountant

12/01/2022

Appendices:

Appendix 1 – Council Budget 2022/23 & Medium Term Financial Strategy
2023/24 to 2025/26

Appendix 2 – Capital Strategy 2023/24 to 2029/30 – to follow

Appendix 3 – Schools Capital Programme – to follow

Appendix 4 – Fees and Charges 2023/24 – to follow

Background Papers

None

This page is intentionally left blank

Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26

This document sets out the council's Budget 2023/24 and Medium Term Financial Strategy (MTFS) to 2025/26.

It maps out in financial terms the council's journey for the 2023/24 budget and the following two years, taking its direction from the council's Business Plan.

The budget will be refreshed annually to take account of any local or national changes and to provide for a three year financial plan. It will follow any review or refresh of the council's new Business Plan in subsequent years, incorporating any resulting financial changes. It will also be updated for changes in national and local funding assumptions, local income projections, spending pressures and any changes in savings plans.

Finally, the document sets out in detail the proposed saving plans and the estimates and assumptions used in developing the Budget and the MTFS. Those assumptions will be reviewed on a continued basis and, if necessary, amended for future years as more data and evidence on service demands and funding becomes available.

As such, whilst the budget estimates for 2023/24 have been proposed and are set, budgets for the ensuing years 2024/25 – 2025/26 are indicative only and are likely to change before the final budgets for those years are approved as part of the annual cycle.

FUNDING ASSUMPTIONS

The Council receives its funding to deliver services in the main from local taxes, Council Tax and Business Rates. It also receives funding from Government in the form of grant. Where this grant is either ringfenced or service specific e.g. Public Health, it is budgeted for against the service it relates too. All other grants are considered core funding and are held 'below the line' in the council's 'funding' to fund the spending on services.

This section will go through the assumptions and data being used to estimate the level of funding being received for those three main funding sources.

Council Tax

The forecast for Council Tax income is driven by two main factors:

a) The number of Band D equivalent properties, known as the 'taxbase'.

The taxbase for 2023/24 is estimated 193,142.94 Band D equivalents. Going forward, the council has assumed a collection rate of 98.8% and annual 'growth' of around 1.2% p.a. It is forecast that, by 2025/26, the taxbase will be 197,806.18 Band D equivalents.

b) The charge per Band D equivalent property.

The Council Tax charge 2023/24 is £1,709.90, a general rise of 2.99%, plus a further 2% levy for Adult Social Care. A total 4.99% increase on the 2022/23 charge.

Forecasts for later years of the MTFs for financial planning purposes only are based on a further general rise of 1.99% p.a. in each year from 2024/25 and 2025/26, plus one more year of the Adult Social Care levy at 2% in 2024/25 only.

The current Government Council Tax Referendum prescribed limit of 3% for 2023/24 was announced in the provisional settlement. For 2024/25 the core Council Tax referendum principles have been announced to continue at the same level for 2024/25.

Also, in the settlement an Adult Social Care levy of 2% for 2023/24 and 2% for 2024/25 was permissible for those Councils who have social care responsibilities. This must be spent wholly on Adult Social Services. No confirmation was given for 2025/26.

The table below sets out the detail on the Council Tax assumptions over the MTFs, with 2023/24 the basis of the council tax setting and future years for financial planning purposes only.

	2022/23	2023/24	2024/25	2025/26
Tax base (Band D Equivalents)	189,964.37	193,142.94	195,460.66	197,806.18
Increase in properties		3,178.57	2,317.72	2,345.52
% increase		1.67%	1.20%	1.20%
Band D Charge (£p)	£1,638.16	£1,719.90	£1,788.53	£1,824.12
Increase in £p		£81.74	£68.63	£35.59
Price % increase		4.99%	3.99%	1.99%
Total Council Tax revenue (£m)	£311.192	£332.187	£349.587	£360.822
Increase in £'m		£20.995	£17.400	£11.235
Increase in %		6.75%	5.24%	3.21%

The council runs a Council Tax Reduction Scheme, which supports low income households with the cost of council tax. Currently 25,600 households are supported through reductions in their council tax. This scheme has grown in importance during the cost of living crisis as it provides a gateway to other methods of financial support. The government have recently announced that those in receipt of Council Tax Reduction will be given up to £25 reduction in the net bill for 2023/24. This is a sum that will be automatically deducted from the bills of those in receipt of council tax reduction. Access to the Household Support Fund which will also continue in 2023/24 is partly determined by entitlement to council tax reduction and £5.4m has been made available by government which will be distributed by the council to low income households during 2023/24.

The council tax reduction scheme for those of working age is a locally designed scheme and there are no planned changes to the way the scheme is delivered in 2023/24. The council is however obliged to confirm local arrangements are publicised and that the council will continue to disregard war widow, war widower pensions and war disablement pensions for the purposes of calculating both council tax reduction and housing benefit in 2023/24.

Business Rates

National Non Domestic Rates (NNDR) are charged on non-domestic properties such as shops, offices and factories. They are calculated using the rateable value (RV) of an eligible property and multiplying it by the appropriate multiplier. The RV is set by the Valuations Office Agency (VOA).

For the financial year 2023/24 the RV that were previously based on property market figures from 1 April 2015 were updated to reflect the property market as at 1 April 2021. The government have a package of support for businesses including a transitional relief scheme which will adjust rateable values for those businesses seeing the largest changes in their bills. Government have confirmed that councils will be fully compensated for these reliefs.

The council bills all registered properties and under the current national 50:50 business rate retention scheme, the council retain 49%, the Fire Authority 1% and 50% of the business rates collected is paid over to the Government.

When the 50:50 business rate retention system was introduced in 2013/14, as part of wide changing reforms to Local Government Funding, the Government also introduced a tariff and top up redistribution system based on the overall funding baseline that was set to ensure no Council lost out or indeed profited from the new Local Government funding system.

The level of tariff following the revaluation is estimated at circa £20m and is taken off at source as part of the business rate mechanism, when you take this into the rate retention mechanism, the Council retains around 36% of the distributable business rates within Wiltshire.

The Government announced in the spending review that it would freeze the increase in the multiplier rate again for 2023/24 to provide continuing support to businesses. Consequently, the Government announced in the provisional settlement that it would compensate Local Government for the loss of business rates because of the freeze. It is estimated therefore that Wiltshire will receive around £4.3m in funding through a section 31 grant in 2023/24. In future years it is assumed that the multiplier rate or government will continue to compensate councils for the loss of additional business rates due to any subsequent freezes.

Collection Fund Surplus/Deficit

Over the past 3 years the Collection Fund has seen significant changes due to the economic impact of COVID-19 and the steps taken by government to support businesses and households during that period. The main change has been within the business rates regime and the timing of the reliefs announced for certain business sectors and the timing of the grant to compensate councils for these reliefs. Due to the mechanism and regulation significant deficits have been seen in business rates, with s31 grant funding received in the year to mitigate the cashflow impact on councils.

The declared position of the overall Collection Fund administered by the council for 2022/23 is a surplus for Council Tax of £6.281m and a surplus for Business Rates of £5.797m. The council's share of these balances is £5.319m and £2.841m respectively, resulting in an overall surplus of £8.160m. Due to the accounting regulation for the Collection Fund this gain is received by the council during the 2023/24 financial year, and due to the risk and uncertainty with the Collection Fund, particularly associated with the cost of living crisis and the Business Rates revaluation and impact of transitional relief schemes any surplus will be transferred to the Collection Fund Volatility Reserve.

The previous year's deficit will continue to be funded by the monies set aside in the Collection Fund Volatility reserve over the 3 year period 2021/22-2023/24 as originally planned, with the timing of the financial impact across the 3 years set out in the regulations set by government.

Significant risk remains with the income from local taxation despite the positive indications of new homes growth and the on-going support from government and to support the mitigation of this risk for the council continue to hold a Collection Fund Volatility reserve that was created in 2020/21, and this reserve is forecast to hold £5.497m at the beginning of 2023/24.

Provisional Local Government Settlement

The Chancellor of the Exchequer announced his Autumn Budget Statement 2022 on 17 November 2022 and outlined an increase in Department Expenditure Limit for Local Government of 33%.

On the 19 December 2022 the Secretary of State announced the provisional local government settlement which provided details on the grant allocations to Councils from this additional funding, together with other measures aimed at supporting Council finances. The provisional settlement set out that Local Government Core Spending Power was increasing by an average of 9.2%, made up mostly of increased council tax flexibilities and additional £3.1bn grant funding for social care. Also announced was a 12 month extension to the Household Support Fund, confirmation of a two year delay to the Social Care Reforms and a new 3% funding guarantee, to ensure all councils saw an increase of at least 3% in their Core Spending Power.

The settlement was announced for one year but included confirmation of some grant values for 2024/25 and also confirmed that the Council Tax referendum thresholds and Adult Social Care levy limits would remain the same for 2024/25.

Four grants were confirmed to now be wrapped up in other grant funding. Three are rolling into RSG (Council Tax Discounts – Family Annexes (£7.4m), Local Council Tax Support Admin Subsidy (£69m) and Natasha’s law (£1.5m) and the final one (The Independent Living Fund, £161m) is combining with the repurposed Adult Social Care reform funding. The council will therefore now receive £0.566m of Revenue Support Grant to replace the Local Council Tax Support Admin Subsidy and the £1.081m Independent Living Fund will move from service into the Social Care Grant.

Some core grants that formed part of the funding for the council in 2022/23 have either ceased or reduced. It was confirmed that no legacy payments would be made as part of the New Homes Bonus grant and only year 13 payment would be made, although the mechanism for the calculation of the grant was remaining. This results in a grant for 2023/24 of £2.983m (was £6.678m in 2022/23). The Lower Tier Services Grant was confirmed to cease, which is a loss of £0.498m for the council and the new Services Grant reduced by £1.742m to £2.249m as a result of the cessation of the increase in employer National Insurance compensation element, previously announced by government.

New funding nationally worth £1bn in 2023/24 and £1.7bn in 2024/25 was announced as additional funding for social care. Of that £600m and £1bn for each year respectively will be distributed through the Better Care Fund, referred to as the Discharge Fund. The council is set to receive £1.426m in 2023/24 from this funding.

The remaining £400m in 2023-24 and £683m in 2024-25 is being combined with the £162m Market Sustainability. The council is set to receive £4.269m of this Market Sustainability and Improvement Fund.

Additional funding for social care was included in Autumn Budget Statement 2022, with Local Government continuing to be allocated the funding that was intended to pay for the ASC reforms amounting nationally to £1.265bn in 2023/24 and £1.877bn in

2024/25. The provisional settlement confirmed that the council will receive in total £24.336m in 2023/24 (including the Independent Living Fund grant), which is an increase of £9.001m. It is estimated that a further £3.7m will be received in 2024/25. These new monies have been allocated to councils through the existing ASC Relative Needs Formula equalised for the Adult Social Care levy, however the council does not receive any funding from the Adult Social Care equalisation owing to its Council Tax base position compared to other authorities.

The Rural Services Delivery Grant has been confirmed to continue with the same quantum and basis of allocation, which for the council is £3.480m. All other grants have been assumed that they will continue at the same rate as 2022/23.

Details of the core funding Government grants are provided in the table below.

Provisional Settlement Comparison	FINANCIAL YEAR 2023/24			2024/25	2025/26
	MTFS			Estimate £m	Estimate £m
	Dec 2022 £m	Settlement £m	Variance £m		
Lower Tier Services Grant	0.498	-	(0.498)	-	-
New Homes Bonus	6.678	2.983	(3.695)	2.500	1.500
Rural Service Delivery Grant	3.479	3.480	0.001	3.480	3.480
Services Grant	3.991	2.249	(1.742)	-	-
Revenue Support Grant	0.478	0.566	0.088	0.566	0.566
Improved Better Care Fund	9.100	10.242	1.142	10.242	10.242
ASC Market Sustainability & Improvement Fund	-	4.269	4.269	5.317	5.317
ASC Discharge Fund	-	1.436	1.436	2.393	2.393
Rollover of Social Care Grant 2022/23	14.253	14.253	-	14.253	14.253
Independent Living Fund (rolled in for 2023/24)	1.081	1.081	0.000	1.081	1.081
Additional Social Care Grant	-	9.001	9.001	12.715	12.715
Section 31 inc. NNDR Multiplier Compensation	11.262	27.331	16.069	27.331	27.331
Total Specific Grants	50.820	76.891	26.071	79.878	78.878

The Council also received funding for specific service delivery from Government and these are budgeted for within the services net budget. The significant grants are detailed in the table below.

Specific Grants held in the Services Net Budget Total	2023/24 £ m	2024/25 £ m	2025/26 £ m
Public Health Grant	17.522	17.522	17.522
NNDR Admin Grant	0.614	0.614	0.614
Council Tax Support Fund	0.676	0.676	0.676
Housing Benefit Admin subsidy	1.174	1.174	1.174
Homelessness Prevention Grant	1.076	1.128	1.128
Local Authority Bus Subsidy	0.985	0.985	0.985
Dedicated Schools Grant (incl academy schools funding, later issued through ESFA)	434.521	434.521	434.521
Pupil Premium for LAC Grant	0.784	0.784	0.784
Supporting Families Grant	1.214	1.317	1.317
Unaccompanied Asylum Seeking Children & Young People	1.879	1.879	1.879
Youth Justice Board Grant	0.404	0.404	0.404
Adult Education Board	0.562	0.562	0.562
Other smaller childrens services grants	0.542	0.542	0.542
Specific Grants In the Services	456.567	22.099	22.099

Wiltshire Council receives the Better Care Fund contribution from the ICB (Integrated Care Board). In 2022/23 this minimum contribution was £36.130m. This is anticipated to be uplifted in 2023/24, the schemes that this will be allocated to will be approved by the Wiltshire Partnership Board.

Summary Forecast Resources

Based on the above assumptions the total core funding available for the Council to deliver services in 2023/24 is £465m.

It reflects the higher than anticipated increases in Council Tax income and the outcome of the provisional settlement.

Going forward in the MTFs it is anticipated that Government grant will increase, mainly for social care, however a level of uncertainty remains around the assumption on other government grants and quantum of funding, the additional income from council tax will see the overall resources continue to increase to £490m by 2025/26.

	2023/24 £m	2024/25 £m	2025/26 £m
Council Tax	290.422	301.098	312.334
Social Care Levy	41.765	48.489	48.489
Business Rates	49.444	50.244	51.044
Collection Fund surplus	6.850	-	-
Specific Grants	76.891	79.878	78.878
Total Funding	465.372	479.709	490.745

This will form the basis of the Councils Net Revenue Budget and fund service spending plans over the next three years.

SERVICE SPENDING PLANS

Service Spending Pressures

As for any other organisation, the council experiences budget pressures as a result of inflation e.g. contractual and national staff pay awards, increasing demand for service provision and changes in legislation. The council has considered and made provision for spending pressures that are likely to materialise, totalling over £122m by 2025/26.

Some of these pressures have been reported during the budget monitoring of the current 2022/23 financial year and require base budget funding so are built into the budget as prior year inflation pressures. The vast majority of these pressures are expected to arise based on the current assumptions and estimates including nearly £28m of contractual inflation and £7.8m of pay inflation, and additional demand of just over £17m. These are listed in the table below and the most significant items explained in the ensuing narrative:

	2023/24	2024/25	2025/26	Total
	£m	£m	£m	£m
Pay Inflation	7.833	4.093	4.195	16.121
Contractual Inflation	27.705	10.052	9.717	47.474
Total Inflationary Pressures	35.538	14.145	13.912	63.595
Revised Income Assumptions	0.437	0.150	-	0.587
Demand for Adult Social Care inc. Hospital Discharges	5.850	0.585	1.169	7.604
Demand for School Transport inc. SEND Transport	1.761	1.752	1.978	5.491
Demand for Children's Social Care	4.043	1.096	0.819	5.958
Demand for Housing	-	1.000	-	1.000
Waste tonnages growth	0.079	0.085	0.088	0.252
Development Management increase in appeals	1.112	(0.200)	(0.170)	0.742
Information Services Oracle Licencing and Support	0.039	0.068	(0.029)	0.078
Spatial Planning Neighbourhood Planning demand	0.104	(0.104)	-	-
Place staffing growth to manage capacity issues and retain staff	0.706	-	(0.215)	0.491
Economy & Regeneration Major Projects rebase staff recharge to Capital programme	0.270	-	-	0.270
Melksham Campus building operating budget	0.300	-	-	0.300
Education Welfare demand	0.209	-	-	0.209
Realign Insurance gross and income budget	0.482	-	-	0.482
Pension Lump Sum payment rebase	0.395	-	-	0.395
Other demand changes	0.229	(0.117)	-	0.112
Evolve Staffing for target operating model	0.620	-	-	0.620
Loss of Commercial Income Monkton Park	0.300	-	-	0.300
Persistent Organic Pollutants (POPs) new Waste Management requirements	0.400	-	-	0.400
Financing the Capital Programme	(0.108)	13.283	3.805	16.980
Total Demand Pressures	17.228	17.598	7.445	42.271
Cabinet Investment on social worker retention & Business Insights	0.871	0.024	0.025	0.920
Undeliverable Savings	0.548	-	-	0.548
Prior Year Inflation and Income Base Adjustments	14.931	-	-	14.931
Grand Total Spending Pressures	69.116	31.767	21.382	122.265

Pay inflation

Pay inflation includes the national pay award and the impact of national insurance rises.

In 2023/24 £7.8m has been budgeted for the pay award for 2023/24, which is current estimated as a 4.5% increase. The following two years pay awards have been estimated at 2.5%.

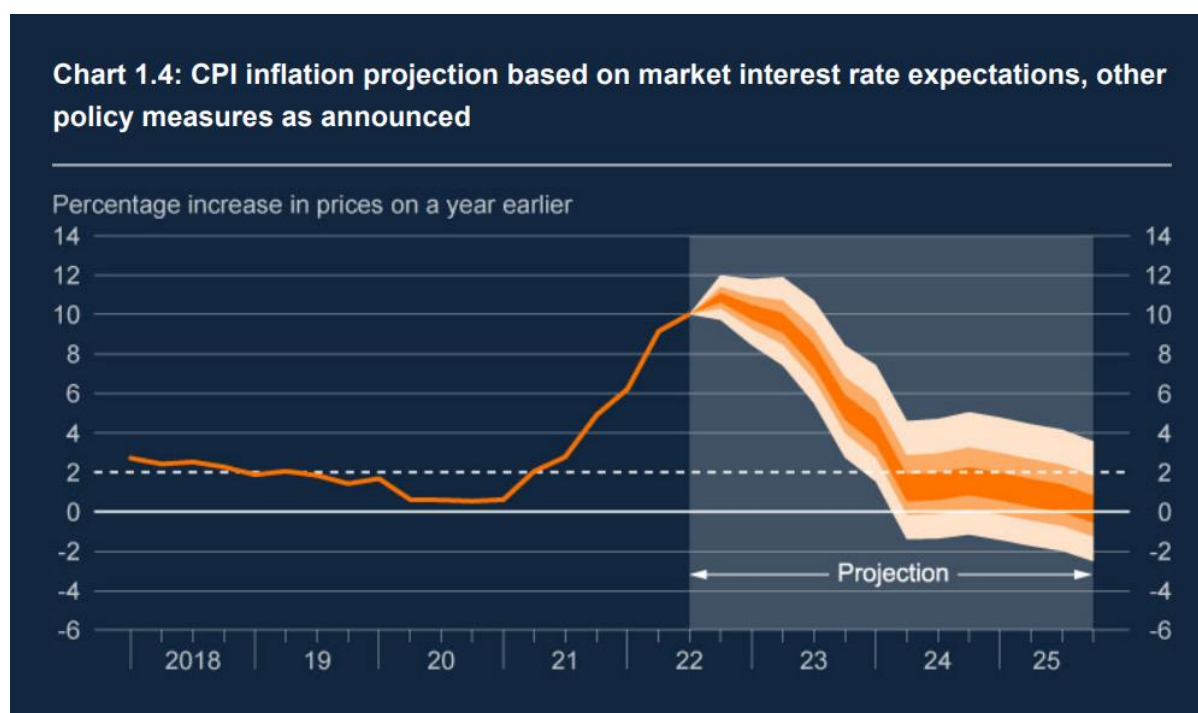
A 6.5% vacancy factor is applied to all services and included within the 2023/24 base budget.

Contractual inflation

The total contract inflation arising over the next three years is estimated to be circa £47.5m, with £27.7m estimated in 2023/24.

The Council budgets for inflation based on the indices that those supplies and services are contractually linked to. For strategic budget planning purposes, we look to hold this to Consumer Price Index (CPI) but specific contracts will have different indices aligned to them, and as the approach towards inflation management within contracts varies across the organisation, actual pressures identified by services uses those inflation indices identified.

The majority of contracts are linked to CPI and the council uses the Bank of England (BoE) forecast issued in November of the preceding year to estimate the CPI rate. The chart below is an extract of the CPI inflation forecast issued by the BoE in the November 2022 MPC report.



Given the volatility experienced in inflation, the significant level of uplifts already applied in the current year and the forecast provided above the average CPI that is

being used in 2023/24 for contractual inflation is 6%, and this will fall back down to 2% from 2024/25 onwards.

There are outliers for forecasts on inflation, most notably these remain around energy prices. The Council fixed the majority of its energy prices for 2022/23 but these prices had to be renewed for 2023/24, which will see an increase in gas prices of 50% and electricity by 11%.

A significant amount of inflation, around £14m of the £27.7m for 2023/24, has been applied to Adult Social Care and will be used in the engagement and negotiation with providers to agree fee uplifts that will support the Adult Social Care market and the provision of care packages in Wiltshire.

Demand for Services

Demand for services the council provides is driven dependent on a specific service, for Waste Management it is driven through the number of households and the total tonnage of Waste produced, for Adult Social Care the number of residents requiring packages of care or placements. For the latter an ageing demographic will have a significant impact on the amount of demand predicted to arise.

The base budget is set assuming a level of demand for services using the current financial year forecasts and based on latest evidence and trends. For 2023/24 revisions have been made to the base budget to accurately revise the level of base budget to reflect current demands in some services, with the most significant increases seen in Adults Services, including Hospital Discharge pressures, Children's Social Care and Home to School and SEND Transport.

SAVINGS

The Cabinet have been working on putting together saving proposals over the three years that would not only still enable business plan priorities to be delivered but also for the Councils finances to be managed and move to a sustainable footing.

Saving proposals have been put forward that total £51m over the MTFs, significantly over £26m to be delivered in the first year.

The detail proposal for savings by each service are shown in annex 7 of this appendix.

CAPITAL PROGRAMME

The Capital Programme is detailed in annex 10, and a summary is provided below.

	Revised 23/24 Budget £m	Revised 24/25 Budget £m	Revised 25/26 Budget £m	Future Years £m	TOTAL £m
Corporate Director - People	46.143	35.360	12.305	35.929	129.737
Corporate Director - Resources	56.971	41.777	48.067	13.387	160.202
Corporate Director - Place	65.433	80.170	68.848	306.664	521.115
Total General Fund	168.547	157.307	129.220	355.980	811.054
Housing Revenue Account	30.580	48.772	39.039	174.923	293.314
Total Capital Programme	199.127	206.079	168.259	530.903	1,104.368

Grants	70.737	80.899	53.527	284.526	489.689
Other Contributions	2.000	-	-	32.090	34.090
S106 Contributions	1.434	1.264	-	-	2.698
CIL Contributions	4.282	8.487	4.376	0.542	17.687
HRA	30.580	48.772	39.039	174.922	293.313
Capital Receipts	1.725	0.250	0.250	1.000	3.225
Stone Circle Loans	21.298	24.835	10.019	0.732	56.884
Borrowing Funded by Revenue Savings	-	-	31.200	-	31.200
Borrowing	67.071	41.572	29.848	37.091	175.582
Total Funding	199.127	206.079	168.259	530.903	1,104.368

New schemes totalling £29m will be added to the Capital Programme, the majority of which will be funded from borrowing. The schemes are detailed below.

The revenue financing of new schemes that are funded from borrowing, which totals over £24m, has been factored in the pressures of the MTFs.

Scheme name	Investment	2023/24	2024/25	2025/26	Future	Total
		Budget	Budget	Budget	Years	Budget
		£m	£m	£m	Budgets	£m
Schools Maintenance & Modernisation	Increase & inflation adjustment	0.045	0.030	1.030	2.060	3.165
	Mobile classroom/pratten huts replacement	1.523	2.025	3.075	6.300	12.923
Facilities Management Operational Estate	Increase & inflation adjustment	0.878	0.778	0.778	3.110	5.544
	Essential and high priority capital works at Coroner's Court	0.102	-	-	-	0.102
	Essential planned maintenance and energy efficiency works Gypsy & Traveller Sites	0.080	-	-	-	0.080
	Essential maintenance (listed building responsibilities) at Edmund's Arts Centre	0.102	-	-	-	0.102
	Asbestos roof replacement Churchfields Depot	0.650	-	-	-	0.650
	Essential planned maintenance at Wilton Depot	0.170	-	-	-	0.170
Total Health & Safety Proposals		3.550	2.833	4.883	11.470	22.736
Fleet Vehicles	Phase 1 2023-2026 Fleet Strategy	1.863	1.379	1.722	-	4.964
History Centre Reception and Performing Arts Library	Reorganisation of space	0.105	-	-	-	0.105
Dunnes Lane Car Park, Castle Coombe	Extend car park	0.325	-	-	-	0.325
Salisbury Resource Centre	New building	0.825	-	-	-	0.825
Business Plan Priority Proposals		3.118	1.379	1.722	-	6.219
Total Investment		6.668	4.212	6.605	11.470	28.955
Funded Through Borrowing		5.843	4.212	6.605	11.470	28.130
Funded Through Capital Receipt		0.825	-	-	-	0.825
Business Plan Priority Proposals		6.668	4.212	6.605	11.470	28.955

RESERVES

The Council holds reserves to either undertake planned one off investment/spending or to deal with financial shocks/risk that face the authority in its operations.

Following the setting of the two previous years budgets and the budget monitoring during those years the Cabinet has continued to be more transparent on the reserves held and to move the Council to holding reserves that are commensurate with the level of financial risk being faced and to take opportunities as they present to ensure adequate monies are set aside to mitigate risks so that plans and priorities can be delivered.

The General Fund Reserve is the Councils reserve held to deal with all financial shocks, whatever they may be. The table below shows the estimated opening balance

and the forecast future year balances as a result of taking opportunities as they arise, balances have increased to bring the reserve up to the risk assessed level with no current plans to continue to increase the balance on this reserve.

General Fund Reserve Forecast

Year Ended 31 March	2022/23 £M	2023/24 £M	2024/25 £M	2025/26 £M
Opening Balance	21.056	28.056	28.056	28.056
Transfer from Budget Equalisation	7.000	-	-	-
Closing Balance	28.056	28.056	28.056	28.056

Annex 8 provides the full detail on the general fund risk assessment. The table below then provides an estimate of the reserves held against the risk assessed level. With the budget balanced over the MTFs period the budget equalisation reserve is no longer required to be held and transfers will be recommended during the 2022/23 financial year financial reporting. With part of this balance increasing the balance held in General Fund Reserve the risk assessment value is now met by the General Fund Reserve and some specific earmarked reserves.

Reserves Held Against Assessed Financial Risk

Year Ended 31 March	2022/23 £M	2023/24 £M	2024/25 £M	2025/26 £M
General Fund	21.056	28.056	28.056	28.056
Budget Equalisation	16.520	-	-	-
Collection Fund Volatility	6.438	5.497	10.819	11.173
Latent Demand	7.895	7.583	4.366	2.962
Opening Balance	51.909	41.136	43.241	42.191
Net Movement on General Fund	7.000	-	-	-
Transfer out of Budget Equalisation	(16.520)	-	-	-
Planned use of Collection Fund	(0.941)	5.322	0.354	(0.575)
Estimated use of Latent Demand	(0.312)	(3.217)	(1.404)	(0.123)
Closing Balance	41.136	43.241	42.191	41.493
Represented By:				
General Fund	28.056	28.056	28.056	28.056
Budget Equalisation	-	-	-	-
Collection Fund Volatility	5.497	10.819	11.173	10.598
Latent Demand	7.583	4.366	2.962	2.839
Closing Balance	41.136	43.241	42.191	41.493
Risk Assessed Balance*	27.615	31.880	31.880	31.880
Cover	149%	136%	132%	130%

The Council also holds Earmarked Reserves to deliver on planned or ringfenced spending. The table below provides details on the total level of reserves held by the Council, including Earmarked Reserves as well as Dedicated Schools Grant (DSG) and school balances.

Reserve	Closing Balance 2022/23 £m	Closing Balance 2023/24 £m	Closing Balance 2024/25 £m	Closing Balance 2025/26 £m
General Fund	28.056	28.056	28.056	28.056
EARMARKED RESERVES:				
Latent Demand	7.583	4.366	2.961	2.838
Collection Fund Volatility	5.497	10.819	11.173	10.599
Public Health	7.092	5.197	3.792	2.386
Transformation	6.164	3.668	2.168	2.168
Business Plan Priority	2.054	1.338	0.621	0.621
PFI's	5.666	5.516	5.366	5.366
Insurance	2.735	2.235	1.735	1.735
Community Development Initiatives	2.000	1.250	0.500	-
Accommodation Needs	10.000	8.000	6.000	4.000
Road Signage	0.500	-	-	-
Other Earmarked	10.977	4.977	3.892	3.966
Total Earmarked	60.268	47.366	38.208	33.679
Schools Balances	8.483	6.385	4.124	1.863
DSG	(35.440)	(48.527)	(58.997)	(64.426)
TOTAL	61.367	33.280	11.391	(0.828)

Annexes

Annex 1 – Service Budget Targets 2023/24

Annex 2 – MTFs Service Totals 2023/24 to 2025/26

Annex 3 – Detail by Service on Prior Year Budget Changes

Annex 4 – Detail by Service on Funding, Technical Adjustments. Pay Award, Investment & Undelivered Savings

Annex 5 – Detail by Service on Contractual Inflation

Annex 6 – Detail by Service on Demand Changes

Annex 7 – Detail by Service on Saving Proposals

Annex 8 – General Fund Reserve Risk Assessment 2023/24

Annex 9 – Housing Revenue Account 2023/24

Annex 10 – Capital Programme 2023/24 to 2029/30

Wiltshire Council - MTFP Model 2023-24 to 2025-26
Annex 1 - Service Budget Summary 2023/24

Service	Analysis of Movement in the 2022-23 Budget to the Proposed 2023-24 Budget											
	2022/23 Budget £m	Prior Year Base Budget Changes £m	Funding Changes £m	Technical Adjustments £m	Pay Award £m	Cabinet Investment £m	Undeliverable Approved Savings £m	Contractual Inflation £m	Demand £m	2023/24 Savings Proposals £m	2023/24 Budget £m	Change in Budget £m
Living and Ageing Well Total	71.527	2.448	-	(0.109)	1.019	-	-	9.222	3.290	(4.861)	82.536	11.009
Whole Life Pathway Total	81.200	1.387	-	6.522	0.602	-	0.500	5.160	2.560	(1.784)	96.147	14.947
Education & Skills Total	23.423	2.682	-	-	0.871	-	-	0.753	2.681	(1.141)	29.269	5.846
Families & Children Services Total	60.776	2.273	-	(5.441)	1.243	0.493	-	1.074	3.416	(1.110)	62.724	1.948
Corporate Director People Total	236.926	8.790	-	0.972	3.735	0.493	0.500	16.209	11.947	(8.896)	270.676	33.750
Finance Total	2.727	1.271	-	0.587	0.337	-	-	0.070	-	(0.566)	4.426	1.699
Assets & Commercial Development Total	15.489	1.413	-	-	0.211	-	-	2.458	0.299	(1.931)	17.939	2.450
Information Services Total	11.419	0.452	-	-	0.229	-	-	0.299	0.039	(0.629)	11.809	0.390
Procurement & Commissioning Total	4.976	0.222	-	-	0.294	-	-	-	0.050	(0.415)	5.127	0.151
Corporate Director Resources Total	34.611	3.358	-	0.587	1.071	-	-	2.827	0.388	(3.541)	39.301	4.690
Highways & Transport Total	37.696	1.720	-	-	0.571	-	-	4.287	0.215	(3.855)	40.634	2.938
Economy & Regeneration Total	2.334	0.062	-	-	0.104	-	-	0.024	0.270	(0.424)	2.370	0.036
Planning Total	1.166	0.320	-	-	0.365	-	-	-	1.627	(0.083)	3.395	2.229
Environment Total	44.627	(0.158)	-	-	0.248	-	-	3.914	0.819	(1.167)	48.283	3.656
Leisure Culture & Communities Total	6.078	1.059	-	-	0.770	-	0.048	0.028	0.395	(1.497)	6.881	0.803
Corporate Director Place Total	91.901	3.003	-	-	2.058	-	0.048	8.253	3.326	(7.026)	101.563	9.662
Public Health Total	1.414	0.033	-	-	0.032	-	-	-	-	(0.616)	0.863	(0.551)
Legal & Governance Total	9.409	0.440	-	-	0.532	-	-	0.006	0.117	(0.540)	9.964	0.555
HR&OD Total	3.336	0.211	-	-	0.257	-	-	-	-	(0.231)	3.573	0.237
Transformation & Business Change Total	0.441	-	-	-	0.094	0.378	-	-	-	(0.380)	0.533	0.092
Corporate Directors & Members Total	3.212	(0.112)	-	-	0.054	-	-	-	-	(0.008)	3.146	(0.066)
Chief Executive Directorates Total	17.812	0.572	-	-	0.969	0.378	-	0.006	0.117	(1.775)	18.079	0.267
Movement on Reserves Total	(1.138)	-	3.243	-	-	-	-	-	-	-	2.105	3.243
Capital Financing Total	27.821	-	-	-	-	-	-	-	(0.108)	(3.592)	24.121	(3.700)
Corporate Costs Total	3.895	0.076	-	-	-	-	-	0.331	1.151	(1.419)	4.034	0.139
Corporate Levies Total	5.875	(0.868)	-	-	-	-	-	0.079	0.407	-	5.493	(0.382)
Corporate Total	36.453	(0.792)	3.243	-	-	-	-	0.410	1.450	(5.011)	35.753	(0.700)
Grand Total	417.703	14.931	3.243	1.559	7.833	0.871	0.548	27.705	17.228	(26.249)	465.372	47.669
Council Tax Requirement	(275.755)	-	(14.667)	-	-	-	-	-	-	-	(290.422)	(14.667)
Social Care Levy	(35.437)	-	(6.328)	-	-	-	-	-	-	-	(41.765)	(6.328)
Rates Retention	(58.500)	-	9.056	-	-	-	-	-	-	-	(49.444)	9.056
Collection Fund (surplus) / deficit	1.250	-	(8.100)	-	-	-	-	-	-	-	(6.850)	(8.100)
Specific Grants	(49.261)	-	(26.071)	(1.559)	-	-	-	-	-	-	(76.891)	(27.630)
Income/Funding Total	(417.703)	-	(46.110)	(1.559)	-	-	-	-	-	-	(465.372)	(47.669)
Funding GAP											-	-

Wiltshire Council - MTFP Model 2023-24 to 2025-26				
Annex 2 - Service Budget Totals 2023/24 to 2025/26				
Corporate Director	Service	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m
	Living and Ageing Well Total	82.536	82.631	83.680
	Whole Life Pathway Total	96.147	95.747	94.306
	Education & Skills Total	29.269	31.955	35.019
	Families & Children Services Total	62.724	64.071	65.854
Corporate Director People Total		270.676	274.404	278.859
	Finance Total	4.426	4.575	4.722
	Assets & Commercial Development Total	17.939	18.736	19.180
	Information Services Total	11.809	11.948	12.119
	Procurement & Commissioning Total	5.127	5.209	5.355
Corporate Director Resources Total		39.301	40.468	41.376
	Highways & Transport Total	40.634	41.649	42.667
	Economy & Regeneration Total	2.370	2.420	1.471
	Planning Total	3.395	2.217	2.249
	Environment Total	48.283	48.985	50.276
	Leisure Culture & Communities Total	6.881	6.779	5.566
Corporate Director Place Total		101.563	102.050	102.229
	Public Health Total	0.863	0.881	0.899
	Legal & Governance Total	9.964	10.026	9.812
	HR&OD Total	3.573	3.612	3.619
	Transformation & Business Change Total	0.533	0.578	0.625
	Corporate Directors & Members Total	3.146	3.173	3.201
Chief Executive Directorates Total		18.079	18.270	18.156
	Movement on Reserves Total	2.105	(1.050)	(0.698)
	Capital Financing Total	24.121	37.404	41.209
	Corporate Costs Total	4.034	2.628	4.050
	Corporate Levies Total	5.493	5.535	5.563
Corporate Total		35.753	44.517	50.124
Grand Total		465.372	479.709	490.744
	Council Tax Requirement	(290.422)	(301.098)	(312.333)
	Social Care Levy	(41.765)	(48.489)	(48.489)
	Rates Retention	(49.444)	(50.244)	(51.044)
	Collection Fund (surplus) / deficit	(6.850)	-	-
	Specific Grants	(76.891)	(79.878)	(78.878)
Income/Funding Total		(465.372)	(479.709)	(490.744)
Funding GAP		-	-	-

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26			
Annex 3 – Detail by service on Prior Year Base Budget Changes			
Corporate Directorate	Service	Description	2023/24 £m
All	All	Pay award increase from 2% to at £1,925 per post	6.561
All	All	Prior Year removal of Terms & Conditions Saving in 22/23	0.749
Corporate Director People	Living and Ageing Well	Prior Year Contract Inflation increase	1.472
Corporate Director People	Whole Life Pathway	Prior Year Contract Inflation increase	0.706
Corporate Director People	Education & Skills	SEN Transport prior year pressure	1.860
Corporate Director People	Education & Skills	Central & schools premature retirement cost pressure from the prior year	0.048
Corporate Director People	Education & Skills	Prior year pressure from Short Breaks for children with SEN & disability	0.070
Corporate Director People	Education & Skills	Reflecting demand arising from the Council's statutory duties to young people who are NEET	0.071
Corporate Director People	Families & Children Services	Prior Year Contract Inflation increase for Childrens Social care across all placement types	0.923
Corporate Director People	Families & Children Services	Social care placements demand from prior year across all placement types	1.532
Corporate Director People	Families & Children Services	SEN Social care placements demand - reflecting transitional arrangements	(1.735)
Corporate Director People	Families & Children Services	Demand for Special Guardianship Orders often, court ordered	0.266
Corporate Director People	Families & Children Services	Care leavers increased numbers and electing to remain supported by the local authority for longer, to a maximin age of 25 years	0.177
Corporate Director Resources	Finance	Housing Benefits Subsidy to cover cost pressure of Supported accommodation schemes	0.967
Corporate Director Resources	Assets & Commercial Development	Prior Year Contract Inflation increase	1.158
Corporate Director Resources	Information Services	Prior Year Contract Inflation increase	0.179
Corporate Director Place	Highways & Transport	Prior Year Contract Inflation increase	1.491
Corporate Director Place	Highways & Transport	Decrease Car Parking Income Budgets in line with 22/23 forecast	0.250
Corporate Director Place	Highways & Transport	Increase Street Works Income Budgets in line with 22/23 forecast	(0.586)
Corporate Director Place	Environment	Prior Year Contract Inflation increase	1.277
Corporate Director Place	Environment	Increase Waste Income Budgets in line with 22/23 forecast	(1.611)
Corporate	Corporate Directors & Members	Commercial Saving	(0.102)
Corporate	Corporate Costs	Prior Year Contract Inflation increase	0.076
Corporate	Corporate Levies	Increase Renewable Energy Business Rates Income budget in line with 22/23 forecast	(0.868)
Prior Year Base Changes Total			14.931

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26
Annex 4 – Detail by service on Funding Changes and Technical Adjustments in the Service

Corporate Directorate	Service	Description	2023/24 £m	2024/25 £m	2025/26 £m
Corporate Director People	Whole Life Pathway	Technical adjustment to consolidate the Independent Living Fund into core funding	1.081	-	-
Corporate Director Resources	Finance	Technical adjustment to consolidate the Council Tax Support Admin grant into core funding as will now be received as Revenue Support Grant	0.478	-	-
Corporate	Movement on Reserves	Removal of Collection Fund Volatility Reserves funding of collection fund deficit	-	1.250	-
Corporate	Movement on Reserves	Transfer to Collection Fund Volatility Reserve for 22/23 Collection Fund Surplus	8.100	(8.100)	-
Corporate	Movement on Reserves	Drawdown from Collection Fund Volatility Reserve	(1.528)	1.882	(0.929)
Corporate	Movement on Reserves	Removal of one off Business Plan Priorities Reserve for 2022/23	(0.112)	-	-
Corporate	Movement on Reserves	Drawdown from Latent Demand Earmarked Reserve	(3.217)	1.813	1.281
Funding and Technical Adjustment Changes Total			4.802	(3.155)	0.352

Annex 4 – Detail by service on Pay Award Changes

Corporate Directorate	Service	Description	2023/24 £m	2024/25 £m	2025/26 £m
All	All	Pay Award at 4.5% for 2023/24, 2.5% for 24/25 and 25/26	7.833	4.093	4.195
Pay Award Total			7.833	4.093	4.195

Annex 4 – Detail by service on Cabinet Investment

Corporate Directorate	Service	Description	2023/24 £m	2024/25 £m	2025/26 £m
Corporate Director People	Families & Children Services	A setting up home allowance (also known as a leaving care grant) helps Care Leavers buy essential things when moving into their own homes. Currently support is at £2,000 per care leaver, investment will raise this to £3,000 per care leaver	0.060	-	-
Corporate Director People	Families & Children Services	Key to the service ambition to be outstanding in CSC is the recruitment and retention of social workers, market supplements for social workers will ensure a competitive remuneration offer	0.433	0.011	0.011
Chief Executive Directorates	Transformation & Business Change	Realising the council's ambition to implement an effective Business Insights function	0.378	0.013	0.013
Cabinet Investment Total			0.871	0.024	0.024

Annex 4 – Detail by service on Undeliverable Approved Savings

Corporate Directorate	Service	Description	2023/24 £m	2024/25 £m	2025/26 £m
Corporate Director People	Whole Life Pathway	Unachievable element of the 2022/23 saving 014 Improved Use of Care Cube	0.500	-	-
Corporate Director Place	Leisure Culture & Communities	22-23 small libraries savings to be incorporated into Library strategy and part of Transformation programme	0.048	-	-
Undeliverable Approved Savings Total			0.548	-	-

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26
Annex 5 – Detail by service on Contractual Inflation

Corporate Directorate	Service	Description	2023/24 £m	2024/25 £m	2025/26 £m
Corporate Director People	Living and Ageing Well	Living and Ageing Well - Contractual uplifts have been applied to the budget in line with contractual arrangements.	4.953	2.582	2.614
Corporate Director People	Living and Ageing Well	Market Sustainability and Improvement Funding. This will be used to address issues such as low fee rates, social care waiting times and workforce pressures.	4.269	-	-
Corporate Director People	Whole Life Pathway	Whole Life Pathway - Contractual uplifts have been applied to the budget in line with contractual arrangements.	5.160	1.824	1.831
Corporate Director People	Education & Skills	Inflation on school transport routes as per contractual arrangements	0.753	0.617	0.543
Corporate Director People	Families & Children Services	Reflects current year and 2023-24 contractual increases which, reflect operational pay inflation for Adoption WEST	0.098	-	-
Corporate Director People	Families & Children Services	Reflects 2023-24 partnership contribution increase required to fund pay inflation at Council estimates for the Youth Offending Partnership	0.060	0.022	0.023
Corporate Director People	Families & Children Services	For internal carer payments, staff pay awards are mirrored as an inflation assumption at 4.5%, 2.5% & 2.5%	0.393	0.241	0.261
Corporate Director People	Families & Children Services	Reflects existing framework agreements allowing a max claim of 2.5% with a range of inflation rates for off framework and spot purchases for independent fostering agency placements	0.157	0.163	0.170
Corporate Director People	Families & Children Services	Reflects existing framework agreements allowing a max claim of 2.5% with a range of inflation rates for off framework and spot purchases new 2024-25 contract.	0.326	0.321	0.319
Corporate Director People	Families & Children Services	16-25 Support & Accommodation - contractual Inflation in line with contractual arrangements for block places. Spot placement assumption at CPI.	0.040	0.075	0.077
Corporate Director Resources	Finance	Contractual uplifts Revenues & Benefits Postage contract	0.070	0.006	0.006
Corporate Director Resources	Assets & Commercial Development	Contractual uplifts for maintenance contracts and utility costs Electricity 11%, 10%, 5% Gas 50%, 25%, 15% Biomass Fuel 10%, 10%, 10% Business Rates 22%, 2%, 2%	2.458	1.103	0.825
Corporate Director Resources	Information Services	Contractual uplifts for Applications, Phones and Network Support Contracts and Licences, Microsoft Enterprise Agreement and Support Contract	0.299	0.153	0.156
Corporate Director Place	Highways & Transport	Contractual uplifts for Highways and Transport contracts Fuel 10%, 10% and 10%	4.287	1.036	1.355
Corporate Director Place	Economy & Regeneration	Contractual uplifts for the Enterprise Network contracts	0.024	-	-
Corporate Director Place	Environment	Contractual uplifts for Waste and Public Protection contracts	3.914	1.826	1.468
Corporate Director Place	Leisure Culture & Communities	Contractual uplifts for Leisure contracts, chemicals, cleaning products	0.028	0.018	0.018
Chief Executive Directorates	Legal & Governance	Contractual uplift for Coroner contract	0.006	0.002	0.002
Corporate	Corporate Costs	Contractual uplift for Treasury Management contract, Audit Fees, Apprenticeship and Flood Defence Levy, Insurance Premium 12% 2% 2%	0.410	0.063	0.049
Contractual Inflation Total			27.705	10.052	9.717

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26
Annex 6 – Detail by service on Service Demand changes

Corporate Directorate	Service	Description	2023/24 £m	2024/25 £m	2025/26 £m
Corporate Director People	Living and Ageing Well	Living & Ageing Well increase in level of demand using POPPI & PANSI population projections	0.983	0.976	0.970
Corporate Director People	Living and Ageing Well	Living & Ageing Well staff retention market supplements	0.573	-	-
Corporate Director People	Living and Ageing Well	Living & Ageing Well pressures to be funded from latent demand earmarked reserve	0.592	(0.592)	-
Corporate Director People	Living and Ageing Well	Increase improved Better Care Fund budget in line with 2023/24 allocation	1.142	-	-
Corporate Director People	Living and Ageing Well	Estimated rising costs anticipated from Temporary Accommodation once Govt support ends on various national schemes and demand levels come under BAU Council service support	-	1.000	-
Corporate Director People	Whole Life Pathway	Whole Life Pathway increase in level of demand using POPPI & PANSI population projections	0.206	0.200	0.199
Corporate Director People	Whole Life Pathway	Whole Life Pathway demand pressures identified through budget monitoring	1.780	-	-
Corporate Director People	Whole Life Pathway	Whole Life Pathway staff retention market supplements	0.320	-	-
Corporate Director People	Whole Life Pathway	Whole Life Pathway pressures to be funded from latent demand earmarked reserve	0.254	-	-
Corporate Director People	Education & Skills	Inclusion & SEND - Assumes pupil growth of 13%, 11% & 11% in line with anticipated EHCP increases and planned new / expanded specialist provision for SEN Transport	1.548	1.667	1.888
Corporate Director People	Education & Skills	Inclusion & SEND - Planned increase in statutory service staffing over the MTF5 to align to increase in demand plus recruitment strategy grading review to ensure salary offer attractive	0.725	0.305	0.281
Corporate Director People	Education & Skills	Inclusion & SEND - New guidance impact - loss of income from restrictions on academy trading for the education welfare service	0.082	-	-
Corporate Director People	Education & Skills	Inclusion & SEND - Pressures for Latent Demand Ear Marked Reserve arising from statutory changes (s19) in the education welfare service	0.117	0.003	0.003
Corporate Director People	Education & Skills	Targeted Education - New guidance impact - increase in costs for delivery of duties within new DfE attendance guidance for the education welfare service	0.209	0.005	0.005
Corporate Director People	Families & Children Services	Pressures of Latent Demand Ear Marked Reserve Childrens Social Care Placements	0.926	0.157	(1.083)
Corporate Director People	Families & Children Services	Pressures for Latent Demand Ear Marked Reserve for Families & Children	0.197	0.005	(0.201)
Corporate Director People	Families & Children Services	Children in Care - demand for internal care placements and planned growth in in house foster carers; Special Guardianship Orders 5%; Adoption Allowances 1.5%; in house foster carers 6%	0.654	0.508	0.550
Corporate Director People	Families & Children Services	Children in Care - demand for external care placements, independent foster carers, external residential care placements 1.5%	1.578	0.117	1.281
Corporate Director People	Families & Children Services	Children in Care with SEN needs aged 0-18 years, 2.5%	0.061	0.082	0.072
Corporate Director Resources	Assets & Commercial Development	Loss of Commercial Income as Good Energy giving up Monkton park 2nd floor	0.299	-	-
Corporate Director Resources	Information Services	Oracle Licencing and Support costs, net increase over current system costs	0.039	0.068	(0.029)
Corporate Director Resources	Procurement & Commissioning	Hampshire Contract for Procurement support	0.050	-	-
Corporate Director Place	Highways & Transport	Sustainable Transport Staffing Growth to manage capacity issues	0.215	-	(0.215)
Corporate Director Place	Economy & Regeneration	Economy & Regeneration Major Projects rebase staff recharge to Capital programme	0.270	-	-

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26
Annex 6 – Detail by service on Service Demand changes

Corporate Directorate	Service	Description	2023/24	2024/25	2025/26
Corporate Director Place	Planning	Land Charges Gov changes for HMLR digitalisation and loss of Income	0.050	0.150	-
Corporate Director Place	Planning	Land Charges Income budget rebase	0.100	-	-
Corporate Director Place	Planning	Building Control staff retention market supplements	0.060	-	-
Corporate Director Place	Planning	Development Management increase in appeals	0.470	(0.200)	(0.170)
Corporate Director Place	Planning	Development Management staffing growth to manage capacity issues	0.467	-	-
Corporate Director Place	Planning	Development Management staff retention market supplements	0.115	-	-
Corporate Director Place	Planning	Spatial Planning Neighbourhood Planning demand	0.104	(0.104)	-
Corporate Director Place	Planning	Spatial Planning staffing growth to manage capacity issues	0.201	-	-
Corporate Director Place	Planning	Spatial Planning staff retention market supplements	0.060	-	-
Corporate Director Place	Environment	Natural & Historic Env staffing growth to manage capacity issues	0.132	-	-
Corporate Director Place	Environment	Public Protection staffing growth to manage capacity issues	0.098	-	-
Corporate Director Place	Environment	Public Protection Income budget rebase for fall in demand	0.110	-	-
Corporate Director Place	Environment	Waste Tonnages growth at 1%	0.079	0.085	0.088
Corporate Director Place	Environment	Persistent Organic Pollutants (POPs) new Waste management requirements from Jan 2023	0.400	-	-
Corporate Director Place	Leisure Culture & Communities	Melksham Campus building operating budget	0.300	-	-
Corporate Director Place	Leisure Culture & Communities	Libraries Income budget rebase as no longer renting DVDs or charging Fees for overdue books	0.082	-	-
Corporate Director Place	Leisure Culture & Communities	Libraries mtce and hire charge for chip & pin machines	0.013	-	-
Chief Executive Directorates	Legal & Governance	Legal staffing growth to manage capacity issues in relation to Planning and SEND	0.117	(0.117)	-
Corporate	Capital Financing	Capital Financing increase based on 2022/23 Q3 Capital Programme profile and approved new capital BIDS, covers MRP and Interest	(0.108)	13.283	3.805
Corporate	Corporate Costs	Insurance Premium new policy and rebase	0.059	-	-
Corporate	Corporate Costs	Evolve System Support for target operating model	0.620	-	-
Corporate	Corporate Costs	Audit fees additional fees	0.050	-	-
Corporate	Corporate Costs	Realign Insurance gross and income budget	0.422	-	-
Corporate	Corporate Levies	Pension Lump Sum payment rebase	0.395	-	-
Corporate	Corporate Levies	Additional Years Early Retirement budget rebase	(0.100)	-	-
Corporate	Corporate Levies	Apprenticeship Levy budget rebase	0.065	-	-
Corporate	Corporate Levies	Flood Defence Levy budget rebase	0.047	-	-
Demand Total			17.228	17.598	7.444

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26
Annex 7 – Detail by service on Savings Proposals

Corporate Directorate	Service	Saving Proposal Description	2023/24 £m	2024/25 £m	2025/26 £m	TOTAL £m
ALL	ALL	Staff saving from Increment freeze	0.454	-	-	0.454
Corporate Director Resources	Assets & Commercial Development	Capitalise post working on Capital programme	0.079	-	-	0.079
Corporate Director Resources	Assets & Commercial Development	Through asset rationalisation and service efficiencies various opportunities to reduce costs have been identified and will be implemented.	0.116	-	-	0.116
Corporate Director Resources	Assets & Commercial Development	Continued investment in energy efficiency projects to public buildings to reduce energy consumption, generate renewable electricity, deliver savings and carbon emission reductions.	0.457	0.250	0.250	0.957
Corporate Director Resources	Assets & Commercial Development	Through asset rationalisation and service efficiencies various opportunities to reduce costs have been identified and will be implemented. Buildings in this proposal include Melbourne House, Warminster the Wave, Beacon Business Centre, Melksham Bath Road, St Margarets Mead Day Centre, Malmesbury 46 High Street Health Centre, Devizes the Shambles, Melksham Spa Road Pavilion, Salisbury Hampton Park Pavilion	0.203	0.017	-	0.220
Corporate Director Resources	Assets & Commercial Development	New lettings of council assets to public partners e.g. NHS/CCG, plus a rental charge to Citizens Advice Wiltshire for their space in Bourne Hill and an increase in Police service charges in line with Council 3rd party lettings policy	0.200	0.018	-	0.218
Corporate Director Resources	Assets & Commercial Development	Increase Biomass charge to Schools to reflect inflation and operating cost increases	0.066	-	-	0.066
Corporate Director Resources	Assets & Commercial Development	Increased retained share of Funding from Business rates retention for Council Assets	0.382	-	-	0.382
Corporate Director Resources	Assets & Commercial Development	Steamroom and sauna closures trial - multiple leisure sites	-	0.070	-	0.070
Corporate Director Resources	Assets & Commercial Development	Local Highways Contract Renewal Property Savings	0.033	-	-	0.033
Corporate Director Resources	Assets & Commercial Development	Letting of office space in Old County Hall	0.313	-	-	0.313
Corporate Director Resources	Assets & Commercial Development	Children Services service delivery changes - Salisbury Family Resource Centre	0.010	0.010	-	0.020
Corporate Director Resources	Assets & Commercial Development	Through asset transfer various opportunities to enable communities to use local assets in a way that suits their needs, includes Wilton Windmill	-	0.009	-	0.009
Corporate Director Resources	Assets & Commercial Development	Opportunity to generate additional income from leasing vacant office space within Old County Hall and County Hall	-	0.050	0.250	0.300
Corporate Director Resources	Assets & Commercial Development	Coroner's Service - shared costs with Swindon Borough Council	0.027	-	-	0.027
Corporate Director Resources	Finance	Staff saving from removal of vacant posts and realignment of resources	0.550	-	-	0.550
Corporate Director Resources	Finance	The implementation of an e-billing solution for the Revs & Bens service and seeking other digital efficiencies	-	0.038	0.044	0.082
Corporate Director Resources	Information Services	Staff savings from removal of vacant post	0.112	-	-	0.112
Corporate Director Resources	Information Services	Reduce expenditure on Microsoft Support Services	0.259	-	-	0.259
Corporate Director Resources	Information Services	Reduce Microsoft Licensing, to include removal of premise SharePoint licences, reduction in MSDN licences and removal of Visio licences	0.028	-	-	0.028
Corporate Director Resources	Information Services	People's Network Changes	0.006	-	-	0.006
Corporate Director Resources	Information Services	Network decommission of legacy lines	0.040	-	-	0.040
Corporate Director Resources	Information Services	Reduce Microsoft Licensing, to include removal of premise SharePoint licences, reduction in MSDN licences and removal of Visio licences	0.021	-	-	0.021
Corporate Director Resources	Information Services	Project 99 benefits realisation from changes to infrastructure reducing licensing costs	0.053	-	-	0.053
Corporate Director Resources	Information Services	Replacement tariff for mobile calls from teams	0.060	-	-	0.060
Corporate Director Resources	Information Services	Azure Rationalisation, change in provision of cloud solutions to reduce costs	0.010	0.010	0.010	0.030
Corporate Director Resources	Information Services	Citrix Rationalisation	0.006	0.003	0.031	0.040
Corporate Director Resources	Information Services	Restrict issuing of smart phones (capital)	0.034	-	-	0.034
Corporate Director Resources	Information Services	Retire 0300 Numbers and Revert to Standard Geographic Phones Numbers	-	0.030	0.030	0.060
Corporate Director Resources	Information Services	Reduce Microsoft Licensing	-	0.150	-	0.150

Corporate Directorate	Service	Saving Proposal Description	2023/24 £m	2024/25 £m	2025/26 £m	TOTAL £m
Corporate Director Resources	Procurement & Commissioning	Cease grant funding for Lunch Clubs	0.060	-	-	0.060
Corporate Director Resources	Procurement & Commissioning	Staff savings through the removal of vacant posts and the regrading of vacant posts remaining in the structure	0.173	-	-	0.173
Corporate Director Resources	Procurement & Commissioning	Cease grant funding for Friendship Clubs	0.046	-	-	0.046
Corporate Director Resources	Procurement & Commissioning	Not renew the existing Richmond Fellowship Individual Placement & Support contract	0.087	-	-	0.087
Corporate Director Resources	Procurement & Commissioning	The Community Housing Support contract will not be re-tendered and the activity will be undertaken in house	-	0.060	-	0.060
Corporate Director Place	Economy & Regeneration	UK Shared Prosperity Programme to fund existing posts	0.114	-	-	0.114
Corporate Director Place	Economy & Regeneration	Ceasing the Wiltshire Towns Funding Programme	-	-	1.000	1.000
Corporate Director Place	Economy & Regeneration	Staff savings from removing vacant posts	0.141	-	-	0.141
Corporate Director Place	Economy & Regeneration	Ceasing support for VisitWiltshire	0.150	-	-	0.150
Corporate Director Place	Environment	New and or Review Service Level Agreements related to Archaeology advice to ensure that charges are increased inline with inflation and increased running costs	-	0.010	-	0.010
Corporate Director Place	Environment	Introduce charges for Non-Household Waste items at Household Recycling Centres phase two. Items that fall into this category and will be subject to a charge will include: •Soil and rubble •Tyres •Plasterboard •Asbestos •Large and unbranded gas bottles The charges will cover the costs of disposal and administration of the system and are not intended to be profit-making.	(0.040)	0.600	0.040	0.600
Corporate Director Place	Environment	Modest increase in charges for garden waste collection service, price will increase to £66.00 from 1 April 2023 (new customers) / July 2023 (subscription renewals), and to £67.50 from 1 April 2024 (new contracts) / July 2024 (subscription renewals)	0.344	0.069	-	0.413
Corporate Director Place	Environment	Re-introduce van and trailer Household Recycling Centre permits, and apply an admin fee.	0.173	0.173	-	0.346
Corporate Director Place	Environment	Cease issuing garden waste labels and use In-Cab technology instead	0.060	-	-	0.060
Corporate Director Place	Environment	Increase recycling at Household Recycling Centres through waste sorting	0.210	0.200	0.090	0.500
Corporate Director Place	Environment	Remove extended summer opening hours at Household Recycling Centres	-	0.200	-	0.200
Corporate Director Place	Environment	Cessation of pest control service if it can not achieve a cost neutral position.	-	0.009	-	0.009
Corporate Director Place	Environment	Review the Bulky Household Waste Collection service for efficiencies. The council has a statutory duty to provide a collection service for bulky household waste items. It may apply a reasonable charge for collection, but not for disposal or treatment costs.	-	-	0.050	0.050
Corporate Director Place	Environment	Staffing savings from removal of vacant posts and restructure	0.073	0.071	-	0.144
Corporate Director Place	Environment	Review of current waste contracts to achieve efficiency savings	-	-	0.100	0.100
Corporate Director Place	Environment	Increase Income by providing an enhanced Ecology Advice Service	0.002	0.008	-	0.010
Corporate Director Place	Environment	Capitalise Waste post for delivery of Waste capital projects	0.037	-	-	0.037
Corporate Director Place	Environment	Apply charge for Household Recycling Centre visits by non-Wiltshire residents. Under Section 51 of the Environmental Protection Act 1991, Waste Disposal Authorities have to provide places for residents to dispose of their household waste free of charge, but may apply charges to accept non-household waste, or waste from people who do not reside in the authority area.	-	-	0.120	0.120
Corporate Director Place	Environment	To increase the income received from the sale of recycling by improving the quality of materials collected and sold to recycling re-processors.	0.150	-	-	0.150

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26

Annex 7 – Detail by service on Savings Proposals

Corporate Directorate	Service	Saving Proposal Description	2023/24 £m	2024/25 £m	2025/26 £m	TOTAL £m
Corporate Director Place	Highways & Transport	Full year impact on income generation from the parking rate increase approved in 2022/23	0.120	-	-	0.120
Corporate Director Place	Highways & Transport	Introduce a new charge for Coaches using the Coach park at Britford Coach Park of £5 per day	0.001	-	-	0.001
Corporate Director Place	Highways & Transport	Increase Skips, Removals and Scaffolding Bay Suspension charges to £30 off and £20 on street (Events as per policy)	0.001	-	-	0.001
Corporate Director Place	Highways & Transport	Remove 20 cash machines from car parks. Moving extremely low use car parks to MiPermit and removing machines. Reduction of the number of machines in car parks with the removal of multiple machines, to just one near the blue badge bays. Number will be dependant on access to blue badge holders.	0.016	0.016	-	0.032
Corporate Director Place	Highways & Transport	An increase of charges for temporary and permanent Traffic Orders required to support works taking place on the Highway.	0.150	-	-	0.150
Corporate Director Place	Highways & Transport	Maximise capitalisation opportunities for costs and staffing	0.092	-	-	0.092
Corporate Director Place	Highways & Transport	Contract saving from retendered revised Street Scene Grounds Maintenance contract.	0.140	-	-	0.140
Corporate Director Place	Highways & Transport	Reductions in Streetscene Provision to a statutory level includes litter bin emptying, street cleansing, play area maintenance and grounds maintenance. Grass cutting will be reduced to encourage biodiversity (flora and fauna).	0.315	-	-	0.315
Corporate Director Place	Highways & Transport	Cease routine weed spraying of the highway network and move to a reactive approach	0.050	-	-	0.050
Corporate Director Place	Highways & Transport	Increase Fleet admin recharge of partner work	0.020	-	-	0.020
Corporate Director Place	Highways & Transport	Fleet Strategy and vehicle modernisation and travel savings	0.039	0.025	0.114	0.178
Corporate Director Place	Highways & Transport	Staff savings from removing vacant posts and service redesign	0.144	-	-	0.144
Corporate Director Place	Highways & Transport	Introduce a new charge to utility companies if bus shelters have to be closed due to their works	0.020	-	-	0.020
Corporate Director Place	Highways & Transport	Increase charge for lost bus passes for school transport and concessionary fares to £15	0.003	-	-	0.003
Corporate Director Place	Highways & Transport	Covering the cost of school transport for Ukrainian refugees from allocated Grant funding	0.180	(0.180)	-	-
Corporate Director Place	Highways & Transport	Increase in charges for spare seats (school transport) by 30%	0.008	0.004	-	0.012
Corporate Director Place	Highways & Transport	Concessionary Fares Reimbursements to Bus Operators to be paid at actual usage rather than pre-covid level costs.	0.550	-	-	0.550
Corporate Director Place	Highways & Transport	To review and repattern those bus services that are less well used, following a permanent change in travel habits, post covid.	0.140	-	-	0.140
Corporate Director Place	Highways & Transport	Maximise use of Rural Mobility Fund	0.075	0.025	(0.100)	-
Corporate Director Place	Highways & Transport	Renegotiate the contract with Community First for Link Scheme & Community Transport Support	0.015	0.015	-	0.030
Corporate Director Place	Highways & Transport	Increase in Developer Supervision Fees	0.200	-	-	0.200
Corporate Director Place	Highways & Transport	Increase funding from Commuted Sums	0.150	-	-	0.150
Corporate Director Place	Highways & Transport	Fund post from Commuted Sums inline with role responsibility and programme of work	0.040	-	-	0.040
Corporate Director Place	Highways & Transport	Capital Bid for Dunns Lane Car Park, Castle Coombe to increase car parking capacity	-	0.030	-	0.030
Corporate Director Place	Highways & Transport	Service Delegation to Trowbridge Town Council	0.364	-	-	0.364

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26
Annex 7 – Detail by service on Savings Proposals

Corporate Directorate	Service	Saving Proposal Description	2023/24 £m	2024/25 £m	2025/26 £m	TOTAL £m
Corporate Director Place	Highways & Transport	Remove risk of 10% increase on the re tender of mainstream school and public transport contracts for 2024/25 and 2025/26 as service review is required to review whole network	-	0.050	0.291	0.341
Corporate Director Place	Highways & Transport	A reduction / repatterning and in some cases cessation of services that have the least impact upon public transport users due to them being out of county, non-essential shopping journeys or being out of catchment school pupils	0.208	0.042	-	0.250
Corporate Director Place	Highways & Transport	Establish S106 Travel Plan Monitoring and introduce new charge	-	0.020	-	0.020
Corporate Director Place	Highways & Transport	Review post 16 transport policy and working with FE providers for effective, efficient and sustainable future transport services	-	0.173	0.125	0.298
Corporate Director Place	Highways & Transport	20% reduction in grant paid to Community Transport Schemes	0.018	-	-	0.018
Corporate Director Place	Highways & Transport	Review of public transport network supported services to maintain an effective, efficient and sustainable network	0.100	0.100	-	0.200
Corporate Director Place	Highways & Transport	Dim street lighting in residential between areas midnight to 6.00am	0.150	-	-	0.150
Corporate Director Place	Highways & Transport	Increase fees charged utilising the Highway Record and Definitive Map by RTPI	0.010	-	-	0.010
Corporate Director Place	Highways & Transport	Increase Skip/Scaffold Highway Licences by RTPI +1.5%	0.020	-	-	0.020
Corporate Director Place	Leisure Culture & Communities	Review of History Centre operations to improve services for our customers and create a more efficient use of our building and resources	-	0.023	-	0.023
Corporate Director Place	Leisure Culture & Communities	Leisure Operations Income growth	0.451	0.347	0.357	1.155
Corporate Director Place	Leisure Culture & Communities	Leisure Fees and Charges increases	0.584	0.145	0.145	0.874
Corporate Director Place	Leisure Culture & Communities	Downton Sports Centre to move to a self sustaining model	-	0.035	-	0.035
Corporate Director Place	Leisure Culture & Communities	Review opening hours at Trowbridge Library to ensure they are in line with other libraries of a similar size	0.005	0.002	-	0.007
Corporate Director Place	Leisure Culture & Communities	Leisure Operations VAT changes with HMRC for Fees & Charges	-	-	1.172	1.172
Corporate Director Place	Leisure Culture & Communities	Café provision at Hubs and Campuses	0.030	-	-	0.030
Corporate Director Place	Planning	Increase planning pre application advice fees by 40%	0.057	0.015	-	0.072
Corporate Director Place	Planning	Increase S106 Monitoring fees	-	0.030	-	0.030
Corporate Director Place	Planning	Increase to nationally set planning application fees, Government have indicated that the fees will be increased on major applications by 35% and minor and others by 25% in 2024/25	-	1.176	-	1.176
Corporate Director People	Education & Skills	Review of Early Years support for settings and schools with a focus on prioritising statutory work	0.115	-	-	0.115
Corporate Director People	Education & Skills	SEND Transport. Develop independence for more children and young people with SEND, provide a wider range of options, and improve service delivery and efficiency.	0.563	0.121	0.121	0.805
Corporate Director People	Education & Skills	Review of school improvement delivery	0.160	0.123	-	0.283
Corporate Director People	Education & Skills	The Council holds on going budgets to fund pensions of schools and FE establishment staff. Over time attrition means that savings can be released	0.110	-	-	0.110
Corporate Director People	Education & Skills	School place planning, future need funded from individual capital programmes	0.055	-	-	0.055
Corporate Director People	Education & Skills	Deletion of a post which will be vacant during 2023 - service areas will be re-assigned to other service leads	-	0.068	-	0.068
Corporate Director People	Education & Skills	Price increases in line with inflation rates to cover costs of trading services.	0.067	0.014	0.011	0.092
Corporate Director People	Education & Skills	Reductions following a review of existing service delivery model	0.043	0.049	-	0.092
Corporate Director People	Education & Skills	Deletion of a vacant post reducing marketing support	0.028	-	-	0.028

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26

Annex 7 – Detail by service on Savings Proposals

Corporate Directorate	Service	Saving Proposal Description	2023/24 £m	2024/25 £m	2025/26 £m	TOTAL £m
Corporate Director People	Families & Children's Services	Ongoing review of existing placements where children and young people's needs may be better met in a family setting.	0.150	0.100	-	0.250
Corporate Director People	Families & Children's Services	Purchase of residential houses using matched DfE grant to create childrens homes. Commissioning for a block contract at reduced weekly placement fee rates.	0.150	0.150	-	0.300
Corporate Director People	Families & Children's Services	An invest to save approach to increase in-house fostering provision which will reduce demand and thus achieve savings on purchasing from the market	0.300	0.150	-	0.450
Corporate Director People	Families & Children's Services	A review of existing contractual arrangements by commissioning to ensure best value is achieved.	0.050	0.050	-	0.100
Corporate Director People	Families & Children's Services	An increase in government grant funding for Supporting Families to support additional successful claims under the Supporting Families criteria.	0.166	-	-	0.166
Corporate Director People	Families & Children's Services	The Local Authority has a duty to supervise and facilitate family time with children unable to be in their parents/carers care. Utilisation of a vacant post, with the service delivery assessed as able to continue within the remaining resource.	0.037	-	-	0.037
Corporate Director People	Families & Children's Services	Grant funding received from the Home Office will be used to cover the costs associated with an increase of unaccompanied asylum seeking children, whom we have a statutory duty to support.	0.170	-	-	0.170
Corporate Director People	Families & Children's Services	Staffing efficiencies are anticipated pending service reviews.	0.087	0.160	-	0.247
Corporate Director People	Families & Children's Services	Domestic Abuse contract contribution re-direction. The Families and Children's Services contribution to the Domestic Abuse contract will be provided by Public Health via appropriate grant funding.	-	0.180	-	0.180
Corporate Director People	Families & Children's Services	Reduce agency budget in 24/25 by 42%. This saving is directly linked to the market supplement investment for social workers. Agency social workers are more costly than our own workforce.	-	0.200	-	0.200
Corporate Director People	Living and Ageing Well	Staff Savings from removal of vacant posts and restructure	0.116	-	-	0.116
Corporate Director People	Living and Ageing Well	Help to Live at Home (homecare) Alliance - Introduction of a flexible Home Care framework to introduce a new home care model with more effective demand management achieved through additional zones of delivery (from 3 to 15), reducing overall costs and supporting provision in hard to source areas and complex Packages of Care, increase sufficiency, improve quality and improve market sustainability/price.	0.150	0.150	0.150	0.450
Corporate Director People	Living and Ageing Well	Spot to Block placement conversions - Older People - Move from Spot to Block beds.	0.250	0.250	-	0.500
Corporate Director People	Living and Ageing Well	Day Services utility - The current day services are under utilised despite efforts to encourage use. A review and variation of the contract will release savings.	0.200	0.200	-	0.400
Corporate Director People	Living and Ageing Well	Wiltshire Care Home Efficiency - Repurposing of respite beds currently running with voids in place of expensive Spot provision.	0.300	0.300	-	0.600
Corporate Director People	Living and Ageing Well	Market Intervention into Home Care - Review of existing packages of care to utilise opportunities for VCS services and increasing the use of Self Directed Support.	-	0.500	1.000	1.500
Corporate Director People	Living and Ageing Well	Reablement Stretch Savings - Using the reablement model to deliver a community reablement approach which delays/prevents the requirement for long term care, and that the higher dependency customers are filtered through a different part of the service, therefore using the reablement resource more effectively and efficiently.	0.250	0.300	0.100	0.650
Corporate Director People	Living and Ageing Well	The Technology Enabled Care project will work with Wiltshire Residents to deliver the new TEC strategy which will provide efficiencies and innovation and improve outcomes for our residents. Developing a TEC strategy and rolling this out across Adult Social Care will offer opportunities for cost avoidance and savings against the care budget.	-	0.075	0.075	0.150
Corporate Director People	Living and Ageing Well	Utilise external funding to cover the administration and installation costs of disabled parking bays requested for residents access	0.010	-	-	0.010

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26

Annex 7 – Detail by service on Savings Proposals

Corporate Directorate	Service	Saving Proposal Description	2023/24 £m	2024/25 £m	2025/26 £m	TOTAL £m
Corporate Director People	Living and Ageing Well	Maximise Continuing Health Care funding decisions - Working and adhering to principles of Personalised care and the NHS Long Term Plan to ensure that vulnerable customer in Wiltshire benefit from a personal health budget by 2023/24, so they can control their own care, improve their life experiences, and achieve better value for money.	0.350	0.350	0.350	1.050
Corporate Director People	Living and Ageing Well	Working with people whose capital has depleted to adult care threshold - Work more effectively to respond quickly to referrals for those who are close to reaching the financial threshold when their capital has depleted to enable us to respond more quickly to these referrals, so people's care and financial situation are resolved more quickly.	0.050	0.050	0.050	0.150
Corporate Director People	Living and Ageing Well	Direct Payment Reviews - Ensuring Direct Payments are reviewed annually to identify whether people's needs have changed and if their Direct Payment therefore remains appropriate. This will also identify any surpluses to be returned to Wiltshire Council.	0.250	0.250	-	0.500
Corporate Director People	Living and Ageing Well	Streamline referrals processes from Home First - Home First provide short term care and support for people when they come out of hospital. When they have longer term care and support needs, Adult Social Care may need to complete an assessment to agree eligibility. Implementing an effective referral mechanism for those referrals to be made will reduce the amount Wiltshire Council is incorrectly funding whilst waiting for the assessment.	0.040	-	-	0.040
Corporate Director People	Living and Ageing Well	In accordance with the Care Act (2014), a local authority must carry out an assessment of needs where it appears an adult may have needs for care and support. If there are eligible needs the Council must consider how these needs will be met through care and support planning. The cost to the Council of meeting eligible needs will form the basis of an individual's personal budget. Within this process the Council can give consideration to achieving value for money. This means that although the Council cannot set arbitrary limits on what it is willing to pay to meet needs, it can through the care and support planning process make decisions on a case-by-case basis which weigh up the total costs of different potential options for meeting needs, and include the cost as a relevant factor in deciding between suitable alternative options. This does not mean choosing the cheapest option; but the one which delivers the outcomes desired for the best value. This option may not be the person's first choice of support.	0.500	0.500	0.500	1.500
Corporate Director People	Living and Ageing Well	Undertaking Strength Based Reviews - There are a large number of reviews outstanding. Annual reviews are part of our statutory requirement and are an opportunity for people to share with us what is working and what is not working. When people come to us for an assessment, we now have a strong strength based and preventative 'offer' at our 'front door' which is helping people achieve outcomes and remain independent of formal services and support which improves people's overall wellbeing. We want to extend that offer to people already in receipt of formal care and support to ensure that they are achieving the outcomes they want to achieve and are having as much community and other support and contact as they would like and that is available. As well as therefore improving people's wellbeing, a reduction on formal care and support services will achieve savings for the council.	0.050	0.100	0.100	0.250

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26
Annex 7 – Detail by service on Savings Proposals

Corporate Directorate	Service	Saving Proposal Description	2023/24 £m	2024/25 £m	2025/26 £m	TOTAL £m
Corporate Director People	Living and Ageing Well	Joint funding policy implementation with ICB - Working and adhering to principles of personalised care and the NHS Long Term Plan to ensure that vulnerable customers in Wiltshire benefit from a personal health budget by 2023/24, so they can control their own care, improve their life experiences, and achieve better value for money. Jointly develop care plans that reduce avoidable hospital admissions.	0.075	0.075	0.075	0.225
Corporate Director People	Living and Ageing Well	Taking a preventative approach - The Prevention and Wellbeing Team sits at the front door of Adult Care and enables a different conversation with people that contact us for care and support. They work in a strength-based way, with an approach that seeks to maximise people's use of personal and community assets and improve people's connectedness to their community and other networks. The team builds strong relationships with people to enable them to find their own solutions and flourish within their communities. The team supports people to remain independent of, or reduce dependence on, formal care and support services. Savings will be achieved by supporting to make use of personal and community assets instead of formal care and support.	0.100	0.100	0.100	0.300
Corporate Director People	Living and Ageing Well	Increase Occupational Therapy Assistant activity to support adaptations and subsequent Package of Care reductions.	0.020	0.040	-	0.060
Corporate Director People	Living and Ageing Well	Fixed Term Tenancy Support Roles - Additional resource was required short term due to the increasing demand on housing solutions during 2022 to help increase prevention work to work with clients presenting as homeless. This will no longer be required in 2024/25	-	0.150	-	0.150
Corporate Director People	Living and Ageing Well	Discontinue Kingsbury Square Refurbishment programme in 2024/25.	-	0.050	-	0.050
Corporate Director People	Living and Ageing Well	Home Improvement Agency Income - additional income generation as a result of bringing in house the Home Improvement Agency (HIA).	0.080	-	-	0.080
Corporate Director People	Living and Ageing Well	Reduction in supported Housing Contract - A small contract has been terminated due to high voids resulting in a saving.	0.020	-	-	0.020
Corporate Director People	Living and Ageing Well	Reduction in Rent Deposit Scheme - Due to the increased use of the DHP budget there is less reliance on the rent deposit scheme.	0.010	-	-	0.010
Corporate Director People	Living and Ageing Well	Client Contributions Increased Income - Client Contributions - increase income from the government annual increase to the amount payable to care packages by users.	1.001	0.506	0.519	2.026
Corporate Director People	Living and Ageing Well	Brokerage Efficiency - negotiating Spot provision to achieve a 5% reduction on current rates for half of packages.	0.898	0.036	0.037	0.971
Corporate Director People	Living and Ageing Well	Transformation of Community Support - Partnership working to transform the community Support offer.	-	0.400	-	0.400
Corporate Director People	Whole Life Pathway	Staff Savings from removal of vacant posts and restructure	0.156	-	-	0.156
Corporate Director People	Whole Life Pathway	Learning Disabilities/Mental Health Placements - Working with the market in an outcome focused way to ensure flow through services to independent living and ensuring people are appropriately placed.	0.150	1.200	1.400	2.750
Corporate Director People	Whole Life Pathway	Day Opportunities - A review of day opportunities will be undertaken with a view to establishing more personalised and outcome-focussed options. The review will also consider other existing means of meeting social inclusion in the community which residents can access.	-	0.050	0.050	0.100

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26

Annex 7 – Detail by service on Savings Proposals

Corporate Directorate	Service	Saving Proposal Description	2023/24 £m	2024/25 £m	2025/26 £m	TOTAL £m
Corporate Director People	Whole Life Pathway	Market Intervention - A change in operational practice, ensuring that we are outcome focussed. Exploring the Voluntary and Community sector organisations and Individual service funds as an alterative way to meeting need.	-	-	0.500	0.500
Corporate Director People	Whole Life Pathway	CHC/S.117 - Wiltshire Council are working with the Integrated Care Board to improve this and ensure that people who are eligible for Continuing Health Care funding receive it.	0.750	0.500	0.500	1.750
Corporate Director People	Whole Life Pathway	Increased Use of Shared Lives which promotes supportive shared living. The Shared Lives service in Wiltshire helps people to live as part of a family, within the carers home, where they receive support, care and companionship. Shared Lives is a person centred and cost-effective way to support people to fulfilled lives and represents best value.	0.150	0.150	0.150	0.450
Corporate Director People	Whole Life Pathway	The development of an outreach enablement model and pathway maximises independence for people with complex needs. The service works in collaboration with people, encouraging independence and reducing reliance on paid for care and support for people with a Mental Health condition, a Learning Disability or Autism. The service will work with the individual and provide time limited support in order to achieve outcomes focused on independent living.	0.150	0.150	0.150	0.450
Corporate Director People	Whole Life Pathway	Passenger Transport - Promoting the use of public transport is essential to enable people with learning disabilities and/or autism to live independent, fulfilled lives. This proposal will enable this to happen and is inline with the use of strength-based approaches to support people.	0.050	-	-	0.050
Corporate Director People	Whole Life Pathway	The Technology Enabled Care (TEC) project will work with Wiltshire Residents to deliver the new TEC strategy. The innovative use of Technology will improve outcomes for our residents and provide greater opportunity for flexible and innovative solutions.	0.040	0.050	0.050	0.140
Corporate Director People	Whole Life Pathway	Transitions Service - Ensuring that young adults are supported to move from children's to adult's services is vital to them having independent, happy lives. The new transitions service will ensure that this happens. It will work closely to bridge the gap between adult's and children's services and will work in partnership with SEND, children's social care, adult's social as well as voluntary and community sector services.	-	0.500	0.850	1.350
Corporate Director People	Whole Life Pathway	Client Contributions Increased Income - Client Contributions - increase income from the government annual increase to the amount payable to care packages by users	0.289	0.146	0.150	0.585
Corporate	Capital Financing	Stone Circle Loan interest from on lending	0.580	-	-	0.580
Corporate	Capital Financing	Increase in Interest Receivable from increasing interest rates and based on cashflow forecast	3.012	-	-	3.012
Corporate	Corporate Costs	Saving on internal Audit fees through contract negotiations	0.019	0.028	-	0.047
Corporate	Corporate Costs	Triennial valuation, reduction in existing employers contribution rate proposed to actuary: 2023/24 reduce by 1%, 2024/25 reduce by 2%, 2025/26 reduce by 1%	1.400	1.400	(1.400)	1.400
Chief Executive Directorates	HR&OD	Increase traded income. HR&OD currently trades a number of key services to schools and businesses, and there is an opportunity to retain and grow these activities to provide further income for the organisation.	0.077	0.034	0.034	0.145
Chief Executive Directorates	HR&OD	Staffing savings from removal of vacant posts and restructure	0.154	0.057	0.092	0.303

Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26

Annex 7 – Detail by service on Savings Proposals

Corporate Directorate	Service	Saving Proposal Description	2023/24 £m	2024/25 £m	2025/26 £m	TOTAL £m
Chief Executive Directorates	Legal & Governance	Increase in demand and some fees and charges for Registration service	0.200	-	-	0.200
Chief Executive Directorates	Legal & Governance	Increased Legal Services income	0.100	-	-	0.100
Chief Executive Directorates	Legal & Governance	Amalgamate 'customer services' activity across the council	0.050	0.050	0.100	0.200
Chief Executive Directorates	Legal & Governance	Staff savings from removing vacant posts	0.140	-	-	0.140
Chief Executive Directorates	Legal & Governance	Introduce full cost recovery for elections	-	-	0.400	0.400
Chief Executive Directorates	Legal & Governance	Amalgamate 'communications' activity across the council	0.050	0.050	-	0.100
Chief Executive Directorates	Transformation & Business Change	Training Offer. The service will plan and run a series of training courses on the principles of Systems Thinking methodology which could be attended by both council employees and external organisations (the latter at a charge).	0.006	-	-	0.006
Chief Executive Directorates	Transformation & Business Change	Reduction of travel and expenses budget as no longer required.	0.011	-	-	0.011
Chief Executive Directorates	Transformation & Business Change	Expansion of corporate Business Insights Hub and maximising the alternative funding opportunities for this activity.	0.363	0.014	0.014	0.391
Chief Executive Directorates	Public Health	Realignment and disaggregation of the Public Health Grant with Wiltshire Council base budget funded services.	0.616	-	-	0.616
Corporate Director People	Families & Children's Services	The is a Placement Sufficiency Programme of work underway between finance, commissioning and operational teams which will be responsible for making this saving, linked to more children placed with in house foster cares, with connected carers or in Independent Fostering Agency placements.	-	-	0.350	0.350
Corporate Director Place	Environment	Stretch Income Targets for Place Services	0.150			0.150
Corporate Director Place	Leisure Culture & Communities	Stretch Income Targets for Place Services	0.400			0.400
Corporate Director Place	Highways & Transport	Stretch Income Targets for Place Services	0.200			0.200
Corporate Director Place	Car Parking	Stretch Income Targets for Place Services	0.250			0.250
Savings Total			26.249	14.274	10.697	51.220

ANNEX 8 - GENERAL FUND RESERVE - RISK ASSESSED BALANCE

Key Financial Risks (Weighted Impact)

Risk	Quantification	ASSESSED FOR 2023/24		
		Potential Magnitude £M	Likelihood %	Weighted Magnitude £M
Non Delivery of Savings	Level of 2023/24 savings built into the budget - potential for an element of non delivery during the year based on previous years delivery rates	26.400	20%	5.280
Drop in demand for key income streams for services	Current levels to meet estimated income levels fluctuate beyond expected market conditions & customer behavioural trends	50.000	10%	5.000
Coverage for income stretch target	The application of a stretched income target in Place services for the setting of the 2023/24 budget is being covered in full within General Fund Reserve	1.000	50%	0.500
Insurance Claim	Claims over and above the self insured level that are also in excess of the insurance reserve held to cover off claims. Specific reference to Emliostha claims	15.000	5%	0.750
Adult Social Care Contractual Costs & Care Provider Market	A number of factors may impact upon price inflation for commissioned care costs. One of the most significant being insufficient supply of workforce resulting in wage inflation and therefore higher costs of services. The lack of capacity in some sectors of the care market, as well as changing behaviour and need as a result of the pandemic, creates challenges around market shaping, market growth, and ultimately competitive commissioning rates. Based upon gross commissioned care expenditure of circa £175m per annum, a price inflation of 10% (above budgeted assumptions) driven by lack of capacity would equate to a cost pressure of £17.5m.	17.500	20%	3.500
Risk of adverse weather conditions	Extreme weather instances are increasing, coupled with reduced budgets	15.000	15%	2.250
Impact of key Adult Social Care large homecare contractor and/or care home going into administration / liquidation	Would require a new provider to carry out the service	20.000	10%	2.000
Realisation of future 'Accountable Body' liabilities	Financial exposure on funding being directed through SWLEP and other projects where the Council acts as the Accountable body	50.000	1%	0.500
Collection Fund Volatility	Volatility in Collection Fund on collection rates, bad debts - assume 1% of total Collection Fund collectable for Wiltshire Council	380.000	1%	3.800
Children's Social Care increased demand for services above that built into the MTFS	Increased pressured on child in care placements, this is also a national concern & heightened given the recent high profile cases in relation to social care. Wiltshire placements have increased significantly in the last two years, there is a risk this trajectory could continue beyond preventative measures. A 10% increase in the gross expenditure of Children Social Care would be circa £6m. This is the equivalent of 12 high-end agency residential placements.	6.000	25%	1.500
Adult Social Care reduction in the level of income received.	The move to gross payments to care providers, client debt recovery has/is become the responsibility of the Council, may increase the council's risk of irrecoverable debt.	10.000	25%	2.500
Universal Credit reducing the level of housing subsidy reclaimable from DWP as well as increasing demand for services & cost through Local Council Tax Support	The level of Universal Credit claimants has not reduced to pre-pandemic levels. This results in potential for increased overpayment recoveries from DWP as a result of the introduction of Universal Credit, and an increased demand for services and reduced level of Council Tax receipts	7.000	10%	0.700
Potential non-delivery of capital receipts to fund the capital programme	Subject to property market and asset rationalisation programme / devolution	10.000	5%	0.500
Investment Loss	Based on an assessment of risk within the Council's General Fund Treasury Cash Investment Portfolio and level of default history in the sector.	200.000	0.5%	1.000
Adult Social Care increased demand for services above that built into the MTFS	Increased demand / demographic - with increasing demand for services nationally, and an ageing population being an acute pressure in Wiltshire, this could be higher.	3.000	15%	0.450
2023/24 national pay deal to be negotiated with the Unions	The pay deal negotiations for 2023/24 will need to take place but this risk is based on being 1.5% of pay over & above budgeted assumption of 4.5% in 2023/24, given the level of inflation uncertainty & national picture in respect of ongoing pay deal negotiations.	4.500	15%	0.680
Loss of VAT Partial Exemption	Total impact of losing exemption.	3.800	10%	0.380
Abortive Costs on Capital Programme	Approved Capital Programme £199m - assumed 3% default on loans to Stone Circle due to schemes not being successful and 2% abortive costs on remainder being mainly fees on schemes that prove not to be viable.	4.170	5%	0.210
Planning Appeals	Estimated cost to the Council of successful planning appeals, no longer mitigated through other reserves.	1.500	25%	0.380
Total				31.880

Annex 9 – Housing Revenue Account 2022/23 & 2023/24

2021/22		2022/23	2023/24
Actual	Service	Budget	Budget
Outturn			
£m		£m	£m
	HRA Expenditure		
0.157	Provision for Bad Debt	0.370	0.370
3.336	HRA Interest	3.143	2.939
10.162	HRA Depreciation	10.162	12.100
5.520	Repairs and Maintenance	6.333	6.488
0.081	Supervision & Management Special	0.514	0.692
2.943	Supervision & Management General	3.625	3.813
22.198		24.148	26.401
	Housing Income		
(0.076)	Interest	(0.213)	(0.378)
(25.566)	Rents	(26.895)	(28.137)
3.444	Contribution from (-)/ to + Reserves	2.959	2.113
(22.198)		(24.148)	(26.401)
-	Total Housing Revenue Account	-	-

Annex 10 – Capital Programme 2023/24 to 2029/30

Scheme name	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	Future Years Budgets £m	Total Funding £m
Ageing & Living Well					
Disabled Facilities Grants	4.400	4.400	4.400	13.269	26.469
Ageing & Living Well Total	4.400	4.400	4.400	13.269	26.469
Education & Skills					
Access and Inclusion	0.150	0.100	0.100	0.400	0.750
Basic Need	7.944	13.957	0.500	1.600	24.001
Stonehenge School Replacement of Lower Block	3.650	0.053	-	-	3.703
Devolved Formula Capital	0.500	0.500	0.500	2.000	3.500
Schools Maintenance & Modernisation	8.628	6.805	6.805	18.660	40.898
Early Years & Childcare	1.184	-	-	-	1.184
Early Years Buildings	1.049	-	-	-	1.049
Silverwood Special School	10.262	9.545	-	-	19.807
High Needs Provision Capital Allowance	7.446	-	-	-	7.446
Education & Skills Total	40.813	30.960	7.905	22.660	102.338
Families & Children's Service					
Childrens Homes	0.930	-	-	-	0.930
Families & Children's Total	0.930	-	-	-	0.930
Corporate Director - People	46.143	35.360	12.305	35.929	129.737
Finance					
Evolve Project	6.495	-	-	-	6.495
Finance Total	6.495	-	-	-	6.495
Assets & Commercial Development					
Affordable Housing including Commuted Sums	0.300	-	-	-	0.300
Capital Receipt Enhancement	0.600	-	-	-	0.600
Depot & Office Strategy	2.255	0.062	-	-	2.317
Facilities Management Operational Estate	4.932	3.278	2.778	11.112	22.100
Gypsies and Travellers Projects	1.150	-	-	-	1.150
Porton Science Park	1.400	-	-	-	1.400
Health and Wellbeing Centres - Live Schemes	3.763	0.061	-	-	3.824
North Wiltshire Schools PFI Playing Fields	0.300	-	-	-	0.300
Property Carbon Reduction Programme	3.430	2.700	-	-	6.130
Park & Ride Solar Panel Canopys	-	3.200	-	-	3.200
Salisbury Central Car Park & Maltings	-	-	33.004	-	33.004
Facilities Management Investment Estate	0.250	0.250	0.250	1.000	1.750
Social Care Infrastructure & Strategy	0.600	-	-	-	0.600
Salisbury Resource Centre	0.825	-	-	-	0.825
Assets & Commercial Development Total	19.805	9.551	36.032	12.112	77.500
Capital Loans					
Stone Circle Housing Company Loan	12.724	14.835	10.019	0.732	38.310
Stone Circle Development Company Loan	8.574	10.000	-	-	18.574
Capital Loans Total	21.298	24.835	10.019	0.732	56.884
Information Services					
ICT Applications	4.066	3.652	-	-	7.718
ICT Business as Usual	1.365	1.365	1.716	0.342	4.788
ICT Other Infrastructure	0.500	0.400	0.300	0.201	1.401
ICT Get Well	3.442	1.974	-	-	5.416
Information Services Total	9.373	7.391	2.016	0.543	19.323
Corporate Director - Resources	56.971	41.777	48.067	13.387	160.202

Annex 10 – Capital Programme 2023/24 to 2029/30

Scheme name	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	Future Years Budgets £m	Total Funding £m
Highways & Transport					
Parking Contactless Machines	0.127	0.126	-	-	0.253
Fleet Vehicles	3.863	1.879	2.222	2.000	9.964
Integrated Transport	1.798	1.798	1.781	7.124	12.501
Local Highways and Footpath Improvement Groups	0.800	0.800	0.800	3.200	5.600
Structural Maintenance & Bridges	20.727	20.727	16.139	64.556	122.149
Drainage Improvements	0.500	0.500	-	-	1.000
Major Road Network M4 Junction 17	1.950	9.898	15.702	-	27.550
A338 Salisbury Junction Improvements MRN	1.261	1.075	-	-	2.336
A350 Chippenham Bypass (Ph 4&5) MRN	2.640	22.099	5.387	-	30.126
A3250 Melksham Bypass LLM - Full Scheme	3.106	6.376	9.622	216.709	235.813
Dunnes Lane Car Park, Castle Coombe	0.325	-	-	-	0.325
Highways & Transport Total	37.097	65.278	51.653	293.589	447.617
Economy & Regeneration					
Salisbury Future High Streets	7.585	1.783	-	-	9.368
Trowbridge Future High Streets	4.403	5.878	0.764	-	11.045
West Ashton Urban Extension Project	4.199	-	-	-	4.199
Carbon Reduction Projects	0.009	0.009	0.009	-	0.027
Wiltshire Ultrafast Broadband	1.011	-	-	-	1.011
Wiltshire Online	1.670	0.097	0.097	-	1.864
Economy & Regeneration Total	18.877	7.767	0.870	-	27.514
Environment					
Waste Services	0.915	0.675	0.675	2.175	4.440
Environment Total	0.915	0.675	0.675	2.175	4.440
Leisure Culture & Communities					
Area Boards and LPSA PRG Reward Grants	0.400	0.400	0.400	1.600	2.800
Community Projects	0.400	-	-	-	0.400
Fitness Equipment for Leisure Centres	0.986	0.250	0.250	1.000	2.486
Libraries - Self Service	0.379	-	-	-	0.379
Trowbridge Leisure Centre	0.800	0.800	15.000	8.300	24.900
Leisure Requirements	5.474	5.000	-	-	10.474
History Centre Reception and Performing Arts Library	0.105	-	-	-	0.105
Leisure Culture & Communities Total	8.544	6.450	15.650	10.900	41.544
Corporate Director - Place	65.433	80.170	68.848	306.664	521.115
2023/2024 Capital Programme General Fund Total	168.547	157.307	129.220	355.980	811.054
Housing Revenue Account					
HRA - Council House Build Programme (Phase 2)	0.283	-	-	-	0.283
HRA - Council House Build Programme (Phase 3.1)	5.490	-	-	-	5.490
HRA - Council House Build Programme (Phase 3.2)	9.885	5.000	-	-	14.885
HRA - Council House Build Programme (Phase 3.3)	4.068	27.537	22.847	95.833	150.285
HRA - Refurbishment of Council Stock	10.854	16.235	16.192	79.090	122.371
Housing Revenue Account Total	30.580	48.772	39.039	174.923	293.314
2023/2024 Capital Programme General Fund and Housing Revenue Account Total	199.127	206.079	168.259	530.903	1,104.368
Financed By:					
Grants	70.737	80.899	53.527	284.526	489.689
Other Contributions	2.000	-	-	32.090	34.090
S106 Contributions	1.434	1.264	-	-	2.698
CIL Contributions	4.282	8.487	4.376	0.542	17.687
HRA	30.580	48.772	39.039	174.922	293.313
Capital Receipts	1.725	0.250	0.250	1.000	3.225
Stone Circle Loans	21.298	24.835	10.019	0.732	56.884
Borrowing Funded by Revenue Savings	-	-	31.200	-	31.200
Borrowing	67.071	41.572	29.848	37.091	175.582
Total Funding	199.127	206.079	168.259	530.903	1,104.368

Appendix 2 – Capital Strategy 2023/24

1. This report presents the Capital Strategy for 2023/24 which sets out the proposed Capital Programme for 2023/24 with future years projected to 2029/30.
2. The Capital Strategy is an annual requirement that must be approved by Full Council.
3. The purpose of the Capital Strategy is to clearly set out the priorities and framework within which Wiltshire Council determines its resourcing priorities for capital investment, decides the level of borrowing, the affordability of the borrowing and sets the level of the risk appetite.

BACKGROUND

4. The Prudential Code for Capital Finance in Local Authorities (2017) introduced a new requirement for Local Authorities to prepare an annual Capital Strategy to be authorised by Full Council.
5. The purpose of the Capital Strategy is to clearly set out the priorities and framework within which Wiltshire Council determines its resourcing priorities for capital investment, decides the level of borrowing, the affordability of the borrowing and sets the level of the risk appetite.
6. The Prudential Code sets out that the Capital Strategy is intended to give a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future sustainability.
7. The Capital Strategy does not duplicate more detailed policies, procedures or plans; it is intended to sit above and reference these to allow those seeking more detail to know where to find it.
8. Capital Expenditure is defined within the Chartered Institute of Public Finance and Accountancy's (CIPFA) Accounting Code of Practice as; Expenditure that results in the acquisition, construction, or the enhancement of non-current assets (tangible or intangible) in accordance with proper practices. All other expenditure must be accounted for as revenue expenditure unless specifically directed by the Secretary of State.

CAPITAL EXPENDITURE

Capital Programme

9. The Capital Programme is approved by Full Council. The proposed Capital Programme 2023/24 to 2029/30 is attached in Appendix 1, annex 10, and totals £1,104.368m. A summary position is set out in the tables below for both the capital spend and how it is planned to be financed.

10. The key objectives of Wiltshire Council's Capital Programme are to ensure;

- Capital assets are used to support the delivery of business plan priorities and the delivery of council services, including the Housing Revenue Account (HRA) in line with the council's 4 key Business Plan principles;
 - **Empowered People:** We want every child to have the best start and life and we will help develop the communities and facilities that enable all residents to enjoy good physical and mental health to live active lives. This includes ensuring that they are safe throughout their life.
 - **Resilient Society:** We want people in Wiltshire to build positive relationships and live well together, to be able to get involved, influence and act on what matters in their local communities. We want our communities to be able to grow sustainably with access to arts, heritage and culture and have easy access to high quality and affordable housing in beautiful places.
 - **Thriving Economy:** We want to continue to grow the skills of our local workforce, nurture the opportunities available to them and for our economy to thrive. We must mitigate the impacts of COVID-19 on our children's education so that they can prosper and as a county we can attract and retain high value businesses and investment. As we continue to move forward, we must ensure everyone can take advantage of a sustainable economy with vibrant, well-connected settlements.
 - **Sustainable Environment:** The council has committed to becoming carbon neutral by 2030 and we now must take the lead and support the whole county as it strives for the same. Together, we must take responsibility for the environment and ensure it is well used, cherished, protected, conserved and enhanced.
- Expenditure is aligned to the council's Asset Management Plans and HRA Business Plan to ensure that buildings and infrastructure, such as schools, roads and housing dwellings are fit for purpose and in a suitable condition to deliver services to the communities they serve.
- All investments are affordable, sustainable and financially prudent.
- Expenditure supports and enhances service delivery and/or generates revenue savings or income streams.

Capital Programme by Business Plan Priority

	Revised 23/24 Budget £m	Revised 24/25 Budget £m	Revised 25/26 Budget £m	Future Years £m	TOTAL £m
Empowered People	59.875	41.871	27.955	46.829	176.530
Resilient Society	53.328	73.607	49.058	175.655	351.648
Thriving Economy	57.365	73.036	85.518	293.589	509.508
Sustainable Environment	3.439	5.909	0.009	-	9.357
An Efficient Healthy Council	25.120	11.656	5.719	14.830	57.325
Total	199.127	206.079	168.259	530.903	1,104.368

11. The Capital Programme sets out the capital projects that the council plans to invest in over the next 7 years from 2023/24 to 2029/30; the amount of budget per project per year and the indicative sources of funding.

	Revised 23/24 Budget £m	Revised 24/25 Budget £m	Revised 25/26 Budget £m	Future Years £m	TOTAL £m
Corporate Director - People	46.143	35.360	12.305	35.929	129.737
Corporate Director - Resources	56.971	41.777	48.067	13.387	160.202
Corporate Director - Place	65.433	80.170	68.848	306.664	521.115
Total General Fund	168.547	157.307	129.220	355.980	811.054
Housing Revenue Account	30.580	48.772	39.039	174.923	293.314
Total Capital Programme	199.127	206.079	168.259	530.903	1,104.368

Grants	70.737	80.899	53.527	284.526	489.689
Other Contributions	2.000	-	-	32.090	34.090
S106 Contributions	1.434	1.264	-	-	2.698
CIL Contributions	4.282	8.487	4.376	0.542	17.687
HRA	30.580	48.772	39.039	174.922	293.313
Capital Receipts	1.725	0.250	0.250	1.000	3.225
Stone Circle Loans	21.298	24.835	10.019	0.732	56.884
Borrowing Funded by Revenue Savings	-	-	31.200	-	31.200
Borrowing	67.071	41.572	29.848	37.091	175.582
Total Funding	199.127	206.079	168.259	530.903	1,104.368

12. The Capital Programme has been reviewed by the Asset Gateway and Capital Programme Board. This is a new officer governance process which provides oversight across the programme and alignment with the Business Plan priorities. This governance also provides additional challenge to ensure all figures are validated and profiled realistically, in consultation with Capital Project leads where necessary, as the council has seen over-confidence with the deliverability of the scale of the programme that has been set previously in any given year. Profiling of the programme is critical not only to ensure deliverability but also due to the funding assumptions for those that impact revenue are realistic.

13. The revenue impact of financing capital investments are twofold; external interest payable and Minimum Revenue Provision (MRP). For the proposed capital programme 2023/24 to 2029/30 these have been factored into the 2023/24 revenue budget setting process and MTFs.

14. In setting the Capital Programme, the council will consider projects that can generate new or additional future on-going income revenues to replace reducing grant funding and enable services that are required by the community to be provided. Opportunities will also be explored to develop new ways of relieving future pressures. These projects will meet wider council priorities for example support economic activity, development or regeneration so will not be purely for yield.
15. The council will look to maximise opportunities to secure external funds and work with partners, both private and other government agencies, to increase the overall level of investment within Wiltshire to support priorities and economic development.

People (£129.737m in the period 2023/24-2029/30)

Scheme name	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	Future Years Budgets £m	Total Funding £m
Ageing & Living Well					
Disabled Facilities Grants	4.400	4.400	4.400	13.269	26.469
Ageing & Living Well Total	4.400	4.400	4.400	13.269	26.469
Education & Skills					
Access and Inclusion	0.150	0.100	0.100	0.400	0.750
Basic Need	7.944	13.957	0.500	1.600	24.001
Stonehenge School Replacement of Lower Block	3.650	0.053	-	-	3.703
Devolved Formula Capital	0.500	0.500	0.500	2.000	3.500
Schools Maintenance & Modernisation	8.628	6.805	6.805	18.660	40.898
Early Years & Childcare	1.184	-	-	-	1.184
Early Years Buildings	1.049	-	-	-	1.049
Silverwood Special School	10.262	9.545	-	-	19.807
High Needs Provision Capital Allowance	7.446	-	-	-	7.446
Education & Skills Total	40.813	30.960	7.905	22.660	102.338
Families & Children's Service					
Childrens Homes	0.930	-	-	-	0.930
Families & Children's Total	0.930	-	-	-	0.930
Corporate Director - People	46.143	35.360	12.305	35.929	129.737

16. The Disabled Facility programme is funded by government grant and is forecast to be £26.469m across this capital programme period. This programme enables vulnerable individuals to remain in their homes through means tested adaptations.
17. We want to give the children of Wiltshire the best start in life as it is a fundamental part of improving their long-term life chances and affords them the best opportunity to live long, full and healthy lives as well as supporting the Business Plan priority principle of Empowering People. Wiltshire invests in Early Years and Schools to ensure places are available, offering choice and inclusivity and ensuring buildings are in a good condition and provide the right environment for learning and to keep children safe.

18. Included within the programme are significant schemes that cover the planned maintenance of Wiltshire schools from roof replacements to heating systems, that help support the council's commitment to carbon neutrality. Other schemes provide for expansions and new schools as well as ensuring facilities are accessible for pupils with additional needs. Schools Basic Need ensures that there are enough school places for children in their local area.
19. As part of 2023/24 budget setting additional investment of £16.088m has been added to the programme. £12.923m is to allow for mobile classrooms and Pratten huts to be replaced with permanent extensions. £3.165m has been added in recognition of increased inflation and requirements for planned maintenance.
20. The capital programme for these works totals £75.085m and is funded by a mixture of council borrowing, Government grant, CIL and S106 contributions.
21. The Budget Report 2023/24 Appendix 3 provides the full detail of the projects included under the Schools Capital programme.
22. The Silverwood and SEND Special School capacity and alternative provision programmes builds upon the success in 2022/23 when 132 Resource Base and Special School places were created. The programme team will deliver significant additional places from September 2023 for learners with SEND. A new school building will be delivered at the Silverwood Rowde campus near Devizes, and a budget of £36.225m has been allocated for this programme, largely funded by council borrowing. Silverwood Rowde campus will undergo remodelling work in 2023/24, with enhancements to the Main House and Orchard Block to increase places, facilities and functionality.
23. The new build at Silverwood Rowde helps create a purpose-built special school which will address the demand needs for additional SEND places for Wiltshire while providing:
 - Attractive buildings - safe, friendly, calm and engaging places with wide corridors and lots of natural light
 - Strong links with mainstream schools, with a special outreach provision in at least one primary and one secondary school in each key locality
 - New 'education-leading' facilities and support: hydro-pools, sensory rooms, physio, open outdoor space, speech and language therapy, family care
 - Strong and vibrant community links and enterprise opportunities – working with inclusive businesses and services that facilitate and advocate independent living for all
 - Improved inclusion and outcomes for children with SEND at secondary age
 - More effective links with specialist nurseries, ensuring support for learners with SEND from the early years to promoting independence as they move into adulthood
 - Good transport routes and means of transport between the sites, central to the home locations of children and young people with SEND
24. In recognition of rising national need for specialist places, the Department for Education (DfE) have provided annual High Need capital grants – of varying amounts

- since 2018/19 to facilitate creation and expansion of Special School and Resource Base provision. Wiltshire has modelled pupil needs and has been expanding specialist places at special and mainstream schools in line with the SEN strategy to ensure that wherever possible, children and young people can attend school in their local community.

25. A budget of £0.930m is included to increase the provision of local placements for looked after children by purchasing a residential house for use as a children's home. Local provision is essential so that children and young people can remain close to their home and communities to enable them to continue with their education and maintain positive relationships. Being safe throughout life and all its facets is a foundation that all should be provided with.

Resources (£160.202m in the period 2023/24-2029/30)

Scheme name	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	Future Years Budgets £m	Total Funding £m
Finance					
Evolve Project	6.495	-	-	-	6.495
Finance Total	6.495	-	-	-	6.495

Assets & Commercial Development

Affordable Housing including Commuted Sums	0.300	-	-	-	0.300
Capital Receipt Enhancement	0.600	-	-	-	0.600
Depot & Office Strategy	2.255	0.062	-	-	2.317
Facilities Management Operational Estate	4.932	3.278	2.778	11.112	22.100
Gypsies and Travellers Projects	1.150	-	-	-	1.150
Porton Science Park	1.400	-	-	-	1.400
Health and Wellbeing Centres - Live Schemes	3.763	0.061	-	-	3.824
North Wiltshire Schools PFI Playing Fields	0.300	-	-	-	0.300
Property Carbon Reduction Programme	3.430	2.700	-	-	6.130
Park & Ride Solar Panel Canopys	-	3.200	-	-	3.200
Salisbury Central Car Park & Maltings	-	-	33.004	-	33.004
Facilities Management Investment Estate	0.250	0.250	0.250	1.000	1.750
Social Care Infrastructure & Strategy	0.600	-	-	-	0.600
Salisbury Resource Centre	0.825	-	-	-	0.825
Assets & Commercial Development Total	19.805	9.551	36.032	12.112	77.500

Capital Loans

Stone Circle Housing Company Loan	12.724	14.835	10.019	0.732	38.310
Stone Circle Development Company Loan	8.574	10.000	-	-	18.574
Capital Loans Total	21.298	24.835	10.019	0.732	56.884

Information Services

ICT Applications	4.066	3.652	-	-	7.718
ICT Business as Usual	1.365	1.365	1.716	0.342	4.788
ICT Other Infrastructure	0.500	0.400	0.300	0.201	1.401
ICT Get Well	3.442	1.974	-	-	5.416
Information Services Total	9.373	7.391	2.016	0.543	19.323

Corporate Director - Resources	56.971	41.777	48.067	13.387	160.202
---------------------------------------	---------------	---------------	---------------	---------------	----------------

26. The council's Asset Management Plans set out the approach to managing the council's land and property assets. The council has asset management policy

frameworks which support the overall approach of managing assets by portfolio and include areas such as disposals and acquisitions, as well as active management of the council's operational, commercial, and rural estate. These assets support all 4 Business Plan priorities.

27. The council continues to focus on the most efficient use of its buildings, which includes sharing space. The council is moving to a market rent position for its tenants and has implemented a third party charging policy.
28. Wiltshire Council is on the path to meet its carbon neutral commitment and included within the programme are schemes and projects for the estate that will assist with this. These projects include lighting upgrades, PV installations, upgraded air handling units and installation of air source heat pumps.
29. Additional investment of £6.648m has been added to the programme to reflect inflation increases and to address essential health and safety requirements that have been identified on the operational estate.
30. £0.825m investment has been added to the programme to allow for the purchase of a new property for the family contacts service to operate from in the South of the County. The new property will be smaller and fit for purpose and will be funded through capital receipts, which will be replenished upon the sale of the existing property.
31. These programmes, totalling £44.496m, allow Wiltshire Council to deliver its statutory duties by ensuring the estate is maintained to a good standard and services can operate safely, efficiently, and effectively.
32. A £33.004m budget is held over the potential future development and regeneration at the Maltings and Central Car Park sites in Salisbury, however, the site now has a new owner who are developing their own plans. The council is awaiting these to come forward and where, if at all, the council can leverage its position as landowner and stakeholder. Until this is known the budget is held but reprofiled back to 2025/26.
33. £25.818m is included within the capital programme for Information Services and the Evolve programme, which will implement a new Enterprise Resource Planning (ERP) system for the council in 2023/24. The council invests in digital infrastructure to underpin all of its operations and services and ensure communities and business can engage and transact responsively and seamlessly. The programme includes provision for a rollout of new laptops. The majority of these programmes are funded through borrowing.
34. Stone Circle Housing and Development companies were established in 2019 to meet a range of Wiltshire's strategic housing needs and undertake residential development, predominantly on council owned land to ensure these needs are met while increasing the potential return to the council.
35. The aim of Stone Circle Housing Company is to meet a range of strategic housing needs facing the council that cannot easily be addressed by the council's current approaches. Accommodation to meet the needs of specific vulnerable households

in a timely manner from the existing housing stock in Wiltshire is not a priority for the council's registered provider partners. The council procures accommodation for homeless households that is costly and the quality and cost could be improved by private rented sector accommodation provided by a local housing company. The Stone Circle Business Plan aims to purchase 250 properties by 2025. Stone Circle is also able to provide other accommodation to meet specific council service need.

36. The council has a successful programme of asset disposal. Over the next three years the council estimates that it may be able to offer to the market sites capable of residential development which, subject to planning permission could deliver over 500 units of accommodation. The council has established Stone Circle Development Company to enable the strategic housing needs across the county to be better met while increasing the potential return that could be generated from the developments.
37. Improving housing supply is critical for ensuring people can live and work locally and play an active part in their community. We want to ensure that residents have easy access to high quality and affordable housing that's close to their family, that's right for them and in beautiful places.
38. The total budget for these schemes across this capital programme period is £56.884m and will be financed by external borrowing which will be funded by returns from the Stone Circle Housing and Development companies.

Place (£521.115m in the period 2023/24-2029/30)

Scheme name	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	Future Years Budgets £m	Total Funding £m
-------------	-------------------	-------------------	-------------------	-------------------------	------------------

Highways & Transport

Parking Contactless Machines	0.127	0.126	-	-	0.253
Fleet Vehicles	3.863	1.879	2.222	2.000	9.964
Integrated Transport	1.798	1.798	1.781	7.124	12.501
Local Highways and Footpath Improvement Groups	0.800	0.800	0.800	3.200	5.600
Structural Maintenance & Bridges	20.727	20.727	16.139	64.556	122.149
Drainage Improvements	0.500	0.500	-	-	1.000
Major Road Network M4 Junction 17	1.950	9.898	15.702	-	27.550
A338 Salisbury Junction Improvements MRN	1.261	1.075	-	-	2.336
A350 Chippenham Bypass (Ph 4&5) MRN	2.640	22.099	5.387	-	30.126
A3250 Melksham Bypass LLM - Full Scheme	3.106	6.376	9.622	216.709	235.813
Dunnes Lane Car Park, Castle Coombe	0.325	-	-	-	0.325
Highways & Transport Total	37.097	65.278	51.653	293.589	447.617

Economy & Regeneration

Salisbury Future High Streets	7.585	1.783	-	-	9.368
Trowbridge Future High Streets	4.403	5.878	0.764	-	11.045
West Ashton Urban Extension Project	4.199	-	-	-	4.199
Carbon Reduction Projects	0.009	0.009	0.009	-	0.027
Wiltshire Ultrafast Broadband	1.011	-	-	-	1.011
Wiltshire Online	1.670	0.097	0.097	-	1.864
Economy & Regeneration Total	18.877	7.767	0.870	-	27.514

Environment

Waste Services	0.915	0.675	0.675	2.175	4.440
Environment Total	0.915	0.675	0.675	2.175	4.440

Leisure Culture & Communities

Area Boards and LPSA PRG Reward Grants	0.400	0.400	0.400	1.600	2.800
Community Projects	0.400	-	-	-	0.400
Fitness Equipment for Leisure Centres	0.986	0.250	0.250	1.000	2.486
Libraries - Self Service	0.379	-	-	-	0.379
Trowbridge Leisure Centre	0.800	0.800	15.000	8.300	24.900
Leisure Requirements	5.474	5.000	-	-	10.474
History Centre Reception and Performing Arts Library	0.105	-	-	-	0.105
Leisure Culture & Communities Total	8.544	6.450	15.650	10.900	41.544

Corporate Director - Place	65.433	80.170	68.848	306.664	521.115
-----------------------------------	---------------	---------------	---------------	----------------	----------------

39. Wiltshire invests in its infrastructure. This includes the resurfacing of roads, reactive patching, surface dressing, drainage and pothole repairs and Real Time Passenger Information. The total budget for these schemes over the period is £141.250m and is funded by a combination of external grants from central government, borrowing and developer contributions.

40. The council is currently developing major road improvements to facilitate population and employment growth and improve the local transport infrastructure. The programme includes £60.012m for three Major Road Network Schemes; M4 Junction 17 Improvements, A338 Salisbury Junction Improvements and A350 Chippenham Bypass (phase 4 & 5) and £235.813m for Local Major scheme, the A350 Melksham Bypass.

41. The Major Road Network Schemes will be funded by a combination of Department for Transport (DfT) grant and Wiltshire Council match funding from Community

Infrastructure Levy (CIL) and S106 contributions. Construction will only proceed upon confirmation of DfT grant funding. DfT grant funding has been confirmed for the A350 Chippenham Bypass.

42. The council is committed to progressing the A350 Melksham Bypass. It is a Local Major scheme which is expected to take about seven years until it is completed and will have to go through a number of stages, including planning approvals, statutory orders, public inquiry and procurement. At present funding has been included within the capital programme to full construction however financing has only been assigned to Full Business Case stage, which is expected to be submitted in 2026, and this will be through a combination of DfT grant and CIL funding.
43. The construction stage will require further funding of up to £32m from 2026/27 onwards and will depend on the successful progress through the statutory procedures and on the actual contribution required by the DfT at that time. In the meantime, the council will continue to work with the DfT to deliver this scheme to ensure the necessary funding is available.
44. These programmes ensure we have vibrant, well-connected communities where people can get around easily and access good services, including through digital channels. This will help grow the local economy in a sustainable way, supporting the achievement of the Business Plan Priorities of a Thriving Economy and Sustainable Environment.
45. A total of £5m investment has been added to the capital programme for phase 1 of the council's emerging Fleet Strategy for 2023/24 to 2025/25. Electric vehicles will be purchased up to the council's current electric infrastructure capacity. The Fleet Strategy will be developed alongside the Depot Strategy and will look at the additional electrification infrastructure requirements to move the fleet to alternative fuels by 2030 supporting the council's commitment to become a carbon neutral county.
46. Investment of £0.325m has been added to the programme to extend Dunns Lane Car Park, Castle Combe to meet demand. The forecast additional income from extending the car park will cover the capital financing costs and generate a saving for the council.
47. The council secured Department for Levelling Up, Housing and Communities (DLUHC) grant funding in 2022/23 for Future High Streets and combined with a local contribution will deliver projects in Trowbridge and Salisbury.
48. Salisbury Future High Streets budget of £9.368m for this period will focus on the Station Forecourt and Fisherton Street in Salisbury. This will enhance the public realm and improve accessibility to make it easier, safer, and more convenient to travel into the city centre.
49. Trowbridge Future High Streets budget of £11.045m, will deliver a range of projects aiming to strengthen the sustainability of Trowbridge Town centre by creating a more diverse offer and increasing footfall. Ensuring this long-term sustainability involves maximising the use of some key buildings, bringing vacant retail units back into use,

as well as improving connectivity, the public realm and active travel opportunities within the town centre.

50. The programme includes £24.9m investment to create a new Leisure facility to serve Trowbridge and the surrounding area. The facility will offer swimming, gym and sports hall services and will be part of the Trowbridge Place shaping strategy that is being developed. The new facility will be a more energy efficient building than the current facilities with a reduced carbon footprint so will enable the council to deliver a more environmentally sustainable Leisure service. This scheme is currently in the programme to be funded by borrowing but other funding options are being explored including the use of CIL under the current policy definition of Place shaping infrastructure.
51. Budgets totalling £13.274m funded by borrowing are included for the improvement and refurbishment at Leisure Centres to ensure leisure services can operate effectively and commercially and become a sustainable service.
52. These programmes directly link to the Business Plan principle of Empowering People to stay active; keeping socially, physically and mentally active has direct and positive impacts on brain function, weight management, reducing disease and the ability to enjoy life. Improving all these factors for residents will lead to greater happiness and improved independence.

Housing Revenue Account

Scheme name	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	Future Years Budgets £m	Total Funding £m
Housing Revenue Account					
HRA - Council House Build Programme (Phase 2)	0.283	-	-	-	0.283
HRA - Council House Build Programme (Phase 3.1)	5.490	-	-	-	5.490
HRA - Council House Build Programme (Phase 3.2)	9.885	5.000	-	-	14.885
HRA - Council House Build Programme (Phase 3.3)	4.068	27.537	22.847	95.833	150.285
HRA - Refurbishment of Council Stock	10.854	16.235	16.192	79.090	122.371
Housing Revenue Account Total	30.580	48.772	39.039	174.923	293.314

53. The Housing Revenue Account is overseen by the Housing Board. The Board is responsible for setting the vision and strategic direction of the service. It is appointed to by the Service and the term of office is linked to the local government cycle. The board has to be reappointed every 4 years at a minimum. The Wiltshire Housing Board is a 9-person board comprising 3 independent members, 3 resident members and 3 councillor members. Officers report regularly to the board to provide assurance on the adequacy and effectiveness of running the service.
54. The Council House Build Programme is aligned to the remodelled Housing Revenue Account (HRA) business plan 2021-2051 that was approved by Cabinet in January 2021. The 30-year business plan aims to deliver a substantial increase in the amount of money available to be invested in capital works on existing dwellings and to deliver new housing to replace properties that have been sold under the Government's Right to Buy scheme and to address housing need. This Business Plan is reported, approved, and monitored through the Housing Board. A revised plan will be brought

to Cabinet in 2023/24 for approval to reflect the significant changes in inflation and report on the financial implications of these changes.

55. The total budget for the New Build programme over the period is £170.943m and will be funded by a mixture of grants & contributions, HRA capital receipts or by the HRA, either directly or via external borrowing (funded by the HRA). The aim of the Business Plan is to deliver carbon zero new builds and investment in all existing stock to achieve energy performance rating B.

56. The Refurbishment of Council Stock programme is for the cyclical repairs and maintenance on the council's housing stock e.g. bathrooms, kitchens, roofs boilers etc. The total budget for this scheme over the period is £122.371m.

Capital Financing

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

Funding	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	Future Years Budgets £m	Total Funding £m
Grants	70.737	80.899	53.527	284.526	489.689
Other Contributions	2.000	-	-	32.090	34.090
S106 Contributions	1.434	1.264	-	-	2.698
CIL Contributions	4.282	8.487	4.376	0.542	17.687
HRA	30.580	48.772	39.039	174.922	293.313
Capital Receipts	1.725	0.250	0.250	1.000	3.225
Stone Circle Loans	21.298	24.835	10.019	0.732	56.884
Borrowing Funded by Revenue Savings	-	-	31.200	-	31.200
Borrowing	67.071	41.572	29.848	37.091	175.582
Total Funding	199.127	206.079	168.259	530.903	1,104.368

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

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

60. **HRA** – Capital expenditure for the Housing Revenue Account (HRA) is ringfenced from general fund capital expenditure and is financed by a combination of HRA borrowing and use of the ring-fenced HRA major repairs reserve.

61. **Capital Receipts** - The income received over the value of £0.010m from the disposal of Fixed Assets or the repayment of loans for capital purposes is defined as a capital

receipt. They can normally only be used to fund capital expenditure or repay debt. Some capital receipts have additional restrictions on their use. The council seeks to obtain the highest possible receipt achievable from each disposal after considering wider community or service benefits. HRA receipts generated from the disposal of HRA assets are ringfenced to fund HRA projects.

62. **Borrowing (funded by revenue savings in service)** – This is where a scheme is in the Capital Programme to be funded by borrowing but it is anticipated that revenue savings or income generation arising from the capital investment will be utilised to fund the costs of borrowing.
63. **Borrowing** - The council can determine the level of its borrowing for capital financing purposes, based upon its own views regarding the affordability, prudence and sustainability of that borrowing, in line with the CIPFA Prudential Code for Capital Finance and within the Prudential Indicators set within the Treasury Management Strategy Statement. Borrowing levels for the Capital Programme are therefore constrained by the affordability assessment and by the availability of the revenue budget to meet the cost of this borrowing which is built into the council's Medium-Term Financial Strategy (MTFS).
64. **Revenue Funding** - The council can use revenue resources to fund capital projects on a direct basis. However, given the pressures on the revenue budget of the council, there are currently no plans to finance any of the current capital programme by revenue funding and it is unlikely that the council will choose to undertake this method of funding in the future if other sources are available.

Capitalisation

65. The council has a set of Accounting Policies that are approved annually by the Audit and Governance Committee that set out the council's approach to capitalisation and are based upon guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and take account of local circumstances.
66. The approved Accounting Policies are published within the Statement of Accounts and include policies on all the key accounting matters that affect the figures and disclosures in the statements.
67. Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the council and the cost of the item is directly attributable to an asset and can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense to the revenue account when it is incurred.

KNOWLEDGE AND SKILLS

68. The Capital Strategy has been developed by Officers of the council, who have relevant knowledge and technical skills. In addition, external advice and

management is employed by the council procuring and appointing suitably qualified advisors and managers to support the development, operation and design of the programmes.

Consultants

69. The council will use external consultancy services where there is a requirement to do so. A contract is in place for Treasury Management advice which includes advice on borrowing.

Training

70. In order to ensure that members and Statutory Officers have appropriate capacity and skills regarding their involvement in the investment decision making the following steps are required:

- Training given to Members in all aspects of the Statutory Guidance, the assessment of individual investments and risk.
- Technical training given to Statutory Officers and those officers negotiating commercial deals in the technical fields of investment evaluation and requirements of the statutory guidance and prudential code.
- Briefings to members of the relevant committees in advance of any investment decision making prior to a decision being brought forward to the committee covering all aspects of the assessment as well as the strategic fit.

71. The Corporate Governance arrangements around decisions on non-financial investments will follow the rigour of our normal committee arrangements. The relevant Cabinet Members will be fully briefed in terms of the full details of the assessment including external advisor reports. Scrutiny will review all such individual decisions in advance of a Cabinet decision.

Financial Implications

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

73. The revenue implications (Minimum Revenue Provision and External Interest) of funding the capital programme have been estimated and have been included in the council’s 2023/2024 revenue budget setting report as well as in the Medium-Term Financial Strategy and are summarised as follows:

	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	Total Budget £m
Revenue cost of Capital Financing	24.121	37.404	41.209	102.734

Workforce Implications

74. Staff who are working on specific schemes within the capital programmes will be funded from the capital programme for the duration of the programme of work and therefore will be funded temporarily. This means that there may be implications for those staff at the end of the programme of work. However, the council has in place robust policies and procedures to support this.

This page is intentionally left blank

Purpose of Report

1. To agree the Schools Capital Programme for 2023/24 – 2029/30. This paper addresses investment to improve the condition of maintained schools and expansion of mainstream schools. Investment in special school places and resource bases is not included in this paper.

Relevance to the Council's Business Plan

2. The council has a statutory duty to provide sufficient school places to meet the demand arising across Wiltshire, whether from demographic or population change, strategic housing development growth or military moves. The council also has responsibilities for the effective management and maintenance of the council's schools' estate (community, foundation and voluntary controlled schools only). Schools need to be fit for purpose and safe for all site users.

Background

3. The council receives annual capital funding allocations from the Department for Education (DfE) for basic need (new places) and condition (school capital maintenance). Capital maintenance relates to urgent and essential structural works e.g. roofs, walling, windows, drainage etc in addition to plant (electrical and mechanical works (heating/lighting etc)). All other day to day maintenance works and low level cost works are the schools' responsibility funded from their delegated or devolved funds.

It should be noted that the LA has not yet received confirmation of DfE maintenance funding for 2023/24 onwards. We are therefore assuming that funding for 2023/24 onwards will be a consistent with this years' allocation.

The figures shown in Table 1 below, include the estimated DfE allocations and slippage from previous years on current schemes. Full Council on 25 February 2020 agreed to allocate a further £1m of council funds each year for the 5 years from 2020/21 years to school maintenance. This will help to stem the decline of the school building stock and enable some of the historical backlog of works to be addressed.

Full Council in Feb 2020 also approved £100k a year over the next ten years to support the admission of pupils with disabilities to schools. This will fund ramps, handrails, accessible toilets and similar works to mainstream schools to support inclusion.

Table 1 – Capital Funding for Schools (£m)

Description	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m	2029/30 £m	Total £m
Basic Need	7.944	13.957	0.5	0.4	0.4	0.4	0.4	24.001
School Condition Funding	10.755*	4.833*	3.73*	3.68*	3.63*	2.55	2.5	31.678*
Replacement of Mobiles	1.523*	2.025*	3.075*	3.125*	3.175*	0	0	12.923*
Access and Inclusion	0.15	0.1	0.1	0.1	0.1	0.1	0.1	0.75
Total £m	20.372*	20.915*	7.405*	7.305*	7.305*	3.05	3	69.352

*Includes funding that is pending the approval of capital bids

- The council also secures wherever possible, S106 developer contributions and will seek Community Infrastructure Levy (CIL) planning obligations for essential school infrastructure in areas of new housing development which are usually project or school specific. These are only included in the figures above where projects using Section 106 or CIL allocations are already approved and underway.

Main Considerations for the Council

Additional Pupil Places

- Demand for school places is influenced by a number of factors including changes in the birth rate, migration (inward and outward), housing development, the economic situation, parental preference etc and in Wiltshire specifically, military moves have a significant impact.
- Five projects to provide additional school places have completed during 2022/23, including Lea and Garsdon Primary School, Mere Primary School and Bitham Brook Primary School. Four other projects are currently under construction. Several other projects, including the significant expansion of Kingdown School and Abbeyfield School are in the design phase with planning applications due to submitted in early 2023. All of these projects have been approved by Cabinet in recent years.
- There are a small number of new projects that have been identified as a priority that now require approval and inclusion within the programme. They will be partly funded by S106 developer contributions specific to the schools concerned. No additional council funding is sought for these projects, approval is sought only to allocate existing funding as shown in Table 2 to the schemes below.

Table 2 – New basic need schemes requiring approval

School	Project	Status	Requiring allocation approval £m
St Peters CE Primary Academy, Salisbury	Expansion of school to 2FE, funded by basic need	Not started	£2.5m
Sarum Academy	Phase 1 expansion, funded by secured section 106 contributions	Not started	£5.5m
Rowden Park - Chippenham	New 2FE Primary school – Land for a new primary school and nursery has been secured on this housing development. Funds to undertake site surveys, develop the design and secure planning permission sought at this time.	Not started	£0.5m
Total			£8.5m

Replacement of poor quality accommodation

8. The Strategic Assets and Facilities Management Service identified that the lower school block at Stonehenge school required complete replacement. The building is end of life, in very poor condition and beyond economical repair. Construction on the replacement block has commenced and is on programme for completion by September 2023.
9. The replacement of poor condition mobiles and prattens is now included as an objective in the council's Business Plan. There are currently 66 mobiles remaining in maintained schools plus 13 pratten classrooms, many of which were added just after World War II or in the early 70's. A project to replace 6 mobiles at Holbrook Primary School is already in construction, with a further project to replace two pratten classrooms at Studley Green Primary School due to start on site in April 2023.
10. A capital bid has been submitted to supplement the funding currently available for the replacement of mobiles and prattens. Assuming this bid is successful, surveys will be undertaken of each mobile/pratten to prioritise its inclusion in the programme. One project already considered as the highest priority, based on the very poor structural integrity of the building, is recommended for approval to

proceed immediately as shown in the table below. Therefore, approval is sought to allocate funding to this scheme in Table 3 below.

11. As further schemes cannot be named at this time, approval is also sought to allow feasibility and design work to be approved under the delegated authority of the Director of Children’s Services where further projects are identified as high priority.

Table 3 : New Mobile/Pratten replacement project/s requiring approval

School	Project	Status	Requiring allocation approval £m
Grove Primary School	Replacement of one double and two single mobiles	Not started	£2m
Various	Commencement of design work only on other schemes identified as high priority.	Not started	£0.25m
Total			£2.25m

Maintenance

12. In addition to basic need (growth related) capital projects, there is a significant backlog of priority capital repair and maintenance schemes in those schools for which the council remains responsible.
13. In February 2022, 36 planned maintenance projects were approved to proceed by Cabinet, 35 of these are now complete. The final project was rescheduled as it was deemed not a priority for this year. In addition to these planned maintenance works, a contingency is held to address emergency reactive works required during the year to keep schools safe and open. Over 50 projects costing over £5k each have therefore also been completed since 1 April 2022.
14. Condition surveys of for the majority schools have now been updated. The remainder will be completed over the next year. This will then be followed by a rolling programme where all schools are surveyed every five years.
15. The new planned maintenance schemes recommended for inclusion in the 2023/24 programme of work total an estimated £2.4m, plus the £0.6m held for emergencies. The priority schemes are shown in Table 4 below, approval is sought to proceed with these projects.

Table 4 : New school maintenance projects requiring approval

(Costs include direct fees and charges associated with work planned, including any necessary asbestos removal).

School	Type of Maintenance Works	Est Cost £
Amesbury Stonehenge	Rectify collapsed drains	20,000
Calne Priestley Primary	Electrical upgrade to LED lighting	50,000
Devizes Downlands	Electrical and mechanical works, including upgrade to LED lighting and boiler replacements	190,000
Nursteed Primary	Electrical upgrade to LED lighting and replace hall flooring	70,000
Durrington Juniors	Electrical upgrade to LED lighting and fencing, replacement of oil boilers	180,000
Five Lanes Primary	Renew electric heaters and roof	40,000
Gomeldon Primary	Replacement of sanitary services	50,000
Horningsham Primary	Roof and structural beam replacement, replace heaters and sanitary services	160,000
Kings Lodge	Playground resurfacing	50,000
Langley Fitzurse Primary	Window replacements	6,000
Ludgershall Castle Primary	External areas and drainage	40,000
Newton Tony Primary	Replacement of sanitary services	60,000
North Bradley Primary	Renew heat emitters	4,000
Preshute Primary	Retaining wall works	8,000
Manor Fields Primary	Replace fire doors and fencing/gate	62,000
Woodlands Primary	Window replacements	20,000
Sherston Primary	Roof replacement	50,000
Silverwood Rowde	Various works to Drainage, structural works, window replacements, hot water system, roof timbers	350,000
Southwick Primary	Roof lights replacement	50,000
Staverton Primary	Toilet refurbishments	25,000
Tisbury St John's Primary	Wall cladding replacement, ventilation and guttering	30,000
Hilperton Primary	Fencing, cladding and roof replacement	160,000
Newtown Primary	Roof replacement	50,000

Studley Green Primary	Drainage, external tarmac replacement, roof replacement, works to internal stairs	140,000
Grove Primary	Heating and plant improvements, curtain wall works	30,000
Walwayne Court Primary	Door replacement, roof light replacement and replacement of sanitary services.	65,000
The Minster Primary	Drainage and structural works	15,000
Princecroft Primary	Boiler replacement	75,000
Bitham Brook Primary	Roof works	10,000
Westbury Infants	Fire door replacements	30,000
Matravers School	Roof replacement, heating and electrical works	130,000
Winterbourne Earls Primary	Electrical works, timber cladding and gas valves	30,000
Bratton Primary	Toilet refurbishments	30,000
Various schools	Legionella, asbestos and statutory compliance works	120,000
Total		£2,400,000
Contingency retained for emergency reactive works		£600,000
Overall Total		£3,000,000

16. As far as we are aware none of the schools on the list are planning to convert to Academy status prior to summer 2023/24. However, if a decision is taken by a school to convert to Academy status, prior to commencement of any approved maintenance work, and before a contract is committed, then the work will be reviewed and where appropriate, removed from the list. When schools convert to Academy status, building maintenance responsibility for those academies transfers to the academy itself and the council's capital funding allocation correspondingly reduces. That funding is transferred to the ESFA who funds academies direct.

Conclusion

17. The council has a statutory duty to provide and maintain sufficient high-quality school places to meet the demand arising across Wiltshire, whether from demographic or population change, housing developments or military movements. The council also has responsibilities for the effective management and maintenance of the council's schools' estate (community, foundation and voluntary controlled schools only). Schools need to be fit for purpose and safe for all site users. The funding allocation to projects requested in this paper will enable the priority works to be progressed.

Proposal

18.

- i. To approve the funding allocations identified in Tables 2, 3 and 4 to the named schemes subject to any necessary planning approvals.
- ii. To authorise the Director of Education and Skills to invite and evaluate tenders for the projects described in this report, and, to award the contract for the project (subject to approval of any necessary statutory proposals) and to authorise, in consultation with the Head of Estates and Development, in accordance with the relevant scheme of sub-delegation (under Part 3 Section D1 of Wiltshire Council's constitution), the acquisition of all land (and the completion of any legal documentation) reasonably required in order to facilitate the completion of any of the listed projects.

This page is intentionally left blank

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Licensing)	Large casino premises licence (set by regulation):					
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum non-conversion application fee in respect of provisional statement premises	per application	£5,000.00	£5,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum non-conversion application fee in respect of other premises	per application	£10,000.00	£10,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum annual fee	per application	£10,000.00	£10,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application to vary licence	per application	£5,000.00	£5,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application to transfer a licence	per application	£2,150.00	£2,150.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application for reinstatement of a licence	per application	£2,150.00	£2,150.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application for provisional statement	per application	£10,000.00	£10,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Small casino premises licence (set by regulation):					
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum non-conversion application fee in respect of provisional statement premises	per application	£3,000.00	£3,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum non-conversion application fee in respect of other premises	per application	£8,000.00	£8,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum annual fee	per application	£5,000.00	£5,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application to vary licence	per application	£4,000.00	£4,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application to transfer a licence	per application	£1,800.00	£1,800.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application for reinstatement of a licence	per application	£1,800.00	£1,800.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application for provisional statement	per application	£8,000.00	£8,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Converted casino premises licence (set by regulation):					
Corporate Director Place	Environment	Public Protection (Licensing)	Annual fee (first & subsequent)	per application	£2,000.00	£2,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application to vary licence	per application	£1,350.00	£1,350.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application to transfer a licence	per application	£1,350.00	£1,350.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application for reinstatement of a licence	per application	£1,350.00	£1,350.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Maximum fee for application for provisional statement	per application	£1,350.00	£1,350.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Bingo premises licence (set by regulation):					
Corporate Director Place	Environment	Public Protection (Licensing)	New - Application fee	per application	£1,875.00	£1,915.00	£40.00	2.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Application for provisional statement	per application	£1,875.00	£1,915.00	£40.00	2.1%
Corporate Director Place	Environment	Public Protection (Licensing)	New Application - where a provisional statement exists	per application	£1,210.00	£1,200.00	£-10.00	-0.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Application to vary licence	per application	£1,150.00	£1,175.00	£25.00	2.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Application to transfer a licence	per application	£1,200.00	£1,200.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Application for reinstatement of a licence	per application	£1,200.00	£1,200.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Annual fee	per application	£800.00	£820.00	£20.00	2.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Adult gaming centre premises licence (set by regulation):					
Corporate Director Place	Environment	Public Protection (Licensing)	New - Application fee	per application	£1,380.00	£1,420.00	£40.00	2.9%
Corporate Director Place	Environment	Public Protection (Licensing)	Application for provisional statement	per application	£1,330.00	£1,370.00	£40.00	3.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Application where a provisional statement exists	per application	£1,200.00	£1,200.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Application to vary licence	per application	£840.00	£870.00	£30.00	3.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Application to transfer a licence	per application	£1,200.00	£1,200.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Application for reinstatement of a licence	per application	£1,200.00	£1,200.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Annual fee	per application	£620.00	£650.00	£30.00	4.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Copy of Licence	per application	£25.00	£25.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Betting premises (track) licence (set by regulation):					
Corporate Director Place	Environment	Public Protection (Licensing)	New - Application fee	per application	£2,440.00	£2,450.00	£10.00	0.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Application for provisional statement	per application	£2,440.00	£2,450.00	£10.00	0.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Application where a provisional statement exists	per application	£950.00	£950.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Application to vary licence	per application	£1,250.00	£1,250.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Application to transfer a licence	per application	£950.00	£950.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Application for reinstatement of a licence	per application	£950.00	£950.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Annual fee	per application	£1,000.00	£1,000.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Copy of Licence	per application	£25.00	£25.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Licensing)	Family entertainment centre premises licence (set by regulation):					
Corporate Director Place	Environment	Public Protection (Licensing)	New application fee	per application	£1,380.00	£1,450.00	£70.00	5.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Application for provisional statement	per application	£1,380.00	£1,450.00	£70.00	5.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Application fee where a provisional statement exists	per application	£720.00	£790.00	£70.00	9.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Application to vary licence	per application	£830.00	£890.00	£60.00	7.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Application to transfer a licence	per application	£640.00	£700.00	£60.00	9.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Application for reinstatement of a licence	per application	£640.00	£700.00	£60.00	9.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Annual fee	per application	£620.00	£690.00	£70.00	11.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Copy of Licence	per application	£25.00	£25.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Betting premises (other) licence (set by regulation): Betting Shops					
Corporate Director Place	Environment	Public Protection (Licensing)	New application fee	per application	£2,000.00	£2,200.00	£200.00	10.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Application for provisional statement	per application	£2,000.00	£2,200.00	£200.00	10.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Application fee where a provisional statement exists	per application	£1,200.00	£1,200.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Application to vary licence	per application	£1,150.00	£1,200.00	£50.00	4.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Application to transfer a licence	per application	£840.00	£900.00	£60.00	7.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Application for reinstatement of a licence	per application	£840.00	£900.00	£60.00	7.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Annual fee	per application	£600.00	£600.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Copy of Licence	per application	£25.00	£25.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Other Gambling Act fees (set by regulation) :					
Corporate Director Place	Environment	Public Protection (Licensing)	Fee to accompany a notification of change of circumstances under Section 186(1)	per application	£25.00	£25.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Temporary use notice fee	per application	£275.00	£285.00	£10.00	3.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Occasional Use Notice	per application	Free	Free	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Notification of 2 or less gaming machines	per application	£50.00	£50.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Registration of non-commercial small society lotteries - Initial	per application	£40.00	£40.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Registration of non-commercial small society lotteries - Renewal	per application	£20.00	£20.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Non commercial small society lotteries	per application	£20.00	£20.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensed Premises Gaming Machine Permit (set by regulation)					
Corporate Director Place	Environment	Public Protection (Licensing)	Grant	per application	£150.00	£150.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Existing operator Grant	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Variation	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Transfer	per application	£25.00	£25.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Annual Fee	per application	£50.00	£50.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensed Premises Gaming Machine Permit (set by regulation)					
Corporate Director Place	Environment	Public Protection (Licensing)	Change of name	per application	£25.00	£25.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Copy of Permit	per application	£15.00	£15.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensed Premises Automatic Notification Process (set by regulation)					
Corporate Director Place	Environment	Public Protection (Licensing)	On notification	per application	£50.00	£50.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Club Gaming Permits (set by regulation)					
Corporate Director Place	Environment	Public Protection (Licensing)	Grant	per application	£200.00	£200.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Grant (Club Premises Certificate holder)	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Existing operator Grant	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Variation	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Renewal	per application	£200.00	£200.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Renewal (Club Premises Certificate holder)	per application	£100.00	£100.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Licensing)	Club Gaming Permits (set by regulation)					
Corporate Director Place	Environment	Public Protection (Licensing)	Annual Fee	per application	£50.00	£50.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Copy of Permit	per application	£15.00	£15.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Club Machine Permits (set by regulation)					
Corporate Director Place	Environment	Public Protection (Licensing)	Grant	per application	£200.00	£200.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Grant (Club Premises Certificate holder)	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Existing operator Grant	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Variation	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Renewal	per application	£200.00	£200.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Renewal (Club Premises Certificate holder)	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Annual Fee	per application	£50.00	£50.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Copy of Permit	per application	£15.00	£15.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Unlicensed Family Entertainment Centre Permits (set by regulation)					
Corporate Director Place	Environment	Public Protection (Licensing)	Application for FEC Permit	per application	£300.00	£300.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Renewal every 10 years	per application	£300.00	£300.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Existing operator Grant	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Change of name	per application	£25.00	£25.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Copy of Permit	per application	£15.00	£15.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Prize Gaming Permits (set by regulation)					
Corporate Director Place	Environment	Public Protection (Licensing)	Application for Prize Gaming Permit	per application	£300.00	£300.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Renewal	per application	£300.00	£300.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Existing operator application	per application	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Change of name	per application	£25.00	£25.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Copy of Permit	per application	£15.00	£15.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Stores Licence (First licence application - up to 2000kg) 1 year	per application	£189.00	£189.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Stores Licence (First licence application - up to 2000kg) 2 years	per application	£248.00	£248.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Stores Licence (First licence application - up to 2000kg) 3 years	per application	£311.00	£311.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Stores Licence (First licence application - up to 2000kg) 4 years	per application	£382.00	£382.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Stores Licence (First licence application - up to 2000kg) 5 years	per application	£432.00	£432.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Renewal of Storage Licence (up to 2000kg) 1 year	per application	£88.00	£88.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Renewal of Storage Licence (up to 2000kg) 2 years	per application	£150.00	£150.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Renewal of Storage Licence (up to 2000kg) 3 years	per application	£211.00	£211.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Renewal of Storage Licence (up to 2000kg) 4 years	per application	£272.00	£272.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Renewal of Storage Licence (up to 2000kg) 5 years	per application	£333.00	£333.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Food & Safety)	Registration to store explosives (First Registration) up to 250 kg 1 year	per application	£111.00	£111.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Registration to store explosives (First Registration) up to 250 kg 2 years	per application	£144.00	£144.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Registration to store explosives (First Registration) up to 250 kg 3 years	per application	£177.00	£177.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Registration to store explosives (First Registration) up to 250 kg 4 years	per application	£211.00	£211.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Registration to store explosives (First Registration) up to 250 kg 5 years	per application	£243.00	£243.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Renewal of Registration up to 250kg 1 year	per application	£55.00	£55.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Renewal of Registration up to 250kg 2 years	per application	£88.00	£88.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Renewal of Registration up to 250kg 3 years	per application	£123.00	£123.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Renewal of Registration up to 250kg 4 years	per application	£155.00	£155.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Renewal of Registration up to 250kg 5 years	per application	£189.00	£189.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Transfer of Licence or Registration	per application	£37.00	£37.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Replacement of Licence or Registration if lost	per application	£37.00	£37.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Supply of Adult	per application	£500.00	£500.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Not exceeding 2,500 litres for each year	per application	£45.00	£45.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Exceeding 2,500 litres and not exceeding 50,000 litres for each year	per application	£61.00	£61.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Exceeding 50,000 litres for each year	per application	£128.00	£128.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Local Air Pollution Prevention and Control (LAPPC) charges (set by regulation)*	* refer to regulations for exact charging requirements				
Corporate Director Place	Environment	Public Protection (Env. Control)	Standard process	per application	£1,650.00	£1,650.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Additional fee for operating without a permit/ regulation 33 direction	per application	£1,188.00	£1,188.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Reduced fee activities	per application	£155.00	£155.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	(except VRs)	per application				
Corporate Director Place	Environment	Public Protection (Env. Control)	PVR I & II combined	per application	£257.00	£257.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Vehicle refinishers (VRs)	per application	£362.00	£362.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Env. Control)	Reduced fee activities:	per application	£71.00	£71.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Additional fee for operating with a permit/ regulation 33 direction	per application			£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Additional Fee Exercising Environment Agency Function in respect of single permit	per application	£279.00	£279.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Mobile plant (e.g. screening and crushing/cement batching etc) for each permit up to two in number	per application	£1,650.00	£1,650.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	For the third to seventh mobile plant permit application	per application	£985.00	£985.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	For the eighth and subsequent applications	per application	£498.00	£498.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Variation of permit under Reg 20- reduced fee activity	per application	£102.00	£102.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Variation of Permit under Reg 20 - Part B or any other solvent activity	per application	£1,050.00	£1,050.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Substantial change which the LA considers meets thresholds for Pt B or solvent emission activity	per application	£1,650.00	£1,650.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change) * (the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation where Part B installation is subject to reporting under the E-PRTR Regulation)	Additional Charge where Annual subsistence paid by instalments	£38.00	£38.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)		Standard process Low	£772.00	£772.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)		(+£99)*	(+£99)*	£0.00	0.0%	
Corporate Director Place	Environment	Public Protection (Env. Control)		Standard process Medium	£1,161.00	£1,161.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)		(+£149.00)*	(+£149.00)*	£0.00	0.0%	
Corporate Director Place	Environment	Public Protection (Env. Control)		Standard process High	£1,747.00	£1,747.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)		(+£198.00)*	(+£198.00)*	£0.00	0.0%	
Corporate Director Place	Environment	Public Protection (Env. Control)		Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Reduced fee activities Low	£79.00	£79.00	£0.00
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Reduced fee activities Med	£158.00	£158.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Reduced fee activities High	£237.00	£237.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	PVR I & II combined	£113.00	£113.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	PVR I & II combined	£226.00	£226.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	PVR I & II combined	£341.00	£341.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Vehicle refinishers - Low	£228.00	£228.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Vehicle refinishers - Med	£365.00	£365.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Vehicle refinishers - High	£548.00	£548.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Late payment fee 1 (new)	£52.00	£52.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	In respect installations the required report on with respect to EC regulation	£104.00	£104.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Additional Charge where LA exercises EA functions under Reg 33- Low risk	£104.00	£104.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Additional Charge where LA exercises EA functions under Reg 33- Medium risk	£156.00	£156.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	to confirm Low risk rating following change of operator	£78.00	£78.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Additional Charge where LA exercises EA functions under Reg 33 - High risk	£207.00	£207.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Reduced fee where below part B threshold, temporarily but will resume- All Subsistence's fees are reduced by 40% subject to terms & Admin fee	£52.00	£52.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Transfer	Standard process transfer	£169.00	£169.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Transfer	Standard process partial transfer	£497.00	£497.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Transfer	Standard process total transfer	£169.00	£169.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Transfer	Mobile Plant fixed period transfer to hirer	£53.00	£53.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Transfer	Second mobile plant instance, same authority - compliance	£0.00	£0.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Transfer	Second mobile plant instance, same authority - evidence of non compliance	£53.00	£53.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Transfer	New operator at low risk reduced fee activity	£75.00	£75.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Env. Control)	Transfer	Reduced fee activities: Partial Transfer	£47.00	£47.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Surrender	Notification of Surrender	£0.00	£0.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Substantial change	Standard process	£1,050.00	£1,050.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Substantial change	Standard process where the substantial change results in a new EPR activity	£1,650.00	£1,650.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Substantial change	Reduced fee activities	£102.00	£102.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	LAPPC mobile plant charges (set by regulation)					
Corporate Director Place	Environment	Public Protection (Env. Control)	Number of permits					
Corporate Director Place	Environment	Public Protection (Env. Control)	1	per application	£1,650	£1,650	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	2	per application	£1,650	£1,650	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	3	per application	£985	£985	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	4	per application	£985	£985	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	5	per application	£985	£985	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	6	per application	£985	£985	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	7	per application	£985	£985	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	8 and over	per application	£498	£498	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Number of permits					
Corporate Director Place	Environment	Public Protection (Env. Control)	1	Subsistence - low	£626	£626	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	2	Subsistence - low	£626	£626	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	3	Subsistence - low	£385	£385	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	4	Subsistence - low	£385	£385	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	5	Subsistence - low	£385	£385	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	6	Subsistence - low	£385	£385	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	7	Subsistence - low	£385	£385	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	8 and over	Subsistence - low	£198	£198	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Env. Control)	Number of permits					
Corporate Director Place	Environment	Public Protection (Env. Control)	1	subsistence - medium	£1,034	£1,034	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	2	subsistence - medium	£1,034	£1,034	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	3	subsistence - medium	£617	£617	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	4	subsistence - medium	£617	£617	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	5	subsistence - medium	£617	£617	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	6	subsistence - medium	£617	£617	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	7	subsistence - medium	£617	£617	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	8 and over	subsistence - medium	£314	£314	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Number of Permits					
Corporate Director Place	Environment	Public Protection (Env. Control)	1	subsistence - high	£1,551	£1,551	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	2	subsistence - high	£1,551	£1,551	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	3	subsistence - high	£924	£924	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	4	subsistence - high	£924	£924	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	5	subsistence - high	£924	£924	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	6	subsistence - high	£924	£924	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	7	subsistence - high	£924	£924	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	8 and over	subsistence - high	£473	£473	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	LA-IPPC (Part A2 charges) (set by regulation)					
Corporate Director Place	Environment	Public Protection (Env. Control)	Application	per application	£3,363.00	£3,363.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Late application additional fee	per application	£1,188.00	£1,188.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence Low	per application	£1,343.00	£1,343.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence Medium	per application	£1,507.00	£1,507.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence High	per application	£2,230.00	£2,230.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual subsistence charge- paid by instalments additional charge	per application	£38.00	£38.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Annual Subsistence charge- reduction	Reduced fee where below part B threshold, temporarily but will resume- All subsistence's fees are reduced by 40% subject to terms & Admin fee	£52.00	£52.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Late payment fee (New)	per application	£52.00	£52.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Substantial variation	per application	£1,368.00	£1,368.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Transfer	per application	£235.00	£235.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Partial transfer	per application	£698.00	£698.00	£0.00	0.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	Surrender	per application	£698.00	£698.00	£0.00	0.0%
Leisure, Culture & Communities								
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Archive certificates - Marriages	per certificate	£14.00	£14.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Archive certificates - Baptisms	per certificate	£14.00	£14.00	£0.00	0.0%
Planning								
Corporate Director Place	Planning	Planning	Planning Application (Householder applications) Alterations/Extensions to a single Dwelling house, including works within boundary	Single dwellinghouse	£206.00	£206.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning application (Outline applications) - Site area Not more than. 2.5 hectares	For each 0.1 hectare (or part thereof)	£462.00	£462.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning Application (outline applications) - Site area More that 2.5 hectares	£138 for each additional 0.1 hectare (or part thereof)Maximum fee £150,000	£11,432 +£138 Maximum fee of £150,000	£11,432 +£138 Maximum fee of £150,000	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning Application (Full applications and first submissions of Reserved Matters; or Technical Details Consent) - see below					
Corporate Director Place	Planning	Planning	Alterations/Extensions to dwellinghouse, including works within boundaries	Single dwellinghouse (or single flat)	£206.00	£206.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Alterations/Extensions to dwellinghouse, including works within boundaries	Two or more dwellinghouses (or two or more flats)	£407.00	£407.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	New dwellinghouses	Not more than 50 dwelling houses each	£462.00	£462.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	New dwellinghouses	£138.00 for each additional dwellinghouse in excess of 50.	£22,859 .00 + £138.00 Maximum fee of £300,000	£22,859 .00 + £138.00 Maximum fee of £300,000	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Planning							
Corporate Director Place	Planning	Planning	Planning Application (Full applications and first submissions of Reserved Matters; of Technical Details Consent) - Erection of buildings (not dwellinghouse, agricultural, glasshouse, plant nor machinery) see below					
Corporate Director Place	Planning	Planning	Gross floor space to be created by the development	No increase in gross floor space or no more than 40 square metres	£234.00	£234.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Gross floor space to be created by the development	More than 40 square metres but not more than 75 square metres	£462.00	£462.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Gross floor space to be created by the development	More 75 square metres but no more that 3,750 square , £462 for each 75 square metres (or part thereof)	£462.00	£462.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Gross floor space to be created by the development	More 3,750 square metres £138 for each additional 75 square metres(or part thereof)	£22,859 + £138 Maximum £300,000	£22,859 + £138 Maximum £300,000	£0.00	0.0%
Corporate Director Place	Planning	Planning	The erecting of buildings (on land used for agriculture for agricultural purposes) see below					
Corporate Director Place	Planning	Planning	Gross floor space to be created by the development	Not more than 465 square metres	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Gross floor space to be created by the development	More than 465 square metres but not more than 540 square metres	£462.00	£462.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Gross floor space to be created by the development	More than 540 square metres but not more than 4,215 square metres	£462 for first 540 square metres + £462 for each additional 75 square metres (or part thereof) in excess of £540 square metres	£462 for first 540 square metres + £462 for each additional 75 square metres (or part thereof) in excess of £540 square metres	£0.00	0.0%
Corporate Director Place	Planning	Planning	Gross floor space to be created by the development	More than 4,215 square metres	£22,589 + £138 for each additional 75 square metres (or part thereof) in excess of 4,215 square metres Maximum fee £300,000	£22,589 + £138 for each additional 75 square metres (or part thereof) in excess of 4,215 square metres Maximum fee £300,000	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Planning							
Corporate Director Place	Planning	Planning	Gross floor space to be created by the development, Erection of Glasshouses (on land used for purposes of agriculture)	Not more than 465 square metres	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Gross floor space to be created by the development, Erection of glasshouses (on land used for purposes of agriculture)	More than 465 square metres	£2,580.00	£2,580.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Erection/alterations/replacement of plant and machinery - Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)	£462 for each 0.1 hectare (or part thereof)	£0.00	0.0%
Corporate Director Place	Planning	Planning	Erection/alterations/replacement of plant and machinery - Site area	More than 5 hectares	£22,859 + £138 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares Maximum fee of £300,000	£22,859 + £138 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares Maximum fee of £300,000	£0.00	0.0%
Corporate Director Place	Planning	Planning	Applications other than Building Works, Car parks, service roads or other accesses	For existing uses	£234.00	£234.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction of storage of minerals) - SITE AREA	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)	£234 for each 0.1 hectare (or part thereof)	£0.00	0.0%
Corporate Director Place	Planning	Planning	Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction of storage of minerals) - SITE AREA	More than 15 hectares	£34,934 + £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £78,000	£34,934 + £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £78,000	£0.00	0.0%
Corporate Director Place	Planning	Planning	Operations connected with exploratory drilling of oil or natural gas - SITE AREA	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)	£508 for each 0.1 hectare (or part thereof)	£0.00	0.0%
Corporate Director Place	Planning	Planning	Operations connected with exploratory drilling of oil or natural gas - SITE AREA	More than 7.5 hectares	£38,070 + £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares Maximum fee £300,000	£38,070 + £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares Maximum fee £300,000	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Planning							
Corporate Director Place	Planning	Planning	Operations connected with exploratory drilling of oil or natural gas - SITE AREA	More than 15 hectares	£34934 + £138 for each additional 0.1 hectare (or part thereof) in excess of 1f 15 hectares Maximum fee £78,000	£34934 + £138 for each additional 0.1 hectare (or part thereof) in excess of 1f 15 hectares Maximum fee £78,000	£0.00	0.0%
Corporate Director Place	Planning	Planning	Applications other than Building Works. Operations (winning and working of minerals) excluding oil and natural gas - SITE AREA	Not more than 15 Hectares	£234.00 for each 0.1 hectare (or part thereof)	£234.00 for each 0.1 hectare (or part thereof)	£0.00	0.0%
Corporate Director Place	Planning	Planning	Applications other than Building Works. Operations (winning and working of minerals) excluding oil and natural gas - SITE AREA	More than 15 hectares	£34,934 = additional £138 for each 0.1 hectare in excess of 15 hectares Maximum fee of £78,000	£34,934 = additional £138 for each 0.1 hectare in excess of 15 hectares Maximum fee of £78,000	£0.00	0.0%
Corporate Director Place	Planning	Planning	Other operation (not coming within any of the above categories) - SITE AREA	Any site area	£234 for each 0.1 hectare (or part thereof) Maximum fee of £2,028	£234 for each 0.1 hectare (or part thereof) Maximum fee of £2,028	£0.00	0.0%
Corporate Director Place	Planning	Planning	Number of dwelling houses, Not more than 50 dwellinghouses	Each dwelling	£462.00	£462.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Number of dwelling houses, more than 50 dwellinghouses	Each dwelling	£22,859 + £138 for each additional dwellinghouses in excess of 50 Maximum fee £300,000	£22,859 + £138 for each additional dwellinghouses in excess of 50 Maximum fee £300,000	£0.00	0.0%
Corporate Director Place	Planning	Planning	Other changes of use of a building or land	each change of use	£462.00	£462.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Lawful Development Certificate - Existing use or operation - lawful not to comply with any condition or limitation	Per certificate	£234.00	£234.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Lawful Development Certificate - Proposed use or operation	Per certificate	50% of corresponding planning application	50% of corresponding planning application	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - See below					
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development Rights) - Additional Storeys on a home (from 30 July 2021)	Per application	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Larger Homes Extensions (from 19 August 2019)	Per application	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Agricultural and Forestry buildings & Operations	Per application	£96.00	£96.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Planning							
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Demolition of buildings	Per application	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Communications (Previously referred to as "Telecommunications Code Systems Operators")	Per application	£462.00	£462.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development rights) - Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (use Class C3) (From 1 August 2021	Per application	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A to a State Funded School	Per application	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	Per application	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)	Per application	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of Use of building and any land within its curtilage from Commercial/Business/Service (use Class E to Dwellinghouses (Use Class C3) (From 30 July 2021)	Each dwellinghouse	£100.00	£100.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	Per approval	£96.00 or £206 if it includes building operations in connection with the change of use	£96.00 or £206 if it includes building operations in connection with the change of use	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3)	Per approval	£96.00 or £206 if it includes building operations in connection with the change of use	£96.00 or £206 if it includes building operations in connection with the change of use	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	Per approval	£96.00 or £206 if it includes building operations in connection with the change of use	£96.00 or £206 if it includes building operations in connection with the change of use	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development rights) - Temporary Use of Building or land for the purpose of Commercial film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that use	Per approval	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development rights) - Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years	Per approval	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development rights) - Development Consisting of the Erection or Construction a Collection Facility within the Curtilage of a Shop	Per approval	£96.00	£96.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Planning							
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development rights) - Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to Capacity of 1 Megawatt	Per approval	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development rights) - Erection, extension, or alternation of a university building (from 21 April 2021)	Per approval	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development rights) - Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc (from 2 January 2022)	Per approval	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development rights) -Erection, extension or alteration on a closed defence site by or on behalf other Crown of single living accommodation and/or non-residential buildings (From 11 January 2022)	Per approval	£0 no fee set	£0 no fee set	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development rights) -Construction of new dwellinghouses (From 2 September 2020)	Not more than 50 dwelling houses each	£334.00	£334.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Prior Approval (under Permitted Development rights) -Construction of new dwellinghouses (From 2 September 2020)	More than 50 dwellinghouses	£16,25 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000	£16,25 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000	£0.00	0.0%
Corporate Director Place	Planning	Planning	Reserved Matters - Approval of reserved matters following outlying approval	Full fee due or if full fee already paid then	£462.00	£462.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Removal/Variation/Approval/Discharge of condition	following Grant of planning permission	£234.00	£234.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Discharge of condition(s) - Approval of details and/or confirmation that one or more planning condition have been compiled with	Householder permissions	£34.00	£34.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Discharge of condition(s) - Approval of details and/or confirmation that one or more planning condition have been compiled with	All other permissions	£116.00	£116.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Advertising	Relating to the business on the premises	£132.00	£132.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Advertising	Advance signs which are not situated on or visible from the site, directing the public to a business	£132.00	£132.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Advertising	Other advertisements	£462.00	£462.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Non-material Amendment Following a grant of Planning permission	Householder developments	£34.00	£34.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Non-material Amendment Following a grant of Planning permission	Any other development	£234.00	£234.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Permission in Principle	Site area	£402 for each 0.1 hectare (or part thereof)	£402 for each 0.1 hectare (or part thereof)	£0.00	0.0%
Highways Operations								
Corporate Director Place	Highways Operations	Highways	Hackney Carriage Vehicle - Initial Licence	Annual	£240.00	£240.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Hackney Carriage Vehicle - Annual Renewal	Annual	£227.00	£227.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Hackney/Private Hire Drivers - 3 year Initial Application	Annual	£293.00	£293.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Hackney/Private Hire Drivers - 3 year	Annual	£267.00	£267.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Private Carriage Vehicle - Initial Licence	Annual	£240.00	£240.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Private Carriage Vehicle - Annual Renewal	Annual	£227.00	£227.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Private Hire Operator - 5 year	Annual	£539.00	£539.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2023-24

Fees prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Highways Operations							
Corporate Director Place	Highways Operations	Highways	DBS check for all drivers licences	3 yearly	£60.00	£60.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Vehicle Transfer - (ownership vehicle - without new plates)	Per vehicle	£44.00	£44.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Vehicle Transfer - (Ownership with new plates, HCV to PHV, PHV to HCV & Private Hire)	Per vehicle	£88.00	£88.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Vehicle Transfer - (to another vehicle) Based on no. of months left on existing licence:	Per vehicle	See below	See below		
Corporate Director Place	Highways Operations	Highways	11 Months	Per vehicle	£74.00	£74.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	10 Months	Per vehicle	£85.00	£85.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	9 Months	Per vehicle	£96.00	£96.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	8 Months	Per vehicle	£107.00	£107.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	7 Months	Per vehicle	£118.00	£118.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	6 Months (Plates surrendered before fleet inspection due to be carried out)	Per vehicle	£129.00	£129.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	6 Months (fleet inspection carried out before plates surrendered)	Per vehicle	£156.00	£156.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	5 Months	Per vehicle	£166.00	£166.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	4 Months	Per vehicle	£178.00	£178.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	3 Months	Per vehicle	£189.00	£189.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	2 Months	Per vehicle	£200.00	£200.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	1 Month	Per vehicle	£211.00	£211.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Skips, Removals and Scaffolding Bay Suspension charges off street (Events as per policy)	Per event	£20.00	£30.00	£10.00	50.0%
Corporate Director Place	Highways Operations	Highways	Skips, Removals and Scaffolding Bay Suspension charges on street (Events as per policy)	Per event	£10.00	£20.00	£10.00	100.0%
Corporate Director Place	Highways Operations	Highways	Scrap Metal Site Licence (3 Years)	Per site	£667.10	£667.10	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Scrap Metal Collectors Licence (3 Years)	Per collector	£467.00	£467.00	£0.00	0.0%
PEOPLE								
	Education & Skills							
Corporate Director People	Education & Skills	Targeted Education	Missing school penalty - each parent is fined £60 which rises to £120 if not paid within 21 days	per parent per child	£60.00	£60.00	£0.00	0.0%
CHIEF EXECUTIVE								
	Legal & Governance							
Chief Executive	Legal & Governance	Customer Services	Blue Badge Admin fee	Per Badge	£10.00	£10.00	£0.00	0.0%

Excluded from the above

- Rents and Service charges
- All private sector lease properties and temporary accommodation rents
- Commercial Rents and Service charges
- Car parking
- Planning - Concessions

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - dangerous wild animals	per licence	£260.00	£280.00	£20.00	7.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - Dangerous wild animal - renewal	per renewal	£190.00	£205.00	£15.00	7.9%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - Dangerous wild animal - amendment of existing licence	per licence	£40.00	£45.00	£5.00	12.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - Zoo - initial application	per application	£945.00	£1,000.00	£55.00	5.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - Zoo - initial application under 14(1)a	per application	£135.00	£145.00	£10.00	7.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - Zoo - initial application under 14(1)b	per application	£185.00	£195.00	£10.00	5.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - Zoo - initial application under 14(2)	per application	£185.00	£195.00	£10.00	5.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - Zoo - grant/renewal (including annual visits) under 14(1) b	per application	£235.00	£250.00	£15.00	6.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - Zoo - grant/renewal (including annual visits) under 14(2)	per application	£530.00	£575.00	£45.00	8.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - Zoo - grant/renewal (including annual visits) full zoo licence	per licence	£1,150.00	£1,250.00	£100.00	8.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Licensing - Zoo - amendment existing licence	per licence	£40.00	£45.00	£5.00	12.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	First Hour	£0.00	£100.00	NEW	NEW
Corporate Director Place	Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	First Hour - film festival (1-25 films)	£0.00	£110.00	NEW	NEW
Corporate Director Place	Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	First Hour - film festival (26-50 films)	£0.00	£130.00	NEW	NEW
Corporate Director Place	Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	Additional fee for each additional 15 minutes or part thereof	£0.00	£20.00	NEW	NEW
Corporate Director Place	Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	Admin Fee - general	£0.00	£25.00	NEW	NEW
Corporate Director Place	Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	Admin Fee - film festival (1-25)	£0.00	£35.00	NEW	NEW
Corporate Director Place	Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	Admin Fee - film festival (26-50)	£0.00	£35.00	NEW	NEW
Corporate Director Place	Environment	Public Protection (Food & Safety)	Transfer of Licence	per application	£8.00	£10.00	£2.00	25.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Replacement of Licence	per application	£20.00	£25.00	£5.00	25.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	File Search	per application	£80.00	£90.00	£10.00	12.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Sex Establishments - initial application	per licence	£1,900.00	£2,000.00	£100.00	5.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Sex Establishments - fee for annual renewal or transfer	per licence	£950.00	£1,000.00	£50.00	5.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Sexual Entertainments Venues - Initial application	per licence	£3,500.00	£3,700.00	£200.00	5.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Sexual Entertainments Venues - renewal	per licence	£1,800.00	£1,900.00	£100.00	5.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Hypnotism Permit - One off event	per licence	£115.00	£120.00	£5.00	4.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - New application	per application	£135.00	£140.00	£5.00	3.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - renewal	per application	£100.00	£105.00	£5.00	5.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - grant fee yr 1 new	per application	£195.00	£215.00	£20.00	10.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - grant fee yr 1 renewal	per application	£175.00	£195.00	£20.00	11.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - grant fee yr 2 New	per application	£230.00	£245.00	£15.00	6.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - grant fee yr 2 renewal	per application	£215.00	£230.00	£15.00	7.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals grant fee yr 3 New	per application	£280.00	£310.00	£30.00	10.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals grant fee yr 3 renewal	per application	£250.00	£280.00	£30.00	12.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - application New	per application	£160.00	£165.00	£5.00	3.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - application renewal	per application	£115.00	£120.00	£5.00	4.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 1 New	per application	£215.00	£235.00	£20.00	9.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 1 renewal	per application	£195.00	£215.00	£20.00	10.3%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 2 New	per application	£260.00	£285.00	£25.00	9.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 2 renewal	per application	£235.00	£260.00	£25.00	10.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 3 New	per application	£325.00	£355.00	£30.00	9.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 3 renewal	per application	£295.00	£325.00	£30.00	10.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - New application	per application	£245.00	£250.00	£5.00	2.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - renewal	per application	£130.00	£135.00	£5.00	3.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 1 New	per application	£245.00	£270.00	£25.00	10.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 1 renewal	per application	£220.00	£245.00	£25.00	11.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 2 New	per application	£315.00	£345.00	£30.00	9.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 2 renewal	per application	£285.00	£315.00	£30.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 3 New	per application	£380.00	£415.00	£35.00	9.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 3 renewal	per application	£340.00	£375.00	£35.00	10.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Home boarding - Franchise , Arranger Licence New	per application	£135.00	£145.00	£10.00	7.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Home boarding - Franchise , Arranger Licence Renewal	per application	£75.00	£85.00	£10.00	13.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Admin fee update of Arranger Licence	per request	£20.00	£25.00	£5.00	25.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Home boarding - Host Family out of scope one off payment	per application	£125.00	£135.00	£10.00	8.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - New application	per application	£135.00	£140.00	£5.00	3.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - Renewal	per application	£100.00	£105.00	£5.00	5.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 1 New	per application	£195.00	£210.00	£15.00	7.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 1 renewal	per application	£175.00	£190.00	£15.00	8.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 2 New	per application	£230.00	£245.00	£15.00	6.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 2 renewal	per application	£215.00	£230.00	£15.00	7.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 3 New	per application	£280.00	£305.00	£25.00	8.9%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 3 renewal	per application	£250.00	£275.00	£25.00	10.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - New application	per application	£160.00	£165.00	£5.00	3.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - Renewal	per application	£115.00	£120.00	£5.00	4.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 1 New	per application	£215.00	£235.00	£20.00	9.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 1 renewal	per application	£195.00	£215.00	£20.00	10.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 2 New	per application	£260.00	£285.00	£25.00	9.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 2 renewal	per application	£235.00	£260.00	£25.00	10.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 3 New	per application	£325.00	£355.00	£30.00	9.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 3 renewal	per application	£295.00	£325.00	£30.00	10.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - New application	per application	£170.00	£175.00	£5.00	2.9%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - Renewal	per application	£130.00	£135.00	£5.00	3.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 1 New	per application	£245.00	£260.00	£15.00	6.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 1 renewal	per application	£220.00	£245.00	£25.00	11.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 2 New	per application	£315.00	£345.00	£30.00	9.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 2 renewal	per application	£285.00	£315.00	£30.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 3 New	per application	£380.00	£420.00	£40.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 3 renewal	per application	£340.00	£380.00	£40.00	11.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals -New	per application	£200.00	£210.00	£10.00	5.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals -Renewal	per application	£150.00	£160.00	£10.00	6.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 1 New	per application	£260.00	£285.00	£25.00	9.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 1 renewal	per application	£235.00	£260.00	£25.00	10.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 2 New	per application	£325.00	£355.00	£30.00	9.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 2 renewal	per application	£295.00	£325.00	£30.00	10.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 3 New	per application	£380.00	£420.00	£40.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 3 renewal	per application	£340.00	£380.00	£40.00	11.8%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -New application	per application	£230.00	£240.00	£10.00	4.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -Renewal	per application	£165.00	£175.00	£10.00	6.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 1 New	per application	£270.00	£295.00	£25.00	9.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 1 renewal	per application	£245.00	£270.00	£25.00	10.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 2 New	per application	£335.00	£370.00	£35.00	10.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 2 renewal	per application	£300.00	£335.00	£35.00	11.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 3 New	per application	£380.00	£420.00	£40.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 3 renewal	per application	£340.00	£380.00	£40.00	11.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - up to 10 animals - New Application	per application	£165.00	£170.00	£5.00	3.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - up to 10 animals - Renewal	per application	£125.00	£130.00	£5.00	4.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries- up to 10 animals - grant fee yr 1 New	per application	£215.00	£225.00	£10.00	4.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - up to 10 animals - grant fee yr 1 renewal	per application	£195.00	£205.00	£10.00	5.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries- up to 10 animals - grant fee yr 2 New	per application	£260.00	£270.00	£10.00	3.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - up to 10 animals - grant fee yr 2 renewal	per application	£235.00	£245.00	£10.00	4.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - up to 10 animals - grant fee yr 3 New	per application	£325.00	£335.00	£10.00	3.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries- up to 10 animals - grant fee yr 3 renewal	per application	£295.00	£305.00	£10.00	3.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 11 to 30 animals - New Application	per application	£185.00	£190.00	£5.00	2.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 11 to 30 animals - Renewal	per application	£140.00	£145.00	£5.00	3.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 11 to 30 animals - grant fee yr 1 New	per application	£245.00	£255.00	£10.00	4.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 11 to 30 animals - grant fee yr 1 Renewal	per application	£220.00	£230.00	£10.00	4.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 11 to 30 animals - grant fee yr 2 New	per application	£315.00	£330.00	£15.00	4.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries, - 11 to 30 animals - grant fee yr 2 renewal	per application	£285.00	£300.00	£15.00	5.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries 11 to 30 animals - grant fee yr 3 New	per application	£380.00	£400.00	£20.00	5.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries 11 to 30 animals - grant fee yr 3 renewal	per application	£340.00	£360.00	£20.00	5.9%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -New Application	per application	£225.00	£230.00	£5.00	2.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -Renewal	per application	£170.00	£175.00	£5.00	2.9%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 1 New	per application	£260.00	£275.00	£15.00	5.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 1 renewal	per application	£235.00	£250.00	£15.00	6.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 2 New	per application	£325.00	£340.00	£15.00	4.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 2 renewal	per application	£295.00	£310.00	£15.00	5.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 3 New	per application	£380.00	£400.00	£20.00	5.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 3 renewal	per application	£340.00	£360.00	£20.00	5.9%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries- 61 plus animals New	per application	£225.00	£240.00	£15.00	6.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries 61 plus animals -Renewal	per application	£190.00	£200.00	£10.00	5.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries 61 plus animals -grant fee yr 1 New	per application	£270.00	£280.00	£10.00	3.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries 61 plus animals -grant fee yr 1 renewal	per application	£245.00	£255.00	£10.00	4.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries 61 plus animals -grant fee yr 2 New	per application	£335.00	£355.00	£20.00	6.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries 61 plus animals -grant fee yr 2 Renewal	per application	£300.00	£320.00	£20.00	6.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries 61 plus animals -grant fee yr 3 New	per application	£380.00	£400.00	£20.00	5.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Catteries- 61 plus animals -grant fee yr 3 renewal	per application	£340.00	£360.00	£20.00	5.9%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - up to 10 animals - New Application	per application	£165.00	£170.00	£5.00	3.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - up to 10 animals - Renewal	per application	£125.00	£130.00	£5.00	4.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 1 New	per application	£215.00	£235.00	£20.00	9.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 1 Renewal	per application	£195.00	£215.00	£20.00	10.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 2 New	per application	£260.00	£285.00	£25.00	9.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 2 Renewal	per application	£235.00	£260.00	£25.00	10.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 3 New	per application	£325.00	£355.00	£30.00	9.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 3 renewal	per application	£295.00	£325.00	£30.00	10.2%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals - New Application	per application	£185.00	£195.00	£10.00	5.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -Renewal	per application	£140.00	£150.00	£10.00	7.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -grant fee yr 1 New	per application	£245.00	£270.00	£25.00	10.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -grant fee yr 1 Renewal	per application	£220.00	£245.00	£25.00	11.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -grant fee yr 2 New	per application	£315.00	£345.00	£30.00	9.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -grant fee yr 2 Renewal	per application	£285.00	£315.00	£30.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -grant fee yr 3 New	per application	£380.00	£420.00	£40.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels -11 to 30 animals -grant fee yr 3 renewal	per application	£340.00	£380.00	£40.00	11.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals - New Application	per application	£225.00	£235.00	£10.00	4.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals - Renewal	per application	£170.00	£180.00	£10.00	5.9%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 1 New	per application	£260.00	£285.00	£25.00	9.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 1 Renewal	per application	£235.00	£260.00	£25.00	10.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 2 New	per application	£325.00	£355.00	£30.00	9.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 2 renewal	per application	£295.00	£325.00	£30.00	10.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 3 New	per application	£380.00	£420.00	£40.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 3 renewal	per application	£340.00	£380.00	£40.00	11.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals - New Application	per application	£225.00	£250.00	£25.00	11.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -Renewal	per application	£190.00	£210.00	£20.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 1 New	per application	£270.00	£285.00	£15.00	5.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 1 renewal	per application	£245.00	£260.00	£15.00	6.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 2 New	per application	£335.00	£370.00	£35.00	10.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 2 renewal	per application	£300.00	£335.00	£35.00	11.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 3 New	per application	£380.00	£420.00	£40.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 3 Renewal	per application	£340.00	£380.00	£40.00	11.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 100+ animals - New Application	per application	£285.00	£310.00	£25.00	8.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 100+ animals - Renewal	per application	£215.00	£240.00	£25.00	11.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 1 New	per application	£280.00	£310.00	£30.00	10.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 1 Renewal	per application	£250.00	£280.00	£30.00	12.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 2 New	per application	£345.00	£380.00	£35.00	10.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 2 Renewal	per application	£300.00	£335.00	£35.00	11.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 3 New	per application	£380.00	£420.00	£40.00	10.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 3 renewal	per application	£340.00	£380.00	£40.00	11.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding 1 -5 Bitches New application	per application	£230.00	£255.00	£25.00	10.9%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding 1 -5 Bitches Renewal	per application	£185.00	£210.00	£25.00	13.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding 6-10 Bitches New application	per application	£265.00	£290.00	£25.00	9.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding 6- 10 Bitches Renewal	per application	£215.00	£240.00	£25.00	11.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding - 11 Plus bitches - New Application	per application	£310.00	£335.00	£25.00	8.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding - 11 Plus Bitches - Renewal	per application	£250.00	£275.00	£25.00	10.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding grant fee yr 1 New	per application	£295.00	£320.00	£25.00	8.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding grant fee yr 1 renewal	per application	£270.00	£295.00	£25.00	9.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding grant fee yr 2 - New	per application	£385.00	£405.00	£20.00	5.2%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding - grant fee yr 2 renewal	per application	£345.00	£365.00	£20.00	5.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding - grant fee yr 3 New	per application	£455.00	£480.00	£25.00	5.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Dog Breeding -- grant fee yr 3 renewal	per application	£415.00	£440.00	£25.00	6.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of horses - up to 10 Horses New Application	per application	£135.00	£145.00	£10.00	7.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of Horses up to 10 Horses Renewal	per application	£100.00	£110.00	£10.00	10.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of horses 11-20 Horses New Application	per application	£135.00	£150.00	£15.00	11.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of horses 11-20 Horses Renewal	per application	£100.00	£110.00	£10.00	10.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of horses 21 Plus Horses New Application	per application	£165.00	£180.00	£15.00	9.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of horses 21 Plus Horses Renewal	per application	£125.00	£140.00	£15.00	12.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of Horses -grant fee yr 1 New	per application	£130.00	£140.00	£10.00	7.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of Horses -grant fee yr 1 renewal	per application	£115.00	£125.00	£10.00	8.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of Horses -grant fee yr 2 New	per application	£180.00	£190.00	£10.00	5.6%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of Horses - grant fee yr 2 renewal	per application	£160.00	£170.00	£10.00	6.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of Horses - grant fee yr 3 New	per application	£225.00	£235.00	£10.00	4.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Hiring of Horses - grant fee yr 3 renewal	per application	£200.00	£210.00	£10.00	5.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Selling Animals as Pets (under 10 species) New and Renewal	per application	£175.00	£185.00	£10.00	5.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Selling Animals as Pets (Over 10 species) New and Renewal	per application	£215.00	£230.00	£15.00	7.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Selling Animals as Pets (Under 10 species) grant fee yr 1	per application	£245.00	£260.00	£15.00	6.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Selling Animals as Pets (under 10 species) grant fee yr2	per application	£315.00	£330.00	£15.00	4.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Selling Animals as Pets (under 10 species) grant fee yr3	per application	£380.00	£398.00	£18.00	4.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Selling Animals as Pets (over 10 species) grant fee Y1	per application	£270.00	£300.00	£30.00	11.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Selling Animals as Pets (over 10 species) grant fee Y2	per application	£340.00	£380.00	£40.00	11.8%
Corporate Director Place	Environment	Public Protection (Licensing)	Selling Animals as Pets (over 10 species) grant fee Y3	per application	£390.00	£430.00	£40.00	10.3%
Corporate Director Place	Environment	Public Protection (Licensing)	Exhibition of Animals New	per application	£175.00	£185.00	£10.00	5.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Exhibition of Animals Renewal	per application	£135.00	£145.00	£10.00	7.4%
Corporate Director Place	Environment	Public Protection (Licensing)	Exhibition of Animals grant fee New	per application	£225.00	£240.00	£15.00	6.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Exhibition of Animals grant fee renewal	per application	£200.00	£215.00	£15.00	7.5%
Corporate Director Place	Environment	Public Protection (Licensing)	Cancellation of inspection - less than 24hrs notice	per application	£0.00	£40.00	NEW	NEW
Corporate Director Place	Environment	Public Protection (Licensing)	Variation of Licence (no inspection required)	per application	£55.00	£60.00	£5.00	9.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Variation of Licence (inspection required)	per application	£75.00	£80.00	£5.00	6.7%
Corporate Director Place	Environment	Public Protection (Licensing)	Re-evaluation of rating	per application	£55.00	£60.00	£5.00	9.1%
Corporate Director Place	Environment	Public Protection (Licensing)	Copy of licence / lost / stolen / damaged etc	per application	£20.00	£25.00	£5.00	25.0%
Corporate Director Place	Environment	Public Protection (Licensing)	Cancellation of inspection within 24 hours of arranged inspection (to be paid prior to any new inspection agreed)	per cancellation	£0.00	£40.00	NEW	NEW
Corporate Director Place	Environment	Public Protection (Dog Warden)	Kennel Charge (1 Day)	per day	£17.00	£20.00	£3.00	17.6%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Kennel Charge (2 Days)	per day	£34.00	£38.00	£4.00	11.8%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Kennel Charge (3 Days)	per day	£50.00	£55.00	£5.00	10.0%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Kennel Charge (4 Days)	per day	£66.00	£70.00	£4.00	6.1%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Kennel Charge (5 Days)	per day	£84.00	£90.00	£6.00	7.1%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Kennel Charge (6 Days)	per day	£100.00	£108.00	£8.00	8.0%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Kennel Charge (7 Days)	per day	£118.00	£126.00	£8.00	6.8%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Kennel Charge (8 Days)	per day	£134.00	£140.00	£6.00	4.5%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Stray Dog Administration Fee	per admin fee	£26.00	£30.00	£4.00	15.4%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Dog Warden)	Dog Walking Licence Application to cover 2 years	per application	£90.00	£95.00	£5.00	5.6%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Dog Walking Licence Application to cover 2 years (with existing animal licence)	per application	£75.00	£80.00	£5.00	6.7%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Dog Walking Licence Renewal	per application	£75.00	£80.00	£5.00	6.7%
Corporate Director Place	Environment	Public Protection (Dog Warden)	Dog Walking Licence Renewal (with existing animal licence)	per application	£75.00	£77.00	£2.00	2.7%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - initial application (premises & 1 person)	per application	£180.00	£200.00	£20.00	11.1%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - additional person	per application	£45.00	£50.00	£5.00	11.1%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - additional activity to existing registration	per activity	£80.00	£90.00	£10.00	12.5%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - transfer of premises registration	per registration	£180.00	£200.00	£20.00	11.1%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - change of address for personal registration	per registration	£18.00	£25.00	£7.00	38.9%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Unfit food - voluntary surrender certificate (up to £1,000 value)	per certificate	£120.00	£130.00	£10.00	8.3%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Unfit food - voluntary surrender certificate (£1,000 to £10,000)	per certificate	£140.00	£150.00	£10.00	7.1%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Unfit food - voluntary surrender certificate (over £10,000)	per certificate	£150.00	£165.00	£15.00	10.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Export Certificate (each)	per certificate	£125.00	£135.00	£10.00	8.0%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Food Safety Premises Endorsement for Export Certificate	per certificate	£75.00	£85.00	£10.00	13.3%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Food labelling advice (per hour)	per hour	£90.00	£95.00	£5.00	5.6%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Food Hygiene Rating System revisit charge	per visit	£180.00	£200.00	£20.00	11.1%
Corporate Director Place	Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - copy of inspection report - lost/damaged (FBO request only)	per application	New	£25.00	New	New
Corporate Director Place	Environment	Public Protection (Trading Standards)	Public Protection - weights & measures - first nozzle tested per site	per site	£175.00	£185.00	£10.00	5.7%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Public Protection - weights & measures - equipment submitted under the measuring instruments (EEC Requirements) Regulations - per hour including travel time	per hour	£90.00	£95.00	£5.00	5.6%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Public Protection - weights & measures - Public weigh bridge operator training	per hour	£90.00	£95.00	£5.00	5.6%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Public Protection - Trading Standards - file search fees	per search	£90.00	£95.00	£5.00	5.6%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Public Protection - Trading Standards - Business advice fee	per search	£90.00	£95.00	£5.00	5.6%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - sole trader	annual fee	£0.00	£160.00	NEW	NEW
Corporate Director Place	Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - sole trader	application	£0.00	£20.00	NEW	NEW

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 1-5 employees	annual fee	£250.00	£270.00	£20.00	8.0%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 1-5 employees	application	£120.00	£145.00	£25.00	20.8%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 6-20 employees	annual fee	£375.00	£405.00	£30.00	8.0%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 6-20 employees	application	£167.00	£200.00	£33.00	19.8%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 21 - 49 employees	annual fee	£500.00	£540.00	£40.00	8.0%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 21 - 49 employees	application	£208.00	£250.00	£42.00	20.2%
Corporate Director Place	Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - over 50 employees.	annual fee	POA	POA		
Corporate Director Place	Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - over 50 employees.	application	POA	POA		
Corporate Director Place	Environment	Public Protection (Env. Control)	Public Protection - Contaminated land search	per search	£145.00	£150.00	£5.00	3.4%
Corporate Director Place	Environment	Public Protection (Env. Control)	Public Protection - Contaminated land search	per search	£190.00	£200.00	£10.00	5.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	Public Protection - Verified air quality data	per verification	£165.00	£172.00	£7.00	4.2%
Corporate Director Place	Environment	Public Protection (Env. Control)	Public Protection - Exhumation (coordination and attendance)	per exhumation	£270.00	£300.00	£30.00	11.1%
Corporate Director Place	Environment	Public Protection (Env. Control)	Public Health funerals charge (where funds in estate)	per item	£2,440	£2,500	£60.00	2.5%
Corporate Director Place	Environment	Public Protection (Env. Control)	Public Health funerals charge (where funds in estate) (burial)	per item	£4,300	£4,400	£100.00	2.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	Public Protection - Exhumation (coordination and attendance)	per exhumation	£270.00	£300.00	£30.00	11.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Rodents for up to 3 visits	3 visits	£120.00	£130.00	£10.00	8.3%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Rodents for up to 3 visits - concessionary price	3 visits	£60.00	£65.00	£5.00	8.3%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Rodents (additional charge per visit if required to complete existing treatment)	per visit	£36.00	£40.00	£4.00	11.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Rodents (additional charge per visit if required to complete existing treatment) - concessionary price	per visit	£18.00	£20.00	£2.00	11.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Wasps	per visit	£72.00	£75.00	£3.00	4.2%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Wasps additional nest at same time	additional nest	£17.00	£18.00	£1.00	5.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Wasps - concessionary price	per visit	£44.00	£46.00	£2.00	4.5%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Wasps -additional nest at same time concessionary price	additional nest	£11.00	£12.00	£1.00	9.1%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Cluster flies including 2 loft spaces	2 loft spaces	£115.00	£125.00	£10.00	8.7%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Cluster flies - each additional loft	additional loft	£22.00	£24.00	£2.00	9.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Cluster flies including 2 loft spaces - concessionary price	2 loft spaces	£75.00	£78.00	£3.00	4.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Cluster flies - each additional loft- concessionary price	additional loft	£14.00	£15.00	£1.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 2 bedrooms	2 bedrooms	£120.00	£130.00	£10.00	8.3%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 2 bedrooms - concessionary price	2 bedrooms	£75.00	£78.00	£3.00	4.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 3 bedrooms	3 bedrooms	£140.00	£150.00	£10.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 3 bedrooms - concessionary price	3 bedrooms	£90.00	£95.00	£5.00	5.6%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 4 bedrooms	4 bedrooms	£160.00	£167.00	£7.00	4.4%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 4 bedrooms - concessionary price	4 bedrooms	£103.00	£108.00	£5.00	4.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Fleas over 5 bedrooms price on application	5 bedrooms	price on application			
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Carpet moths 1 bedrooms	1 bedroom	£100.00	£105.00	£5.00	5.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Carpet moths 2 bedrooms	2 bedrooms	£120.00	£130.00	£10.00	8.3%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Carpet moths 2 bedrooms- concessionary price	2 bedrooms	£75.00	£78.00	£3.00	4.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Carpet Moths up to 3 bedrooms	3 bedrooms	£140.00	£150.00	£10.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Carpet Moths up to 3 bedrooms - concessionary price	3 bedrooms	£90.00	£94.00	£4.00	4.4%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Carpet Moths 4 bedrooms	4 bedrooms	£160.00	£167.00	£7.00	4.4%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Carpet Moths up to 4 bedrooms - concessionary price	4 bedrooms	£103.00	£108.00	£5.00	4.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Carpet Moths over 5 bedrooms price on application	5 bedrooms	price on application			
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Ants up to 3 bedrooms	3 bedrooms	£140.00	£150.00	£10.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Ants up to 3 bedrooms - concessionary price	3 bedrooms	£90.00	£94.00	£4.00	4.4%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Ants - each additional bedroom	additional bedroom	£28.00	£30.00	£2.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Mink and rabbits - per hour	per hour	£103.00	£110.00	£7.00	6.8%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Squirrel Trapping (max. of 2 weeks treatment) customer to check trap	per treatment	£156.00	£165.00	£9.00	5.8%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Squirrels (max. of 2 weeks treatment) - customer to check trap concessionary price	per treatment	£100.00	£106.00	£6.00	6.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Squirrels per hour min 2 hours (where pest control check the traps)	per hour	£104.00	£110.00	£6.00	5.8%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Squirrels per hour min 2 hours (where pest control check the traps) - concessionary price	per hour	£70.00	£75.00	£5.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Squirrels bait Only where officers feels appropriate Indoor only	per treatment	£120.00	£125.00	£5.00	4.2%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Squirrels bait Only where officers feels appropriate Indoor only - concessionary price	per treatment	£73.00	£76.00	£3.00	4.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Cockroaches (2 visits)	2 visits	£305.00	£320.00	£15.00	4.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Cockroaches (2 visits) - concessionary price	2 visits	£196.00	£204.00	£8.00	4.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Cockroaches (additional visit)	additional visit	£110.00	£115.00	£5.00	4.5%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Cockroaches (additional visit) - concessionary price	additional visit	£71.00	£74.00	£3.00	4.2%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Bedbugs 1 Bedroom House	1 bedroom	£305.00	£320.00	£15.00	4.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Bedbugs 1 Bedroom House - concessionary price	1 bedroom	£196.00	£204.00	£8.00	4.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Bedbugs each additional bedroom	additional bedroom	£110.00	£115.00	£5.00	4.5%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Bedbugs each additional bedroom - concessionary price	additional bedroom	£71.00	£74.00	£3.00	4.2%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Bedbug survey fee	per survey	£78.00	£82.00	£4.00	5.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Bedbug survey fee - concessionary price	per survey	£51.00	£55.00	£4.00	7.8%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Advice visit fee if no treatment necessary	per advice	£42.00	£45.00	£3.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Drain smoke test only as part of pest treatment	per test	£50.00	£54.00	£4.00	8.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Drain CCTV survey only as part of pest treatment	per test	£140.00	£150.00	£10.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Drain CCTV survey concessionary price	per test	£92.00	£96.00	£4.00	4.3%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Visits where no material used	per visit	£68.00	£71.00	£3.00	4.4%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Additional cost if invoice required	per invoice	£42.00	£44.00	£2.00	4.8%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - End of tenancy/house purchase inspection	per inspection	£55.00	£60.00	£5.00	9.1%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Moles (max. of 2 weeks treatment) customer to check trap	per treatment	£156.00	£165.00	£9.00	5.8%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Moles (max. of 2 weeks treatment) - customer to check trap concessionary price	per treatment	£100.00	£106.00	£6.00	6.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Moles per hour min 2 hours (where pest control check the traps)	per hour	£104.00	£110.00	£6.00	5.8%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Rodents per hour (External or both Internal & External)	per hour	£103.00	£108.00	£5.00	4.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Squirrels per hour	per hour	£103.00	£108.00	£5.00	4.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Wasps - advance payment	per payment	£73.00	£76.00	£3.00	4.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Wasps invoiced	per invoice	£115.00	£125.00	£10.00	8.7%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Multiple wasp nest in same visit	per visit	£17.00	£18.00	£1.00	5.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Bedbugs / cockroaches per hour	per hour	£103.00	£108.00	£5.00	4.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Insects per hour	per hour	£103.00	£108.00	£5.00	4.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Call out fee if no treatment necessary	call out	£54.00	£57.00	£3.00	5.6%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Contract rate	per contract	£99.00	£104.00	£5.00	5.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Invoice fee if not commercial	per invoice	£42.00	£45.00	£3.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing with sticky traps & Bulbs	per service	£50.00	£54.00	£4.00	8.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing with bulbs	per service	£40.00	£44.00	£4.00	10.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing no materials	per service	£30.00	£32.00	£2.00	6.7%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing as a Contract Visit Sticky Traps & Bulbs	per service	£40.00	£44.00	£4.00	10.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing as a Contract Visit Sticky Traps	per service	£30.00	£32.00	£2.00	6.7%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing as a contract visit no materials	per service	£20.00	£22.00	£2.00	10.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Wasp trap (during treatment)	per trap	£17.00	£18.00	£1.00	5.9%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Wasp trap (with survey fee)	per trap	£48.00	£50.00	£2.00	4.2%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Drain stopper 4 inch (100mm)	per item	£24.00	£26.00	£2.00	8.3%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Drain stopper 4 inch (100mm) fitted	per item	£66.00	£70.00	£4.00	6.1%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Drain stopper 6 inch (150 mm)	per item	£31.00	£34.00	£3.00	9.7%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Drain stopper 6 inch (150 mm) fitted	per item	£72.00	£78.00	£6.00	8.3%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Rat Wall 4 inch fitted	per item	£195.00	£200.00	£5.00	2.6%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Rat Wall 6 inch fitted	per item	£240.00	£250.00	£10.00	4.2%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Bayer Flying Insect spray or similar	per item	£15.00	£16.00	£1.00	6.7%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Moth trap - Diamond	per item	£4.90	£5.50	£0.60	12.2%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Moth trap - Blk & white	per item	£5.50	£6.00	£0.50	9.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Odour Control - Odour Counteractant	per item	£7.90	£8.50	£0.60	7.6%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Insect identification	per item	£22.00	£25.00	£3.00	13.6%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - bed bug moats	per item	£27.00	£30.00	£3.00	11.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - sealing around pipes (with a treatment)	per item	£32.00	£35.00	£3.00	9.4%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - air vents small Plastic	per item	£28.00	£30.00	£2.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - air vents Small stainless steel	per item	£34.00	£37.00	£3.00	8.8%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - air vents medium Plastic	per item	£31.00	£34.00	£3.00	9.7%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - air vents medium stainless steel	per item	£38.00	£40.00	£2.00	5.3%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - air vents large Plastic	per item	£34.00	£37.00	£3.00	8.8%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - air vents large stainless steel	per item	£42.00	£45.00	£3.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Mole trap pack	per item	£70.00	£75.00	£5.00	7.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Electric Fly Killer(EFK) White (Exc. fitting)	per item	£170.00	£185.00	£15.00	8.8%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Electric fly Killer (EFK) Silver (Exc. fitting)	per item	£200.00	£220.00	£20.00	10.0%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Electric Fly Killer (EFK) Cluster Flies White (Exc. fitting)	per item	£180.00	£200.00	£20.00	11.1%
Corporate Director Place	Environment	Public Protection (Pest Control)	Pest Control - Redtop fly trap	per item	£19.00	£21.00	£2.00	10.5%
Corporate Director Place	Environment	Public Protection (Pest Control)	Electric Fly Killer (EFK) LED White (Exc. Fitting) NEW	per item	£300.00	£320.00	£20.00	6.7%
Corporate Director Place	Environment	Public Protection (ASB)	Anti-Social Behaviour - Charge for closure orders under the Anti-social Behaviour, Crime and Policing Act 2014	per order	£400.00	£430	£30.00	7.5%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Env. Control)	PRIVATE WATER SUPPLIES					
Corporate Director Place	Environment	Public Protection (Env. Control)	Single domestic sampling cost *	per item	£114.00	£120	£6.00	5.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	Single domestic risk assessment*	per item	£170.00	£185	£15.00	8.8%
Corporate Director Place	Environment	Public Protection (Env. Control)	Single domestic Investigation*	per item	£140.00	£148	£8.00	5.7%
Corporate Director Place	Environment	Public Protection (Env. Control)	Single domestic authorised departure	per item	£114.00	£120	£6.00	5.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	<10 m3/day residential risk assessment	per item	£320.00	£340	£20.00	6.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	<10 m3/day residential risk assessment with safer water pack completed self assessment	per item	£230.00	£250	£20.00	8.7%
Corporate Director Place	Environment	Public Protection (Env. Control)	<10 m3/day residential sampling cost (plus actual analysis cost)	per item	£120.00	£130	£10.00	8.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	<10 m3/day residential investigation	per item	£140.00	£148	£8.00	5.7%
Corporate Director Place	Environment	Public Protection (Env. Control)	<10 m3/day residential authorised departure *	per item	£104.00	£110	£6.00	5.8%
Corporate Director Place	Environment	Public Protection (Env. Control)	<10 m3/day commercial risk assessment	per item	£320.00	£340	£20.00	6.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	<10 m3/day commercial risk assessment with safer water pack completed self assessment	per item	£230.00	£250	£20.00	8.7%
Corporate Director Place	Environment	Public Protection (Env. Control)	<10 m3/day commercial sampling cost incl collection cost	per item	£125.00	£130	£5.00	4.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	<10 m3/day commercial investigation	per item	£145.00	£155	£10.00	6.9%
Corporate Director Place	Environment	Public Protection (Env. Control)	<10 m3/day commercial authorised departure	per item	£140.00	£148	£8.00	5.7%
Corporate Director Place	Environment	Public Protection (Env. Control)	10 - 100 m3/day sampling cost (plus actual analysis cost)	per item	£125.00	£130	£5.00	4.0%
Corporate Director Place	Environment	Public Protection (Env. Control)	10 - 100 m3/day risk assessment	per item	£420.00	£440	£20.00	4.8%
Corporate Director Place	Environment	Public Protection (Env. Control)	10 - 100 m3/day risk assessment with safer water pack completed self assessment	per item	£320.00	£340	£20.00	6.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	10 - 100 m3/day investigation*	per item	£165.00	£175	£10.00	6.1%
Corporate Director Place	Environment	Public Protection (Env. Control)	10 - 100 m3/day authorised departure*	per item	£165.00	£175	£10.00	6.1%
Corporate Director Place	Environment	Public Protection (Env. Control)	100 - 1000 m3/day sampling cost (plus actual analysis cost)	per item	£140.00	£148	£8.00	5.7%
Corporate Director Place	Environment	Public Protection (Env. Control)	100 - 1000 m3/day risk assessment	per item	£470.00	£490	£20.00	4.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	100 - 1000 m3/day risk assessment with safer water pack completed self assessment	per item	£370.00	£385	£15.00	4.1%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
Environment								
Corporate Director Place	Environment	Public Protection (Env. Control)	100 - 1000 m3/day investigation*	per item	£230.00	£250	£20.00	8.7%
Corporate Director Place	Environment	Public Protection (Env. Control)	100 - 1000 m3/day authorised departure*	per item	£165.00	£175	£10.00	6.1%
Corporate Director Place	Environment	Public Protection (Env. Control)	Private water distribution networks risk assessments	per item	£470.00	£490	£20.00	4.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	Private water distribution networks risk assessments with safer water pack completed self assessment	per item	£370.00	£385	£15.00	4.1%
Corporate Director Place	Environment	Public Protection (Env. Control)	Council safer water publication	per item	£114.00	£120	£6.00	5.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	Risk Assessment via questionnaire	per item	£95	£100	£5.00	5.3%
Corporate Director Place	Environment	Public Protection (Env. Control)	* Actual costs means the cost of the laboratory analysis as charged to Wiltshire Council.	per item	*see description	*see description		
Corporate Director Place	Environment	Waste	Waste Services -Green Waste collection charge	per bin	£60.00	£66.00	£6.00	10.0%
Corporate Director Place	Environment	Waste	Waste Services - VCSE household recycling centre permit 6 visits	6 visits	£61.00	£65.00	£4.00	6.6%
Corporate Director Place	Environment	Waste	Waste Services - VCSE household recycling centre permit 12 visits	12 visits	£98.00	£104.00	£6.00	6.1%
Corporate Director Place	Environment	Waste	Section 106 Waste Container Contribution (SPD) - per Household	per household	£101.00	£107.00	£6.00	5.9%
Corporate Director Place	Environment	Waste	Section 106 Waste Container Contribution (SPD) - Flats 1-5 per apartment	Flats 1-5 per apartment	£101.00	£107.00	£6.00	5.9%
Corporate Director Place	Environment	Waste	Section 106 Waste Container Contribution (SPD) - Flats 6-10 per bin store	Flats 6-10 per bin store	£815.00	£864.00	£49.00	6.0%
Corporate Director Place	Environment	Waste	Section 106 Waste Container Contribution (SPD) - Flats 11-14 per bin store	Flats 11-14 per bin store	£1,545.00	£1,638.00	£93.00	6.0%
Corporate Director Place	Environment	Waste	Section 106 Waste Container Contribution (SPD) - Flats 15-18 per bin store	Flats 15-18 per bin store	£2,276.00	£2,413.00	£137.00	6.0%
Corporate Director Place	Environment	Waste	Household Recycling Centre permit for van and trailer	Per permit	£0.00	£20.00	NEW	NEW
Corporate Director Place	Environment	Waste	Waste Management - Bulky Waste collection fee £28 per item	per item	£28.00	£31.00	£3.00	10.7%
Corporate Director Place	Environment	Natural & Historic Environment	Ecology Screening Visit (pre-application) - Householder or smaller development proposals only. This service can help identify whether protected species or priority habitats are present or likely to be present. If there is evidence or potential for protected species, or a priority habitat is present additional independent ecological evidence will need to be commissioned (not provided by Wiltshire Council).	Max 1 day (excl. travelling costs) additional time charged at hourly rate	£0.00	£430.00	£430.00	NEW
Corporate Director Place	Environment	Natural & Historic Environment	Ecology Discretionary Advice Service This service can provide more specialist technical advice on ecological matters.	Per hour	£0.00	£58.00	£58.00	NEW
Corporate Director Place	Environment	Natural & Historic Environment	Enhanced pre-application advice - The service can include: a). Commenting on a draft Ecology Report to ensure that all ecology issues have been dealt with effectively prior to the application being submitted. b). Advice on specific issues e.g. protected sites or species (including survey requirements / HRA related issues). We strongly advise that developers buy into this service as it will avoid any potential costly delays when the application is submitted.	Per hour	£0.00	£58.00	£58.00	NEW
Corporate Director Place	Environment	Natural & Historic Environment	Nitrogen Credits	Per 1kg/N	£2,500.00	£2,650.00	£150.00	6.0%
Corporate Director Place	Environment	Natural & Historic Environment	Nitrogen Credit (see legal charges)	Per agreement	£350.00	£371.00	£21.00	6.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Photocopies A3 black & white	per item	£1.00	£1.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Photocopies A4 black & white	per item	£0.70	£0.70	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Photocopies A3 colour	per item	£2.00	£2.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Photocopies A4 colour	per item	£1.30	£1.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Computer screen prints colour	per item	£1.00	£1.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Prints from Microforms A4	per item	£1.20	£1.20	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Prints from Microforms A3	per item	£1.75	£1.75	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Cost of prints made by staff A4	per item	£2.70	£2.70	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Cost of prints made by staff A3	per item	£3.40	£3.40	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Sale of duplicate microfiche (per fiche)	per item	£5.00	£5.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Photographs - 1 digital image emailed	per item	£8.00	£8.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Photographs - saved to CD	per item	£8.00	£8.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Digital image printed on A4 photographic paper	per item	£9.00	£9.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Digital image printed on 6" x 4" photographic paper	per item	£8.00	£8.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Reproduction Fee minimum by negotiation	per fee	£40.00	£45.00	£5.00	12.5%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - UK and World rights, minimum by negotiation	per negotiation	£90.00	£95.00	£5.00	5.6%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Facility fee for filming & location work - by negotiation, minimum	by negotiation	£135.00	£150.00	£15.00	11.1%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Damaged Stock - hardback - minimum	per item	£25.00	£30.00	£5.00	20.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Damaged Stock - paperback - minimum	per item	£12.50	£14.00	£1.50	12.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Research Fee - 1/2 hour	per 1/2 hour	£17.00	£18.00	£1.00	5.9%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Research Fee - hour	per hour	£34.00	£36.00	£2.00	5.9%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - photography by customers daily fee	per licence	£9.00	£9.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - photography by customers weekly fee	per licence	£37.00	£37.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - photography by customers annual	per licence	£105.00	£105.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Heritage	Heritage - Minimum charge for sending items by post / email	per item	£8.00	£8.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Overdue fine - adult	per item, per day	£0.21	£0.21	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Overdue fine - child	per item, per day	£0.03	£0.00	£-0.03	-100.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Reservation charge	per item	£1.00	£1.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Reservation charge - reading groups	per set	£1.00	£2.00	£1.00	100.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Reservation charge - out of county	per item	£6.55	£6.55	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Talking books	per item	£1.90	£1.90	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Language courses	per item	£3.20	£3.20	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Replacement library cards - adult	per item	£1.60	£1.70	£0.10	6.2%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Replacement library cards - child	per item	£0.80	£0.80	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Printing / Photocopying B & W A4 / A3	per sheet	£0.10	£0.10	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Printing colour A4	per sheet	£1.00	£1.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Performing Arts - Orchestral sets	per set	£32.00	£32.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Performing Arts - Vocal scores	per score	£1.25	£1.25	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Libraries	Performing Arts - Play sets	per set	£9.00	£9.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Admin Fee for all DD memberships, inc. Corporate, Swim and Gym School (NOT Active Health)	Per application	£25.00	£25.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim School - 30min class per week (Monthly DD)	Adult or Junior	£29.00	£29.60	£0.60	2.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim School - 30min class per week (Monthly DD)	Concession	£21.80	£22.40	£0.60	2.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim School - 45min class per week (Monthly DD)	Adult or Junior	£36.00	£37.00	£1.00	2.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim School - 45min class per week (Monthly DD)	Concession	£32.20	£33.00	£0.80	2.5%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim School - 1hr class per week (Monthly DD)	Adult or Junior	£46.40	£48.00	£1.60	3.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£35.00	£36.00	£1.00	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim School - 90min class per week (Monthly DD)	Adult or Junior	£51.00	£53.00	£2.00	3.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£38.00	£39.00	£1.00	2.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym School - 30 min class per week (Monthly DD)	Adult or Junior	£22.40	£23.00	£0.60	2.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£16.80	£17.00	£0.20	1.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym School - 45 min class per week (Monthly DD)	Adult or Junior	£24.00	£24.40	£0.40	1.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£18.00	£18.40	£0.40	2.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym School - 1 hr class per week (Monthly DD)	Adult or Junior	£28.00	£28.40	£0.40	1.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£21.00	£21.40	£0.40	1.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Advanced Gym School - 2 hr class per week (Monthly DD)	Adult or Junior	£50.40	£51.20	£0.80	1.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£37.60	£38.40	£0.80	2.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Advanced Gym School - 6 hrs per week (Monthly DD)	Adult or Junior	£86.40	£88.80	£2.40	2.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£64.80	£67.20	£2.40	3.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Trampoline School - 1 hr class per week (Monthly DD)	Adult or Junior	£0.00	£28.40	£28.40	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£0.00	£21.40	£21.40	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure	Lev water - 30min class per week (Monthly DD)	Adult or Junior	£29.00	£29.60	£0.60	2.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£21.80	£22.40	£0.60	2.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure	121 - 30min class per week (Monthly DD)	Adult or Junior	£77.80	£78.00	£0.20	0.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£0.00	£58.60	£58.60	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure	122 - 30min class per week (Monthly DD)	Adult or Junior	£102.40	£102.80	£0.40	0.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£0.00	£77.20	£77.20	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure	121 - 30min class every other week (Monthly DD)	Adult or Junior	£45.00	£45.40	£0.40	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£0.00	£34.00	£34.00	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure	121 Add needs - 30min class per week (Monthly DD)	Adult or Junior	£33.33	£34.00	£0.67	2.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£0.00	£25.60	£25.60	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure	122 Add needs - 30min class per week (Monthly DD)	Adult or Junior	£56.33	£56.80	£0.47	0.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£0.00	£42.60	£42.60	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure	Life Zone (12 month) (Monthly DD)	Senior	£28.30	£28.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£28.30	£28.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Fitness Zone (12 month) (Monthly DD)	Adult	£39.95	£39.95	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£32.05	£32.05	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Zone (12 month) (Monthly DD)	Senior	£23.15	£23.15	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£23.15	£23.15	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Racket Zone (12 month) (Monthly DD)	Adult	£33.00	£33.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£26.40	£26.40	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Zone (12 month) (Monthly DD)	Senior	£17.50	£18.00	£0.50	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£17.50	£18.00	£0.50	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Racket Zone (12 month) (Monthly DD)	Adult	£24.95	£26.00	£1.05	4.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£19.95	£21.00	£1.05	5.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Racket Zone (12 month) (Monthly DD)	Senior	£23.15	£23.15	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£23.15	£23.15	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Racket Zone (12 month) (Monthly DD)	Adult	£33.00	£33.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£26.40	£26.40	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Bolt on (no longer on sale - existing customers only)		£7.50	£7.50	£0.00	0.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Leisure	Junior Zone (3-10) (Flexible) (Monthly DD)	Parents members	£9.99	£12.50	£2.51	25.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Parents Non-members	£14.99	£14.99	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Junior Zone (11-13) (Flexible) (Monthly DD)	Parents members	£9.99	£12.50	£2.51	25.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Parents Non-members	£14.99	£14.99	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Junior Zone (14-15) (Flexible) (Monthly DD)	Parents members	£9.99	£12.50	£2.51	25.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Parents Non-members	£14.99	£14.99	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Life Zone (Flexible) (Monthly DD)	Senior	£32.60	£32.60	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£32.60	£32.60	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£45.95	£45.95	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£37.15	£37.15	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Young adult	£20.00	£20.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Fitness Zone (Flexible) (Monthly DD)	Senior	£26.70	£26.70	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£26.70	£26.70	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£37.95	£37.95	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£30.35	£30.35	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Zone (Flexible) (Monthly DD)	Senior	£20.25	£21.00	£0.75	3.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£20.25	£21.00	£0.75	3.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£28.70	£30.00	£1.30	4.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Racket Zone (Flexible) (Monthly DD)	Adult Add on	£23.00	£24.00	£1.00	4.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Senior	£26.70	£26.70	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£26.70	£26.70	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£37.95	£37.95	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£30.35	£30.35	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Active Health Referral (Monthly DD)	Life Zone	£28.30	£28.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Fitness Zone	£23.15	£23.15	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Virtual (Monthly DD)	Swim Zone	£17.50	£18.00	£0.50	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Per membership	£0.00	£5.00	£5.00	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure	Life Zone (12 month) (Monthly DD)	Adult (no longer on sale - existing customers only)	£36.00	£39.95	£3.95	11.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£32.00	£32.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Life Zone (Corporate) (Monthly DD)	Adult Add on (no longer on sale - existing customers only)	£25.60	£25.60	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£26.40	£26.40	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Fitness Zone (Corporate) (Monthly DD)	Adult Add on (no longer on sale - existing customers only)	£21.20	£21.20	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£20.00	£21.00	£1.00	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Zone (Corporate) (Monthly DD)	Adult Add on (no longer on sale - existing customers only)	£16.00	£17.00	£1.00	6.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult				

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Leisure	Life Zone (Annual - one off payment)	Senior	£311.30	£311.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£311.30	£311.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£439.45	£439.45	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£352.55	£352.55	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Corporate	£352.55	£352.55	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Student	£29.99	£29.99	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£49.99	£49.99	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Fitness Zone (Annual - one off payment)	Senior	£254.65	£254.65	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£254.65	£254.65	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£363.00	£363.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£290.40	£290.40	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Corporate	£290.40	£290.40	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		2-week	£24.99	£24.99	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Monthly	£46.99	£46.99	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	3 Monthly (Summer)	£119.99	£119.99	£0.00	0.0%	
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Zone (Annual - one off payment)	Senior	£192.50	£198.00	£5.50	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£192.50	£198.00	£5.50	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£274.45	£286.00	£11.55	4.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£219.45	£231.00	£11.55	5.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Racket Zone (Annual - one off payment)	Corporate	£231.00	£231.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Senior	£254.65	£254.65	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£254.65	£254.65	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£363.00	£363.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult Add on	£290.40	£290.40	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Bolt on (no longer on sale - existing customers only)	£82.50	£82.50	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Junior Zone (Annual - one off payment)	3 - 10 yr olds	£109.89	£165.00	£55.11	50.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		11 - 13 yr olds	£109.89	£165.00	£55.11	50.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		14 - 15 yr olds	£109.89	£165.00	£55.11	50.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Leisure Card (Annual - one off payment)	Senior/Junior	£10.00	£15.00	£5.00	50.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£5.00	£10.00	£5.00	100.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Adult	£25.00	£30.00	£5.00	20.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Carers	£0.00	£0.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Care Leavers	£0.00	£0.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Active Health Referral	£5.00	£10.00	£5.00	100.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Talented Athlete	£0.00	£0.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		PfP	£0.00	£0.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Health Promotion	£0.00	£0.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Lighting Equipment	Per booking	£25.00	£26.00	£1.00
Corporate Director Place	Leisure, Culture & Communities	Leisure	Audio Equipment	Per booking	£25.00	£26.00	£1.00	4.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Printing/Photocopying	Per sheet	£0.30	£0.40	£0.10	33.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Spectators	Per person	£2.20	£2.50	£0.30	13.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Hire of chairs for events etc	Per Chair	£1.00	£1.50	£0.50	50.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Hire of any equipment (rackets, balls etc)	Per person	£1.50	£1.50	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Leisure Card	Per person	£2.00	£2.50	£0.50	25.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Pulse Card	Per person	£5.00	£5.00	£0.00	0.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Leisure	Non-member	Per person	£3.00	£3.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Leisure Card	Per person	£2.00	£2.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Trampoline Equipment Hire	Per hour	£18.00	£20.00	£2.00	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Table top display (no person attendance)	Per half day	£12.00	£15.00	£3.00	25.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Display (table top or full size) with person attending	Per half day	£30.00	£35.00	£5.00	16.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Nappy	Per unit	£1.50	£2.00	£0.50	33.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Award Files	Per File	£8.50	£9.00	£0.50	5.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Ducklings Books	Per unit	£5.00	£5.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Badges/Certificates/Sticker	Per Award	£3.50	£3.50	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Aqualetes Swim Hat	Per Hat	£0.00	£1.00	£1.00	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure	Aqualetes Bag	Per Bag	£0.00	£2.00	£2.00	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure	Badges/Certificates/Sticker	Per Award	£0.00	£5.00	£5.00	NEW
Corporate Director Place	Leisure, Culture & Communities	Leisure	Racket Grip	Per Item	£2.50	£3.00	£0.50	20.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Table Tennis Ball	Per Item	£0.40	£0.50	£0.10	25.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Table Tennis Ball x3	Per Item	£3.30	£3.50	£0.20	6.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Table Tennis Paddle	Per Item	£6.00	£6.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Shuttle Cocks	Per Item	£1.50	£2.00	£0.50	33.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Shuttle Cocks (tube of 6)	Per Item	£8.00	£8.50	£0.50	6.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Shuttle Cocks (Feathered)	Per Item	£2.00	£2.50	£0.50	25.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Squash Ball (Intermediate/Club - Blue)	Per Item	£3.20	£3.50	£0.30	9.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Squash Ball (Pro - Double yellow)	Per Item	£3.20	£3.50	£0.30	9.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Squash Ball (Improvers/Recreational - Red)	Per Item	£3.20	£3.50	£0.30	9.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Tennis Ball	Per Item	£1.60	£2.00	£0.40	25.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Devides Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£2.07	£2.13	£0.06	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Corsham Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£5.00	£5.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	John Bentley School (Academy) (Dual-use charge for Courts (Sports Hall))	Per Court	£5.00	£5.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Pewsey Vale Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£4.90	£5.00	£0.10	2.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Kingdown Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£3.50	£4.20	£0.70	20.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Clarendon Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£3.80	£4.50	£0.70	18.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Malmesbury Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£7.15	£7.15	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Wootton Bassett Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£4.90	£4.90	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Devides Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£7.24	£7.46	£0.22	3.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Corsham Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£9.00	£10.00	£1.00	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	John Bentley School (Academy) (Dual-use charge for Lane (Swim Pool))	Per Lane	£10.10	£11.00	£0.90	8.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Pewsey Vale Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£9.85	£10.50	£0.65	6.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Avon Valley College (Academy) (Dual-use charge for Lane (Swim Pool))	Per Lane	£10.10	£11.00	£0.90	8.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Kingdown Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£7.60	£8.00	£0.40	5.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Clarendon Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£7.00	£8.00	£1.00	14.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Malmesbury Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£9.00	£10.00	£1.00	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Wootton Bassett Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£9.00	£10.00	£1.00	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Session - Adult	Non-Member	£5.70	£5.80	£0.10	1.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Session - Adult	Leisure Card	£4.70	£4.80	£0.10	2.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Session - Senior/ Junior	Non-Member	£4.70	£4.80	£0.10	2.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Session - Senior/ Junior	Leisure Card	£3.70	£3.80	£0.10	2.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Session - Family (Up to 2 adults, 3 child)	Non-Member	£16.00	£16.50	£0.50	3.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Session - Family (Up to 2 adults, 3 child)	Leisure Card	£15.00	£15.00	£0.00	0.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Session - Concession	Set Fee	£2.80	£2.90	£0.10	3.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swim Session - MOD Swimming	Set Fee	£4.70	£4.80	£0.10	2.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Aquatots - Set Fee (this is 1 adult and 2 child)	Non-Member	£5.70	£5.80	£0.10	1.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£4.70	£4.80	£0.10	2.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Aquatots - Additional Attendee (this is child)	Concession	£2.40	£2.90	£0.50	20.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Non-Member	£4.70	£4.80	£0.10	2.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£3.70	£3.80	£0.10	2.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) - 1 to 1	Concession	£2.30	£2.90	£0.60	26.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£20.00	£22.00	£2.00	10.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) - 1 to 1 (set of 3)	Concession	£17.00	£18.00	£1.00	5.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£60.00	£64.00	£4.00	6.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) - 1 to 1 (set of 6)	Concession	£51.00	£53.00	£2.00	3.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£120.00	£125.00	£5.00	4.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) - 1 to 2	Concession	£102.00	£105.00	£3.00	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£30.00	£32.00	£2.00	6.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) - 1 to 2 (set of 3)	Concession	£25.50	£27.00	£1.50	5.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£90.00	£94.00	£4.00	4.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) - 1 to 2 (set of 6)	Concession	£76.50	£78.00	£1.50	2.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£180.00	£185.00	£5.00	2.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure	School Swimming session	Concession	£153.00	£158.00	£5.00	3.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Child (per head) / 30 mins	£1.70	£1.80	£0.10	5.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Pay on the day lesson (30 min)	Lifeguard / hr	£17.00	£17.50	£0.50	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Teacher/Instructor / hr	£30.00	£31.00	£1.00	3.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Crash Course/Intensive lessons (30 min)	Non-Member	£8.00	£8.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£7.00	£7.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Crash Course/Intensive lessons (1 hr)	Concession	£5.20	£6.00	£0.80	15.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Non-Member	£7.80	£8.25	£0.45	5.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£6.80	£7.25	£0.45	6.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Crash Course/Intensive lessons (75min)	Concession	£4.90	£5.45	£0.55	11.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Non-Member	£13.30	£13.00	£-0.30	-2.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	NPLQ Course	Leisure Card	£11.80	£12.00	£0.20	1.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£9.00	£9.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Non-Member	£10.00	£11.50	£1.50	15.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Access to the Health suite for 1 hr	Leisure Card	£10.00	£10.50	£0.50	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£9.50	£9.50	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Access to the sauna for 30 mins	Set Fee	£250.00	£250.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Non-Member	£6.50	£7.00	£0.50	7.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£5.50	£6.00	£0.50	9.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (90 mins) Adult	Concession	£3.20	£3.50	£0.30	9.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Non-Member	£3.50	£4.00	£0.50	14.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (90 mins) Senior/ Junior	Leisure Card	£2.00	£3.00	£1.00	50.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£1.50	£2.00	£0.50	33.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (90 mins) Concession	Non-Member	£10.00	£10.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£8.70	£9.00	£0.30	3.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (90 mins) Concession	Non-Member	£8.70	£9.00	£0.30	3.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£7.70	£8.00	£0.30	3.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (90 mins) Concession	Set Fee	£4.50	£5.00	£0.50	11.1%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (75 mins) Adult	Non-Member	£9.50	£9.50	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£8.20	£8.50	£0.30	3.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (75 mins) Senior/ Junior	Non-Member	£8.20	£8.50	£0.30	3.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£7.20	£7.50	£0.30	4.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (75 mins) Concession	Set Fee	£4.30	£4.80	£0.50	11.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (60 mins) Adult	Non-Member	£7.20	£7.50	£0.30	4.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£6.20	£6.50	£0.30	4.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (60 mins) Senior/ Junior	Non-Member	£6.20	£6.50	£0.30	4.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£5.20	£5.50	£0.30	5.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (60 mins) Concession	Set Fee	£3.20	£3.70	£0.50	15.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (45 mins) Adult	Non-Member	£6.30	£6.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£5.30	£5.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (45 mins) Senior/ Junior	Non-Member	£5.30	£5.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£4.30	£4.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (45 mins) Concession	Set Fee	£3.10	£3.20	£0.10	3.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (30 mins) Adult	Non-Member	£5.20	£5.50	£0.30	5.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£4.20	£4.50	£0.30	7.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (30 mins) Senior/ Junior	Non-Member	£4.20	£4.50	£0.30	7.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£3.20	£3.50	£0.30	9.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance (30 mins) Concession	Set Fee	£2.30	£2.70	£0.40	17.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Virtual Class Attendance (60 mins) Adult	Non-Member	£3.50	£3.60	£0.10	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£3.50	£3.60	£0.10	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Virtual Class Attendance (60 mins) Senior/ Junior	Non-Member	£3.50	£3.60	£0.10	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£3.50	£3.60	£0.10	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Virtual Class Attendance (60 mins) Concession	Set Fee	£3.50	£3.60	£0.10	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Specialist Class attendance 90 mins	Non-Member	£10.00	£10.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£8.70	£9.00	£0.30	3.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Specialist Class attendance 75 mins	Concession	£4.50	£5.00	£0.50	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Non-Member	£9.50	£9.50	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Specialist Class attendance 60 mins	Leisure Card	£8.20	£8.50	£0.30	3.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£4.30	£4.80	£0.50	11.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Specialist Class attendance 45 mins	Non-Member	£9.00	£9.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£7.70	£8.00	£0.30	3.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Specialist Class attendance 45 mins	Concession	£4.00	£4.50	£0.50	12.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Non-Member	£8.80	£8.80	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Class attendance - Live Well	Leisure Card	£7.80	£7.80	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£4.10	£4.40	£0.30	7.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Squash (45 mins) - Adult	Non-Member	£6.10	£6.10	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£4.60	£5.10	£0.50	10.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Squash (45 mins) - Senior/ Junior	Non-Member	£9.00	£10.00	£1.00	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£8.00	£9.00	£1.00	12.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Squash (45 mins) - Concession	Non-Member	£8.00	£9.00	£1.00	12.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£6.20	£8.00	£1.80	29.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Squash (45 mins) - Concession	Set Fee	£4.20	£5.00	£0.80	19.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Squash - Open Mon / Mix up	Non-Member	£4.90	£5.00	£0.10	2.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£3.70	£4.00	£0.30	8.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Concession	£2.00	£2.50	£0.50	25.0%	

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym attendance (Tier 1 - 5R, SPR, Nadder, Vale, Calne) - Adult	Non-Member	£9.10	£9.10	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£8.10	£8.10	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym attendance (Tier 1 - 5R, SPR, Nadder, Vale, Calne) - Senior/ Junior	Non-Member	£7.00	£8.10	£1.10	15.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£6.00	£7.10	£1.10	18.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym attendance (Tier 1 - 5R, SPR, Nadder, Vale, Calne) - Concession	Set Fee	£4.30	£4.60	£0.30	7.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym attendance (Tier 2 - Dev, Marl, TID, Ames, OLY, LIM, TAZ, CAS, LEI, Warm) - Adult	Non-Member	£8.30	£8.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£7.30	£7.30	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym attendance (Tier 2 - Dev, Marl, TID, Ames, OLY, LIM, TAZ, CAS, LEI, Warm) - Senior/ Junior	Non-Member	£6.00	£7.30	£1.30	21.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£5.00	£6.30	£1.30	26.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym attendance (Tier 2 - Dev, Marl, TID, Ames, OLY, LIM, TAZ, CAS, LEI, Warm) - Concession	Set Fee	£4.00	£4.20	£0.20	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym attendance (Tier 3 - Durrington) - Adult	Non-Member	£6.60	£6.60	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£5.60	£5.60	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym attendance (Tier 3 - Durrington) - Senior/ Junior	Non-Member	£5.00	£5.60	£0.60	12.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£4.00	£4.60	£0.60	15.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym attendance (Tier 3 - Durrington) - Concession	Set Fee	£3.00	£3.30	£0.30	10.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym Induction - Adult	Leisure Card	£30.00	£30.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym Induction - Senior/ Junior	Leisure Card	£20.00	£20.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym Induction - Concession	Set Fee	£16.00	£20.00	£4.00	25.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Gym Induction - Military Validation	Set Fee	£16.00	£20.00	£4.00	25.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Table Tennis (45 or 60 min) - Adult	Non-Member	£6.50	£10.00	£3.50	53.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£5.50	£9.00	£3.50	63.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Table Tennis (45 or 60 min) - Senior/ Junior	Non-Member	£5.50	£9.00	£3.50	63.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£4.50	£8.00	£3.50	77.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Table Tennis (45 or 60 min) - Concession	Set Fee	£3.25	£5.00	£1.75	53.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Badminton (60 min) - Adult	Non-Member	£9.70	£10.00	£0.30	3.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£8.70	£9.00	£0.30	3.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Badminton (60 min) - Senior/ Junior	Non-Member	£7.50	£9.00	£1.50	20.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£5.60	£8.00	£2.40	42.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Badminton (60 min) - Concession	Set Fee	£4.80	£4.90	£0.10	2.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Badminton - Adult - Open (Mon/Tues)	Non-Member	£6.00	£6.30	£0.30	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£5.00	£5.30	£0.30	6.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Badminton - Child - Open (Mon/Tues)	Non-Member	£4.50	£5.30	£0.80	17.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£3.00	£4.30	£1.30	43.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Badminton - Open (Mon/Tues)	Concession	£2.70	£3.20	£0.50	18.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor Hardcourt (60 mins) - Adult	Non-Member	£7.00	£7.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£5.50	£6.00	£0.50	9.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor Hardcourt (60 mins) - Senior/ Junior	Non-Member	£6.00	£6.00	£0.00	0.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£4.50	£5.00	£0.50	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor Hardcourt/Pitch (60 mins) - Concession	Set Fee	£3.00	£3.50	£0.50	16.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor Pitch (60 mins) - Adult	Set Fee	£26.10	£27.00	£0.90	3.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor Pitch (60 mins) - Senior/ Junior	Set Fee	£23.50	£24.00	£0.50	2.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor ATP - full pitch (60 mins) - Adult	Set Fee	£129.00	£135.00	£6.00	4.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor ATP - full pitch (60 mins) - Senior/ Junior	Set Fee	£97.20	£102.00	£4.80	4.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor ATP - third pitch (60 mins) - Adult	Set Fee	£43.55	£45.00	£1.45	3.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor ATP - third pitch (60 mins) - Senior/ Junior	Set Fee	£32.80	£34.00	£1.20	3.7%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Leisure	Party - Sporty	Non-Member	£85.00	£87.00	£2.00	2.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£70.00	£72.00	£2.00	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Party - Bouncers	Non-Member	£90.00	£92.00	£2.00	2.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£75.00	£77.00	£2.00	2.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Party Supplement fee to Sporty - Climbing	Set Fee	£15.00	£20.00	£5.00	33.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Party Supplement fee to Sporty - Soft Play	Set Fee	£10.00	£20.00	£10.00	100.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Party - Mini Pool	Non-Member	£90.00	£92.00	£2.00	2.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£75.00	£77.00	£2.00	2.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Party - Fun & Floats	Non-Member	£105.00	£107.00	£2.00	1.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£90.00	£92.00	£2.00	2.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Party - Inflatable	Non-Member	£115.00	£117.00	£2.00	1.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£100.00	£102.00	£2.00	2.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Extra member of staff to support the party	Set Fee	£15.00	£15.50	£0.50	3.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	1 hr booking of a room for the party	Set Fee	£10.00	£10.50	£0.50	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Soft Play (60 mins)	Non-Member	£3.50	£3.60	£0.10	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Bouncy Castle (60 mins)	Leisure Card	£2.50	£2.60	£0.10	4.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Roller Skating (60 mins)	Concession	£1.40	£1.80	£0.40	28.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Kidz Zone (60 mins)	Additional attendee	£2.20	£2.60	£0.40	18.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Kidz Zone (90 mins)	Non-Member	£5.20	£5.40	£0.20	3.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£4.00	£4.40	£0.40	10.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£2.10	£2.70	£0.60	28.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Youth Only Zone (90 mins)	Non-Member	£4.20	£4.30	£0.10	2.4%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Leisure Card	£3.00	£3.30	£0.30	10.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Concession	£1.70	£2.15	£0.45	26.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Climbing - 1-2-1 Coaching Session	Set Fee	£39.40	£41.00	£1.60	4.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Climbing Taster Session	Set Fee	£4.00	£5.00	£1.00	25.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Roller Skating, Skating and Scooting	Adult	£4.00	£4.50	£0.50	12.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Child	£3.00	£3.50	£0.50	16.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Just Bowls	Set Fee	£1.70	£2.00	£0.30	17.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	External PT - Weekly charge for external PT trainers to utilise WC leisure centres. There is no limit on number of clients	Weekly Payment	£100.00	£105.00	£5.00	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	PT Session - 3 x 30min session	Set Fee	£40.00	£42.00	£2.00	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	PT Session - 1 x 30min session	Set Fee	£25.00	£26.00	£1.00	4.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	PT Session - 1 x 1hr session	Set Fee	£35.00	£36.00	£1.00	2.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	PT Session - 5 x 1hr sessions	Set Fee	£150.00	£155.00	£5.00	3.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	PT Session - 10 x 1hr sessions	Set Fee	£270.00	£280.00	£10.00	3.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Active Health - Fitness Suite	Leisure Card	£3.60	£4.00	£0.40	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Active Health - Induction	Leisure Card	£9.40	£9.50	£0.10	1.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Active Health - Swimming	Leisure Card	£2.80	£2.90	£0.10	3.6%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Active Health Class (45 min)	Leisure Card	£3.10	£3.20	£0.10	3.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Active Health Specialist Class (1 hr)	Leisure Card	£3.80	£4.50	£0.70	18.4%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swimming Pool Hire - Main Pool (4 lane) (these fees do NOT include LG Cover)	Single Use (1 hr) - treat as Non Member	£63.40	£64.00	£0.60	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£52.83	£53.33	£0.50	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£47.55	£48.00	£0.45	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£57.06	£57.60	£0.54	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£66.04	£66.67	£0.63	1.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£79.25	£80.00	£0.75	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swimming Pool Hire - Beach Pool (these fees do NOT include LG Cover)	Single Use (1 hr) - treat as Non Member	£63.40	£64.00	£0.60	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£52.83	£53.33	£0.50	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£47.55	£48.00	£0.45	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£57.06	£57.60	£0.54	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£66.04	£66.67	£0.63	1.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£79.25	£80.00	£0.75	0.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Swimming Pool Hire - Learner Pool (these fees do NOT include LG Cover)	Single Use (1 hr) - treat as Non Member	£37.80	£38.00	£0.20	0.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£31.50	£31.67	£0.17	0.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£28.35	£28.50	£0.15	0.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£34.02	£34.20	£0.18	0.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£39.38	£39.58	£0.20	0.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£47.25	£47.50	£0.25	0.5%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Sports Hall Hire - 1 Court	Single Use (1 hr) - treat as Non Member	£9.70	£10.00	£0.30	3.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£8.08	£8.33	£0.25	3.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£7.28	£7.50	£0.22	3.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£8.73	£9.00	£0.27	3.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£10.10	£10.42	£0.32	3.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£12.13	£12.50	£0.37	3.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Room Hire - Tier 1	Single Use (1 hr) - treat as Non Member	£30.20	£31.70	£1.50	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£25.17	£26.42	£1.25	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£22.65	£23.78	£1.13	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£27.18	£28.53	£1.35	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£31.46	£33.02	£1.56	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£37.75	£39.63	£1.88	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Room Hire - Tier 2	Single Use (1 hr) - treat as Non Member	£24.90	£26.10	£1.20	4.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£20.75	£21.75	£1.00	4.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£18.68	£19.58	£0.90	4.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£22.41	£23.49	£1.08	4.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£25.94	£27.19	£1.25	4.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£31.13	£32.63	£1.50	4.8%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Leisure	Room Hire - Tier 3	Single Use (1 hr) - treat as Non Member	£19.30	£20.30	£1.00	5.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£16.08	£16.92	£0.84	5.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£14.48	£15.23	£0.75	5.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£17.37	£18.27	£0.90	5.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£20.10	£21.15	£1.05	5.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£24.13	£25.38	£1.25	5.2%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Room Hire - Tier 4	Single Use (1 hr) - treat as Non Member	£10.60	£11.10	£0.50	4.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£8.83	£9.25	£0.42	4.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£7.95	£8.33	£0.38	4.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£9.54	£9.99	£0.45	4.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£11.04	£11.56	£0.52	4.7%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£13.25	£13.88	£0.63	4.8%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Room Hire - Specialist Facility (i.e. training kitchen, treatment room)	Single Use (1 hr) - treat as Non Member	£22.10	£23.20	£1.10	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£18.42	£19.33	£0.91	4.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£16.58	£17.40	£0.82	4.9%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£19.89	£20.88	£0.99	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£23.02	£24.17	£1.15	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£27.63	£29.00	£1.37	5.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Climbing Wall - Booking for special events/ meets or clubs (NO instructor costs)	Single Use (1 hr) - treat as Non Member	£29.50	£31.00	£1.50	5.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£24.58	£25.83	£1.25	5.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£22.13	£23.25	£1.12	5.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£26.55	£27.90	£1.35	5.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£30.73	£32.29	£1.56	5.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£36.88	£38.75	£1.87	5.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor Hire - Tennis	Single Use (1 hr) - treat as Non Member	£6.30	£7.00	£0.70	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£5.25	£5.83	£0.58	11.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community/Junior Clubs 10%	£4.73	£5.25	£0.52	11.0%
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£5.67	£6.30	£0.63	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£6.56	£7.29	£0.73	11.1%
Corporate Director Place	Leisure, Culture & Communities	Leisure			£7.88	£8.75	£0.87	11.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)	
					£	£	£	%	
PLACE									
	Leisure, Culture & Communities								
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor Hire - Netball, Basketball, Football	Single Use (1 hr) - treat as Non Member	£26.10	£27.00	£0.90	3.4%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£21.75	£22.50	£0.75	3.4%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community 10%	£19.58	£20.25	£0.67	3.4%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£23.49	£24.30	£0.81	3.4%	
Corporate Director Place	Leisure, Culture & Communities	Leisure			£27.19	£28.13	£0.94	3.5%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£32.63	£33.75	£1.12	3.4%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Single Use (1 hr) - treat as Non Member	£23.50	£24.00	£0.50	2.1%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£19.58	£20.00	£0.42	2.1%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community 10%	£17.63	£18.00	£0.37	2.1%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£21.15	£21.60	£0.45	2.1%	
Corporate Director Place	Leisure, Culture & Communities	Leisure			£24.48	£25.00	£0.52	2.1%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£29.38	£30.00	£0.62	2.1%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Outdoor Hire ATP - ADULT - Third Pitch	Single Use (1 hr) - treat as Non Member	£43.55	£45.00	£1.45	3.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure			Block booking	£36.29	£37.50	£1.21	3.3%
Corporate Director Place	Leisure, Culture & Communities	Leisure	Community 10%		£32.66	£33.75	£1.09	3.3%	
Corporate Director Place	Leisure, Culture & Communities	Leisure	Commercial		£39.20	£40.50	£1.30	3.3%	
Corporate Director Place	Leisure, Culture & Communities	Leisure			£45.36	£46.88	£1.52	3.4%	
Corporate Director Place	Leisure, Culture & Communities	Leisure	Commercial		£54.44	£56.25	£1.81	3.3%	
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor Hire ATP -ADULT - Full Pitch	Single Use (1 hr) - treat as Non Member	£129.00	£135.00	£6.00	4.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£107.50	£112.50	£5.00	4.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community 10%	£96.75	£101.25	£4.50	4.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£116.10	£121.50	£5.40	4.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure			£134.38	£140.63	£6.25	4.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£161.25	£168.75	£7.50	4.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor Hire ATP - JUNIOR - Third Pitch	Single Use (1 hr) - treat as Non Member	£32.80	£34.00	£1.20	3.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£27.33	£28.33	£1.00	3.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community 10%	£24.60	£25.50	£0.90	3.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£29.52	£30.60	£1.08	3.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure			£34.17	£35.42	£1.25	3.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£41.00	£42.50	£1.50	3.7%	
Corporate Director Place	Leisure, Culture & Communities	Leisure	Outdoor Hire ATP -JUNIOR - Full Pitch	Single Use (1 hr) - treat as Non Member	£97.20	£102.00	£4.80	4.9%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Block booking	£81.00	£85.00	£4.00	4.9%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Community 10%	£72.90	£76.50	£3.60	4.9%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£87.48	£91.80	£4.32	4.9%	
Corporate Director Place	Leisure, Culture & Communities	Leisure			£101.25	£106.25	£5.00	4.9%	
Corporate Director Place	Leisure, Culture & Communities	Leisure		Commercial	£121.50	£127.50	£6.00	4.9%	

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Leisure, Culture & Communities							
Corporate Director Place	Leisure, Culture & Communities	Sports Development	Rising Stars x 3 clubs - weekly disability sports club for individuals aged 8-16 years	per person, per session	£3.00	£3.20	£0.20	6.7%
Corporate Director Place	Leisure, Culture & Communities	Sports Development	Fit Club x 3 clubs - weekly disability sports club for individuals aged 17+	per person, per session	£3.00	£3.20	£0.20	6.7%
Corporate Director Place	Leisure, Culture & Communities	Sports Development	Adapted Cycling - May-September - weekly cycling sessions for individuals with a disability	per person, per session	£3.00	£3.20	£0.20	6.7%
Corporate Director Place	Leisure, Culture & Communities	Sports Development	County Swim squad, monthly session for gifted and talented disabled swimmers (externally funded)	per person, per session	£3.00	£3.20	£0.20	6.7%
Corporate Director Place	Leisure, Culture & Communities	Sports Development	Walking Netball - 1 hour	per person, per session	£3.00	£3.20	£0.20	6.7%
Corporate Director Place	Leisure, Culture & Communities	Sports Development	Walking Netball - 1.5 hour	per person, per session	£3.50	£3.70	£0.20	5.7%
Corporate Director Place	Leisure, Culture & Communities	Sports Development	Walking Netball - 2 hour	per person, per session	£4.00	£4.20	£0.20	5.0%
Corporate Director Place	Leisure, Culture & Communities	Sports Development	Walking Football - 1 hour	per person, per session	£3.00	£3.20	£0.20	6.7%
Corporate Director Place	Leisure, Culture & Communities	Sports Development	Walking Football - 1.5 hour	per person, per session	£3.50	£3.70	£0.20	5.7%
Corporate Director Place	Leisure, Culture & Communities	Sports Development	Walking Football - 2 hour	per person, per session	£4.00	£4.20	£0.20	5.0%
Corporate Director Place	Leisure, Culture & Communities	Sports Development	No Strings Badminton	per person, per session	£3.00	£3.20	£0.20	6.7%
	Highways & Transport							
Corporate Director Place	Highways & Transport	Highways	STANDARD VEHICLE CROSSING APPLICATION - For the creation of a vehicle access/For the extension of a vehicle access	per application	£222.35	£244.58	£22.23	10.0%
Corporate Director Place	Highways & Transport	Highways	RETROSPECTIVE VEHICLE CROSSING APPLICATION - For a certificate of lawful use of an access that has been unlawfully created	per application	£333.53	£366.88	£33.35	10.0%
Corporate Director Place	Highways & Transport	Highways	COMMERCIAL VEHICLE CROSSING APPLICATION - For the creation of a vehicle access onto a commercial development/For the creation of a vehicle access onto a new development - first access	per application	£222.35	£244.58	£22.23	10.0%
Corporate Director Place	Highways & Transport	Highways	COMMERCIAL VEHICLE CROSSING APPLICATION - For the creation of a vehicle access onto a commercial development/For the creation of a vehicle access onto a new development - per additional access	per application	£111.18	£122.29	£11.11	10.0%
Corporate Director Place	Highways & Transport	Highways	ADMINISTRATION FEE - For re-issuing of a licence/For a change of contractor on a licence and re-issue/For copies of licences or completion certificates following their misplacement	per application	£27.32	£27.32	£0.00	0.0%
Corporate Director Place	Highways & Transport	Highways	ADDITIONAL INSPECTION FEE - For any inspection conducted after 18 months of the licence being issued	per application	£67.50	£67.50	£0.00	0.0%
Corporate Director Place	Highways & Transport	Highways	TRANSFER OF APPLICATION FEE - For changing the applicant to a new applicant on live applications/For changing the applicant to a new applicant on granted applications that have not been signed off as completed to highway specification	per application	£36.42	£36.42	£0.00	0.0%
Corporate Director Place	Highways	Network Management	Administering a TTRO	per order	£1,473.00	£1,850.00	£377.00	25.6%
Corporate Director Place	Highways	Network Management	Administering a TTRN	per order	£239.00	£1,350.00	£1,111.00	464.9%
Corporate Director Place	Highways	Network Management	Recommencing a TTRO	per order	£534.00	£534.00	£0.00	0.0%
Corporate Director Place	Highways	Network Management	Extension to Order in place	per order	£239.00	£875.00	£636.00	266.1%
Corporate Director Place	Highways & Transport	Highways	Local Highways - Skips & Scaffolding fees and charges £85 - More than 3 days notice	per licence	£85.00	£95.40	£10.40	12.2%
Corporate Director Place	Highways & Transport	Highways	Local Highways - Skips & Scaffolding fees and charges £100 - less than 3 days notice	per licence	£100.00	£112.25	£12.25	12.3%
Corporate Director Place	Highways & Transport	Passenger Transport	Post 16 standard charge £850	per person	£850.00	£900.00	£50.00	5.9%
Corporate Director Place	Highways & Transport	Passenger Transport	Post 16 lower charge £300	per person	£300.00	£600.00	£300.00	100.0%
Corporate Director Place	Highways & Transport	Passenger Transport	Spare seat charges - Primary - less than 3 miles	per term	£130.00	£169.00	£39.00	30.0%
Corporate Director Place	Highways & Transport	Passenger Transport	Spare seat charges - Primary - 3 miles or more	per term	£185.00	£241.00	£56.00	30.3%
Corporate Director Place	Highways & Transport	Passenger Transport	Spare seat charges - Secondary - less than 3 miles	per term	£172.00	£224.00	£52.00	30.2%
Corporate Director Place	Highways & Transport	Passenger Transport	Spare seat charges - Secondary - 3 miles or more	per term	£213.00	£277.00	£64.00	30.0%
Corporate Director Place	Highways & Transport	Passenger Transport	Spare seat charges - Post 16 (Sixth Form/College) - less than 3 miles	per term	£253.00	£329.00	£76.00	30.0%
Corporate Director Place	Highways & Transport	Passenger Transport	Spare seat charges - Post 16 (Sixth Form/College) - 3 miles or more	per term	£356.00	£463.00	£107.00	30.1%
Corporate Director Place	Highways & Transport	Passenger Transport	Spare seat charges - special rate	per term	£281.00	£365.00	£84.00	29.9%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Highways & Transport							
Corporate Director Place	Highways & Transport	Passenger Transport	Grammar School charge	per year	£901.00	£1,040.00	£139.00	15.4%
Corporate Director Place	Highways & Transport	Passenger Transport	Lost bus pass replacement charge (school transport and concessionary bus)	per replacement	£12.00	£15.00	£3.00	25.0%
Corporate Director Place	Highways & Transport	Rights of Way	Highways Information - hourly rate	per hour	£77.18	£86.60	£9.43	12.2%
Corporate Director Place	Highways & Transport	Rights of Way	Highways and Rights of Way - hourly rate	per hour	£100.28	£112.50	£12.23	12.2%
Corporate Director Place	Highways & Transport	Rights of Way	Public Rights of Way only - hourly rate	per hour	£55.44	£62.20	£6.76	12.2%
Corporate Director Place	Highways & Transport	Rights of Way	Common Land and Village Green - per enquiry	per enquiry	£26.78	£30.10	£3.33	12.4%
Corporate Director Place	Highways & Transport	Rights of Way	Highway Statement or Declaration only	per statement / declaration	£236.25	£265.25	£29.00	12.3%
Corporate Director Place	Highways & Transport	Rights of Way	Public Path Orders	per order	£2,388.75	£2,681.60	£292.85	12.3%
Corporate Director Place	Highways & Transport	Rights of Way	ROW - Correction of the Commons or Town and Village Green Registers for non-registration or mistaken registration of land	per correction	£2,156.00	£2,420.33	£264.33	12.3%
Corporate Director Place	Highways & Transport	Rights of Way	ROW - searching for land to which rights of common attach	per hour	£70.00	£78.50	£8.50	12.1%
	Planning							
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Do I need planning permission	Per request	£55.00	£65.00	£10.00	18.2%
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Planning history of a site	Per request	£55.00	£65.00	£10.00	18.2%
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Level 1 - Householder and minor works	Per request	£100.00	£134.00	£34.00	34.0%
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Level 2 - Small residential and commercial	Per request	£230.00	£367.00	£137.00	59.6%
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Level 3 - Medium scale residential and commercial	Per request	£400.00	£747.00	£347.00	86.8%
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Level 4 - large scale residential and commercial	Per request	£750.00	£1,200.00	£450.00	60.0%
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Level 5 - Small scale major	Per request	£1,500.00	£2,800.00	£1,300.00	86.7%
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Level 6 - Large scale major	per request	10% of the planning application fee	£3500 or 10% of the planning application fee, whichever is the higher		
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Solar Energy - under 1 hectare	per request	£100.00	£367.00	£267.00	267.0%
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Solar Energy - over 1 hectare	per request	10% of the planning application fee	10% of the planning application fee	£0.00	0.0%
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Wind turbines and Battery Storage Units - under 1 hectare	per request	£500.00	£600.00	£100.00	20.0%
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - Wind turbines and Battery Storage Units - over 1 hectare	per request	10% of the planning application fee	10% of the planning application fee	£0.00	
Corporate Director Place	Planning	Planning	Pre-Application Planning Advice - additional meetings	per request	£220.00	£250.00	£30.00	13.6%
Corporate Director Place	Planning	Planning	Pre-Application Planning - Waste & Mineral developments - 1,000 – 9,999m2 gross floor area and local scale waste facilities	per request	£953.00	£1,100.00	£147.00	15.4%
Corporate Director Place	Planning	Planning	Pre-Application Planning - Waste & Mineral developments - Over 10,000m2 gross floor area and strategic scale waste facilities	per request	£1,270.00	£1,500.00	£230.00	18.1%
Corporate Director Place	Planning	Planning	Pre-Application Planning - Waste & Mineral developments - Any new quarry or mine and any extensions to existing	per request	£698.00	£1,000.00	£302.00	43.3%
Corporate Director Place	Planning	Planning	Pre-Application Planning - Waste & Mineral developments - All other quarry proposals	per request	£254.00	£1,000.00	£746.00	293.7%
Corporate Director Place	Planning	Planning	Planning - High Hedge Complaints	Per complaint	£500.00	£550.00	£50.00	10.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - LLC1 Residential	per search	£30.00	£30.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - LLC1 Commercial	per search	£30.00	£30.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited LLC1 Residential	per search	£50.00	£50.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited LLC1 Commercial	per search	£50.00	£50.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Con 29 Residential	per search	£145.00	£145.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Con 29 Commercial	per search	£200.00	£200.00	£0.00	0.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Planning							
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited Con 29 Residential	per search	£225.00	£225.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited Con 29 Commercial	per search	£300.00	£300.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Con 29O (each) Residential	per search	£22.00	£22.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Con 29O (each) Commercial	per search	£22.00	£22.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited Con 29O (each) Residential	per search	£33.00	£33.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited Con 29O (each) Commercial	per search	£33.00	£33.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Parcels (Residential) LLC1	Per parcel	£5.00	£5.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Parcels (Residential) Con 29	Per parcel	£12.00	£12.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Parcels (Commercial) LLC1	Per parcel	£5.00	£5.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Parcels (Commercial) CON 29	Per parcel	£20.00	£20.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited Parcels (Residential) LLC1	Per parcel	£7.50	£7.50	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited Parcels (Residential) Con 29	Per parcel	£18.00	£18.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited Parcels (Commercial) LLC1	Per parcel	£7.50	£7.50	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited Parcels (Commercial) Con 29	Per parcel	£30.00	£30.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Solicitors enquiry (Residential and Commercial)	per enquiry	£30.00	£30.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Expedited Solicitors enquiry (Residential and Commercial)	per enquiry	£45.00	£45.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Duplicate copy of search	per copy	£10.00	£15.00	£5.00	50.0%
Corporate Director Place	Planning	Planning	Planning - Local Land Charges - Cancellation fee (application before search progressed)	Per search	£20.00	£20.00	£0.00	0.0%
Corporate Director Place	Planning	Planning	Re opening of old applications (payable to reopen an application that has not had a site inspection in the previous five years)	per application	£110.00	£120.00	£10.00	9.1%
Corporate Director Place	Planning	Planning	Fasttrack options available on application fees	per application	10% of the application fee	10% of the application fee	£0.00	0.0%
Corporate Director Place	Planning	Planning	S106 Monitoring Fees - Fixed fee for £250 per non-financial obligations	per obligation	£250.00	£300.00	£50.00	20.0%
Corporate Director Place	Planning	Planning	S106 Monitoring Fees - S106 financial obligations 1% of the total financial contribution	per agreement	1% of total financial contribution	1% of total financial contribution	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 1 Dwellings	per application	£948.00	£948.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 2 Dwellings	per application	£1,326.00	£1,326.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 3 Dwellings	per application	£1,626.00	£1,626.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 4 Dwellings	per application	£2,100.00	£2,100.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 5 Dwellings	per application	£2,394.00	£2,394.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 6 Dwellings	per application	£2,724.00	£2,724.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 7 Dwellings	per application	£3,054.00	£3,054.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 8 Dwellings	per application	£3,354.00	£3,354.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 9 Dwellings	per application	£3,672.00	£3,672.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 10 Dwellings	per application	£4,032.00	£4,032.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table B - Conversion of garage in to living accommodation	per application	£354.00	£354.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table B - Garage and Car Ports up to 40m²	per application	£360.00	£360.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table B - Electrical works (Non-competent persons scheme)	per application	£516.00	£516.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table B - Garage and Car Ports over 40m² up to 60m²	per application	£426.00	£426.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions up to 10m²	per application	£528.00	£528.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 10m² up to 20m²	per application	£624.00	£624.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 20m² up to 40m²	per application	£654.00	£654.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 40m² up to 60m²	per application	£780.00	£780.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 60m² up to 80m²	per application	£906.00	£906.00	£0.00	0.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Planning							
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - 0-2000	per application	£258.00	£258.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - 2001-5000	per application	£312.00	£312.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - 5001-10000	per application	£420.00	£420.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - 10001-15000	per application	£522.00	£522.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - 15001-20000	per application	£558.00	£558.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - 20001-30000	per application	£672.00	£672.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - 30001-40000	per application	£786.00	£786.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - 40001-50000	per application	£840.00	£840.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - Replacement windows	per application	£210.00	£210.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - Copy of completion certificate	per application	£48.00	£55.00	£7.00	14.6%
Corporate Director Place	Planning	Building Control	Building Control - Demolition Notice	per notice	£130.00	£130.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Re roofing	per application	£306.00	£306.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Table C - Estimated cost of works - Fire Risk Assessments (based on number of hours/hourly rate) hourly rate	per hour	£75.00	£80.00	£5.00	6.7%
Corporate Director Place	Planning	Building Control	Pre application advice (to be taken off the application fee when submitted)	per application	£75.00	£75.00	£0.00	0.0%
Corporate Director Place	Planning	Building Control	Building Control - Installation of Log Burner	per application	£0.00	£525.00	£525.00	NEW
Corporate Director Place	Planning	Building Control	Building Control - Installation of Log Burner if in connection to an extension	per application	£0.00	£258.00	£258.00	NEW
	Highways Operations							
Corporate Director Place	Highways Operations	Road Safety	Bikeability (Schools)	per pupil	£5.70	£6.10	£0.40	7.0%
Corporate Director Place	Highways Operations	Road Safety	Scootability (Schools)	per pupil	£5.70	£6.10	£0.40	7.0%
Corporate Director Place	Highways Operations	Rights of Way	Burial fees -Burial in a grave -Burial of a body (coffin)	Per burial	£942.70	£989.84	£47.14	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Burial fees -Burial in a grave - Large Coffin Surcharge	Per burial	£258.55	£271.48	£12.93	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Burial fees -Burial of cremated remains -Burial of a body (ashes)	Per burial	£319.20	£335.16	£15.96	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Burial Fees-Use of Chapels Bradford-on-Avon, Trowbridge or Westbury	Per chapel use	£163.85	£180.24	£16.39	10.0%
Corporate Director Place	Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial -Grave (Coffin) for 40 years	Per grave	£844.83	£887.07	£42.24	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial -Grave (Coffin) extension 10 years	Per grave	£211.21	£221.77	£10.56	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial -Grave for 40 years (Child under 15 years)	Per grave	£425.60	£446.88	£21.28	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial -Grave extension (Child-under 15 years old) 10 years	Per grave	£106.40	£111.72	£5.32	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial - Ashes plot 40 years	Per plot	£425.60	£446.88	£21.28	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial - Ashes plot extension	Per plot	£106.40	£111.72	£5.32	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Traditional -Style- Headstone 36 x 24 x 12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Traditional -Style- Headstone (for kerbs) 36 x 36	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Traditional -Style- Kerbs and or cover stone 36 x 84	Per Kerb or stone cover	£401.12	£421.18	£20.06	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Traditional -Style- Vase 12 x 12 x 12	Per vase	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Traditional -Style- Statue (height 36)	Per statue	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Traditional -Style- Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Cremated Remains -Style- Headstone 31 x 24 x 12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Cremated Remains -Style- Book Memorial 31 x 24 x 12	Per book memorial	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Cremated Remains -Style- Tablet 24 x 24	Per tablet	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Cremated Remains -Style- Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Children's section -Style- Headstone 31 x 24 x 12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Children's section -Style- Headstone (for Kerbs) 31 x 36	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Children's section -Style- kerbs and or cover stone 36 x 60	Per Kerb or stone cover	£234.08	£245.78	£11.70	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Children's section -Style- Tablet 24 x 24	Per tablet	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Children's section -Style- Vase 12 x 12 x 12	Per vase	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Children's section -Style- Statue (height 36)	Per statue	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Children's section -Style- Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Highways Operations							
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge -traditional section -Style - Vase 12 x 12 x 12	Per vase	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials -Trowbridge -traditional section -Style - Statue (height 36)	Per statue	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge -traditional section -Style - Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge -Lawn section -Style -Headstone 31 x 24 x 12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge -Style -Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge - Cremated Remains section - Style - Headstone 31 x 24 x 12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge -Cremated Remains section - Style - Book Memorial 31 x 24 x 12	Per book memorial	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge -Cremated Remains section - Style - Tablet 24 x 24	Per tablet	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge -Cremated Remains section - Style - Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials -Trowbridge - Children's Section - Style -Headstone 31 x 24 x12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge - Children's Section - Style -Headstone (for kerbs) 31 x 36	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge - Children's Section - Style - Kerbs and or cover stone 36 x 60	Per Kerb or stone cover	£234.08	£245.78	£11.70	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge - Children's Section - Style - Tablet 24 x 24	Per tablet	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge - Children's Section - Style - Vase 12 x 12 x 12	Per vase	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge - Children's Section - Style - Statue (height 36)	Per statue	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Trowbridge - Children's Section - Style - Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Warmminster -Lawn section -Style -Headstone 31 x 24 x 12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Warmminster -Style -Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Warmminster - Cremated Remains section - Style - Headstone 31 x 24 x 12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Warmminster -Cremated Remains section - Style - Book Memorial 31 x 24 x 12	Per book memorial	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Warmminster -Cremated Remains section - Style - Tablet 24 x 24	Per tablet	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Warmminster -Cremated Remains section - Style - Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials -Westbury -traditional section -Style Headstone 36 x 24 x 12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -traditional section -Style Headstone (for Kerbs) 36 x 36	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -traditional section -Style-Kerbs and or cover stone 36 x 36	Per Kerb or stone cover	£401.12	£421.18	£20.06	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -traditional section -Style - Vase 12 x 12 x 12	Per vase	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -traditional section -Style - Statue (height 36)	Per statue	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -traditional section -Style - Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -Lawn section -Style -Headstone 31 x 24 x 12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -Lawn section -Style -Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -Cremated Remains section - Style - Headstone 31 x 24 x 12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -Cremated Remains section - Style - Book Memorial 31 x 24 x 12	Per book memorial	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -Cremated Remains section - Style - Tablet 24 x 24	Per tablet	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury -Cremated Remains section - Style - Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury - Children's Section - Style -Headstone 31 x 24 x12	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury - Children's Section - Style -Headstone (for kerbs) 31 x 36	Per headstone	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury - Children's Section - Style - Kerbs and or cover stone 36 x 60	Per Kerb or stone cover	£234.08	£245.78	£11.70	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury - Children's Section - Style - Tablet 24 x 24	Per tablet	£254.29	£267.00	£12.71	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury - Children's Section - Style - Vase 12 x 12 x 12	Per vase	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury - Children's Section - Style - Statue (height 36)	Per statue	£46.82	£49.16	£2.34	5.0%
Corporate Director Place	Highways Operations	Rights of Way	Memorials - Westbury - Children's Section - Style - Additional Inscription	Per additional inscription	£114.91	£120.66	£5.75	5.0%
Corporate Director Place	Highways Operations	Fleet Services	MOTs - Staff / services such as police / ambulances - class 4, standard car	Per Mot	£54.85	£54.85	£0.00	0.0%
Corporate Director Place	Highways Operations	Fleet Services	MOTs -Staff / services such as police / ambulances - class 5, 13-16 seat minibus	Per Mot	£59.55	£59.55	£0.00	0.0%
Corporate Director Place	Highways Operations	Fleet Services	MOTs -Staff / services such as police / ambulances - class 7 Good Vehicles between 3 tonnes and 3.5 tonnes	Per Mot	£58.60	£58.60	£0.00	0.0%
Corporate Director Place	Highways Operations	Fleet Services	MOTs - Public - class 4, standard car	Per Mot	£54.85	£54.85	£0.00	0.0%
Corporate Director Place	Highways Operations	Fleet Services	MOTs - Public - class 5, 13-16 seat minibus	Per Mot	£80.50	£80.50	£0.00	0.0%
Corporate Director Place	Highways Operations	Fleet Services	MOTs -Public - class 7 Good Vehicles between 3 tonnes and 3.5 tonnes	Per Mot	£58.60	£58.60	£0.00	0.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
PLACE								
	Highways Operations							
Corporate Director Place	Highways Operations	Fleet Services	Other chargeable services - Fleet Lifting Operations & Lifting Equipment Regulations (LOLER) - per examination	Per examination	£75.00	£80.00	£5.00	6.7%
Corporate Director Place	Highways Operations	Fleet Services	Other chargeable services - Fleet Driver Training - Minibus Driver Awareness Scheme - per person per day	Per person, Per day	£110.00	£110.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Fleet Services	Other chargeable services - Fleet Vehicles for hire to schools, community groups and voluntary groups. Cost per vehicle per day includes insurance, excludes driver, excludes fuel	Per vehicle, per day	£88.00	£100.00	£12.00	13.6%
Corporate Director Place	Highways Operations	Highways	General Markets - Continental Markets	per day	£290.00	£300.00	£10.00	3.4%
Corporate Director Place	Highways Operations	Highways	Events - Use of Council Land	per day	£290.00	£300.00	£10.00	3.4%
Corporate Director Place	Highways Operations	Highways	Administration Fee	Per admin fee	£32.00	£40.00	£8.00	25.0%
Corporate Director Place	Highways Operations	Highways	Town Traders - Annual Street Trading Consent all days of the year, including Bank Holidays	Annual	£4,133.00	£4,500.00	£367.00	8.9%
Corporate Director Place	Highways Operations	Highways	Town Traders Daily Street Trading Consent - All days of the week, including Bank Holidays where these fall on the days included in the consent.	Per day	£52.00	£56.00	£4.00	7.7%
Corporate Director Place	Highways Operations	Highways	Town Traders - Block Street Trading Consent	Per day	£290.00	£330.00	£40.00	13.8%
	Highways Operations	Highways	Short Term Static Consent (Town Traders)	Annual	£1,500.00	£1,650.00	£150.00	10.0%
	Highways Operations	Highways	Mobile Consent (Town Traders)	Annual	£2,066.00	£2,272.00	£206.00	10.0%
Corporate Director Place	Highways Operations	Highways	All other traders - Annual Street Trading Consent - all days of the year, including Bank Holidays	Annual	£2,206.15	£2,400.00	£193.85	8.8%
Corporate Director Place	Highways Operations	Highways	Daily Street Trading Consent - All days of the week, including Bank Holidays	Per day	£23.95	£26.00	£2.05	8.6%
Corporate Director Place	Highways Operations	Highways	Block Street Trading Consent	Per day	£290.00	£330.00	£40.00	13.8%
Corporate Director Place	Highways Operations	Highways	Short Term Static Consent (All other traders)	Annual	£800.00	£880.00	£80.00	10.0%
Corporate Director Place	Highways Operations	Highways	Mobile Consent (All other traders)	Annual	£1,103.00	£1,213.00	£110.00	10.0%
Corporate Director Place	Highways Operations	Highways	Knowledge Test	Per test	£38.00	£38.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Replacement Badge Charge	Per badge	£14.00	£14.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Replacement of lost exterior plate	Per Plate	£31.00	£31.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Replacement of Internal Window Plate	Per Plate	£13.00	£13.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Replacement External Plate Holder	Per Plate	£8.00	£8.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Cancellation or missed appointment fee (per 1/2 hour appointment)	Per Appointment	£35.00	£35.00	£0.00	0.0%
Corporate Director Place	Highways Operations	Highways	Daily Fee for Non return of vehicle licence plates after 7 days	Per day	£11.00	£11.00	£0.00	0.0%

	PEOPLE							
	Education & Skills							
Corporate Director People	Education & Skills	Targeted Education	BSS Advisory teacher (Schools)	per day	461.00	£491.00	£30.00	6.5%
Corporate Director People	Education & Skills	Targeted Education	BSS Behaviour Assistant (Schools)	per day	218.00	£233.00	£15.00	6.9%
Corporate Director People	Education & Skills	School Effectiveness	EY Support package for registered childminders (Schools)	per package	67.00	£71.00	£4.00	6.0%
Corporate Director People	Education & Skills	School Effectiveness	ELSA Supervision (Schools)	per package	151.00	£161.00	£10.00	6.6%
Corporate Director People	Education & Skills	Targeted Education	EWQ Support (Schools)	per day	346.00	£369.00	£23.00	6.6%
Corporate Director People	Education & Skills	Targeted Education	Support for Travellers package: 6 week intervention (Schools)	per package	1,741.60	£1,855.00	£113.40	6.5%
Corporate Director People	Education & Skills	Targeted Education	Support for Travellers package: 12 week intervention (Schools)	per package	3,257.61	£3,469.00	£211.39	6.5%
Corporate Director People	Education & Skills	Targeted Education	Bilingual assistant package: short term 6 sessions (3 hours) (Schools)	per package	690.65	£736.00	£45.35	6.6%
Corporate Director People	Education & Skills	Targeted Education	Bilingual assistant package: full year 36 sessions (3 hours) (Schools)	per package	4,061.59	£4,326.00	£264.41	6.5%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
	PEOPLE							
	Education & Skills							
Corporate Director People	Education & Skills	Targeted Education	EMTAS Advisory Teacher (Schools)	per day	460.73	£490.68	£29.95	6.5%
Corporate Director People	Education & Skills	Targeted Education	EMTAS Advisory Teacher session (Schools)	per half day	251.31	£267.65	£16.34	6.5%
Corporate Director People	Education & Skills	Targeted Education	EMTAS Advisory Teacher session (Schools)	per half day	251.31	£267.65	£16.34	6.5%
Corporate Director People	Education & Skills	Targeted Education	EMTAS Bilingual Assistant (Schools)	per day	218.48	£232.68	£14.20	6.5%
Corporate Director People	Education & Skills	Targeted Education	EMTAS Bilingual Assistant session (Schools)	per half day	118.86	£126.59	£7.73	6.5%
Corporate Director People	Education & Skills	Targeted Education	EMTAS Bilingual Assistant session (Schools)	per half day	118.86	£126.59	£7.73	6.5%
Corporate Director People	Education & Skills	School Effectiveness	LRH Platinum subscription (Schools)	per pupil	15.95	£16.95	£1.00	6.3%
Corporate Director People	Education & Skills	School Effectiveness	LRH Gold subscription (Schools)	per pupil	15.25	£16.25	£1.00	6.6%
Corporate Director People	Education & Skills	School Effectiveness	LRH Silver subscription (Schools)	per pupil	4.50	£1.50	£-3.00	-66.7%
Corporate Director People	Education & Skills	School Effectiveness	LRH Bronze subscription (Schools)	per package	598.00	£640.00	£42.00	7.0%
Corporate Director People	Education & Skills	School Effectiveness	LRH School visitor (Schools)	per class	153.00	£165.00	£12.00	7.8%
Corporate Director People	Education & Skills	School Effectiveness	LRH School Library advice (Schools)	per hour	78.00	£85.00	£7.00	9.0%
Corporate Director People	Education & Skills	School Effectiveness	LRH Home Educators and EY package	per package	£0.00	no min purchase		
Corporate Director People	Education & Skills	School Effectiveness	Safeguarding Health Check	half day	275.00	£290.00	£15.00	5.5%
Corporate Director People	Education & Skills	School Effectiveness	Safeguarding Training	half day	300.00	£320.00	£20.00	6.7%
Corporate Director People	Education & Skills	School Effectiveness	Safeguarding SCR Check	1 hour	35.00	£100.00	£65.00	185.7%
Corporate Director People	Education & Skills	School Effectiveness	Safeguarding review primary	1.5 days	650.00	£690.00	£40.00	6.2%
Corporate Director People	Education & Skills	School Effectiveness	Safeguarding review secondary	1.5 days	1,200.00	£1,270.00	£70.00	5.8%
Corporate Director People	Education & Skills	School Effectiveness	Safeguarding review large secondary	1.5 days	1,500.00	£1,550.00	£50.00	3.3%
Corporate Director People	Education & Skills	School Effectiveness	SEND Review primary	1.5 days	£0.00	£690.00	£690.00	NEW
Corporate Director People	Education & Skills	School Effectiveness	SEND Review secondary	1.5 days	£0.00	£1,270.00	£1,270.00	NEW
Corporate Director People	Education & Skills	School Effectiveness	SEND Review large secondary	1.5 days	£0.00	£1,550.00	£1,550.00	NEW
Corporate Director People	Education & Skills	School Effectiveness	School Effectiveness Advice & support (Schools)	per 2 hour	170.00	£200.00	£30.00	17.6%
Corporate Director People	Education & Skills	School Effectiveness	School Effectiveness Advice & support (Schools)	per 2 hour	170.00	£200.00	£30.00	17.6%
Corporate Director People	Education & Skills	School Effectiveness	School Effectiveness Advice & support (Schools)	per 2 hour	170.00	£200.00	£30.00	17.6%
Corporate Director People	Education & Skills	School Effectiveness	Headteacher recruitment package (Schools)	per package	1,178.00	£1,257.00	£79.00	6.7%
Corporate Director People	Education & Skills	School Effectiveness	Headteacher performance management Autumn review (Schools)	half day	374.00	£290.00	£-84.00	-22.5%
Corporate Director People	Education & Skills	School Effectiveness	Headteacher performance management Autumn review and write up (Schools)	full day	£0.00	£525.00	£525.00	NEW
Corporate Director People	Education & Skills	School Effectiveness	Headteacher performance management Autumn review, write up and spring review (Schools)	1.5 days	£0.00	£815.00	£815.00	NEW
Corporate Director People	Education & Skills	School Effectiveness	Early Career Teacher Appropriate Body Service (Schools)	per package	100.00	£100.00	£0.00	0.0%
Corporate Director People	Education & Skills	School Effectiveness	Early Career Teacher Appropriate Body Service (Schools)	per package	100.00	£100.00	£0.00	0.0%
Corporate Director People	Education & Skills	School Effectiveness	Moderation & Monitoring Registration (Schools)	per package	55.00	£60.00	£5.00	9.1%
Corporate Director People	Education & Skills	School Effectiveness	Review of school data	half day	275.00	£295.00	£20.00	7.3%
Corporate Director People	Education & Skills	School Effectiveness	Perspective Lite (Schools)	per package	312.00	£335.00	£23.00	7.4%
Corporate Director People	Education & Skills	School Effectiveness	School Governance Core package (Schools)	per package	1,203.00	£1,282.00	£79.00	6.6%
Corporate Director People	Education & Skills	School Effectiveness	School Governance Clerking Service (Schools)	per package	1,849.00	£1,969.00	£120.00	6.5%
Corporate Director People	Education & Skills	School Effectiveness	School Governance review (Schools)	per package	989.00	£1,053.00	£64.00	6.5%
Corporate Director People	Education & Skills	School Effectiveness	Learning outside the classroom and EVOLVE (Academies and F and VA Schools) charges are based on academic year (Sept 22 - Aug 23)	per pupil	£236 <200 Number On Role, >201 Number On Role £1.18 per Number On Role	£240 <200 Number On Role, >201 Number On Role £1.20 per Number On Role	£4 <200 Number On Role, >201 Number On Role £0.02 per Number On Role	0.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
	PEOPLE							
	Education & Skills							
Corporate Director People	Education & Skills	School Effectiveness	Learning outside the classroom and EVOLVE (VC and Co Schools) charges are based on academic year (Sept 22 - Aug 23)	per pupil	£0.00	£120 <200 Number On Role, >201 Number On Role £0.60 per Number On Role	£120 <200 Number On Role, >201 Number On Role £0.60 per Number On Role	100.0%
Corporate Director People	Housing	Housing	Homes4wiltshire property advert charges	per advert	£73.91	£80.00	£6.09	8.2%
Corporate Director People	Housing	Housing	Homes4wiltshire annual housing provider charge	annual	£31,698.00	£32,000	£302.00	1.0%
Corporate Director People	Housing	Housing	Homes4wiltshire penalty charge fee	per incorrect advert	£17.18	£18.50	£1.32	7.7%
	RESOURCES							
	Finance							
Corporate Director Resources	Finance	Accounting and Budget Support	A&BS Light Touch package (Schools)	per package	£722.00	£769.00	£47.00	6.5%
Corporate Director Resources	Finance	Accounting and Budget Support	A&BS Core package (Schools)	per package	£1,620.00	£1,725.00	£105.00	6.5%
Corporate Director Resources	Finance	Accounting and Budget Support	A&BS Enhanced package (Schools)	per package	£2,256.00	£2,402.00	£146.00	6.5%
Corporate Director Resources	Finance	Accounting and Budget Support	A&BS New Bursar / Finance Officer Support Package (Schools)	per package	£787.00	£838.00	£51.00	6.5%
Corporate Director Resources	Finance	Accounting and Budget Support	A&BS Headteachers' Financial Management Programme (Schools)	per package	£722.00	£769.00	£47.00	6.5%
Corporate Director Resources	Finance	Accounting and Budget Support	A&BS operational site visits (Schools)	per half day	£235.00	£250.00	£15.00	6.4%
Corporate Director Resources	Finance	Accounting and Budget Support	A&BS Helpdesk (Schools)	per package	£280.00	£298.00	£18.00	6.4%
Corporate Director Resources	Finance	Accounting and Budget Support	Free School Meals Eligibility Checking Service (Schools)	per pupil	£0.74	£0.79	£0.05	6.8%
	ICT							
Corporate Director Resources	IT	IT	Street Naming & Numbering Fees - Addition of house/Company Name or House/Company Renaming	per house/company	£66.70	£73.37	£6.67	10.0%
Corporate Director Resources	IT	IT	Street Naming & Numbering Fees - New Developments first address	first address	£146.70	£161.37	£14.67	10.0%
Corporate Director Resources	IT	IT	Street Naming & Numbering Fees - New Developments additional address	additional address	£53.36	£58.70	£5.34	10.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
	CHIEF EXECUTIVE							
	Public Health							
Chief Executive	Public Health	Public Health	Health & Safety package secondary (Academies and VA/F Schools)	per package	£1,601.00	£1,705.00	£104.00	6.5%
Chief Executive	Public Health	Public Health	Health & Safety package large primary/special (Academies and VA/F Schools)	per package	£901.00	£960.00	£59.00	6.5%
Chief Executive	Public Health	Public Health	Health & Safety package small primary (Academies and VA/F Schools)	per package	£433.00	£461.00	£28.00	6.5%
Chief Executive	Public Health	Public Health	online H&S training courses	per course	£51.00	£54.00	£3.00	5.9%
Chief Executive	Public Health	Public Health	CLEAPPS Membership	per pupil	£0.20 per pupil primary / £0.27 per pupil secondary	£0.21 per pupil primary / £0.29 per pupil secondary	£0.01 per pupil primary / £0.02 per pupil secondary	0.5%
Chief Executive	Public Health	Public Health	Learning outside the classroom and EVOLVE (Academies)	per pupil	£236 <200 NOR, >201 NOR £1.18 per NOR	£236 <200 NOR, >201 NOR £1.18 per NOR	£0.00	0.0%
Chief Executive	Public Health	Public Health	HR Advisory (Schools)	per staff headcount	£48.97	£48.97	£0.00	0.0%
Chief Executive	Public Health	Public Health	HR Advisory LA schools package (Schools)	per package	£197.91 flat rate plus £4.95 per NOR	£197.91 flat rate plus £4.95 per NOR	£0.00	0.0%
Chief Executive	Public Health	Public Health	Occupational health appointment with nurse	per appointment	£203.00	£216.20	£13.20	6.5%
Chief Executive	Public Health	Public Health	Occupational health review appointment with nurse	per appointment	£160.00	£170.40	£10.40	6.5%
Chief Executive	Public Health	Public Health	Occupational health appointment with doctor	per appointment	£358.00	£381.27	£23.27	6.5%
Chief Executive	Public Health	Public Health	Occupational health review appointment with doctor	per appointment	£294.00	£313.11	£19.11	6.5%
Chief Executive	Public Health	Public Health	New starter telephone assessment with nurse	per appointment	£145.00	£154.43	£9.42	6.5%
Chief Executive	Public Health	Public Health	New starter telephone assessment with doctor	per appointment	£283.00	£301.40	£18.40	6.5%
Chief Executive	Public Health	Public Health	New starter face-to-face assessment with nurse	per appointment	£165.00	£175.73	£10.73	6.5%
Chief Executive	Public Health	Public Health	New starter face-to-face assessment with doctor	per appointment	£300.00	£319.50	£19.50	6.5%
Chief Executive	Public Health	Public Health	Ill health retirement assessment	per appointment	£385.00	£410.03	£25.03	6.5%
	HR & OD							
Chief Executive	HR&OD	HR&OD	Payroll Premium package (Schools)	per staff headcount	£77.06	£82.07	£5.01	6.5%
Chief Executive	HR&OD	HR&OD	Payroll Standard package (Schools)	per staff headcount	£62.89	£66.98	£4.09	6.5%
Chief Executive	HR&OD	HR&OD	payroll LA school package (Schools)	per package	HR admin base cost £421.26 plus £4.21 per pupil & Payroll £44.30 per employee	HR admin base cost £448.64 plus £4.48 per pupil & Payroll £47.18 per employee	HR admin base cost £27.38 plus £0.27 per pupil & Payroll £2.88 per employee	
Chief Executive	HR&OD	HR&OD	HR Advisory Services (per employee)	per staff headcount	£48.97	£52.16	£3.19	6.5%
Chief Executive	HR&OD	HR&OD	HR Advisory Services LA Schools	per package	£197.91 flat rate plus £4.95 per Number on role	£210.77 flat rate plus £5.27 per Number on role	£12.86 flat rate plus £0.32 per Number on role	
Chief Executive	HR&OD	HR&OD	Wiltshire Rewards (Schools)	per staff headcount	£3.00	£3.19	£0.19	6.3%
Chief Executive	HR&OD	HR&OD	Headship recruitment administration (Schools)	per package	£260.00	£277.00	£17.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Basic (Single Advert) LA Schools	per advert	£35.00	£37.25	£2.25	6.4%
Chief Executive	HR&OD	HR&OD	Advertising Basic (Single Advert) Academy Schools	per advert	£85.00	£90.50	£5.50	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Basic (Single Advert) External	per advert	£125.00	£133.00	£8.00	6.4%
Chief Executive	HR&OD	HR&OD	Advertising Standard (Single Advert) LA Schools	per advert	£55.00	£58.50	£3.50	6.4%
Chief Executive	HR&OD	HR&OD	Advertising Standard (Single Advert) Academy Schools	per advert	£105.00	£111.50	£6.50	6.2%
Chief Executive	HR&OD	HR&OD	Advertising Standard (Single Advert) External	per advert	£145.00	£154.50	£9.50	6.6%
Chief Executive	HR&OD	HR&OD	Advertising Premium (Single Advert) LA Schools	per advert	£70.00	£74.50	£4.50	6.4%
Chief Executive	HR&OD	HR&OD	Advertising Premium (Single Advert) Academy Schools	per advert	£120.00	£127.50	£7.50	6.3%
Chief Executive	HR&OD	HR&OD	Advertising Premium (Single Advert) External	per advert	£160.00	£170.00	£10.00	6.3%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
	CHIEF EXECUTIVE							
	HR & OD							
Chief Executive	HR&OD	HR&OD	Early Years Settings Standard Single Advert	per advert	£45.00	£48.00	£3.00	6.7%
Chief Executive	HR&OD	HR&OD	Early Years Settings Premium Single Advert	per advert	£80.00	£85.00	£5.00	6.3%
Chief Executive	HR&OD	HR&OD	Charities Basic Single Advert	per advert	£25.00	£25.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Charities Standard Single Advert	per advert	£45.00	£45.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Charities Premium Single Advert	per advert	£60.00	£60.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Advertising Basic x10 (LA) (Schools)	per package	£332.00	£354.00	£22.00	6.6%
Chief Executive	HR&OD	HR&OD	Advertising Basic x10 (Academy) (Schools)	per package	£807.00	£859.00	£52.00	6.4%
Chief Executive	HR&OD	HR&OD	Advertising Basic x10 (External) (Schools)	per package	£1,187.00	£1,264.00	£77.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Standard x10 (LA) (Schools)	per package	£522.00	£556.00	£34.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Standard x10 (Academy) (Schools)	per package	£997.00	£1,062.00	£65.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Standard x10 (External) (Schools)	per package	£1,377.00	£1,467.00	£90.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Premium x10 (LA) (Schools)	per package	£665.00	£708.00	£43.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Premium x10 (Academy) (Schools)	per package	£1,140.00	£1,214.00	£74.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Premium x10 (External) (Schools)	per package	£1,520.00	£1,619.00	£99.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Basic x20 (LA) (Schools)	per package	£630.00	£671.00	£41.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Basic x20 (Academy) (Schools)	per package	£1,530.00	£1,629.00	£99.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Basic x20 (External) (Schools)	per package	£2,250.00	£2,396.00	£146.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Standard x20 (LA) (Schools)	per package	£990.00	£1,054.00	£64.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Standard x20 (Academy) (Schools)	per package	£1,890.00	£2,012.00	£122.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Standard x20 (External) (Schools)	per package	£2,610.00	£2,780.00	£170.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Premium x20 (LA) (Schools)	per package	£1,260.00	£1,342.00	£82.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Premium x20 (Academy) (Schools)	per package	£2,160.00	£2,300.00	£140.00	6.5%
Chief Executive	HR&OD	HR&OD	Advertising Premium x20 (External) (Schools)	per package	£2,880.00	£3,067.00	£187.00	6.5%
Chief Executive	HR&OD	HR&OD	DBS - Enhanced check	Per check	£40.00	£40.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	DBS - Standard check	Per check	£23.00	£23.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	DBS - Basic Check	Per check	£23.00	£23.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Admin charge to be added	Per check	£16.00	£17.00	£1.00	6.3%
Chief Executive	HR&OD	HR&OD	Paediatric First Aid	Per course	£125.00	£130.00	£5.00	4.0%
Chief Executive	HR&OD	HR&OD	Paediatric First Aid (group of 8-12 at client venue)	Per group course	£1,000.00	£1,000.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Cancellation charge - more than 14 days notice	Per course	Cancellation 6-19 days 50% + £20 admin charge	Cancellation 6-19 days 50% + £20 admin charge	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Cancellation charge - less than 14 days notice	Per course	Cancellation under 5 days no refund	Cancellation under 5 days no refund	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Health and social care course 2 hrs	Per course	£50.00	£50.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Health and social care course 2 hrs (group of 8-15 at client venue)	Per group course	£325.00	£325.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Health and social care course 3 hrs	Per course	£65.00	£65.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Health and social care course 3 hrs (group of 8-15 at client venue)	Per group course	£375.00	£375.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Health and social care course 7 hrs	Per course	£110.00	£110.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Health and social care course 7 hrs (group of 8-15 at client venue)	Per group course	£800.00	£800.00	£0.00	0.0%
Chief Executive	HR&OD	HR&OD	Mental health course 2 hrs	Per course	£50.00	£55.00	£5.00	10.0%
Chief Executive	HR&OD	HR&OD	Mental health courses 2 hrs (group of 8-15 at client venue)	Per group course	£325.00	£340.00	£15.00	4.6%
Chief Executive	HR&OD	HR&OD	Mental health courses 3hrs	Per course	£65.00	£70.00	£5.00	7.7%
Chief Executive	HR&OD	HR&OD	Mental health courses 3hrs (group of 8-15 at client venue)	Per group course	£375.00	£450.00	£75.00	20.0%
Chief Executive	HR&OD	HR&OD	Mental health courses 7hrs	Per course	£110.00	£120.00	£10.00	9.1%
Chief Executive	HR&OD	HR&OD	Mental health courses 7hrs (group of 8-15 at client venue)	Per group course	£800.00	£840.00	£40.00	5.0%

Appendix 4- Fees & Charges 2023-24

Fees not prescribed in regulation

Corporate Directorate	Service	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2022/23	2023/24 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
					£	£	£	%
	CHIEF EXECUTIVE							
	HR & OD							
Chief Executive	HR&OD	HR&OD	Digital skills courses 2hrs	Per course	£50.00	£55.00	£5.00	10.0%
Chief Executive	HR&OD	HR&OD	Digital skills courses 2hrs (group of 8-15 at client venue)	Per group course	£325.00	£340.00	£15.00	4.6%
Chief Executive	HR&OD	HR&OD	Digital skills courses 3hrs	Per course	£65.00	£70.00	£5.00	7.7%
Chief Executive	HR&OD	HR&OD	Digital skills courses 3hrs (group of 8-15 at client venue)	Per group course	£375.00	£450.00	£75.00	20.0%
Chief Executive	HR&OD	HR&OD	Digital skills courses 7hrs	Per course	£110.00	£120.00	£10.00	9.1%
Chief Executive	HR&OD	HR&OD	Digital skills courses 7hrs (group of 8-15 at client venue)	Per group course	£800.00	£840.00	£40.00	5.0%
Chief Executive	HR&OD	HR&OD	Professional development courses 2hrs	Per course	£50.00	£55.00	£5.00	10.0%
Chief Executive	HR&OD	HR&OD	Professional development courses 2hrs (group of 8-15 at client venue)	Per group course	£325.00	£340.00	£15.00	4.6%
Chief Executive	HR&OD	HR&OD	Professional development courses 3hrs	Per course	£65.00	£70.00	£5.00	7.7%
Chief Executive	HR&OD	HR&OD	Professional development courses 3hrs (group of 8-15 at client venue)	Per group course	£375.00	£450.00	£75.00	20.0%
Chief Executive	HR&OD	HR&OD	Professional development courses 7hrs	Per course	£110.00	£120.00	£10.00	9.1%
Chief Executive	HR&OD	HR&OD	Professional development courses 7hrs (group of 8-15 at client venue)	Per group course	£800.00	£840.00	£40.00	5.0%
	Legal & Governance							
Chief Executive	Legal & Governance	Registration	Marriage/CP Ceremony in small office ceremony room max 40 Mon Thu	Per Ceremony	£250.00	£300.00	£50.00	20.0%
Chief Executive	Legal & Governance	Registration	Marriage/CP Ceremony in small Office ceremony room (40) Fri	Per Ceremony	£300.00	£350.00	£50.00	16.7%
Chief Executive	Legal & Governance	Registration	Marriage/CP Ceremony in small office ceremony room (40) Sat	Per Ceremony	£330.00	£400.00	£70.00	21.2%
Chief Executive	Legal & Governance	Registration	Marriage/CP Ceremony in large Office ceremony room (60-70) Mon Thu	Per Ceremony	£300.00	£325.00	£25.00	8.3%
Chief Executive	Legal & Governance	Registration	Marriage/CP Ceremony in large Office ceremony room (60-70), Fri	Per Ceremony	£350.00	£400.00	£50.00	14.3%
Chief Executive	Legal & Governance	Registration	Marriage/CP Ceremony in large Office ceremony room (60-70), Sat	Per Ceremony	£380.00	£450.00	£70.00	18.4%
Chief Executive	Legal & Governance	Registration	Marriage/CP in an Approved Venue Monday to Thursday	Per Ceremony	£475.00	£500.00	£25.00	5.3%
Chief Executive	Legal & Governance	Registration	Marriage/CP in an Approved Venue Friday	Per Ceremony	£500.00	£525.00	£25.00	5.0%
Chief Executive	Legal & Governance	Registration	Marriage/CP in an Approved Venue Saturday	Per Ceremony	£525.00	£575.00	£50.00	9.5%
Chief Executive	Legal & Governance	Registration	Marriage/CP in an Approved Venue Sunday/Public or Bank Holidays	Per Ceremony	£550.00	£600.00	£50.00	9.1%
Chief Executive	Legal & Governance	Registration	Combination ceremony package includes small stat ceremony, 2nd celebratory ceremony & inspection fee	Per Ceremony	£625.00	£700.00	£75.00	12.0%
Chief Executive	Legal & Governance	Registration	Conversion of CP to Marriage only in an Approved Venue Mon to Friday	Per Ceremony	£250.00	£300.00	£50.00	20.0%
Chief Executive	Legal & Governance	Registration	Conversion of CP to Marriage only in an Approved Venue Saturday	Per Ceremony	£290.00	£350.00	£60.00	20.7%
Chief Executive	Legal & Governance	Registration	Conversion of CP to Marriage only in an Approved Venue Sunday	Per Ceremony	£325.00	£375.00	£50.00	15.4%
Chief Executive	Legal & Governance	Registration	Conversion of CP to Marriage only in an Approved Venue Bank Holiday	Per Ceremony	£350.00	£400.00	£50.00	14.3%
Chief Executive	Legal & Governance	Registration	Licence for Approved Premises for Marriage or Civil Partnership includes naming and celebration of marriage (formerly renewal of vows) ceremonies (valid for 3 years)	per licence	£1,850.00	£1,950.00	£100.00	5.4%
Chief Executive	Legal & Governance	Registration	Licence For Religious Buildings to be Approved Premises for Civil Partnerships	per licence	£1,850.00	£1,950.00	£100.00	5.4%
Chief Executive	Legal & Governance	Registration	Fee for Request to Review Decision regarding Approved Venue/Religious Building Licence	per licence	£300.00	£350.00	£50.00	16.7%
Chief Executive	Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP at an Office Sat	Per Ceremony	£330.00	£330.00	£0.00	0.0%
Chief Executive	Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP at an Office Sat	Per Ceremony	£380.00	£380.00	£0.00	0.0%
Chief Executive	Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in an Approved Venue Mon to Thu	Per Ceremony	£475.00	£500.00	£25.00	5.3%
Chief Executive	Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in an Approved Venue Friday	Per Ceremony	£500.00	£525.00	£25.00	5.0%
Chief Executive	Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in an Approved Venue (Sat)	Per Ceremony	£525.00	£575.00	£50.00	9.5%
Chief Executive	Legal & Governance	Registration	Proof of Life certification/PD2 form completion for change of name on passport	per passport	£20.00	£25.00	£5.00	25.0%

Excluded from the above

- Rents and Service charges
- All private sector lease properties and temporary accommodation rents
- Commercial Rents and Service charges
- Car parking
- Planning - Concessions

This page is intentionally left blank

Wiltshire Council

Cabinet

31 January 2023

Subject: Treasury Management Strategy 2023/24

Cabinet member: Councillor Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non Key

Executive Summary

This report presents the Treasury Management Strategy for 2023/24 including:

- a) Prudential and Treasury Indicators for the next three years
- b) Debt management decisions required for 2023/24 that do not feature within the Prudential or Treasury Indicators (paragraphs 57 to 60)
- c) Minimum Revenue Provision Policy 2023/24
- d) Annual Investment Strategy for 2023/24

This report has been prepared in accordance with CIPFA Code of Practice for Treasury Management in Public Services 2017. Any relevant changes within the code of practice have been reflected within the Treasury Management Strategy 2023/24.

Proposals

The Cabinet is requested to recommend that the Council:

- a) Adopt the Minimum Revenue Provision Policy (paragraph 26 – 28)
- b) Adopt the Prudential and Treasury Indicators (paragraphs 17 – 25, 40 – 46 and Appendix A)
- c) Adopt the Annual Investment Strategy (paragraph 63 onwards).
- d) Delegate to the Corporate Director of Resources & Deputy Chief Executive (S151 Officer) the authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary
- e) Authorise the Corporate Director of Resources & Deputy Chief Executive (S151 Officer) to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio
- f) Agree that short term cash surpluses and deficits continue to be managed through temporary loans, deposits and money market funds
- g) Agree that any surplus cash balances not required to cover borrowing are placed in the most appropriate specified or non-specified investments, particularly where this is more cost effective than short term deposits; and delegate to the Corporate Director of Resources & Deputy Chief Executive (S151 Officer) the authority to select such funds
- h) Agree the revised Investment Policy (paragraph 70)
- i) Agree the revised Creditworthiness Policy (paragraph 77)

Reasons for Proposals

To enable the Council to agree a Treasury Management Strategy for 2023/24 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

Andy Brown

Corporate Director of Resources, Deputy Chief Executive (S151 Officer)

Terence Herbert

Chief Executive

Wiltshire Council

Cabinet

31 January 2023

Subject: Treasury Management Strategy 2023/24

Cabinet member: Councillor Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non Key

PURPOSE OF REPORT

1. This report asks the Cabinet to consider and recommend that the Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2023/24.

Background

2. The Council is required to operate a balanced budget. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in appropriately risk assessed counterparties or instruments commensurate within the Council's risk appetite set out in the Strategy, providing adequate liquidity initially before considering investment return.
3. The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.
4. The contribution that the treasury management function makes to the Council is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day to day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and

balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

5. CIPFA defines treasury management as:

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

6. Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day to day treasury management activities. Further details on non-financial investments are given in the Capital Strategy 2023/24.

Reporting Requirements - Capital Strategy

7. The CIPFA 2021 Prudential and Treasury Management Codes require for, all local authorities to prepare a Capital Strategy report, which will provide the following,
- a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
 - an overview of how the associated risk is managed
 - the implications for future financial sustainability
8. The aim of the capital strategy is to ensure that members fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite. This report is included as part of the budget papers presented to Cabinet on 31 January 2023, and Full Council on 21 February 2023.

Reporting Requirements – Treasury Management Reporting

9. Each year, the Council is required to receive and approve, as a minimum, three main reports, which incorporate a variety of policies, estimates and actuals.
- a) Treasury Management Strategy Statement including prudential and treasury indicators, which covers the following,
- the capital plans (including prudential indicators);
 - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
 - the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and

- an investment strategy (the parameters on how investments are to be managed).
- b) Mid-year Treasury Management Report, which will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision.
- c) Annual Treasury Report, which is an outturn position document that provides details of actual performance against a selection of prudential and treasury indicators and actual treasury operational performance compared to the estimates within the strategy for the financial year.

Treasury Management Strategy 2023/24

10. The strategy for 2023/24 covers two main areas,

Capital Issues

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

Treasury Management Issues

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

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

Training

12. The CIPFA Treasury Management Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.

13. The training needs of treasury management officers are periodically reviewed. General treasury, and subject specific, training is provided by the Council's treasury managers, which is attended by members of the treasury team. Opportunities for further officer development will be explored in the new year.

Treasury Management Consultants

14. The Council uses Link Group, Link Treasury Services Limited, as its external treasury management advisors.
15. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.
16. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

Capital Prudential Indicators (2023/24 – 2025/26)

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

Capital Expenditure and Financing

18. This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. The Capital Programme 2023/24 will be submitted to Cabinet and Council in February 2023. The estimates for future years are based on indicative figures, as part of the Capital Programme, and are therefore subject to change.

Capital Expenditure	2021/22 Actual £m	2022/23 Estimate £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m
General Fund	86.452	132.866	147.249	132.472	119.201
Housing Revenue Account (HRA)	16.120	26.178	30.580	48.772	39.039
Commercial Activities/Non-financial investments*	8.560	13.183	21.298	24.835	10.019
Total	111.132	172.227	199.127	206.079	168.259

* Commercial activities/non-financial investments relate to loans to Stone Circle.

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

Financing of Capital Expenditure	2021/22 Actual £m	2022/23 Estimate £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m
Capital Grants & Contributions	52.686	65.984	70.737	80.899	53.527
Capital Receipts	4.346	6.845	1.725	0.250	0.250
Revenue	1.084	0.000	0.000	0.000	0.000
Other (includes CIL/S106 contributions)	0.368	7.253	7.716	9.751	4.376
HRA	13.230	2.103	12.580	32.772	39.039
Total Financing (non-borrowing)	71.714	82.185	92.758	123.672	97.192
Net Financing Need – General Fund	39.418	71.042	88.369	66.407	71.067
Net Financing Need – HRA	0.000	19.000	18.000	16.000	0.000
Total Net Financing Need (Borrowing)	39.418	90.042	106.369	82.407	71.067
Total Capital Expenditure	111.132	172.227	199.127	206.079	168.259

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

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

21. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with the asset life, and so charges the economic consumption of capital assets as they are used.
22. The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). While these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility by the lease/PFI provider, and so the Council is not required to separately borrow for these schemes. The Council currently has £59.838m of such schemes within the CFR. The CFR projections are summarised in the table below,

	2021/22 Actual £m	2022/23 Estimate £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m
CFR – General Fund	481.304	531.667	597.951	632.410	669.113
CFR – HRA	99.864	118.864	136.864	152.864	152.864
Total CFR	581.168	650.531	734.816	785.275	821.977
Movement in CFR	11.700	69.364	84.284	50.459	36.702
Represented by					
Net Financing Need	39.418	90.042	106.369	82.407	71.067
Less MRP/VRP	(15.273)	(16.015)	(17.178)	(26.678)	(29.094)
Less Other Long Term Liabilities (PFI)	(4.445)	(4.663)	(4.907)	(5.271)	(5.271)
Less Other Financing Movements (inc HRA)	(8.000)	0.000	0.000	0.000	0.000
Movement in CFR	11.700	69.364	84.284	50.459	36.702

Liability Benchmark

23. A third and new prudential indicator for 2023/24 is the Liability Benchmark. The council is required to estimate and measure the liability benchmark for the forthcoming financial year and the following two financial years, as a minimum.
24. There are four components to the Liability Benchmark.
- Existing Loan Debt Outstanding – the Council's existing loans that are still outstanding in future years
 - Loans CFR – this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.

- New Loans Requirement – this will show the Council’s gross loan debt less treasury management investments at the last financial year end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cashflows forecast.
- Liability Benchmark (or gross loans requirement) this equals net loans requirement plus short term liquidity allowance

	Opening Balances £m	2022/23 Estimate £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m
PWLB Loans	340.123	332.123	322.123	312.123	302.000
Market Loan (exc LOBOs)	28.434	26.803	25.172	23.541	22.014
LOBO Loans	40.000	40.000	40.000	40.000	40.000
Short Term Loans	0.000	0.000	0.000	0.000	0.000
Existing Loan Debt	408.557	398.926	387.295	375.664	364.014
Opening Loan Debt	408.557				
Less: Opening Treasury Investments	(219.504)				
Plus: Planned Borrowing		98.072	114.369	90.407	81.067
Less: MRP and Capital Receipt Set Aside		(16.015)	(17.178)	(26.678)	(29.094)
Adj: Other Forecast Cashflows		(4.663)	(4.907)	(5.270)	(5.270)
Net Loans Requirement	189.053	266.447	358.731	417.190	474.433
Opening Loans CFR	516.666				
Plus: Planned Borrowing		98.072	114.369	90.407	81.067
Less: MRP and Capital Receipts Set Aside		(16.015)	(17.178)	(26.678)	(29.094)
Loans CFR	516.666	598.723	695.914	759.643	811.616
Liquidity Allowance above Net Debt (Liquidity Buffer)	100.000	115.000	100.000	100.000	100.000
Liability Benchmark (Gross Loans Requirement)	408.557	366.447	458.731	517.190	574.433
Forecast Investments	219.504	115.000	100.000	100.000	100.000
(Over)/Under Liability Benchmark	0.000	(17.479)	71.436	141.526	210.419

25. Years where actual loans are less than the benchmark indicate a future borrowing requirement; any years where actual loans outstanding exceed the benchmark represent an overborrowed position, which will result in excess cash requiring investment.

Minimum Revenue Provision (MRP) Policy Statement

26. The minimum revenue provision (MRP) is the amount set aside for the repayment of the debt as a result of borrowings made to finance capital expenditure.
27. The Council is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonable commensurate with that over which the capital expenditure provides benefits. It is also allowed to undertake additional voluntary revenue payments (VRP) if required.
28. DLUHC regulations have been issued which require full Council to approve an MRP statement in advance of each year. The following MRP policy (section a to d) was approved in October 2017 following a full review. It is recommended that Council approves the same MRP policy for 2023/24.
- a. MRP for capital expenditure incurred wholly or partly by prudential borrowing or credit arrangements: equal Instalments to be determined by reference to the expected life of the asset. Asset life is deemed to begin once the asset becomes operational. MRP will commence from the financial year following the one in which the asset becomes operational.
 - b. MRP in respect of prudential borrowing: equal Instalments taken to meet expenditure, which is treated as capital expenditure by virtue of either a capitalisation direction or regulations, will be determined in accordance with the asset life method as recommended by the statutory guidance.
 - c. The Council retains the right to make additional voluntary payments to reduce debt if deemed prudent.
 - d. Where the Council issues capital loans to third parties (including to its own commercial companies), the expectation is that the funds lent will be re-paid in full at a future date. Therefore, no MRP will set aside in respect of these loans. MRP will however need to be applied as appropriate if it is determined at any point that any such loan will not be re-paid in full. The position of each loan will be reviewed on an annual basis by the Chief Finance Officer.

Borrowing

29. The capital expenditure plans set out in paragraph 18 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury/prudential indicators, the current and projected debt positions and the annual investment strategy.

Current Portfolio Position

30. The overall treasury management portfolio as at 31 March 2022 and for the position as at 31 December 2022 are shown below for both borrowing and investments.

Treasury Portfolio				
	Actual 31/03/2022 £m	Actual 31/03/2022 %	Current 31/12/2022 £m	Current 31/12/2022 %
Treasury Investments				
Banks	129.684	59.08	150.105	67.30
Building Societies	10.000	4.56	20.000	8.97
Local Authorities	00.000	0.00	10.00	4.48
Money Market Funds	69.820	31.81	32.924	14.76
Property Fund	10.000	4.56	10.00	4.48
Total Treasury Investments	219.504	100.00	223.029	100.00
Treasury Borrowing				
PWLB	340.123	83.25	340.123	83.52
Market Loans	61.000	14.93	61.000	14.98
Salix	7.434	1.82	6.105	1.50
Total External Borrowing	408.557	100.00	407.228	100.00
Net Treasury Investments/ (Borrowing)	(189.052)		(184.199)	

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

External Debt General Fund	2021/22 Actual £m	2022/23 Estimate £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m
Debt at 1 April	231.327	314.557	312.926	397.664	460.440
Actual/Estimated Change in Debt	80.400	(1.631)	84.738	62.776	69.417
Debt at 31 March	314.557	312.926	397.664	460.440	529.857
CFR	481.304	531.667	597.951	632.410	669.113
PFI Liability	64.502	59.838	54.931	49.661	44.390
Under/ (Over) Borrowing	102.245	158.903	145.356	122.309	94.866

External Debt HRA	2021/22 Actual £m	2022/23 Estimate £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m
Debt at 1 April	102.000	94.000	86.000	104.000	120.000
Actual/Estimated Change in Debt	(8.000)	(8.000)	18.000	16.000	0.000
Debt at 31 March	94.000	86.000	104.000	120.000	120.000
CFR	99.864	118.864	136.864	152.864	152.864
Under/ (Over) Borrowing	5.864	32.864	32.864	32.864	32.684

32. Within the range of prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2023/24 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

33. The Corporate Director of Resources & Deputy Chief Executive (S151 Officer) confirms that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This takes into account current commitments, existing plans, and the proposals in this report.

Stone Circle

34. Included in the planned capital programme are loans made to Stone Circle. The amounts are as follows.

Loans to Stone Circle	2021/22 Actual £m	2022/23 Estimate £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m
In year Capital Expenditure	8.560	13.183	21.298	24.835	10.019
Cumulative Year End Loan Balance	11.240	24.423	45.721	70.556	80.575

35. The Stone Circle loans have been funded entirely by borrowing, which will be funded by revenue savings generated through financial returns from the company, through mark up on the loans and through future dividends. As the Council has maintained an under borrowed position, this means that borrowing has not yet been undertaken to fund this element of the capital programme.
36. Borrowing undertaken to fund capital expenditure, including the loans to Stone Circle, is owned and financed by the Council, regardless of whether any income is received from third party investments. This creates additional credit risk for the Council.
37. The overall exposure from Stone Circle is limited to decisions already taken and agreed by full council (23 July 2019 – minute number 108 headed “Establishing local authority companies”), this includes the authority to borrow to support the programme.
38. As per the agreed policy, MRP is not being applied to this capital expenditure, as the associated debt is backed by the value of the Stone Circle assets. If the Stone Circle companies and the arrangement with them needs to be unwound, the Stone Circle assets would transfer to the Council, as assets of a wholly owned Council companies and their value would be used to repay any outstanding debt.
39. Any changes will be reported to cabinet and full council at the earliest opportunity.

Treasury Indicators: Limits to Borrowing Activity

Operational Boundary

40. The operational boundary is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under borrowing by other cash resources.
41. The operational boundary is based on a prudent estimate of the most likely maximum level of external borrowing for both capital expenditure and cash flow purposes, which is consistent with other budget proposals. The basis of the calculation for HRA borrowing 2023/24 is the HRA CFR.

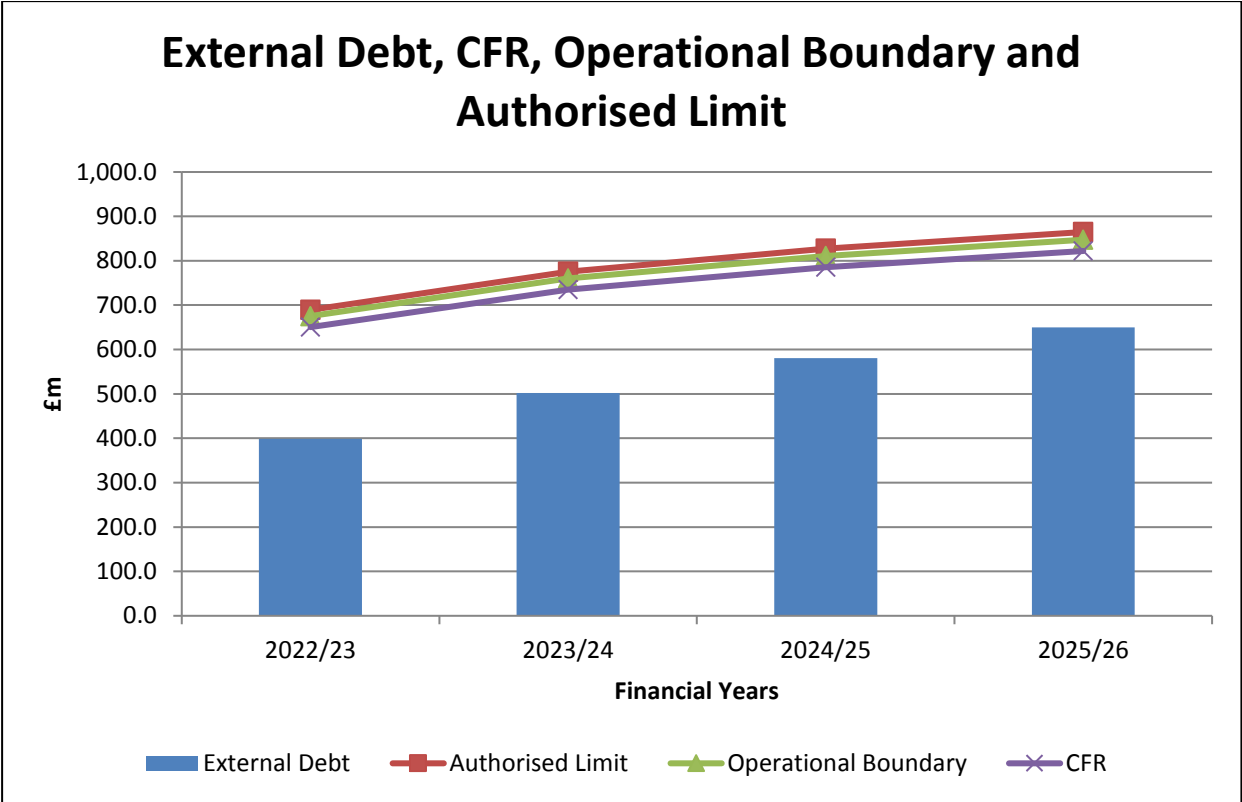
Operational Boundary	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m
General Fund Debt	556.331	622.858	657.681	694.383
HRA Debt	118.864	136.864	152.864	152.864
Other Long-Term Liabilities	0.200	0.200	0.200	0.200
Operational Boundary	675.395	759.922	810.745	847.447

Authorised Limit for External Debt

42. The authorised limit for debt is a key indicator which represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.
43. The authorised limit is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
44. The authorised limit is the operational boundary, including an allowance for unplanned and irregular cash movements. It is proposed that an allowance of 2.5% is continued for General Fund borrowing for 2023/24 to 2025/26, but this will be kept under review. The allowance provides for the possibility of additional borrowing during the year as a result of Government support for further schemes and provides headroom where the projection proves too optimistic (payments made earlier or receipt of income delayed against that forecast).
45. There is no allowance in respect of HRA borrowing, so it has been decided that this borrowing should not exceed the CFR.

Authorised Limit	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m
General Fund Debt	570.239	638.430	674.123	711.743
HRA Debt	118.864	136.864	152.864	152.864
Other Long-Term Liabilities	0.200	0.200	0.200	0.200
Authorised Limit	689.303	775.494	827.187	864.807

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



Monitoring and Reporting of the Prudential Indicators

- 47. Progress will be monitored throughout the year, particularly against the two borrowing limits (operational boundary and authorised limit) above. Cabinet will be kept informed of any issues that arise, including potential or actual breaches.
- 48. The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long-term liabilities require the approval of the Council. In order to give operational flexibility, members are asked to delegate to the Corporate Director of Resources & Deputy Chief Executive (S151 Officer), the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to members.

Borrowing Strategy

- 49. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the CFR) has not been fully funded with loan debt as cash supporting the Council’s reserves, balances and cash flow have been used as a temporary measure (internal borrowing). This strategy is prudent, as medium and longer dated borrowing rates are expected to fall from their current levels once prevailing inflation concerns are addressed by tighter near term monetary policy.

50. Against this background and the risks within the economic forecast, caution will be adopted with the 2023/24 treasury operations. The Corporate Director of Resources & Deputy Chief Executive (S151 Officer) will, through delegation and reporting, monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- a) if it was considered that there was a significant risk of a sharp fall in borrowing rates, then borrowing will be postponed.
- b) if it was considered that there was a significant risk of a much sharper rise in borrowing rates than that currently forecast, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

51. Any decisions will be reported to Cabinet at the earliest meeting following the decision.

Rate and Timing of Borrowing

52. In 2023/24 two PWLB loans will mature and become repayable as follows,

- £2m in June 20213 (General Fund)
- £8m in March 2024 (HRA)

53. These loans may be refinanced depending on the Council's overall internal borrowing position, and the nature of the current economic climate

54. The timing of any borrowing is crucial in terms of interest rates and the potential to minimise interest costs. Prior to any actual borrowing the treasury team will, in conjunction with our treasury advisers, proactively manage the interest rate position, using all information available to inform the borrowing decision.

55. It is not always possible to obtain the lowest rates of interest, as there is a risk that unforeseen events can significantly alter the level of rates, however, ongoing active monitoring of rates will mitigate against this risk.

Short Term Cash Deficits

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

Policy on Borrowing in Advance of Need

57. The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.
58. Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

Debt Rescheduling

59. Rescheduling of current borrowing within the current debt portfolio is unlikely, as there is still a large difference between premature redemption rates and new borrowing rates.
60. Any rescheduling will be reported to members in a treasury report at the earliest meeting following its action.

Sources of Borrowing

61. Currently the PWLB certainty rate is set at gilts plus 80 basis points for both HRA and Non-HRA borrowing. However, consideration may still need to be given to funding from the following sources for the following reasons,
 - a. Local Authorities – Primarily shorter dated maturities out to 3 years or so, as this is cheaper than the certainty rate
 - b. Financial Institutions – Primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid the ‘cost of carry’ or to achieve refinancing certainty over the next few years
62. Our advisors will keep the Council informed as to the relative merits of each of these alternative funding sources.

Annual Investment Strategy

Investment Policy – Management of Risk

63. The DLUHC and CIPFA have extended the meaning of investments to include both financial and non-financial investments. This report deals solely with financial investments, (managed by the treasury management team). Non-financial investments, i.e. the purchase of income yielding assets, are covered in the Capital Strategy.
64. Council's investment policy has regard to the following,
- DLUHC Guidance on Local Government Investments ("the Guidance")
 - CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 ("the Code").
 - CIPFA Treasury Management Guidance Notes 2021.
65. The Council's investment priorities will be security first, portfolio liquidity second, then yield (return). The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity and with regard to the Council's risk appetite.
66. In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider 'laddering' investments for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated, as well as wider range fund options.
67. The above guidance from the MHCLG and CIPFA place a high priority on the management of risk. The Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means,
- a) Minimum acceptable credit criteria are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
 - b) Other information ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as credit default swaps and overlay that information on top of the credit ratings.

- c) Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
- d) The Council has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in Appendix B under the categories of 'specified' and 'non-specified' investments.
 - a) Specified Investments are those with a high level of credit quality and subject to a maturity limit of one year. Or have less than one year to run until maturity, if originally they were classified as being non-specified investments solely due to the maturity period exceeding one year.
 - b) Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
- e) Non-specified investments limit. The Council has determined that it will limit the maximum total exposure to non-specified investments to be £30m, in line with the limits for investments for longer than 365 days.
- f) Lending Limits, (amounts and maturity) for each counterparty will be set through applying the matrix in paragraph 72 and 76.
- g) The Council will set a limit for the amount of its investments which are invested for longer than 365 days (see paragraph 94)
- h) Investments will only be placed with counterparties from countries with a specified minimum sovereign rating (see paragraph 78)
- i) The Council has engaged external consultants (see paragraphs 14 - 16) to provide expert advice on how to optimise an appropriate balance on security, liquidity and yield, given the risk appetite of the Council in the context of the expected level of cash balances and need for liquidity throughout the year.
- j) All investments will be denominated in sterling.
- k) As a result of the change in accounting standards for 2022/23 under IFRS 9, the Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant

charges at the end of the year to the General Fund. The temporary override to IFRS 9 has been extended until 31 March 2025.

68. The Council will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance (see paragraph 95). Regular monitoring of investment performance will be carried out during the year.

Third Party Loans

69. The Council has the power to lend monies to third parties. Appendix F sets out the Council's framework within which it may consider advancing loans to third party organisations. This has been reviewed by officers, who have concluded that it is still relevant and fit for purpose.

Changes in Investment Policy from 2022/23

70. The following change has been made to the investment policy from the previous year.

- Lending limits have been clarified for some specified and non-specified investments where previously the TMSS had allowed for their use but had not clearly set out the maximum limit per individual institution (see Appendix B, paragraph 6).

Creditworthiness Policy

71. The Council applies the creditworthiness service provided by Link. This service employs a sophisticated modelling approach, utilising credit ratings from the three main credit rating agencies - Fitch, Moodys and Standard & Poors. The credit ratings of counterparties are supplemented with the following overlays:

- Watches and outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- Sovereign ratings to select counterparties from only the most creditworthy countries.

72. The above modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

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

73. The Link creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.
74. All credit ratings will be monitored daily. The Council is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.
- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
 - In addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link Asset Services. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
75. Sole reliance will not be placed on the use of this external service. In addition, the Council will also use market data and market information, information on any external support for banks to help support its decision making process.
76. In addition to the above creditworthiness criteria, the following limits will be applied to the total cumulative investments placed with an individual institution (or group of institutions where there is common ownership):

Monetary Limit	Counterparties
Up to £30 m	Money Market Funds
Up to £15 m	Counterparties on the Link credit list with the following colour code, Orange – 12 months Blue – 12 months Purple – 24 months
	Multilateral development banks
	Local authorities and other public bodies
Up to £10 m	Counterparties on the Link credit list with the following colour code, Red – 6 months Green – 100 days
	UK Building societies
	Government backed overseas banks and their subsidiaries
	HSBC (for balances within the bank account, held on an overnight basis - to differentiate from above bank limit for fixed term deposits)

Changes in Creditworthiness Policy from 2022/23

77. The following change has been made to the creditworthiness policy from the previous year.

- Lending limits have been adjusted (and increased in some circumstances) to take account of the additional expertise and detailed economic research undertaken by the Link creditworthiness service.
- In addition to the creditworthiness criteria to determine the maximum maturity, the Council used to apply additional criteria to determine the maximum investment amount per counterparty, which was based on the ratings from Fitch (one of the main three ratings agencies)
- In order to reduce the reliance on one agency in particular, the Council will now determine the maximum amounts invested by using the colour criteria used by Link. This will mean that the Council can now invest £15m with some highly rated banks, when previously only £10m or £12m could be invested.

Other Limits

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

- a. Non-specified investment limit. The Council has determined that it will limit the maximum total exposure to non-specified investments as being £30m.
- b. Country limit. The Council has determined that it will only use approved counterparties from the UK and countries with a minimum sovereign credit

rating of AA- from Fitch (or equivalent). The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix C. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

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

Investment Strategy

- 79. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short term interest rates (i.e. rates for investments up to 12 months)
- 80. Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that this is the case at present, but there is the prospect of bank rate peaking in the first half of 2023 and possible reducing as early as the latter part of the same year, so an agile investment strategy would be appropriate to optimise returns.
- 81. While most cash balances are required to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the potential value from longer term investments will be carefully assessed.

Investment Returns Expectations

- 82. The current expectation forecasts bank rate to reach 4.50% in quarter 2 of 2023.
- 83. The suggested budgeted investment earnings rates for returns on investments places for periods up to about 3 months during each financial year are as follows,

Year	Budgeted Earnings Rate
2022/23	3.95%
2023/24	4.40%
2024/25	3.30%
2025/26	2.60%
2026/27	2.50%
Years 6 – 10	2.80%
Year 10 +	2.80%

- 84. As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts

85. Given the above, for its cashflow generated balances, the treasury officers will seek to utilise the money market funds and short dated deposits, in order to benefit from the compounding of interest.

Changes to Investment Strategy

86. There are now several alternative types of investment opportunities, providing a different approach to funds being invested in traditional money markets.
- Ultra-Short Dated Bond Funds
 - Corporate Bonds
 - Property Funds
87. There are varying degrees of risks associated with the above investments, which require comprehensive appreciation and assessment. It is not just credit risk that needs to be understood, but liquidity and interest rate/market risk as well, although these can often be intertwined.
88. Investments in property represent a higher level of risk than that taken in the current portfolio, but this is offset by the higher possible level of return. Given the higher level of core cash balances, an additional investment in property funds will form an active part of the investment strategy in this financial year.

Environmental, Social and Governance (ESG) Investments

89. ESG Investments are becoming more a commonplace discussion within the wider investment community, including Local Authorities.
90. Our treasury advisors have clarified that the most important issue is ensuring that there is a clear understanding of the ESG risks that the Council is exposed to and evaluating how well it manages these risks
91. In terms of ESG risks, Governance needs to be the most important one when considering treasury investments. This is because poor governance can have a more immediate impact on the financial circumstances of an entity and the potential for a default event that would impact the amount the local authorities receive back from their investments. Those financial institutions that are viewed as having poor/weak corporate governance are generally less well rated in the first instance or have a higher propensity for being subject to negative rating action. So, this element of ESG is of high importance to the Council, as we follow investment guidance with the security, liquidity and yield principle at the core.
92. As highlighted above, there are already touchpoints with the Council's investment strategy, including the incorporation of ESG metrics into credit rating agency

assessments. There are also a small, but growing number of financial institutions and fund managers promoting “ESG” products (short term cash investments), which the Council may be able to utilise, whilst maintaining the critical principles of security, liquidity and yield.

Investment Treasury Indicator and Limit

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

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

Upper Limit for Principal Sums Invested for longer than 365 days			
	2023/24	2024/25	2025/26
Principal sums invested for longer than 365 days	£30m	£30m	£30m
Current Investments as at 31 December 2022 in excess of 365 days maturing in each year	£0m	£0m	£0m

Investment Risk Benchmarking

95. The Council will use an investment benchmark to assess the investment performance of its investment portfolio of the relevant SONIA (Sterling Overnight Index Average) rate dependant on the average duration of the fund.

End of Year Investment Report

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

Overview and Scrutiny Engagement

97. The Financial Planning Task Group will consider this report on 27 January 2022, with any comments reported to the Cabinet meeting.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

102. Wiltshire Council will not intentionally invest in any investment that is not ethical and would not be consistent with our environmental and social policy objectives.

103. Where appropriate, the Council will consider investments that deliver environmental and social benefits, whilst maintaining our Security, Liquidity and Yield criteria.

Workforce Implications

104. There are no workforce implications that have been identified as arising directly from this report. The staff who work in the Treasury Management function will all be required to undertake training to ensure their knowledge and experience remains relevant and up to date.

Risks Assessment

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

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

107. Link's long-term forecast (beyond 10 years) for Bank Rate stands at 2.50%. As all PWLB certainty rates are now above this level, borrowing strategies will need to be reviewed in that context. Better value can generally be obtained for shorter dates (both PWLB and local authority to local authority borrowing).

108. While the Council will not be able to avoid borrowing to finance new capital expenditure in the future, or to replace maturing debt, there will be a cost of carry (the difference between higher borrowing costs and lower investment returns), to

any new short or medium term borrowing that causes a temporary increase in cash balances, and this position will, most likely, incur a revenue cost.

Financial Implications

109. Capital Programme figures included within this report are based on the Capital Programme budget that forms part of the overall budget setting for the council. The capital budget for 2023/24 is higher than the value of programme that has been delivered in previous years. If programme delivery is in line with previous years, using the capital programme figures has the effect of overstating some of the estimated figures in the report, such as the Capital Financing Requirement and the under-borrowed position of the council.
110. Other financial implications have been examined and are implicit throughout the report.

Legal Implications

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

Options Considered

112. Future consideration will be given to alternative borrowing and investment options to improve the cost effectiveness of and return on treasury activities for the Council.
113. The options in relation to the revenue and capital budgets in these proposals are fully consistent with the figures included within the budget considerations.

Conclusions

114. This strategy statement supports effective decision making and ensures a sound financial framework and control environment.

Andy Brown

Corporate Director of Resources and Deputy Chief Executive (S151 Officer)

Terence Herbert

Chief Executive

Report Author:

Debbie Price, Finance Business Analyst

email: debbie.price@wiltshire.gov.uk

Background Papers

None.

Appendices

Appendix A Prudential and Treasury Indicators 2023/24 - 2025/26

Appendix B Specified and non-specified Investments

Appendix C Approved countries for investments

Appendix D Treasury Management Scheme of Delegation

Appendix E Role of the Section 151 Officer

Appendix F Third Party Loans Policy

Capital Prudential and Treasury Indicators for 2023/24 – 2025/26

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

Affordability Prudential Indicators

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

Ratio of Financing Costs to Net Revenue Stream

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

	2021/2022 Actual (%)	2022/23 Estimate (%)	2023/24 Estimate (%)	2024/25 Estimate (%)	2025/26 Estimate (%)
General Fund	5.88	6.00	6.02	7.77	9.01
HRA	12.99	11.63	10.39	16.67	19.24

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

Maturity Structure of Borrowing

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

Maturity Structure of Fixed Interest Rate Borrowing 2023/24		
	Lower (%)	Upper (%)
Under 12 months	0	25
12 months to 2 years	0	25
2 years to 5 years	0	45
5 years to 10 years	0	75
10 years and above	0	100

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

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

Specified Investments.

1. All such investments will be sterling denominated, with maturities up to a maximum of 1 year, meeting the minimum 'high' quality criteria.
2. Counterparty monetary limits are included in the table at paragraph 76 of the main report. Any not included here are detailed in the table below (paragraph 6)

Non-Specified Investments.

3. These are any investments which do not meet the specified investment criteria.
4. A maximum of £30 m will be held in aggregate non-specified investments.

Credit and Counterparty Risk

5. A variety of instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made, it will fall into one of the above categories.
6. The criteria applying to institutions or investment vehicles are as follows,

	Minimum credit criteria/ colour band	Maximum maturity period	Individual Institution Counterparty Limit
Specified Investments			
DMADF – UK Government	Yellow	6 months (set by the DMO)	£30m
UK Government Gilts	Yellow	12 months	£30m
UK Government Treasury Bills	Yellow	364 days (set by the DMO)	£30m
Bonds issued by multilateral development banks	Yellow	6 months	Included in para 76
Money Market Funds CNAV	AAA	Liquid	Included in para 76
Money Market Funds LVNAV	AAA	Liquid	Included in para 76
Money Market Funds VNAV	AAA	Liquid	Included in para 76
Ultra Short Dated Bonds (1.25)	AAA		£10m
Ultra Short Dated Bonds (1.5)	AAA		£10m

Appendix B

Local Authorities	Yellow	12 months	Included in para 76
Term Deposits with Banks and Building Societies	Blue	12 months	Included in para 76
	Orange	12 months	
	Red	6 months	
	Green	100 days	
	No Colour	Not for use	
Certificates of Deposit or Corporate Bonds	Blue	12 months	£10m
	Orange	12 months	
	Red	6 months	
	Green	100 days	
	No Colour	Not for use	
Non-Specified Investments			
Term Deposits with Banks and Building Societies	Purple	2 years	Included in para 76
	Yellow	5 years	
UK Government Gilts	UK sovereign rating	5 years	Up to aggregate value of non-specified investments (currently £30m)
Property Fund (CCLA)	N/A	N/A	
Property Funds	N/A	N/A	

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

Accounting treatment of investments.

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

Monitoring of Investment Counterparties

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

Approved Countries for Investments

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

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

Treasury Management Scheme of Delegation

Full Council

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

Cabinet

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

Scrutiny – Finance Task Group

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

The Treasury Management Role of the Section 151 Officer

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

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

Third Party Loans Policy

1. Government changes in the way councils are funded has prompted local authorities to look at more innovative ways of supporting Business Plan priorities.
2. The primary aims of any investment, in order of priority, are the security of its capital, liquidity of its capital and to obtain a return on its capital commensurate with levels of security and liquidity. These aims are crucial in determining whether to proceed with a potential loan.
3. Whilst the Council does not wish to become a commercial lender in the market place it can use its ability to borrow, at relatively economic rates, to support the delivery of improved outcomes for the residents of Wiltshire. At the same time this will facilitate the creation of a relatively modest income stream to support the Council's overall financial resilience. All third party loans must demonstrate alignment to the Council's core objectives and priorities.
4. The intention of this policy is therefore to establish a framework within which the Council may consider advancing loans to third party organisations.

Types of Loan

Loans Defined as Capital Expenditure

5. The acquisition of share capital or loan capital in any corporate body is defined as capital expenditure under Regulation 25(1) (d) of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003.
6. A loan, grant or financial assistance provided by this Council to another body will be treated as capital expenditure if the Council would define the other bodies use of those funds as capital had it undertaken the expenditure itself.
7. Loans of this nature will be included in the Council's approved capital programme.
8. The Council's Minimum Revenue Provision (MRP) Policy sets out the MRP requirements in respect of capital loans.

Other Loans

9. Other loans refers to loans that do not meet the definitions of capital expenditure but still support the delivery of the Council's core objectives and priorities. Examples of this type of loan include working capital loans to the Council's Local Authority Trading Companies (LATC's) and loans to Wiltshire Schools to enable Academy conversion.

Loan Framework

10. All loans, with the exception of loans to Wiltshire Schools to enable Academy conversion, must be secured against an asset or guaranteed by a public sector organisation with tax raising powers.
11. The maximum loan to value will not exceed 80% of the security.
12. The maximum duration of the loan will be 25 years, but the loan period must not exceed the useful life of the asset.
13. An independent valuation of the asset upon which the loan is secured will be undertaken by the Council.
14. A robust business case must be developed that demonstrates that the loan repayments are affordable.
15. The on-going value of the asset(s) that the loan has been secured against will be valued on a 5 year basis. A charge to revenue may be required if the equity value falls below the debt outstanding or if it becomes clear that the borrowing organisation is unable to service the debt.
16. Guarantees will be called upon if the lending organisation falls into arrears in line with the clauses set out in the signed loan agreements.
17. Given the administrative costs incurred in both establishing and managing loans of this nature an administration/arrangement fee will be applied to each loan made. The arrangement fee will be no more than 1.0% of the value of the loan value.
18. All loan proposals (including any loan re-scheduling) must be agreed with the Corporate Director of Resources & Deputy Chief Executive (S151 Officer) in conjunction with the Council's Treasury Management team.

Limits

19. No specific maximum limits are proposed but all loans must be approved as set out above.
20. Loans less than £0.250m will not be considered.

Subsidy Control and Interest Rates

21. Following the UK exit from the EU the State Aid Rules ceased to have effect. The UK then became subject to the subsidy control provisions of the World Trade Organisation (WTO), existing Free Trade Arrangements (FTA), and those of the Trade and Cooperation Agreement (TCA). This change came into effect on 1 January 2021. These three set of controls have different definitions and provisions. However, it is unlikely that Wiltshire Council will be in breach of WTO and FTA arrangements if it observes the TCA Subsidy Control Provisions. It is expected that the control regime will be monitored and enforced by a body established by HM Government similar to the Competition and Markets Authority. HM Government's Technical Note on Subsidy Control observes that there may be a consultation in early 2021 to determine a "bespoke approach" with secondary legislation to follow. Nonetheless the TCA subsidy controls are enforceable now through the UK Courts.
22. The principles and terminology contained in the TCA subsidy control reflect State Aid legislation. It is to be expected that the new regulator and the Courts when implementing TCA subsidy control will have in mind the previous State Aid procedures and that there will be analogous reasoning. In general, the parameters of the new scheme will not permit subsidies from state bodies that amount to "financial assistance" to be made which confers an economic advantage on one or more economic actors not available on market terms. This, the TCA specifically identifies, includes a direct or contingent transfer of funds such as direct grants, loans or loan guarantees. Not for profit organisations often undertake commercial activities in order to support the delivery of non-commercial activities and so can be classified as "economic actors" falling into this control regime. An economic advantage given to an actor will not be a subsidy if the state is acting in a way that a rational private investor would, for example in providing loans or capital on terms that would be acceptable to a genuine private investor who is motivated by return and not policy objectives. This is because the beneficiary is not considered to be obtaining an advantage from the State but on the same terms that it could have obtained on the open market.
23. Until further certainty is given by proposed legislation and regulators the actual interest rate charged on third party loans will be set with reference to the minimum permitted within State Aid rules operational in the EU at the time of fund advance and the Council's cost of borrowing plus an appropriate credit risk margin, whichever is higher.
24. If there is any doubt as to whether Subsidy Control may be an issue, Legal advice must be sought.

Governance Arrangements

25. Loans Defined as Capital Expenditure require Cabinet approval in order to be added to the Capital Programme and will be supported by a full business case.
26. The Corporate Director of Resources & Deputy Chief Executive (S151 Officer) has delegated authority for awarding loans to schools, in order to assist with their conversion process to become an academy. Specific delegation was awarded by Cabinet at their meeting of 17 May 2016, minute number 63.
27. All other loans must be approved by Cabinet supported by a full business case. Specific details in relation to drawdown of approved loan facilities must be specified as part of each business case.
28. Due-diligence checks will be undertaken to test the underlying assumptions set out in each business case. These checks will include but are not limited to independent credit checks and future cashflow forecasts.

Financial Risk

29. Where the Council issues capital loans to third parties (including to its own commercial companies), the expectation is that the funds lent will be re-paid in full at a future date.
30. However, the Council is required to consider the potential impairment of all loans that it issues to third parties on an annual basis to comply with International Financial Reporting Standards (IFRS 9). Where it is considered that there is a risk that any loan will not be re-paid, the Council will need to consider the level of any impairment, in full or in part) as appropriate. Impairments represent a real financial cost to the Council and are charged to the Council's General Fund revenue budget.

Exemptions

31. Exemptions to this policy may be considered but any exemption will need to be approved by Full Council.

Wiltshire Council

Cabinet

31 January 2023

Subject: Financial Year 2022/23 - Quarter Three Revenue Budget Monitoring

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Executive Summary

This report informs members of the third quarterly revenue budget monitoring forecast position for the financial year 2022/23 based on the position at the end of November 2022, updated for any known significant changes in December 2022.

Quarter 3 Revenue Budget Monitoring

Quarter 3 budget monitoring forecasts are based on information known as at 31 December 2022. These are still forecasts and will be subject to movement until the end of the financial year. As such they are still not certain and include estimation, particularly on areas such as income, demand and inflationary pressures.

The Net Budget set by Full Council for 2022/23 is £417.703m, and this budget was set recognising the one-year nature of the government funding and the uncertainty of future reform. The 2022/23 budget ensured that vital services to the residents, businesses and communities of Wiltshire continue to be provided during the ongoing pandemic, as well as delivering on the commitments as set out in the new Business Plan.

The quarter 3 position forecasts an underlying overspend for the year of £15.697m with one off mitigations in place that result in a net overspend for the year of £5.037m. It is proposed that this overspend is met from the £8.8m inflation reserves that were prudently set aside to cover the anticipated cost of inflation during 2022/23.

Proposal(s)

Cabinet is asked to approve:

- a) the utilisation of the inflation reserve to fund the net overspend, currently forecast at £5.037m, in 2022/23;
- b) the transfer of £0.015m in 2022/23 and £0.045m in 2023/24 from the SEN commissioning reserve to fund the SEND Youth Voice Pioneer Programme; and

- c) The transfer of the £16.5m Budget Equalisation Reserve and the balance remaining in the Inflation Reserves, estimated at £3.8m at the end of the year, as follows:
- a. £7m to the General Fund Reserve
 - b. £10m to a new earmarked reserve for accommodation needs
 - c. £2m to the Transformation Reserve to support the community led Community Development pilots
 - d. £0.5m to a new earmarked reserve for investment in the county's road sign infrastructure, and
 - e. The remaining balance to the Business Plan Priority Reserve.

Cabinet is asked to note:

- a) the current revenue budget is forecast to overspend by £5.037m by the end of the financial year.
- b) the current forecast savings delivery performance for the year.

Reason for Proposal(s)

To inform effective decision making and ensure sound financial management as part of the Councils overall control environment.

To inform Cabinet on the forecast revenue financial position of the Council for the financial year 2022/23 as at quarter 3 (31 December 2022), including delivery of approved savings for the year.

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

31 January 2023

Subject: Financial Year 2022/23 - Quarter Three Revenue Budget Monitoring

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Purpose of Report

1. To advise Members of the Revenue Budget Monitoring position 2022/23 Quarter 3 (31 December 2022) for the financial year 2022/23 with suggested actions as appropriate.

Relevance to the Council's Business Plan

2. Budget monitoring and reporting supports effective decision making and the alignment of resources and financial performance to the Council's priorities and objectives as laid down in the Business Plan.
3. Providing updates on the medium term financial strategy and budget for future years supports effective decision making and the alignment of resources to the Council's priorities and objectives as laid down in the Business Plan.

Background

REVENUE BUDGET MONITORING 2022/23 – QUARTER 3

4. The Council approved a net budget for 2022/23 of £417.703m at its meeting on 1 February 2022.
5. This is the third report for the financial year and includes a summary of the movements to the original budget since it was set by Full Council in February 2022. This summary can be seen in Appendix A.
6. The following paragraphs focus on forecast outturn variances against the approved budget based on information as at 31 December 2022. They also continue to set out the underlying pressure currently estimated within the service areas mainly as a result of the significant increases in inflation, and the assessed impact of this on the budgets. Mitigating management action is being taken and this is detailed so that the forecasts include the underlying pressure and the net position following the mitigations.

7. The forecasts at this stage of the year have helped inform the base budget requirements for the following year and they also ensure that the budget papers can clearly set out the plans for the reserves. The forecasts still contain an element of uncertainty and are forecasts for known items and commitments and estimates on a forecast for the remainder of the financial year. The current economic position and inflation continues to expose council services and the financial position to additional risk of volatility in some areas.

Main Considerations for the Council

Revenue Budget

8. Since the quarter 2 report the Council has continued to manage its overall financial position effectively however the forecast overspend has now increased by £1.282m to £5.037m as at quarter 3. Table 1 below shows the movement in variance from quarter 2 to quarter 3.

Table 1 – Movement in Forecast from Quarter 2 to Quarter 3

	<i>Revised Budget</i>	<i>Forecast Q3</i>	<i>Variance Q3</i>	<i>Variance Q2</i>	<i>Movement since Q2</i>
	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>
Corporate Director People					
Living and Ageing Well	71.597	73.680	2.083	1.240	0.843
Whole Life Pathway	81.130	83.875	2.745	2.071	0.674
Education & Skills	23.423	24.604	1.181	0.976	0.205
Family & Children Services	60.776	62.915	2.139	0.173	1.966
TOTAL PEOPLE	236.926	245.074	8.148	4.460	3.688
Corporate Director Resources					
Finance	2.727	3.669	0.942	0.854	0.088
Assets & Commercial Development	15.489	15.834	0.345	0.923	(0.578)
Information Services	11.467	11.263	(0.204)	(0.237)	0.033
Procurement & Commissioning	4.837	4.983	0.146	0.385	(0.239)
TOTAL RESOURCES	34.520	35.749	1.229	1.925	(0.696)
Corporate Director Place					
Highways & Transport	37.701	37.150	(0.551)	(0.439)	(0.112)
Economy & Regeneration	2.255	2.110	(0.145)	(0.056)	(0.089)
Planning	1.167	2.927	1.760	1.631	0.129
Environment	44.628	42.935	(1.693)	(0.627)	(1.066)
Leisure Culture & Communities	6.218	6.318	0.100	0.300	(0.200)
TOTAL PLACE	91.969	91.440	(0.529)	0.809	(1.338)
Chief Executive Directorates					
Public Health	1.414	0.885	(0.529)	(0.355)	(0.174)
Legal & Governance	9.456	9.456	-	(0.029)	0.029
HR&OD	3.337	3.143	(0.194)	(0.181)	(0.013)
Transformation & Business Change	0.392	0.087	(0.305)	(0.121)	(0.184)
Corporate Directors & Members	3.212	3.411	0.199	0.199	0.000
Commercial Savings	-	-	-	-	-
TOTAL CEX DIRECTORATES	17.811	16.982	(0.829)	(0.487)	(0.342)
Corporate					
Movement on Reserves	(1.138)	2.192	3.330	-	3.330
Capital Financing	27.821	21.895	(5.926)	(2.596)	(3.330)
Corporate Costs	3.919	3.993	0.074	0.104	(0.030)
Corporate Levies	5.875	5.415	(0.460)	(0.460)	(0.000)
TOTAL CORPORATE	36.477	33.495	(2.982)	(2.952)	(0.030)
TOTAL GENERAL FUND	417.703	422.740	5.037	3.755	1.282

9. The following elements of this report reflect the management responsibility in line with the current management hierarchy. The breakdown of the projected year end position is set out in table 2 below.

Table 2 – Forecast as at Quarter 3 2022/23 Summary Position

Overview of Quarter 3 Monitoring

	Original Budget	Revised Budget	Forecast Q3 before Management & Other Actions	Variance Q3 before Management & Other Actions	Management & Other Actions	Forecast	Variance
	A £m	B £m	C £m	D (C-B) £m	E £m	F (C+E) £m	G (F-B) £m
Corporate Director People							
Living and Ageing Well	72.096	71.597	74.886	3.289	(1.206)	73.680	2.083
Whole Life Pathway	78.003	81.130	84.570	3.440	(0.695)	83.875	2.745
Education & Skills	22.728	23.423	24.956	1.533	(0.352)	24.604	1.181
Family & Children Services	62.175	60.776	64.176	3.400	(1.261)	62.915	2.139
TOTAL PEOPLE	235.002	236.926	248.588	11.662	(3.514)	245.074	8.148
Corporate Director Resources							
Finance	3.895	2.727	4.041	1.314	(0.372)	3.669	0.942
Assets & Commercial Development	16.261	15.489	16.025	0.536	(0.191)	15.834	0.345
Information Services	11.595	11.467	12.064	0.597	(0.801)	11.263	(0.204)
Procurement & Commissioning	5.310	4.837	5.164	0.327	(0.181)	4.983	0.146
TOTAL RESOURCES	37.061	34.520	37.294	2.774	(1.545)	35.749	1.229
Corporate Director Place							
Highways & Transport	37.761	37.701	39.591	1.890	(2.441)	37.150	(0.551)
Economy & Regeneration	2.491	2.255	2.438	0.183	(0.328)	2.110	(0.145)
Planning	1.670	1.167	3.261	2.094	(0.334)	2.927	1.760
Environment	43.215	44.628	44.264	(0.364)	(1.329)	42.935	(1.693)
Leisure Culture & Communities	7.474	6.218	6.929	0.711	(0.611)	6.318	0.100
TOTAL PLACE	92.611	91.969	96.483	4.514	(5.043)	91.440	(0.529)
Chief Executive Directorates							
Public Health	1.597	1.414	0.905	(0.509)	(0.020)	0.885	(0.529)
Legal & Governance	7.482	9.456	9.760	0.304	(0.304)	9.456	-
HR&OD	5.468	3.337	3.329	(0.008)	(0.186)	3.143	(0.194)
Transformation & Business Change	-	0.392	0.135	(0.257)	(0.048)	0.087	(0.305)
Corporate Directors & Members	3.041	3.212	3.411	0.199	-	3.411	0.199
TOTAL CEX DIRECTORATES	17.588	17.811	17.540	(0.271)	(0.558)	16.982	(0.829)
Corporate							
Movement on Reserves	(1.138)	(1.138)	2.192	3.330	-	2.192	3.330
Capital Financing	26.841	27.821	21.895	(5.926)	-	21.895	(5.926)
Corporate Costs	3.113	3.919	3.993	0.074	-	3.993	0.074
Corporate Levies	6.625	5.875	5.415	(0.460)	-	5.415	(0.460)
TOTAL CORPORATE	35.441	36.477	33.495	(2.982)	-	33.495	(2.982)
TOTAL GENERAL FUND	417.703	417.703	433.400	15.697	(10.660)	422.740	5.037
Funding							
General Government Grants	(49.261)	(49.261)	(49.261)	-	-	(49.261)	-
Council Tax	(309.942)	(309.942)	(309.942)	-	-	(309.942)	-
Business Rates Retention Scheme	(58.500)	(58.500)	(58.500)	-	-	(58.500)	-
TOTAL FUNDING	(417.703)	(417.703)	(417.703)	-	-	(417.703)	-
TOTAL VARIANCE	(0.000)	-	15.697	15.697	(10.660)	5.037	5.037

10. Overall, the quarter 3 report identifies a potential year end forecast underlying overspend of £15.697m and a net overspend of £5.037m. This is the third report of the year 2022/23 and shows a worsened forecast financial position and details of the significant variances within service areas are included below. There are some variances that affect all service areas, and an explanation is given below for these.

11. As part of setting the budget in February 2022 the Pay award was budgeted for at 2%. The forecast is now updated based on the national employers' award of a fixed increase of £1,925 for every pay point. Any pressure that is not containable within the service budgets is referred to as the Pay award pressure. Due to the on-going recruitment difficulties faced in some services areas, this

pressure is mitigated by vacancies continuing to be held longer than anticipated.

12. The 2022/23 budget also included a saving of £2.458m that was budgeted to be delivered from changes to Terms and Conditions. £1.709m of this has been achieved following the agreement of all 3 unions to freeze increments for 2 years, and changes to the over-time policy. However, changes to the unsocial hours, standby and callout policies totalling £0.749 remain under negotiation and are unlikely to deliver the full forecasted savings this year. These savings have been allocated out to services and are reported below and are referred to as the Terms and Conditions pressure. The £0.749m pressure as a result of the non-delivery of these savings has been built into the budget for 2023/24 as a pressure.

CORPORATE DIRECTOR - PEOPLE

Table 3 – Forecast as at Quarter 3 2022/23 Corporate Director People Position

		Original Budget	Revised Budget	Forecast Q3 before Management & Other Actions	Variance Q3 before Management & Other Actions	Management & Other Actions	Forecast	Variance
		A £m	B £m	C £m	D (C-B) £m	E £m	F (C+E) £m	G (F-B) £m
Corporate Director People								
Living and Ageing Well	Gross Income	109.301 (37.205)	103.732 (32.135)	106.888 (32.002)	3.156 0.133	(1.206) -	105.682 (32.002)	1.950 0.133
	Net Exp	72.096	71.597	74.886	3.289	(1.206)	73.680	2.083
Whole Life Pathway	Gross Income	88.080 (10.077)	128.554 (47.424)	142.030 (57.460)	13.476 (10.036)	(0.695) -	141.335 (57.460)	12.781 (10.036)
	Net Exp	78.003	81.130	84.570	3.440	(0.695)	83.875	2.745
Education & Skills	Gross Income	132.942 (110.214)	139.547 (116.124)	141.210 (116.254)	1.663 (0.130)	(0.352)	140.858 (116.254)	1.311 (0.130)
	Net Exp	22.728	23.423	24.956	1.533	(0.352)	24.604	1.181
Families & Children Services	Gross Income	67.546 (5.371)	66.292 (5.516)	69.809 (5.633)	3.517 (0.117)	(1.261)	68.548 (5.633)	2.256 (0.117)
	Net Exp	62.175	60.776	64.176	3.400	(1.261)	62.915	2.139
TOTAL PEOPLE	Gross Income	397.869	438.125	459.937	21.812	(3.514)	456.423	18.298
	Income	(162.867)	(201.199)	(211.349)	(10.150)	-	(211.349)	(10.150)
	Net Exp	235.002	236.926	248.588	11.662	(3.514)	245.074	8.148

Living and Ageing Well: Budget £71.597m – £2.083m overspend

13. Living and Ageing Well are projecting a £2.083m net overspend. This includes £0.310m of unachievable savings, £0.200m for spot to block placement conversions for older people and terms and conditions savings of £0.110m. The service will continue to look at how these may be achieved through other means.
14. The underlying overspend is £3.290m. This overspend is due to a number of factors, the additional inflationary pressures seen by the service across the care market due to cost of living increases and the use of agency staff by providers due to recruitment issues. Also, the pressures from the additional estimated pay award above the 2% budgeted and the Terms and Conditions pressures.

15. As the Council moves forward with making payments to care providers gross of client contributions there will be increased risk exposure to debts that were previously collected by care providers. In addition, there is some uncertainty in the overall recoverability of some debts associated with Adult Social Care and work is progressing through elements of the Adults Transformation Programme to review and assess the debts and also the control processes to ensure we mitigate the risks as far as possible. Therefore, a debt risk factor of £3.250m has been included within the forecasts as a prudent approach while the debts and processes are reviewed, and validation of the financial position assessed.
16. The overspend is in part offset by an underspend position in the budget for the expected hospital discharge pressures on business as usual post covid and its associated funding. However, this isn't anticipated to be fully utilised this year as the Better Care Fund is mitigating these pressures through non recurrent funding.
17. The Reablement budget is projecting a net underspend of £0.350m. The reablement service continues to have recruitment difficulties, therefore the ongoing need to use locums required to cover long standing vacancies. The service needs to continue using locums to maintain safe levels of qualified staff. However, it is now also proving difficult to recruit locums, hence the projected underspend position.
18. The housing budget is underspent by £0.083m as a result of staffing underspends due to recruitment difficulties. This position assumes a draw of £0.075m from the Flexible Housing Support Grant reserve.
19. These underspends along with Management action has reduced the underlying overspend by £1.206m to the net overspend position reported above.

Whole Life Pathway: Budget £81.130m – £2.745m overspend

20. Overall, the Whole Life Pathway Budget is projecting a £2.745m overspend. This overspend includes £1.477m of unachievable savings for the improved use of Care Cubed of £0.500m, the Good Lives Alliance contract of £0.115m, spot to block placement conversion – working age £0.244m and Under 65 high cost placement action plan £0.500m and terms and conditions savings of £0.118m. Commissioning and the service, will continue to look at how these may be achieved through other means.
21. The underlying overspend is £3.450m due to the additional inflationary pressures seen by the service such as inflationary pressures across the care market due to cost of living increases and use of agency staff by providers due to recruitment issues. In addition, the service is facing pressures from the additional estimated pay award above the 2% budgeted and the Terms and Conditions pressures. Management action has reduced this pressure by £0.695m to the net overspend position reported above.
22. The Learning Disabilities and Autism Service (LDAS) budget is forecasting a £3.641m overspend. £1.359m of this is due unachievable savings as detailed above. The customers that are being referred to the service are increasing in

complexity with a notable increase in the people who have autism and mental health needs which adds to the budgetary pressures. There has been an increase in the costs of packages over the last quarter due to pressures across the care market due to cost of living increases. This is in part offset in part by an increase to CHC income.

23. The Community Support budget is projecting a £0.154m underspend. This is as a result of additional Continuing Health Care income to that budgeted and a number of staff vacancies. Also included within this budget are the costs of support to refugees, this includes the Homes for Ukraine funding from the DLUHC which is now estimated to be £12.060m to support local authorities to provide wrap-around support to individuals and families to rebuild their lives and fully integrate into communities. Any unspent funding at outturn will be requested to be set aside at the end of the year as it will be required in 2023/24 to continue this programme and to support housing and costs of staffing across the council to support this scheme.
24. The Mental Health budget is forecasting a £0.971m underspend. The service is forecasting income in excess of that budgeted predominantly due to contributions from the ICB (Integrated Care Board) towards care costs of S117 jointly funded clients. This is in part offset by the inflationary pressures across the care market due to cost of living increases and use of agency staff by providers due to recruitment issues.

Families & Children Services: Budget £60.776m – £2.139m overspend

25. This service protects, cares for and supports vulnerable children and families with the greatest needs, including children in care, disabled children, and those at risk of harm. There has been an increase of £1.96m since the quarter two report and this is explained by a slight prolonged use of agency staff but mainly by the numbers of children in care which were 427 at quarter 2 but have risen to 464 in December. Rather than being driven by new children coming into care, the increase relates to children not leaving care and an increase in average weekly cost seen in placements.
26. This is a demand driven service area. The caseloads of children and subsequent numbers of children in care, post pandemic, is putting pressure on staff and budgets. The budgeted number of children in care for 2022/23 financial year is 434. The actual number of children in care is 464 (December 2022) which is just within the target range of 407 - 469.

Families & Children Care Placements	Budgeted Number of Children in Care	Current Number of Children in Care	Forecast Variance
Mainstream In House Foster Carer Payment	220	246	26
Independent Fostering Agency	100	98	-2
External Residential Placements	37	36	-1
16 - 25 Support & Accommodation/ Leaving Care	40	47	7
Staying Put	37	37	0
CLA Placements & Fostering	434	464	30
Special Guardianship Orders	295	312	17
Residence Orders	6	4	-2
Adoption Allowances	31	20	-11
Permanence Arrangements	332	336	4

27. Successful early support services have significantly slowed the increase in numbers of children in care (CiC). Many other councils have seen much earlier post pandemic increases in their CiC populations where escalation of need has not been prevented. Work has included the successful stronger families' team working intensively with families to prevent children coming into care, as well as the effective support service which offers families a service at an early help level, preventing escalation into statutory services. This service commenced at the end of 2017 and was predicted to have this impact. Other mitigation programmes include the "move forward" programme, enabling children to move from costly residential care to foster care or semi-independence, and investment in the sufficiency of Wiltshire placements through 'fostering excellence', which have helped to contain demand and cost pressure for some time.
28. The forecast position is that savings achieved are offset by recent significant budgetary pressure variance which includes an above planned increase for all in house carers, special guardians and adoption allowances to better reflect current inflationary pressures. Commissioners are reporting that the marketplace is struggling to offer suitable placements to meet children's needs and as a result, small numbers of children are in higher cost placements than necessary which leads to an increase in costly residential provision being required.
29. In addition, the national social work recruitment and retention challenge is being felt in Wiltshire and there are forecasted underspends in service teams. A specific workforce strategy is in place and remains a priority. As part of this campaign, Wiltshire is committed to "growing its own" social workers so a greater number of staff on the ASYE (assessed and supported year in employment) for newly qualified social workers have been employed this year, a by-product of this approach is that these staff are at the beginning of their careers and there are economic benefits. Despite agency spend of £1.5m, there is a forecast salary and other team costs underspend across all teams of £0.035m, including the current forecast pay award assumptions and allowance for market plussages which is part of the recruitment and retention strategy.

30. The council provides placements for unaccompanied asylum-seeking children, current numbers of these young people being under 18 years of age are 41. We have 76 unaccompanied asylum-seeking young people who are care leavers. Based on our quota of 0.07% of Wiltshire's population we should be taking 78 from the National Transfer Scheme (NTS) scheme so we can expect a further 65, although the timing of this is unclear at this point. This is in addition to any spontaneous arrivals. Regional arrangements may change in this and the next few financial years.
31. New Home Office guidance for unaccompanied minors travelling from Ukraine, means that they will be eligible for a private fostering service up until they are 18 (the mainstream service is up to 16). We have 2 children subject to private fostering arrangements at this time. This is in addition to the estimated 20 already anticipated from the national scheme (grant funding is available to contribute to cover costs). Support for this group will be absorbed into current teams wherever possible to do so.
32. SEN social care external placement budgets are forecasting an overspend of £0.017m due to both current and anticipated numbers of disabled children in our care and those with special educational needs and disability. Current budgeted unit cost is £737 per week across all types of placement. The overall average as at quarter 3 is £820. There are two underlying reasons for the cost pressures, some children are presenting with more complex needs as a result of the pandemic and additionally, there is pressure for placements for children in a marketplace which has been impacted by the pandemic in both unit price and availability. The demand for placements, however, is lower than anticipated including planned transitions of young people to access adult services and this is driving the forecast underspend. Overall, the increased weekly prices due to complexity of need, market sufficiency and national inflationary pressures felt by providers are no longer mitigated by lower than planned numbers of children's placements or higher staff vacancy rates.
33. A number of small other variances comprise the balance of the forecast overspend.

Education & Skills (School Effectiveness, SEN & Inclusion): Budget £23.423m – £1.181m overspend

34. The services in this area fulfil numerous statutory duties with a mixture of local authority and dedicated schools grant (DSG) funding. The majority of the local authority funded services are forecast to largely be aligned with budget – the forecast underspend in service teams of (£0.217m) includes the current additional pay inflation estimate but relates part year vacant posts across the service. Some of these posts have been held vacant to offset reduced trading income. These vacancies are helping to mitigate the increased pay inflation pressure for 2022/23 financial year. In addition, forecast spend on schools premature retirement costs are £0.139m lower than planned.
35. Where eligible, 5-16-year-old school children with an Education, Health and Care Plan (EHCP) can take up free school transport. The forecast expenditure for school transport for learners with an education health and care plan (EHCP) is £1.500m overspent. This overspend includes travel savings achieved of

£0.150m following re-contracting and 1,603 learners accessing transport at an average annual cost of £9,089.

36. A specific SEN commissioning reserve was set up in the 2021/22 financial year to facilitate exploring what a good quality pilot contract to support the voice of children & young people with SEND would look like. The SEND Youth Voice Pioneer Programme is being commissioned and a drawdown of £0.015m is requested in this financial year and subsequently, £0.045m in 2023/24 financial year to fund the pilot.

37. A number of small other variances including lower than planned traded income levels and additional grants secured comprise the balance of the forecast overspend.

CORPORATE DIRECTOR – RESOURCES

Table 4 - Forecast as at Quarter 3 2022/23 Corporate Director Resources Position

		Original Budget	Revised Budget	Forecast Q3 before Management & Other Actions	Variance Q3 before Management & Other Actions	Management & Other Actions	Forecast	Variance
		A £m	B £m	C £m	D (C-B) £m	E £m	F (C+E) £m	G (F-B) £m
Corporate Director Resources								
Finance	Gross Income	82.469 (78.574)	80.148 (77.421)	81.500 (77.459)	1.352 (0.038)	(0.372)	81.128 (77.459)	0.980 (0.038)
	Net Exp	3.895	2.727	4.041	1.314	(0.372)	3.669	0.942
Assets & Commercial Development	Gross Income	33.117 (16.856)	32.035 (16.546)	33.122 (17.097)	1.087 (0.551)	(0.051) (0.140)	33.071 (17.237)	1.036 (0.691)
	Net Exp	16.261	15.489	16.025	0.536	(0.191)	15.834	0.345
Information Services	Gross Income	12.016 (0.421)	11.888 (0.421)	12.418 (0.354)	0.530 (0.067)	(0.801)	11.617 (0.354)	(0.271) 0.067
	Net Exp	11.595	11.467	12.064	0.597	(0.801)	11.263	(0.204)
Procurement & Commissioning	Gross Income	17.069 (11.759)	6.756 (1.919)	7.083 (1.919)	0.327 -	(0.181)	6.902 (1.919)	0.146 -
	Net Exp	5.310	4.837	5.164	0.327	(0.181)	4.983	0.146
TOTAL RESOURCES								
	Gross Income	144.671 (107.610)	130.827 (96.307)	134.123 (96.829)	3.296 (0.522)	(1.405) (0.140)	132.718 (96.969)	1.891 (0.662)
	Net Exp	37.061	34.520	37.294	2.774	(1.545)	35.749	1.229

Finance: Budget £2.727m – £0.942m overspend

38. Overall, the Finance forecast has deteriorated by £0.088m from the variance reported in Quarter two. Finance is forecasting a variance of £1.314m before management action. This is due to pressure on the pay award of £0.287m and a pressure of £0.970m on Benefit Subsidy as a result of people being placed in supported living accommodation with non-registered providers. The Council is only able to claim the rent element from Government and has to cover the cost of support. Supported Living is used to support vulnerable people, including those with Drug and Alcohol addictions and help them transition back into the community.

39. The Revenues and Benefits Team is forecasting a reduction in income from Court Fees recovered of £0.203m. The award of the Council Tax Rebate for

households in council tax bands A to D has meant that fewer people have fallen into arrears on their Council Tax payments and debts are now much smaller which has in turn led to fewer court summonses.

40. These pressures are being offset by maximising the allocation of grant income in relation to Energy Rebate administration. A grant of £0.198m was received from Government for administering the scheme and the service have managed the delivery of this scheme effectively. Vacancies are being held and are forecast to continue to be held across the service and income maximised to further reduce the variance to a overspend of £0.942m.

Assets & Commercial Development: Budget £15.489m – £0.345m overspend

41. Assets & Commercial Development are reporting a £0.345m overspend, this has reduced by £0.578m from quarter two.

42. As seen nationally, energy prices have significantly increased. The budget was set with a forecast increase of 35% for electricity and 60% for gas for commodity prices. However actual increases have far exceeded those original forecasts, in part due to non-commodity prices which could not be hedged and were unknown at budget setting. The forecast for quarter 3 is an overspend on gas £0.075m and Biomass fuel £0.098m. Electricity is now forecast to be online, this is an improvement of £0.250m from quarter two and is due to a mild autumn reducing consumption.

43. Maintenance contracts are overspent by £0.700m due to inflation on services and materials, there has been a small improvement in the forecast of £0.050m from quarter two.

44. The pay award pressure continues to be managed by holding vacancies and capitalising where appropriate, the quarter three forecast has improved by £0.148m to report a small pressure of £0.027m.

45. Community Housing Grant of £0.140m is being drawn down in quarter three to further reduce the overspend to cover the cost of housing work that has been undertaken.

ICT: Budget £11.467m – £0.204m underspend

46. ICT are reporting an overspend of £0.597m before management action, £0.248m forecast for revised Pay award assumptions, £0.104m for Terms & Conditions pressure, £0.178m for inflation pressure on Microsoft Enterprise & Select Agreement at 12.5% and forecast reduced Income of £0.067m.

47. Management action has been taken to reduce this to a net underspend of £0.204m. The support contract with Microsoft and Azure were reviewed and restructured to manage the inflation pressure, the Microsoft Enterprise Agreement has been renewed during quarter 2 and overall, these items now deliver a net saving of £0.207m for 2022/23.

48. Further savings have been achieved on the corporate Network and applications totalling £0.346m, these will be one off and recurring savings and are being used to offset other pressures on infrastructure support contracts and hardware. BT invoices have been reviewed and challenged and refunds and ongoing reductions agreed where we have been charged incorrectly and tariffs have been changed to ensure we have the best deals.
49. Through a combination of holding vacancies and difficulty recruiting the pay award pressure, including T&C's is forecast to be reduced down to £0.104m, a saving of £0.248m.
50. An ongoing risk for the service is inflation on software licences and hardware maintenance support contracts as they come up for renewal, this will need to be reviewed and managed as it arises but is a risk given the level inflation is running at.

Procurement & Commissioning: Budget £4.837m – £0.146m overspend

51. Procurement & Commissioning are reporting an overspend of £0.146m this is an improvement of £0.239m from quarter two, vacancies are now forecast to be held to the end of the financial year and grant funding is being maximised in order to reduce the pay award pressure.

CORPORATE DIRECTOR – PLACE

Table 5 - Forecast as at Quarter 3 2022/23 Corporate Director Place Position

		Original Budget	Revised Budget	Forecast Q3 before Management & Other Actions	Variance Q3 before Management & Other Actions	Management & Other Actions	Forecast	Variance
		A £m	B £m	C £m	D (C-B) £m	E £m	F (C+E) £m	G (F-B) £m
Corporate Director Place								
Highways & Transport	Gross Income	51.086	51.075	54.180	3.105	(1.624)	52.556	1.481
		(13.325)	(13.374)	(14.589)	(1.215)	(0.817)	(15.406)	(2.032)
	Net Exp	37.761	37.701	39.591	1.890	(2.441)	37.150	(0.551)
Economy & Regeneration	Gross Income	4.000	3.600	3.660	0.060	(0.328)	3.332	(0.268)
		(1.509)	(1.345)	(1.222)	0.123		(1.222)	0.123
	Net Exp	2.491	2.255	2.438	0.183	(0.328)	2.110	(0.145)
Planning	Gross Income	8.450	7.947	9.187	1.240	(0.334)	8.853	0.906
		(6.780)	(6.780)	(5.926)	0.854		(5.926)	0.854
	Net Exp	1.670	1.167	3.261	2.094	(0.334)	2.927	1.760
Environment	Gross Income	52.633	53.377	54.989	1.612	(1.329)	53.660	0.283
		(9.418)	(8.749)	(10.725)	(1.976)		(10.725)	(1.976)
	Net Exp	43.215	44.628	44.264	(0.364)	(1.329)	42.935	(1.693)
Leisure Culture & Communities	Gross Income	15.000	20.030	21.387	1.357	(0.611)	20.776	0.746
		(7.526)	(13.812)	(14.458)	(0.646)		(14.458)	(0.646)
	Net Exp	7.474	6.218	6.929	0.711	(0.611)	6.318	0.100
TOTAL PLACE	Gross Income	131.169	136.029	143.403	7.374	(4.226)	139.177	3.148
		(38.558)	(44.060)	(46.920)	(2.860)	(0.817)	(47.737)	(3.677)
	Net Exp	92.611	91.969	96.483	4.514	(5.043)	91.440	(0.529)

52. As shown above the £44.060m of Place & Environment revised budget is derived from income, the table below breaks this down further by department.

Table 6 – Place Income Budgets by Department

Service	Department	Fees & Charges, Other Income	Grants, Contributions, Recharges	Total Income Budgets
Highways & Environment	Highways	-3.556	-0.016	-3.572
	Car Parking	-8.257	0.000	-8.257
	Passenger Transport	-0.421	-1.124	-1.545
		-12.234	-1.140	-13.374
Economy & Regeneration	Enterprise Network	-1.244	0.000	-1.244
	Major Projects	-0.023	0.000	-0.023
	Economic Regeneration	0.000	-0.078	-0.078
		-1.267	-0.078	-1.345
Planning	Building Control	-1.156	0.000	-1.156
	Development Management	-4.540	0.000	-4.540
	Local Land Charges	-1.034	0.000	-1.034
	Spatial Planning	0.000	-0.050	-0.050
		-6.730	-0.050	-6.780
Environment	Public Protection	-0.924	-0.032	-0.956
	Natural & Historic Environment	-0.053	-0.017	-0.070
	Waste	-7.720	-0.003	-7.723
		-8.697	-0.052	-8.749
Leisure Culture & Communities	Leisure	-12.809	-0.338	-13.147
	Libraries & Heritage	-0.432	-0.233	-0.665
		-13.241	-0.571	-13.812
TOTAL PLACE		-42.169	-1.891	-44.060

53. Fees & Charges income is difficult to forecast as it is influenced by so many different factors outside of the Council's control and can fluctuate. For Qtr 3 largely forecasts are based on Budget or in line with 2021/22 outturn unless the actual position over the first half of the year was significantly over or under profile and there was evidence to suggest it will not stabilise, further detail is included below for these areas.

Highways & Transport: Budget £37.701m – £0.551m underspend

54. The Highways and Transport service is managing significant inflation pressures with an average 6% (excluding fuel inflation pressure) higher increases on contracts than budgeted for as part of the 2022/23 budget. The quarter 3 net position has improved by £0.112m from that reported in quarter 2, largely due to further contract savings on the Streetscene contract due to mobilisation of the new contract and suspension of work and reduced staffing costs from holding vacancies and capitalising where appropriate.

55. The position before management action is a net £1.890m overspend. The pressure can be broken down as £0.567m pressure from Highways contract inflation, £0.468m pay award pressure, £1.477m Passenger Transport inflation pressure (including fuel pressure) as well as support and retendered prices for Bus Network, £0.182m pressure on car parking income and savings targets no longer assessed as being deliverable of £0.100m. Offsetting these pressures are forecast £0.546m additional Streetworks income and £0.358m other income.

56. These pressures are being offset by a range of one off management measures, £0.340m staff savings from holding vacancies and maximising capitalisation, £0.645m reduction in contract spend and supplies, £0.640m drawdown from ear marked reserves and £0.817m use of grant and developer contributions.
57. Car parking saving proposals have all been implemented with increased tariffs actioned at the end of quarter 2. Overall there is a forecast underachievement of income at quarter three of £0.182m, however this is an improved position since quarter two..
58. Streetworks income has been forecast slightly lower for quarter 2 based on the actuals received in the first two quarters and is now showing an overachievement of income of £0.546m. This income is difficult to forecast as it depends on the amount of work undertaken on the highway by utilities, developers and contractors. The MTFs for 2023/24 was increased in line with 2021/22 outturn position to reflect the improved position. The other income variance of £0.358m relates to a range of fees and charges across the service, the majority of which are deemed to be one off in nature or volatile so have not been built into the MTFs, for example £0.171m relates to a developer payment for the hire of street lighting.
59. Highways contract inflation is running on average at 13%, as part of budget setting the average % inflation uplift applied was 6% for Highways and Transport which is generating significant pressure for the service. Inflationary increases are agreed on individual contracts and applied when due. This has been managed in part by a reduction in service largely as contractors are still experiencing issues as a result of COVID so are actually unable to deliver some services at budgeted level, issues include a shortage of drivers and resources, this is in part down to a buoyant construction sector attracting skilled operatives and difficulty with procuring equipment and machinery. In addition, further savings have been forecast in quarter 3 on the Streetscene contract as work has been suspended and as we go through contract mobilisation, with the new contract due to start in February 2023. The service is working with contractors to deliver to 2022/23 budget, prioritising essential and critical works and working to the contractors' capacity; overall, there will be a reduction in the level of services provided for 2022/23.
60. Passenger Transport contracts are also presenting with significant inflation pressure, this is compounded by the super inflation seen on fuel at circa 30% and falling patronage. In order to keep services running and prevent bus service sections being deregistered, the Council has had to step in and provide support where routes have become commercially unviable. An inflation increase, directly linked to fuel is also being provided to contractors to help ease the immediate pressure and ensure services are not handed back. In addition pressures have been included to reflect the significant price increases for retendered contracts in year. These pressures are currently forecast to be £1.477m above base budget for 2022/23; however, as this position was forecast at the end of 2021/22 financial year grant and a reserve was set aside in order to provide one off assistance in 2022/23. Therefore, the service will be drawing this pressure from reserves and maximising grant and S106 contributions for 2022/23 to come in on budget.

61. The £0.100m undeliverable saving is in relation to the savings proposal to charge for advertising on Bus Shelters. This proposal has now been linked to the Bus Service Improvement Plan (BSIP) and so will be delayed until 2023/24. Mitigating one off savings below are being used to offset this pressure until it is delivered.
62. The pay award pressure of £0.468m is being managed by holding vacant posts and capitalising where appropriate and has been reduced to an overspend of £0.128m.
63. Enhanced services for Gully emptying, Fly tipping and Parish Stewards have been undertaken in 2022/23 and will be funded from a draw down at the end of the financial year from the Business Plan Priority reserve.
64. Overall the variance has been managed down to an underspend position of £0.551m.

Economy & Regeneration: Budget £2.255m – £0.145m underspend

65. Economy & Regeneration are forecasting an underlying full year variance of £0.183m overspend, this is due to the Pay award pressure and changes in capitalisation of salaries. Management action continues, to reduce this overspend variance to a forecast underspend of £0.145m, this is an improvement of £0.089m from quarter two and has been achieved by holding vacancies.
66. Wiltshire Towns recovery budget of £1m is forecast to be on budget, though it is noted that £0.800m of that expenditure is small grant awards to external agencies and this may therefore be subject to variance. Grant award periods will run from October-March and will be monitored. Wiltshire Towns Programme also has an ear-marked reserve, current forecasts are that the reserve will not be required to be drawn down in 2022/23 as recruiting to vacant posts for the programme is proving to be challenging.

Planning: Budget £1.167m – £1.760m overspend

67. As part of budget setting for 2022/23 Development Management Income budgets for fees and charges were increased back to pre-COVID-19 levels. Building Control and Local Land Charges were increased to 98% of pre-COVID-19 levels. The Fees & Charges Income budgets total £6.730m.
68. As at Quarter 3 Development Management Income is forecast to underachieve by £0.644m, based on the actuals to date which continue to be under profile and is reviewed continually by the head service.
69. Building Control and Local Land Charges is forecast to underachieve Income budgets by £0.260m, and reflects actuals received to date.

70. The service is forecasting a net £0.408m overspend on salaries. This is due in part to the Pay award being higher than originally estimated and to Development Management having to use Agency staff due to difficulties recruiting and retaining experienced staff. This issue has been compounded as lack of resources and increased activity at the end of 2021/22 has led to a backlog which is now requiring additional Agency staff to reduce. The marketplace has become extremely competitive, and this issue is being seen nationally across the industry, the service is working with HR to try to agree a long term strategy for staff recruitment and retention. Vacancies are being held where possible in Building Control and Land Charges to help mitigate the situation.
71. In addition, an overspend on appeals and Legal costs (agency workers and counsel advice) is also forecast of £0.590m. This continues to be a risk area for the service.

Environment: Budget £44.628m – £1.693m underspend

72. Environment services is forecasting a Net £1.693m underspend, this is an improved position from quarter 2 and is due to increased income (primarily from recyclable materials through the Lot 1 waste management contract) and less waste tonnages/different treatment streams than forecast. As previously advised included within this are significant variances on Gross and Income budgets.
73. The increasing inflation rate has a significant impact on the Waste Contracts, the service is currently forecasting a £1.448m pressure for contract inflation with CPI rates at 10.1% for July 2022 when the majority of inflation is contractually due to be applied. It should be noted that for most of the waste contracts, the indexation is not an automatic uplift but subject to the contractor evidencing their increased costs, and any claim capped at CPI. A saving of £1.299m is being achieved as a result of less tonnages and different waste stream treatments.
74. The remaining pressure is being offset by a forecast overachievement on Income of £1.976m. As reported in 2021/22 outturn position the service saw a significant increase across recycling materials sales, this is forecast to continue and is supported by the actuals seen in the first three quarters of 2022/23. Recycling material income is notoriously volatile and has been particularly influenced through changing economic climate. However, industry intelligence is that, whilst prices have peaked and will likely come down for some materials during 2022/23, prices are not expected to fall to the levels experienced in 2020/21. This will need to be closely monitored and is a risk area for the service. The forecast increased Income has been factored into the updated 2023/24 MTFS.
75. The Saving proposal for £0.100m to introduce a charge at Household Recycling Centres for the disposal of non-household Waste has been put on hold in response to the Government public consultation on proposals to prevent councils from applying charges for "DIY waste" at Household Recycling Centres. The closing date for consultation responses was the 4 July 2022, an outcome is not yet known.

76. The table below shows the forecast tonnages and rates for the significant Waste contracts against the budgeted position, these are the main cost drivers for the Waste service.

Service:	Tonnes				£/Tonne *				Budget Forecast Variance Due to Price/Tonnes £'m
	Budget setting F'cast (T)	Current Yr End F'cast (T)	Var (T)	Var (%)	£/Tonne (Budget Setting)	£/Tonne (Forecast)	Var (£)	Var (%)	
Provision and operation of Waste Transfer Stations (WTS), a Materials Recovery Facility (MRF) and two Household Recycling Centres (HRCs)	86,300	75,525	-10,775	-12.5%	£ 63.20	£ 69.00	£5.80	9.2%	-0.243
Composting services	39,200	35,022	-4,178	-10.7%	£ 34.80	£ 36.35	£1.55	4.4%	-0.212
Treatment & disposal of residual waste (inc street sweepings)	23,000	18,442	-4,558	-19.8%	£ 34.37	£ 42.20	£7.83	22.8%	0.009
Tax payable on all waste sent to landfill	35,800	31,485	-4,315	-12.1%	£ 98.60	£ 98.60	£0.00	0.0%	-0.430
Energy from waste landfill diversion contract.	50,000	50,000	-0	0.0%	£ 132.25	£ 125.35	£-6.89	-5.2%	-0.345
Mechanical biological treatment (MBT) Landfill diversion contract.	60,000	56,887	-3,113	-5.2%	£ 151.78	£ 167.33	£15.55	10.2%	0.428
					* £/T excludes income				

77. Environment Services is currently forecasting an overspend on pay budgets of £0.100m. This will be continually monitored, and any new vacancies will be assessed and held where possible.

Leisure Culture & Communities: Budget £6.218m – £0.100m overspend

78. Leisure Culture & Communities is reporting a net variance before management action of £0.711m, there are three main pressures driving this position. The Pay award pressure of £1.095m, this includes assumptions around pay harmonisation, £0.232m Terms and Conditions pressure and inflation pressure of £0.031m on supplies contract, Chemicals seeing a 90% increase from September 2022. This is being offset by a forecast overachievement of income of £0.646m which is based on the performance seen in the first three quarters.

79. The service has taken action to manage this pressure by holding vacancies, the saving for this has increased since quarter 2 as the service have had difficulties recruiting so is forecasting a saving of £0.331m. There is also a significant saving on supplies & services from bulk buying supplies to lock in lower prices and focusing on essential spend of £0.260m. This has reduced the variance to a Net position of £0.100m.

80. Leisure Operations Income is currently forecast to overachieve the budget which was set at 80% of pre COVID-19 levels. The forecast is based on the performance in the first three quarters continuing. At present the service have not seen any decline in membership or income, but this is a risk with the current cost of living pressure and competition.

81. Savings targets are on track overall, mitigating one off savings from holding vacancies across the service have been actioned while longer term sustainable restructures have taken place to deliver permanent savings.

CHIEF EXECUTIVE DIRECTORATES

82. Table 7 - Forecast as at Quarter 3 2022/23 Chief Executive Directorates Position

		Original Budget	Revised Budget	Forecast Q3 before Management & Other Actions	Variance Q3 before Management & Other Actions	Management & Other Actions	Forecast	Variance
		A £m	B £m	C £m	D (C-B) £m	E £m	F (C+E) £m	G (F-B) £m
Chief Executive Directorates								
Public Health	Gross Income	18,220	22,068	21,559	(0.509)	(0.020)	21,539	(0.529)
		(16,623)	(20,654)	(20,654)	-		(20,654)	-
	Net Exp	1,597	1,414	0,905	(0,509)	(0,020)	0,885	(0,529)
Legal & Governance	Gross Income	10,080	12,043	12,456	0.413	(0.304)	12,152	0.109
		(2,598)	(2,587)	(2,696)	(0.109)		(2,696)	(0.109)
	Net Exp	7,482	9,456	9,760	0,304	(0,304)	9,456	-
HR&OD	Gross Income	9,290	6,382	6,378	(0.004)	(0.186)	6,192	(0.190)
		(3,822)	(2,045)	(2,049)	(0.004)		(2,049)	(0.004)
	Net Exp	5,468	4,337	4,329	(0,008)	(0,186)	4,143	(0,194)
Transformation & Business Change	Gross Income	-	(0.608)	(0.865)	(0.257)	(0.048)	(0.913)	(0.305)
		-	-	-	-		-	-
	Net Exp	-	(0,608)	(0,865)	(0,257)	(0,048)	(0,913)	(0,305)
Corporate Directors & Members	Gross Income	3,055	3,226	3,425	0.199		3,425	0.199
		(0,014)	(0,014)	(0,014)	-		(0,014)	-
	Net Exp	3,041	3,212	3,411	0,199	-	3,411	0,199
TOTAL CEX DIRECTORATES								
	Gross Income	40,645	43,111	42,953	(0.158)	(0.558)	42,395	(0.716)
		(23,057)	(25,300)	(25,413)	(0.113)	-	(25,413)	(0.113)
	Net Exp	17,588	17,811	17,540	(0,271)	(0,558)	16,982	(0,829)

Public Health: Budget £1.414m – £0.529m underspend

83. Public Health are forecasting an underspend of £0.529m on the council budget funded services. This is due to a number of small underspends across the service as part of an exercise to improve efficiencies in part offset by the additional estimated pay award and the Terms and Conditions pressure. In 2022/23 the Public Health Grant is £18.015m. This is being spent on activities such as the Public Health Nursing service, Drug and Alcohol Substance Misuse services, Sexual Health services, Domestic Abuse services for Wiltshire and a wide range of health improvement services such as health improvement coaches. Public Health have £0.062m of staff related savings in 2022/23 of which all are forecast to be achieved. There is anticipated to be an underspend of £0.464m on the grant. Any unspent grant at outturn will be moved to the Public Health reserve for use in the future.

Legal, & Governance: Budget £9.456m – balanced outturn

84. Legal and Governance are forecasting a variance before management action of £0.304m overspend. This is from the pay award pressure of £0.413m. This pressure is being offset in part by forecast additional income across the service, particularly on Registration services. Registration Income budget was increased to 98% of Pre Covid-19 levels for 2022/23, the service is seeing strong demand and has exceeded profiled budget for the first half of the year.

85. Management action has been taken to reduce the variance to a Net nil variance underspend by holding vacancies across the service where appropriate and reducing spend on professional fees and contracts. The forecast assumes some of these vacancies will be held for the rest of the financial year, this will need to be monitored to ensure the service has the capacity to deliver.

Human Resources & Organisational Development: Budget £3.337m – £0.194m underspend

86. A number of staff are redeployed to support capital programmes and transformational schemes key to the implementation of programmes of work such as EVOLVE. Where salary cost pressure has arisen from forecast pay award, which is higher than budgeted for, these have been absorbed and mitigated against by holding vacancies and wherever possible seconded posts have not been backfilled on a like for like basis.

Transformation & Business Change: Budget £0.392m – £0.305m underspend

87. This directorate brings together the systems thinking and programme office to create a transformation and business change service at the heart of supporting the delivery of the Council's business plan priorities, also Business Insights team and management of strategic programmes. The team is largely funded from flexible use of capital receipts. Where salary cost pressure has arisen from the forecast pay award, which is higher than budgeted for, these have been absorbed and mitigated by the small number of vacancies in quarter 1 which have led to a forecast net underspend on salaries across the whole service.

88. The Transformation Board has approved drawdowns from the transformation reserve totalling £3.081m over three years in order to prioritise and facilitate the Customer Experience, Business Insights and Adults Transformation programmes of work. Subsequent business cases presented and approved are SEN High Needs Recovery programme which will be used to support and reinforce the work of the DfE's Delivering Better Value programme. Cabinet is asked to approve an additional £0.087m transfer from the reserve, as agreed by the Transformation Board following the approval to transfer £0.531m at quarter one and £0.826m in quarter two.

Transformation Reserve		2022/23 Financial Year £m	Future Years £m	Total Scheme £m
Balance Brought forward		5.355		
Quarter 1 Approval	Families & Children Transformation (FACT)	(0.297)	(0.612)	(0.910)
Quarter 1 Approval	Customer Experience	(0.234)	(0.616)	(0.849)
Quarter 2 Approval	Business Information Team	(0.173)	0.000	(0.173)
Quarter 2 Approval	Adults Transformation	(0.653)	(0.496)	(1.149)
Quarter 2 Approval	BT Gainshare - transfer one off gain to transformation reserve	3.330	0.000	3.330
Quarter 3 Approval Request	High Needs Block (Preparation for Delivering Better Value Programme)	(0.087)	(1.534)	(1.620)
Balance carried forward				3.984

Corporate Directors and Members: Budget £3.212m – £0.199m overspend

89. The overspend is due to the Pay Award pressure and non-delivery of the vacancy factor.

CORPORATE EXPENDITURE

Table 8 - Forecast as at Quarter 3 2022/23 Corporate Position

		Original Budget	Revised Budget	Forecast Q3 before Management & Other Actions	Variance Q3 before Management & Other Actions	Management & Other Actions	Forecast	Variance
		A £m	B £m	C £m	D (C-B) £m	E	F (C+E)	G (F-B) £m
Corporate								
Movement on Reserves	Gross Income	(1.138)	(1.138)	2.192	3.330		2.192	3.330
	Net Exp	(1.138)	(1.138)	2.192	3.330	-	2.192	3.330
Capital Financing	Gross Income	26.991	27.971	27.966	(0.005)		27.966	(0.005)
		(0.150)	(0.150)	(6.071)	(5.921)		(6.071)	(5.921)
	Net Exp	26.841	27.821	21.895	(5.926)	-	21.895	(5.926)
Corporate Costs	Gross Income	3.113	4.990	5.064	0.074		5.064	0.074
		-	(1.071)	(1.071)	-		(1.071)	-
	Net Exp	3.113	3.919	3.993	0.074	-	3.993	0.074
Corporate Levies	Gross Income	7.664	7.664	8.072	0.408		8.072	0.408
		(1.039)	(1.789)	(2.657)	(0.868)		(2.657)	(0.868)
	Net Exp	6.625	5.875	5.415	(0.460)	-	5.415	(0.460)
TOTAL CORPORATE								
	Gross Income	36.630	39.487	43.294	3.807	-	43.294	3.807
		(1.189)	(3.010)	(9.799)	(6.789)	-	(9.799)	(6.789)
	Net Exp	35.441	36.477	33.495	(2.982)	-	33.495	(2.982)

Financing & Investment Income & Expenditure: Budget £27.821m – £2.596m underspend

90. The final value of capital spend funded by borrowing figure for 2021/22 sets the Minimum Revenue Provision charge for year 2022/23. As a result of the reduction in the 2021/22 capital programme year-end financial position there is a £1.197m saving in 2022/23.

91. The Council took a treasury management decision to borrow £80m in March 2022 and based on the current cashflow forecast the council will not need to borrow again in 2022/23. As a result of this borrowing and the interest rates, interest payable is forecast to exceed budget by £1.326m. This is offset by a forecast overachievement of £2.591m on interest receivable due to the increased level of cashflow and increased interest rates, and this forecast also accounts for forecast loan interest from Stone Circle and Wiltshire College.

92. An underspend is forecast on asset disposal costs of £0.134m for quarter three based on actual activity to date and forecast to the end of the financial year.

Corporate Costs: Budget £3.919m – £0.074m overspend

93. A small overspend of £0.012m has been forecast on bank charges for 2022/23 due to the delay in achieving the full year of savings associated with obtaining PCI DSS compliance. An overspend has also been forecast on internal audit of £0.009m due to unforeseen inflationary increase and external audit fees of £0.100m due to additional work requirements to support the on going audits. This is being offset by a forecast overachievement of purchase of annual leave and National Insurance saving's on salary sacrifice schemes of £0.020m.

Corporate Levies: Budget £5.875m – £0.460m underspend

94. An overachievement of income is forecast for renewable energy Business rates of £0.868m, and this has been reflected in the MTFs for 2023/24 as the increased level of incoming is recurring. In 2022/23 this is offsetting a pressure of £0.394m for Pension deficit lump sum payment and £0.100m on the Apprenticeship Levy and Flood Defence levy. For quarter 2 an underspend of £0.100m has also been forecast against Early Retirement pension costs.

COLLECTION FUND

95. The Collection Fund is the ring-fenced fund which comprises all income and expenditure for both the Council Tax and Business Rates.

96. The previous year's deficit will continue to be funded by the monies set aside in the Collection Fund Volatility reserve over the 3-year period 2021/22-2023/24 as originally planned, with the timing of the financial impact across the 3 years set out in the regulations set by government.

DEDICATED SCHOOLS GRANT – Total Grant £426.708m - £9.325m forecast net overspend

97. The forecast variance for dedicated schools grant (DSG) is a net £9.325m overspend. This is driven by demand from parents and schools for statutory support for vulnerable children with SEN & disability, reflected in increased numbers of education health and care plans (EHCPs.) The number of EHCPs at the end of quarter 3 2021/22 was 4,252; quarter 3 in 2022/23 is 4,740; an increase of 361 plans (8.5%).

98. The demand pressure and overspend is aligned with the national picture for many other local authorities and Government's acknowledgement of this is reflected in the national level additional funding for the 2022/23 high needs block of £1.082bn and high needs block supplementary funding of £325m for the 2022/23 financial year. The 2022/23 allocation included increases of £4.897m and £2.415m respectively for Wiltshire. This has come some way to alleviating the pressure it will not however, assist with previous years overspends which are held in the DSG deficit reserve in the local authority's balance sheet. Lobbying continues to request support and additional funding at national level.

99. The DfE's SEN review was published in March 2022 and the financial implications of this are unclear at this stage although national bandings of support are proposed. Wiltshire has submitted both a consultation response and separate written response and the DfE is yet to publish its findings and recommendations.

100. The DSG is ringfenced and is separate to local authority budget. Any underspend or overspend is also ringfenced. At the beginning of the financial year, the DSG reserve balance had a deficit of £25.973m this is now forecast to be £34.734m. The local authority has a long-term recovery plan centred around inclusion which is being implemented in partnership with schools

however the deficit lies with Wiltshire Council whilst the recovery plan is delivered. Additional funding is key to meeting the needs of Wiltshire pupils.

101. Prior to 2020/21 the DSG grant was treated as a usable reserve. In April 2020 Ministry of Housing, Communities & Local Government (MHCLG) introduced new legislation to transfer the DSG reserve from usable to an unusable reserve. In presenting the Better Value proposition DfE have now confirmed that the override will end on 31 March 2026. This provides no resolution to the negative reserve issue which was the subject of the override, now extended for a further three years.

102. Councils nationally have an estimated £2.3bn in high needs funding deficits. Those authorities with the most significant deficits, have been enrolled in the DfE “Safety Valve” programmes. Following the publication of the SEN Review the DfE have published a suite of reports and guidance to support local authority budget management and recovery plans. Wiltshire has been offered support the DfE’s “Delivering Better Value” (DBV) programme. The Council is scheduled to be part of the DfE’s third phase of the DBV programme in July 2023 and has been awarded £0.045m to facilitate this. In addition, the DfE have appointed Newton, CIPFA and SEN advisers to work with officers to review the recovery plan and provide support and guidance. Officers have started preparatory work with Newton / CIPFA.

103. Our local authority position is that we simply cannot sustain the DSG deficit at this level and as such, the transformation board have approved a proposal to invest £1.6m into recovery to align with the work of the DBV programme.

DSG Reserve	Early Years Ringfence (effective 01-04-22)	Schools Block, HNB & Central	Total 22/23 FY
Balance Brought Forward from 21/22	-1.692	27.665	25.973
Early Years Adjustment 21/22 prior year	-0.564		-0.564
Forecast variance 22/23	-2.257	11.582	9.325
Estimated balance CFWD 2022	-4.513	39.247	34.734

104. Officers have taken every opportunity to take part in national and southwest comparator research which show the extent of the national and regional issue. Best practice and savings approaches are being shared with peers.

105. Wiltshire is taking steps to address the demand for specialist placements; significant council investment in the System of Excellence and new Special School places in the north of the county, the 150-place free special school in the south, expansion of specialist places within our schools and the flexible use of capital receipts by the council to fund a series of projects to facilitate change both internally and to influence partners. These and the savings planned from them do not lead to a balanced position within the 10-year recovery period. Savings are limited by many external factors and include a parent’s legal right to state parental preference and recourse to a tribunal.

106. Officers are regularly meeting with school leaders to progress plans through the High Needs Recovery Group, reporting the position and recovery plan to Schools Forum. School Leaders have raised the profile of the funding challenges with Wiltshire's MPs who have been supportive and in turn, raised with central government.
107. As the situation stands both locally and for most other local authorities, the pupil driven needs simply cannot be met without an appropriate level of funding.

SAVINGS DELIVERY 2022/23

108. For 2022/23 a large amount of savings were required to deliver a balanced revenue budget totalling £24.825m. These are already reflected in the revenue budget aligned to services and have to be met in full or they will result in an overspent position by the year end and will have a direct impact on the scale of savings to be delivered in future years. As such a significant risk remains should there be a shortfall in the saving achieved. It is therefore critical to continue robust monitoring of the revenue budget and reporting the achievement of the savings required.
109. Following detailed monitoring by each manager responsible for a revenue budget saving, it is possible to quantify the amount and status of savings and the inherent risks associated with them. The deliverability of these proposals is monitored and reported directly to the Corporate Leadership Team (CLT). The assessment on the deliverability of the savings at the end of quarter 3 2022/23 is shown in the table below, and these assessments are included in the General Fund figures set out in this report.
110. Of the £24.825m savings targets £15.002m (60.4%) are assessed as having been delivered as at the end of December. £23.073m (92.9%) is forecast to be achieved by the end of the year 2022/23. This leaves £1.753m (7.1%) which are not currently forecast to be achieved by the end of the year. Alternative approaches and sources will have to be considered to bridge this gap before the year end.
111. The delivery of savings remains a focus for the Council and the status of the undelivered savings is considered as part of the future year financial planning processes to ensure the budget remains robust and deliverable and any undelivered saving adversely affects any budget gap in future years if not addressed or mitigated on an on-going basis.

Table 10 – 2022/23 Savings Delivery

Wiltshire Council - Savings Tracking 2022-23**Period - Nov (08)****Savings Targets, Full Year Forecasts and Actuals to Date Values £**

Corporate Director	Directorate	2022/23 Savings Target	Saving achieved to date £	Forecast Saving £	Difference between forecast and target
		£m	£m	£m	(-FAV /+UNFAV) £m
People	Living and Ageing Well	5.299	3.724	4.840	0.459
	Whole Life Pathway	3.359	1.194	1.794	1.565
	Families & Children's	2.093	1.413	1.984	0.109
	Education & Skills	0.725	0.353	0.719	0.006
People Total		11.476	6.684	9.337	2.139
Resources	Finance	0.181	0.032	0.181	-
	Assets & Commercial Development	0.837	0.652	0.825	0.012
	Information Services	0.535	0.307	0.431	0.104
	Procurement & Commissioning	1.549	1.408	1.503	0.046
Resources Total		3.102	2.399	2.940	0.162
Place	Highways & Transport	2.364	0.654	1.861	0.503
	Economy & Regeneration	0.344	0.305	0.344	-
	Planning	0.437	0.229	0.437	-
	Environment	1.478	1.669	2.816	- 1.338
	Leisure Culture & Communities	1.057	0.226	0.777	0.280
Place Total		5.680	3.083	6.235	- 0.555
Chief Executive	Public Health	0.061	0.061	0.061	-
	HR&OD	1.493	0.959	1.486	0.007
	Legal & Governance	0.545	0.489	0.545	-
	Corporate Directors & Members	0.339	-	0.339	-
Chief Executive Total		2.438	1.509	2.431	0.007
Corporate	Capital Financing	1.030	0.250	1.030	-
	Corporate Costs	1.100	1.077	1.100	-
Corporate Total		2.130	1.327	2.130	-
Grand Total		24.826	15.002	23.073	1.753
%age Total Target		100.0%	60.4%	92.9%	7.1%

CAPITAL RECEIPTS FLEXIBILITIES 2022/23

112. The government allows Local Authorities to fund transformational activity that is designed to deliver ongoing revenue savings and/or transform service delivery to reduce costs or reduce demand for services in the future. This is known as Capital Receipts flexibilities. It is important that any Local Authority using this flexibility is transparent in reporting its plans and the individual projects that are to be funded or part funded and report the previous years' activity and whether the planned savings and/or service transformation have been or are being delivered as planned.

113. At part of budget setting the council planned to use £1m of Capital Receipts to fund transformational activity across the council in areas of priority such as Adults Transformation, Family and Children's Transformation and Customer Experience. For this financial year this funding solution will be used to fund elements of the Transformation and Business Change team costs, supporting the transformation programmes across the council.

RESERVES POSITION AND FORECAST

114. Reserves are an important element of the Council's finances, and a sufficient level of balances should be held, to mitigate risks within the budget and operations of the Council.
115. The level of both general fund reserves and earmarked reserves held by the Council were increased as part of the final financial year end position for 2021/22 to help support the forecast future financial position, risks and expected demand the council faces. An additional contribution of £2.8m was made to the General Fund Reserve, increasing the balance to £21.056m. This was to provide additional resilience within the reserve to support the financial position in 2021/22 and to allow for financial risks and a lead in time for recovery.
116. In addition, £5.355m was also set aside in a Transformation reserve to provide funding for transformational activity across the council. The use of this reserve is overseen by the Transformation Executive Board, who agree the prioritisation of the activity and agree the funding.
117. Previous approvals to draw down from Transformation reserve included £0.531m as part of the quarter one and £0.826m as part of quarter two budget monitoring reports; following agreement at the Transformation Executive Board to support transformational activity across the council. The BT gainshare one off gain of £3.330m transfer to this reserve was approved as part of the quarter two budget monitoring report. An additional £0.087m is now requested to be transferred from this reserve as part of quarter three budget monitoring, to support high needs and delivering better value (DBV) as agreed by the Transformation Executive Board.

Transformation Reserve		2022/23 Financial Year £m	Future Years £m	Total Scheme £m
Balance Brought forward		5.355		
Quarter 1 Approval	Families & Children Transformation (FACT)	(0.297)	(0.612)	(0.910)
Quarter 1 Approval	Customer Experience	(0.234)	(0.616)	(0.849)
Quarter 2 Approval	Business Information Team	(0.173)	0.000	(0.173)
Quarter 2 Approval	Adults Transformation	(0.653)	(0.496)	(1.149)
Quarter 2 Approval	BT Gainshare - transfer one off gain to transformation reserve	3.330	0.000	3.330
Quarter 3 Approval Request	High Needs Block (Preparation for Delivering Better Value Programme)	(0.087)	(1.534)	(1.620)
Balance carried forward				3.984

118. The significant aspects of financial risk within the budget for 2022/23 are in part mitigated by earmarked reserves set aside for both Latent Demand and Inflation. £7m has been set aside in a specific Inflation reserve as the council recognised the pressure on the 2022/23 budget and £1.856m remains in the Pay Award reserve to support the expected pressure in these costs. It is

requested that these reserves be utilised to fund the net financial position at the end of the financial year, which is currently forecast to be £5.037m.

119. The Latent Demand reserve balance of £7.895m has been available for demand that presents over and above the metrics included in the budget. Demand pressures are now starting to present in this year and are forecast to continue into future years. The Corporate Leadership Team have assessed the impact on the financial position as well as the best approach to fund these pressures and recommend to Cabinet that staffing capacity demand of £5.057m is funded by this reserve. Ongoing demand has been built into 2023/24 Budget Setting and the Medium Term Financial Strategy. The table below provides a breakdown by service.

Service	2022/23 £m	2023/24 £m	2024/25 £m	2025/26 £m	Total £m
Families & Children	-	1.122	1.284	-	2.407
Education & Skills	-	0.117	0.120	0.123	0.360
Living Well	-	0.592	-	-	0.592
Whole Life Pathway	-	0.254	-	-	0.254
People Directorate	-	2.085	1.404	0.123	3.613
Planning	0.167	0.668	-	-	0.835
Highways & Transport	0.090	0.215	-	-	0.305
Environment	0.055	0.132	-	-	0.187
Place Directorate	0.312	1.015	-	-	1.327
Legal	-	0.117	-	-	0.117
Total	0.312	3.217	1.404	0.123	5.057

120. The balance remaining on this reserve, following the requested transfer for funding, will be £2.838m which will continue to be available should any additional demand present either during the remainder of this year or next financial year.

121. With a balance budget being proposed over the MTFS three year period the funding set aside in the Budget Equalisation Reserve and the Inflation Reserve are no longer required to be set aside for those purposes. Details are included within the Budget 2023/24 report about the re-purposing of these reserves and a recommendation is made to Cabinet as part of this report to transfer the balances, as follows:

- a. £7m to the General Fund Reserve
- b. £10m to a new earmarked reserve for accommodation needs
- c. £2m to the Transformation Reserve to support the community led Community Development pilots
- d. £0.5m to a new earmarked reserve for investment in the county's road sign infrastructure, and
- e. The remaining balance to the Business Plan Priority Reserve

Overview and Scrutiny Engagement

122. Regular reports are taken to Overview & Scrutiny relating to the Council's financial position. This report is being considered at the meeting of Financial Planning Task Group on 27 January 2023.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

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

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

128. 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 be used as a long-term sustainable strategy for financial stability.

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

129. Ongoing 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. Risks associated with service delivery and the level of reserves will be raised as and when proposals are brought forward as part of the budget setting process.

Financial Implications – Section 151 Officer Commentary

130. This report is the third report for the 2022/23 financial year and overall is showing a deterioration in the forecast for the financial year since the quarter 2 report. The bottom line overspend has increased by £1.3m to £5.0m at quarter 3, the main reason being the increase in costs being experienced in relation to the increase and cost in Children in Care placements. The report indicates an underlying pressure on the base budget of £15.7m which continues to be mitigated by items of a one-off nature, through management action which are, in the main, reduced costs arising through holding vacancies and income.

131. Given the current cost of living crisis and the levels of inflation since the budget was approved in February 2022 it was anticipated that the Councils budget would not be sufficient to cover the rising costs in this financial year. Prudently nearly £9m was set aside in earmarked reserves to deal with the increased cost in 2022/23. At present only £5.1m of this will now be needed to cover the forecast overspend and it is proposed in this report to utilise those reserves at year end to cover off the overspend.
132. With a balanced budget being presented by Cabinet for 2023/24 it means the reserves held to deal with one off pressures of inflation or balancing the budget i.e. the budget equalisation reserve are now no longer needed for their intended purpose. As per the budget report and included in this report are proposals to transfer the reserves into their new intended purpose, this will all be subject to the final outturn position for the council in 2022/23.
133. There still remains a level of uncertainty and risk contained within this forecast three quarters through the financial year. Whilst officers have worked hard to ensure the significant savings programme of £25m in this financial year is achieved, with nearly 93% of savings forecast to be delivered, there is the possibility that further savings not yet delivered fail to be delivered either at all or by their original time frame, but where this arises mitigations to offset the impact are sought.
134. As previously mentioned, the management action contained in the report centres mainly around holding vacancies, containing inflation to a lesser amount than either negotiated or the prevailing rate of CPI and one-off income. The impact in 2022/23 is now unlikely to be a full year impact but will inevitably mean a worsening position in later years. With inflation still in double digits running at 10.5% and expected to continue to remain around that level for the winter months, there is a risk that inflation levels cannot be contained as currently forecast. However wherever possible this has been reflected in the base budget for the setting of the 2023/24 budget, to ensure it is robust as possible moving forward.
135. With the increased forecast overspend still £3.8m within the reserves held to manage inflation pressures during the year, there are no further management actions proposed at this time, however the Councils Corporate Leadership Team will be ensuring close scrutiny and challenge during the remaining months of the financial year.

Legal Implications

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

Workforce Implications

137. If the Council fails to take actions to address in-year forecast shortfalls, overspends or increases in its costs it may need to implement further spend controls, or if the position is deemed critical unplanned service rationalisation may be required. This could impact on the workforce and may include changes to roles or redundancies. Ongoing 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.

Options Considered

138. Budget monitoring forms part of the financial control environment and it is important to provide reporting on all aspects of financial management and performance to Cabinet and the public, including delivery to plans, variances and risks and impacts.

Conclusions

139. The report supports effective decision making, ensures a sound financial control environment and ensures members are updated on the latest position for the budget for 2022/23. This position has informed the proposed budget for 2023/24.

(S151 Officer) andy.brown@wiltshire.gov.uk

Report Authors:

Assistant Director of Finance and Deputy S151 Officer,
Leanne Sykes, Head of Finance, Growth, Investment & Place
Marie Taylor, Head of Finance, Children & Education
Sarah Rose, Head of Finance, Adults

23/01/2023

Appendices

Appendix A: Revenue Budget Movements

Background Papers

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

Wiltshire Council's Financial Plan Update 2022/23, Medium Term Financial
Strategy 2022/23-2024/25 - Full Council, 15 February 2022

[Agenda for Council on Tuesday 15 February 2022, 10.30 am | Wiltshire Council](#)

Financial Year 2022/23 – Quarter One Revenue Budget Monitoring - Cabinet 27
September 2022

[Agenda for Cabinet on Tuesday 27 September 2022, 10.00 am | Wiltshire Council](#)

Financial Year 2022/23 – Quarter Two Revenue Budget Monitoring - Cabinet 29
November 2022

[Agenda for Cabinet on Tuesday 29 November 2022, 10.00 am | Wiltshire Council](#)

Appendix A – Revenue Budget Movements

	2022-23 Original Budget	Budget movements approved by CLT Q1 / Q2 / Q3	Revised Budget Q3
	£m	£m	£m
Corporate Director People			
Living and Ageing Well	72.096	- 0.499	71.597
Whole Life Pathway	78.004	3.126	81.130
Education & Skills	22.729	0.694	23.423
Family & Children Services	62.175	- 1.399	60.776
Corporate Director Resources			
Finance	3.895	- 1.168	2.727
Assets & Commercial Development	16.261	- 0.772	15.489
ICT	11.595	- 0.128	11.467
Procurement & Commissioning	5.309	- 0.472	4.837
Corporate Director Place & Environment			
Highways & Transport	37.761	- 0.060	37.701
Economy & Regeneration	2.490	- 0.156	2.334
Planning	1.670	- 0.503	1.167
Environment	43.215	1.412	44.627
Leisure Culture & Communities	7.474	- 1.255	6.219
Chief Executive Directorates			
Public Health	1.597	- 0.183	1.414
Legal & Governance	7.482	1.974	9.456
HR&OD and Transformation	5.468	- 5.468	-
HR&OD	-	3.336	3.336
Transformation & Business Change	-	0.392	0.392
Corporate Directors & Members	3.041	0.171	3.212
Commercial Savings	-	-	-
Corporate			
Movement on Reserves	- 1.138	-	- 1.138
Capital Financing	26.841	0.980	27.821
Corporate Costs	3.113	0.728	3.841
Corporate Levies	6.625	- 0.750	5.875
General Fund Budget	417.703	- 0.000	417.703
HRA Budget	-	-	-
Total	417.703	- 0.000	417.703
WC Funding			
General Government Grants	- 49.261	-	- 49.261
Council Tax	- 309.942	-	- 309.942
Business Rates Retention Scheme	- 58.500	-	- 58.500
Total Funding	- 417.703	-	- 417.703
Total	0.000	- 0.000	-

This page is intentionally left blank

Wiltshire Council

Cabinet

31 January 2023

Subject: Financial Year 2022/23 - Quarter Three Capital Budget Monitoring

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Executive Summary

This report sets out the Capital Programme for 2022/23 as of 31 December 2022 for the third quarterly budget monitoring period with forecasts based on the position in November 2022, updated for any known significant changes in December 2022. It includes the movements from September 2022 and sets out how the programme is forecast to be financed. It provides an update on the significant schemes that are planned to be delivered, are in delivery, and those that have been reprofiled to future years.

Quarter Three Capital Budget Monitoring

The quarter three Capital Programme is based on information as of 31 December 2022. The report confirms the current forecast movement of approvals between years as schemes have been assessed and the delivery and spend profile recast.

Proposals

Cabinet is asked to note:

- a) the additional budgets added to the programme totalling £2.652m, £1.633m in 2022/23 and £1.019m in 2023/24 under Chief Finance Officer delegated powers;
- b) the movement of £20.563m of budgets into future years under Chief Finance Officer delegated powers;
- c) the removal of £13.926m from the capital programme, £0.50m from 2022/23 and £13.176m from future years under Chief Finance Officer delegated powers;
- d) budget movements between schemes;

- e) the revised 2022/23 Capital Programme as at quarter three of £172.227m; and
- f) the capital spend as at 31 December of £87.998m.

Reason for Proposals

To inform effective decision making and ensure sound financial management as part of the Councils overall control environment.

To inform Cabinet on the financial position of the Council on the 2022/23 capital programme as at quarter three (31 December 2022).

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

31 January 2023

Subject: Financial Year 2022/23 - Quarter Three Capital Budget Monitoring

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Purpose of Report

1. To advise Members of the 2022/23 Capital Programme position as at quarter three (31 December 2022) and provide an update on the forecast for the financial year.

Relevance to the Council's Business Plan

2. Budget monitoring and reporting supports effective decision making and the alignment of resources and financial performance to the Council's priorities and objectives as laid down in the Business Plan.

Background

CAPITAL PROGRAMME MONITORING 2022/23 – QUARTER THREE

3. Full Council approved a net capital programme budget for 2022/23 of £307.115m at its meeting on 15 February 2022.
4. As part of the quarter one and two capital programme monitoring reports, actions were recorded which amended the capital programme budget to £191.908m as of 30 September 2022 (quarter two).

Main Considerations for the Council

5. During the year the Chief Finance Officer authorises additions to the Capital Programme, budget reductions and the movement of budgets into future years under delegated powers. During the third quarter, £2.652m of budget has been added to the programme, £1.633m of this is in 2022/23 under these delegated powers. This is for schemes that have come forward and are funded by external funding sources such as grants and s106 contributions. These increases are set out in Appendix B and discussed later in the report. The increases have no effect on the net funding position of the programme or the approved borrowing level as they are funded by external sources.

6. In line with the approvals sought in the Capital Programme quarter two report £0.750m of budget has been removed from the programme in 2022/23. This is to align the budget with the actual grant award for Children’s Homes and to reduce the Special Educational Needs & Disability (SEND) Free School in line with forecast. £13.176m has been removed from future years on the A338 Salisbury Junction Improvements Major Road Network (MRN) scheme in line with forecast Department for Transport (DfT) grant. A smaller scheme is now being developed.
7. Capital schemes have been reviewed and £20.563m has been reprogrammed into future years to align with forecast programme delivery and expected spend. There are no negative financial or reputational implications to report from this re-programming.
8. The Capital Programme for 2022/23 stands at £172.227m as of 31 December 2022 after the above changes have been made. The table below summarises the budget movements discussed. A detailed budget movement by scheme is shown in Appendix A for Cabinet to review.
9. Cabinet is asked to note the movement and reprofiling of £0.003m from the Department for Education (DfE) Specialist Placement Expansion budget to the Silverwood Special School budget.

Table 1 – 2022/23 Quarter Three Capital Programme Amendments

	£'m
Q2 Capital Programme Approved by Full Council	191.908
Amendments to Capital Programme from Qtr. 2 Review to Note:	
Additional budgets added to the programme	1.633
Budgets Removed from programme	-0.750
Grant amendments	
Budgets reprogrammed from 2022/2023 into future years	-20.563
Capital Programme 2022/23 as at 31st December 2022	172.227

10. The programme remains ambitious and historically Wiltshire Council’s average annual Capital Programme spend is in the region of £100m. There are however some significant schemes included in the programme that are driving the higher budget level and these are detailed in the report below.
11. The total capital expenditure as at quarter three is £87.998m, approx. 51% of the revised total budget. Reprofiling into future years has been robustly challenged and forecasts are that the remaining schemes will progress and spend to budget in 2022/23. The actual figures do not include commitments and officers have flagged a delay with some invoicing.
12. As previously reported in quarter two the biggest implication from not delivering the capital programme as planned is linked to schemes funded by borrowing. This impacts on the Financing and Investment Income and Expenditure revenue budget which is set based on the programme for the previous financial year. As a result of the

underspend in 2021/22 from programme slippage there will be a £1.197m saving on the Minimum Revenue Provision (MRP) budget this year (2022/23).

13. The 2022/23 capital schemes funded by borrowing inform the Financing and Investment Income and Expenditure revenue budget for 2023/24. If the programme is set too high and is not delivered at this level the revenue budget set aside will not be required and is diverted away from funding for key services. The programme needs to be continuously reviewed to ensure it is robust and achievable. The quarter three forecast has been used to inform 2023/24 budget setting.
14. As reported previously a new governance process has been developed to provide further assurance on deliverability of the capital programme. This process was implemented for the first time as part of quarter two capital monitoring with the oversight provided by the Asset Gateway and Capital Programme Board (formerly the Asset Gateway Board). The level of slippage identified for quarter three is an indication that the capital programme was ambitious and that the new oversight from the board continues to provide additional challenge on deliverability of schemes within the programme.
15. The table below shows the summary position for the 2022/23 Capital Programme, this is broken down further under each directorate.

Table 2 – 2022/23 Quarter Three Capital Programme

Service	Revised Budget 2022/2023	Actual Spend 2022/2023	% Actual to Budget
	<u>B</u> £'m	<u>C</u> £'m	<u>C/B</u> £'m
Corporate Director - People	40.233	21.967	55%
Corporate Director - Resources	58.183	32.856	56%
Corporate Director - Place	47.633	23.390	49%
General Fund Total	146.049	78.213	54%
Housing Revenue Account	26.178	9.785	37%
General Fund and HRA Programme 2022/23	172.227	87.998	51%

People

16. The table below shows the Capital Programme 2022/23 quarter three at programme level for the People Directorate. The revised budget stands at £40.232m and spend is currently at 55%.
17. As part of the quarter three review, £0.646m of additional budget has been added to the programme for Basic Need, Schools Maintenance and Modernisation and the Devolved Formula Capital budgets. These additions are grant contributions, school contributions and s106 increases and are detailed in Appendix B. £0.750m in total has been removed from the programme,

£0.400m from the Children's Homes Programme to align the budget with actual grant award and approved funding and £0.350m from the SEND Free School budget to align budget to forecast as the previously budgeted for abnormal costs are no longer forecast.

18. A total of £2.296m budget has been reprogrammed from 2022/23 into future years in line with forecast delivery programmes.

Table 3 – 2022/23 Quarter Three Capital Programme, People Services

Scheme Name	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
	£m	£m	£m
Whole Life Pathway			
Sensory Stimulation & Development Play Equipment	0.020	0.000	0%
Whole Life Pathway Total	0.020	0.000	0%
Ageing & Living Well			
Disabled Facilities Grants	2.700	1.810	67%
Ageing & Living Well Total	2.700	1.810	67%
Education & Skills			
Access and Inclusion	0.076	0.022	29%
Army Rebasing	0.012	0.000	0%
Basic Need	7.063	3.999	57%
Stonehenge School Replacement of Lower Block	2.538	0.859	34%
Devolved Formula Capital	0.658	0.658	100%
Schools Maintenance & Modernisation	5.178	3.435	66%
Early Years & Childcare	0.032	0.000	0%
Early Years Buildings	0.121	0.000	0%
DfE Funded SEN Specialist Placement Expansion	0.000	0.000	0%
Silverwood Special School	16.715	10.430	62%
SAIL Free Special School Abnormal Costs	0.000	0.000	0%
SEND Special School Capacity & Alternative Provision	0.403	(0.011)	-3%
High Needs Provision Capital Allowance	3.617	0.665	18%
Education & Skills Total	36.413	20.057	55%
Families & Children's Service			
Childrens Homes	1.100	0.100	9%
Families & Children's Total	1.100	0.100	9%
Corporate Director - People	40.233	21.967	55%

Ageing & Living Well

19. The Disabled Facilities grant programme is a grant scheme for adaptations and facilities to enable disabled residents to stay in their home. In addition, it is used for other initiatives and programmes to deliver the same outcome, including the

Optimising Care Initiative and Occupational Therapist Service to ensure clients are assisted to move to more suitable accommodation.

20. Following reprogramming of £0.500m to future years as part of quarter two reporting, the service is reporting that spend will be in line with the adjusted budget.

Education & Skills

21. A total of £0.646m has been added to the programme under delegated Chief Finance Officer powers to reflect 2022/23 grant awards and contributions, which are detailed in Appendix B.
22. £0.350m budget has been removed from the SAIL Free School programme. This amount was allocated for potential abnormal costs as a result of delays with DfE grant allocations due to the pandemic and a change in the DfE plan from creating a school on a new build site to a re-modelling of an existing college to a school for learners with SEND. These abnormal costs are no longer projected and so the budget has been reduced accordingly.
23. A total of £2.296m budget has been transferred to future years in line with current expected delivery programmes as detailed in Appendix B and below.
24. £0.170m has been reprogrammed to future years within the Schools Maintenance and Modernisation programme. £0.100m was ring-fenced as contingency for current projects. Following completion of those projects this is no longer required and will be allocated to other projects in 2023/24. £0.070m is for the Studley Green project that will now commence Easter 2023.
25. £0.526m has been reprogrammed into future years as a result of revisions to the likely scheme commencement for Early Years and Childcare provision for Bradford on Avon, Corsham/Rudloe and Bradley Road, Trowbridge facilities.
26. £1.100m for the Stonehenge School Lower Block Replacement has been reprogrammed to future years to align with the revised construction timetable as works started on site in October 2022, slightly later than originally planned.
27. The Silverwood build programme started construction in April 2022. This will deliver significant additional places from September 2023 for learners with SEND. This programme is projected to spend to profile.

Families & Children's

The service is continuing to pursue the purchase of a residential house for use as a children's home. The service applied for DfE grant funding to support the purchase of two children's homes and has recently had confirmation that this application was successful. As a result, £0.400m has been removed from the budget.

Resources

28. The table below shows the Capital Programme 2022/23 quarter three at programme level for the Resources Directorate. The revised budget stands at £58.183m and spend is currently at 56%.

29. As part of the quarter three review, £6.212m budget has been reprogrammed into future years in line with forecast delivery programmes. £0.300m has been brought forwards to accelerate delivery in 2022/23 on Facilities Management Operational Estate. Full details of movements can be found in Appendix B.

Table 4 – 2022/23 Quarter Three Capital Programme, Resources

Scheme Name	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
Finance			
Corporate	0.271	0.000	0%
Covid 19 Capital	0.000	0.000	0%
Evolve Project	3.746	1.056	28%
Other Capital Schemes to be confirmed	0.000	0.000	0%
Finance Total	4.017	1.056	26%
Assets & Commercial Development			
Affordable Housing including Commuted Sums	0.536	0.365	68%
Capital Receipt Enhancement	1.184	0.610	52%
Commercial - Commercial Investment	0.000	0.000	0%
Lackham College Land Purchase	1.300	1.372	106%
Depot & Office Strategy	3.255	1.883	58%
Facilities Management Operational Estate	4.506	3.780	84%
Gypsies and Travellers Projects	0.150	0.001	1%
Housing Infrastructure Fund (HIF)	9.377	1.480	16%
Porton Science Park	4.157	3.205	77%
Health and Wellbeing Centres - Live Schemes	6.011	4.497	75%
Non-Commercial Property Purchases	0.134	0.092	69%
North Wiltshire Schools PFI Playing Fields	0.000	0.000	0%
Property Carbon Reduction Programme	2.846	1.309	46%
Park & Ride Solar Panel Canopys	0.300	0.008	3%
Public Sector Decarbonisation Scheme Projects	0.073	0.676	926%
Salisbury Central Car Park & Maltings	0.001	0.001	100%
Facilities Management Investment Estate	0.630	0.198	31%
Social Care Infrastructure & Strategy	0.034	0.000	0%
Assets & Commercial Development Total	34.494	19.477	56%
Capital Loans			
Stone Circle Housing Company Loan	10.833	8.663	80%
Stone Circle Development Company Loan	2.350	1.127	48%
Capital Loans Total	13.183	9.790	74%
Information Services			
ICT Applications	3.045	1.231	40%
ICT Business as Usual	1.514	0.397	26%
ICT Other Infrastructure	0.830	0.334	40%
ICT Get Well	0.952	0.552	58%
Microsoft Cloud Navigator	0.148	0.019	13%
Information Services Total	6.489	2.533	39%
Corporate Director - Resources	58.183	32.856	56%

Finance

30. The Evolve programme reports within the Finance budget line and is for the procurement and implementation of a new Enterprise Resource Planning (ERP) system for the Council. Work has been taking place to review the delivery programme timeline. The revised go live date is now projected to be November 2023 and therefore £1.631m has been reprogrammed to future years.

Assets & Commercial Development

31. £0.516m has been added to the Capital Receipt Enhancement budget as requested and approved in the quarter two report for the refurbishment of an existing Family Contact Centre. £0.600m has been reprogrammed into future years, this is budget allocated to the demolition of Melksham Blue Pool, which is now projected to take place in 2023/24.

32. £0.998m has been reprogrammed to future years for Commercial Investment as no further purchases are anticipated in 2022/23.

33. £0.300m has been brought forwards from 2023/24 to 2022/23 from the ring-fenced allocation of budget for car parks within the Facilities Management Operational Estate to accelerate the spend forecast in this area.

34. Following a Cabinet decision on 13 December 2022, a mutually agreed exit from the Grant Determination Agreement with Homes England has been approved. Cabinet also resolved the removal of future HIF programme budgets funded by Grant. Once the final arrangements have been made the remaining budget will be removed from 2022/23.

35. £1.400m budget for Porton Science Park has been reprogrammed to future years as a result of the 'grow on space' fit out for the tenant now not scheduled until 2023/24.

36. A total of £1.154m has been reprogrammed into future years for Health & Wellbeing Centres. This is a combination of reprofiled forecast costs, and retention to be held over following completion of projects.

37. The Property Carbon Reduction Programme budget has multiple projects underway to reduce the council's carbon emissions and support the business plan mission of leading the way in how councils and counties mitigate the climate challenges and to also generate utility cost savings from the property estate. These projects include lighting upgrades, PV installations, upgraded air handling units, and the installation of air source heat pumps and include all types of property in the estate including leisure centres, depots, respite centres and hub buildings. £0.430m has been moved to future years. £0.290m is for works that form part of the Melksham House redevelopment and need to align with the appropriate points within the construction programme timeline. £0.140m is for Salisbury City Hall which has been delayed due to the continued use of the facility as a vaccination centre.

Capital Loans to Stone Circle

38. This represents the capital loan funding to Stone Circle companies for 2022/23. As at 31/03/2022 the Stone Circle Housing company had acquired 50 properties and has a capital loan of £11.055m and a working capital loan of £0.184m from Wiltshire Council.
39. The Business Plan programme is set to acquire 250 units by 2024/25. The Plan was revised, and new house price parameters established to enable the company to be more competitive.
40. At quarter two reporting the original target of 70 properties to be purchased during 2022/23 was revised to 50 and the budget reprogrammed accordingly. As at the end of quarter three, 29 houses have been purchased and the company is striving to complete on a further 20 before the end the financial year.
41. Stone Circle Development Company has six development sites across Wiltshire for delivery of market properties with the proposal to deliver affordable housing provided at policy compliant levels. As at the 31/03/2022 Stone Circle Development company has a capital loan of £0.535m and a working capital loan of £0.162m from Wiltshire Council.

Information Services

42. The ICT capital programme is shown across Applications, Get Well, Other Infrastructure and Business as Usual and covers staff costs and project costs to deliver key infrastructure, applications, cost of replacing staff devices and for further digital transformation and activities and emerging fields like business intelligence. ICT undertook a comprehensive review of project expenditure at quarter two, that included commitments, staff costs and anticipated delivery timescales with some capital reprogrammed to future years. There are no further changes required at quarter three.

Housing Revenue Account (HRA)

43. The table below shows the quarter three capital programme summary position for the Housing Revenue Account. The revised budget stands at £26.178m and spend is currently at 37%.
44. As part of the quarter three review £0.821m budget has been reprogrammed into future years, £0.579m in relation to the Council House Build programme phase 3.3 and £0.242m for Refurbishment of Council Stock. Both have been aligned to current forecast delivery programme. £0.045m has been brought forwards from 2023/24 to the Council House Build Programme Phase 3.1 to reflect anticipated spend in 2022/23.

Table 5 – 2022/23 Quarter Three Capital Programme, HRA

Scheme Name	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
Housing Revenue Account			
HRA - Council House Build Programme	0.038	0.000	0%
HRA - Council House Build Programme (Phase 2)	1.552	0.893	58%
HRA - Council House Build Programme (Phase 3.1)	6.541	2.587	40%
HRA - Council House Build Programme (Phase 3.2)	1.157	0.676	58%
HRA - Council House Build Programme (Phase 3.3)	2.857	0.587	21%
HRA - Refurbishment of Council Stock	14.033	5.042	36%
Housing Revenue Account Total	26.178	9.785	37%

45. The HRA Capital Programme consists of two elements; the planned capital maintenance and the council house build programme. The planned capital maintenance of the existing housing stock covers bathrooms, kitchens, roofs, boilers etc. and the Council House Build programme, which has been split into different phases, is planned to deliver 1,000 homes over the next ten years.
46. The current 30 year business plan has been reviewed to reflect estimated cost increases and based on the anticipated rent regime to be agreed by Government, is still capable of delivering the planned maintenance, Housing energy efficiency programme and Council House Build programme.

Place

47. The table below shows the quarter three capital programme summary position for Place Directorate. The revised budget stands at £47.635m and spend is currently at 49%.
48. As part of the quarter three review, £0.471m has been added to the programme under delegated Chief Finance Officer powers to reflect Grant allocations and parish council contributions to projects. These movements are shown in Appendix B.
49. A total of £11.579m budget has been reprogrammed into future years, in line with forecast delivery of programmes.

Table 6 – Capital Programme 2022/23, Place

Scheme Name	Revised Budget	Actual Spend	% Actual Spend to Revised Budget
Highways & Transport			
Churchyards & Cemeteries	0.028	0.000	0%
CIL Funded Schemes	0.053	0.000	0%
Parking Contactless Machines	0.127	0.000	0%
Fleet Vehicles	2.711	0.583	22%
Integrated Transport	3.894	3.454	89%
Local Highways and Footpath Improvement Groups	1.356	0.424	31%
LED Street Lighting	0.762	1.064	140%
Structural Maintenance & Bridges	21.865	14.058	64%
Churchfields Depot Drainage and Traffic Management	0.081	(0.001)	-1%
Passenger Transport RTPI	0.692	0.203	29%
Drainage Improvements	0.500	0.000	0%
Major Road Network M4 Junction 17	0.290	0.153	53%
A338 Salisbury Junction Improvements MRN	0.059	0.041	69%
A350 Chippenham Bypass (Ph 4&5) MRN	1.091	1.222	112%
A3250 Melksham Bypass LLM - Full Scheme	0.218	0.160	73%
Highways & Transport Total	33.727	21.823	65%
Economy & Regeneration			
Chippenham Station HUB	0.204	0.095	47%
Corsham Mansion House	0.048	0.000	0%
Salisbury Future High Streets	1.124	0.367	33%
Salisbury LGF Schemes	0.000	0.000	0%
Trowbridge Future High Streets	5.024	0.468	9%
West Ashton Urban Extension Project	4.585	0.001	0%
Carbon Reduction Projects	0.070	0.035	50%
Wiltshire Ultrafast Broadband	0.063	0.000	0%
Wiltshire Online	0.829	0.000	0%
Economy & Regeneration Total	11.947	0.966	8%
Environment			
Waste Services	0.763	0.409	54%
HRC Savings Infrastructure	0.100	0.000	0%
Environment Total	0.863	0.409	47%
Leisure Culture & Communities			
Area Boards Grants	0.642	0.070	11%
Community Projects	0.000	0.000	0%
Fitness Equipment for Leisure Centres	0.064	0.000	0%
Libraries - Self Service	0.121	0.002	2%
Other Schemes including cross cutting systems	0.019	0.019	100%
Trowbridge Leisure Centre	0.100	0.024	24%
Leisure Requirements	0.150	0.077	51%
Leisure Culture & Communities Total	1.096	0.192	18%
Corporate Director - Place	47.633	23.390	49%

Highways & Transport

50. Included under Highways & Transport are the Structural Maintenance and Bridges programmes. These are funded by grant from the Department for Transport (DfT) and the schemes cover maintaining, improving and renewing carriageways and footways including reconstruction, resurfacing, surface dressing and patching. The grant funding is also used for lighting column and traffic signal replacement and re-decking, resurfacing, masonry repair and strengthening of bridges. It ensures the renewal, repair and preventative maintenance of carriageway/footway and land drainage infrastructure to prevent flooding. The service is managing significant inflation pressures ranging between 8% and 30%, by reducing the level of work that is undertaken to remain within budget.
51. Two Major Road Network (MRN) schemes have been delayed, both funded by DfT grants. £0.717m has been reprogrammed to future years for the M4 Junction 17 Improvements, to allow for the expected delay in DfT approval of Outline Business Case. £1.607m for the A350 Melksham Bypass Scheme has also been reprogrammed to future years to reflect the outcome of the National Highways M4 to Dorset Coast Connectivity Study.
52. A public consultation was carried out in June and July 2021 for the A338 Salisbury Junction Improvement MRN scheme which revealed that there was considerable doubt that the proposals would improve conditions for most users. As the study progressed it also became evident that it would not be possible to put forward a viable business case under the DfT's MRN programme based on current and projected traffic volumes. Subsequently it was decided to not proceed with the Major Road Network scheme and instead develop a lower cost scheme focused on the two most congested junctions - Exeter Street Roundabout and Harnham Gyrotory. The DfT grant funding of £13.176m profiled in 2024/25 and 2025/26 has therefore been removed from the programme.
53. £0.471m has been added to Highways and Transport at quarter three. This includes £0.011m new Town and Parish Council contributions to Local Highway Footway Improvement, £0.055m for insurance contributions for bridge repairs to Structural Maintenance and Bridges and £0.404m S106 developer contributions for the Hilperton Active Travel Scheme to Integrated Transport. Further detail is shown in Appendix B.

Economy & Regeneration

54. There are three significant schemes included in the revised 2022/23 programme under Economic Development and Planning; West Ashton Urban Extension Project, Salisbury Future High Street and Trowbridge Future High Street.
55. The Council is working with Homes England under the terms of its Grant Determination Agreement for £8.784m of Housing Infrastructure Funding (HIF)

to ensure that funding will support the costs of road infrastructure required to deliver 2,200 new homes at West Ashton, Trowbridge. The pressure on the project is that the funding is bound by deadline which expires on 31 March 2023. Unfortunately, it was not possible to resolve all outstanding matters relating to the section 106 agreement by the new milestone of 14 July 2022.

56. Homes England issued the Council with a 'Reservation of Rights Letter' on 15 November 2022, which included that the Council provide a revised delivery plan for the Project to Homes England no later than midday 13 December 2022. The Council has continued to progress both planning and funding negotiations and had already submitted to a revised delivery plan to Homes England, which would enable draw down of funding before the 31 March 2023 Availability Period deadline. This included a requirement to complete the s106 agreement by 31 January 2023.
57. However, following submission of the Delivery Plan, the developer requested a meeting with the Council which was held on 13 December. Due to heightened market uncertainty in the third quarter of 2022, resulting in an expectation for fewer house sales and a deterioration in average selling prices, the developer confirmed that they were not in a position to sign the s.106 agreement before the newly proposed milestone. This meant that the submitted Delivery Plan to spend the HIF by 31 March 2023 was no longer implementable. The Council notified Homes England of this change and further meetings and discussions have taken place to explore options to resubmit a workable Delivery Plan that retains the HIF funding towards the scheme.
58. In light of these developments and understanding that realistically it is unlikely now that an initial draw from the fund will be made in the remainder of this financial year, £4.199m has been moved on the capital programme to 2023/24. It should also be noted that should it not be possible to resubmit a Delivery Plan to Homes England's satisfaction, the Council may need to consider withdrawing from the Funding Agreement working with Homes England if necessary to ensure that this would be managed appropriately.
59. The Salisbury Future High Street Fund (FHSF) Programme will focus on the Station Forecourt, Blue Boar Row and Fisherton Street Gateway schemes in Salisbury. This will create some residential space, enhance the public realm, and improve accessibility to make it easier, safer, and more convenient to travel into the city centre. Reporting to the Department of Levelling Up, Housing and Communities (DLUHC) takes place twice annually, in December and May. £2.376m has been reprogrammed to the Station Forecourt project and £1.315m for the Fisherton Street Gateway project due to delays caused by Network Rail approvals and consents.
60. The Trowbridge Future High Streets Fund (FHSF) Programme will be spent across a range of projects aiming to strengthen the sustainability of Trowbridge Town centre by creating a more diverse offer and increasing footfall. Ensuring this long-term sustainability involves maximising the use of some key buildings, bringing vacant retail units back into use, as well as improving connectivity, the public realm and active travel opportunities within the town centre. The programme is fully grant funded.

61. The Trowbridge FHSF programme has sought the reallocation of some funds between projects to ensure deliverability within the funding criteria and fixed budget envelope. A full update report on FHSF progress was reported to Cabinet on 27 September 2022. DLUHC have provided an indicative response that this reprofiling has been approved but is still subject to written confirmation.

Environment

62. Waste Services includes numerous projects that provide recycling bins, black boxes, wheelie bins, DIY disposal at household recycling centres, emissions control equipment for residual household waste, management and control of emissions at closed landfill sites and food waste digesters. At quarter three £0.354m has been identified to be reprogrammed into future years. £0.333m is for an in year surplus for Wheelie bins and Waste Digesters. This will be reprogrammed over several years to reflect future demand and material prices. £0.021m has been reprogrammed to future years to reflect reduced demand.

Leisure, Culture and Communities

63. Work is currently taking place to determine robust business cases and a planned pipeline of leisure facility improvements. The pipeline will be based on RIBA build stages and so will provide a more accurately profiled budget. As a result of the review a further £0.346m has been reprogrammed to future years. The provision of fitness equipment has now been tendered and the contract is due to be awarded in early 2023, until the contract is awarded, fitness equipment linked to facility improvements cannot be delivered. In addition, the installation of any procured fitness equipment is linked to the pipeline of projects and so £0.136m of this budget has been reprogrammed to future years.

64. £0.400m for Trowbridge Leisure Centre has been reprogrammed to future years. A Strategic Outcomes Planning Model is currently being carried out by external consultants to provide a robust, evidence led assessment of need that will determine the appropriate facility mix and location of any new provision. £0.129m has also been reprogrammed to future years for Libraries Self-Service to reflect the latest project delivery timelines.

Capital Programme 2022/23 Funding

65. The Capital Programme for 2022/23 has been financed as shown in the table below as at quarter three.

Table 7 – 2022/23 Quarter Three Capital Programme Funding

Funding	£'m
Grants	65.984
Other Contributions	0.539
S106 Contributions	5.241
CIL Contributions	0.204
HRA	21.103
General Fund Receipts	4.453
Right To Buy Housing Receipts	2.392
Shared Ownership Income	1.269
Borrowing funded by Revenue Savings	0.762
Stone Circle Capital Loan	13.183
Borrowing	57.097
Total Capital Programme 2022/23	172.227

66. The Council bids for and receives grants from Government and third parties, and these come from various departments including Department for Transport, Homes England, Department for Business, Energy and Industrial Strategy, Department for Levelling Up, Housing and Communities and Department for Education.
67. In addition to grants, contributions are also used to finance the programme and contributions cover third party non grant funding for example Section 106 (S106) developer contributions, Community Infrastructure Levy (CIL), contributions from private or public sector organisations.
68. The HRA finances its capital programme depending on sources available in that financial year with the aim of minimising borrowing. The new build programme financing has been delegated to the Corporate Director of Resources & Deputy Chief Executive (S151 officer) and the Director of Assets and Commercial Development. Funding sources are the HRA Revenue and Capital Reserves, Right to Buy receipts, shared ownership receipts, commuted sums, grants, and as a last resort borrowing.
69. The General Fund borrowing total of £57.097m, together with historic Council borrowing, will generate a Minimum Revenue Provision (MRP) charge, which is the amount councils have to statutorily set aside to repay the debt. For 2022/23 a revenue saving of £1.197m for MRP has been reported as a result of the reduction in the 2021/22 capital programme year end position.
70. A forecast net underspend of £1.264m has also been reported in quarter 2 for Interest payable and receivable. The Council took a treasury management decision to borrow £80m in March 2022 and based on the current cashflow forecast the Council will not need to borrow again in 2022/23. As a result of this borrowing and the increases in interest rates, interest payable is forecast to exceed budget by £1.326m. This is offset by a forecast overachievement of £2.591m on interest receivable due to the increased level of cashflow and increased interest rates, alongside amounts forecast for loan interest from Stone Circle and Wiltshire College.

71. The 2022/23 capital schemes funded by borrowing inform the Financing and Investment Income and Expenditure budget for 2023/24. The programme therefore needs to be deliverable to ensure that revenue budget is not set aside unnecessarily and diverted away from key services. This will continue to be ensured through the Asset Gateway Capital Programme governance process which will provide assurance through regular review and challenge of the capital schemes.

72. The Council brought forward into 2022/23 £5.797m of capital receipts from previous years and is forecasting to achieve £4.004m receipts from the disposal on assets in 2022/23. This is a small increase from quarter two report. £4.453m of capital receipts are planned to be used to finance the capital programme and £1.000m under Capital Receipts Flexibilities regulation to fund revenue costs of transformational projects. This would leave a balance to roll forward to 2023/24 of £4.348m.

Overview and Scrutiny Engagement

73. This report will be considered by the Financial Planning Task Group on 27 January 2023.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

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

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

79. If the Council fails to take actions to address forecast shortfalls, overspends or increases in its costs it will need to draw on reserves or undertake further borrowing. The level of reserves is limited and a one-off resource that cannot be used as a long-term sustainable strategy for financial stability and additional borrowing will bring additional revenue costs.

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

80. Ongoing 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 – S151 commentary

81. The financial implications are implicit throughout the report.

82. As part of the budget monitoring process reviews are carried out of the likely timing of the delivery of the schemes within the Capital Programme.

83. These reviews will continue as part of the quarterly budget monitoring process so that forecasts are made with greater confidence and the understanding of future funding requirements for borrowing and impact on future budget requirements is understood. This is critical as we move into setting the MTF5 and Budget for the next financial year.

Legal Implications

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

Workforce Implications

85. No workforce implications have been identified as arising directly from this report. Ongoing budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification of variances and action is taken so that impacts to the workforce are minimised.

Options Considered

86. Budget monitoring forms part of the financial control environment and it is important to provide reporting on all aspects of financial management and performance to Cabinet and the public, including delivery to plans, variances and risks and impacts.

Conclusions

87. The report supports effective decision making and ensures a sound financial control environment.

Andy Brown (Corporate Director Resources & Deputy Chief Executive (S.151 Officer)),

Report Authors:

Andy Brown, Corporate Director Resource and Section 151 Officer
Lizzie Watkin, Assistant Director Finance and Deputy Section 151 Officer

Leanne Sykes, Head of Finance, Place, Resources & Financial Planning, leanne.sykes@wiltshire.gov.uk

Marie Taylor, Head of Finance, Children & Education, marie.taylor@wiltshire.gov.uk

Sarah Rose, Head of Finance, Adults, sarah.rose@wiltshire.gov.uk

Louise Cary, Head of Capital Projects, louise.cary@wiltshire.gov.uk

Appendices

Appendix A: Capital Programme Budget Movements 2022/23 Quarter Three

Appendix B: Capital Programme Adjustments Quarter Three 2022/23

Background Papers

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

Financial Year 2022/23 – Quarter Two Capital Budget Monitoring – Cabinet 29
November 2022

[Wiltshire Council](#)

Wiltshire Council's Financial Plan Update 2022/23, Medium Term Financial Strategy 2022/23-2024/25 - Full Council, 15 February 2022

[Agenda for Council on Tuesday 15 February 2022, 10.30 am | Wiltshire Council](#)

Appendix A: Capital Programme Budget Movements 2022/23 Quarter Three (page 1)

Capital Programme Budget Movements 2022/2023 Quarter 3						
Scheme Name	Quarter 2 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Appendix B)	Reduced Budgets (Appendix B)	Budgets reprogrammed from 2022/2023 into future years (Appendix B)	Revised Budget
	£m	£m	£m	£m	£m	£m
Whole Life Pathway						
Sensory Stimulation & Development Play Equipment	0.020	0.000	0.000	0.000	0.000	0.020
Whole Life Pathway Total	0.020	0.000	0.000	0.000	0.000	0.020
Ageing & Living Well						
Disabled Facilities Grants	2.700	0.000	0.000	0.000	0.000	2.700
Ageing & Living Well Total	2.700	0.000	0.000	0.000	0.000	2.700
Education & Skills						
Access and Inclusion	0.126	0.000	0.000	0.000	(0.050)	0.076
Army Rebasing	0.012	0.000	0.000	0.000	0.000	0.012
Basic Need	6.896	0.000	0.617	0.000	(0.450)	7.063
Stonehenge School Replacement of Lower Block	3.638	0.000	0.000	0.000	(1.100)	2.538
Devolved Formula Capital	0.629	0.000	0.029	0.000	0.000	0.658
Schools Maintenance & Modernisation	5.347	0.000	0.001	0.000	(0.170)	5.178
Early Years & Childcare	0.558	0.000	0.000	0.000	(0.526)	0.032
Early Years Buildings	0.121	0.000	0.000	0.000	0.000	0.121
DfE Funded SEN Specialist Placement Expansion	0.003	(0.003)	0.000	0.000	0.000	0.000
Silverwood Special School	16.712	0.003	0.000	0.000	0.000	16.715
SAIL Free Special School Abnormal Costs	0.350	0.000	0.000	(0.350)	0.000	0.000
SEND Special School Capacity & Alternative Provision	0.403	0.000	0.000	0.000	0.000	0.403
High Needs Provision Capital Allowance	3.617	0.000	0.000	0.000	0.000	3.617
Education & Skills Total	38.412	0.000	0.647	(0.350)	(2.296)	36.413
Families & Children's Service						
Childrens Homes	1.500	0.000	0.000	(0.400)	0.000	1.100
Families & Children's Total	1.500	0.000	0.000	(0.400)	0.000	1.100
Corporate Director - People	42.632	0.000	0.647	-0.750	-2.296	40.233

Appendix A: Capital Programme Budget Movements 2022/23 Quarter Three (page 2)

Capital Programme Budget Movements 2022/2023 Quarter 3						
Scheme Name	Quarter 2 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Appendix B)	Reduced Budgets (Appendix B)	Budgets reprogrammed from 2022/2023 into future years (Appendix B)	Revised Budget
	£m	£m	£m	£m	£m	£m
Finance						
Corporate	1.071	(0.800)	0.000	0.000	0.000	0.271
Covid 19 Capital	0.000	0.000	0.000	0.000	0.000	0.000
Evolve Project	5.376	0.000	0.000	0.000	(1.630)	3.746
Finance Total	6.447	(0.800)	0.000	0.000	(1.630)	4.017
Assets & Commercial Development						
Affordable Housing including Commuted Sums	0.536	0.000	0.000	0.000	0.000	0.536
Capital Receipt Enhancement	1.268	0.000	0.516	0.000	(0.600)	1.184
Commercial - Commercial Investment	0.998	0.000	0.000	0.000	(0.998)	0.000
Lackham College Land Purchase	1.300	0.000	0.000	0.000	0.000	1.300
Depot & Office Strategy	2.455	0.800	0.000	0.000	0.000	3.255
Facilities Management Operational Estate	4.206	0.000	0.000	0.000	0.300	4.506
Gypsies and Travellers Projects	0.150	0.000	0.000	0.000	0.000	0.150
Housing Infrastructure Fund (HIF)	9.377	0.000	0.000	0.000	0.000	9.377
Porton Science Park	5.557	0.000	0.000	0.000	(1.400)	4.157
Health and Wellbeing Centres - Live Schemes	7.165	0.000	0.000	0.000	(1.154)	6.011
Non-Commercial Property Purchases	0.134	0.000	0.000	0.000	0.000	0.134
North Wiltshire Schools PFI Playing Fields	0.000	0.000	0.000	0.000	0.000	0.000
Property Carbon Reduction Programme	3.276	0.000	0.000	0.000	(0.430)	2.846
Park & Ride Solar Panel Canopys	0.300	0.000	0.000	0.000	0.000	0.300
Public Sector Decarbonisation Scheme Projects	0.073	0.000	0.000	0.000	0.000	0.073
Salisbury Central Car Park & Maltings	0.001	0.000	0.000	0.000	0.000	0.001
Facilities Management Investment Estate	0.630	0.000	0.000	0.000	0.000	0.630
Social Care Infrastructure & Strategy	0.034	0.000	0.000	0.000	0.000	0.034
Assets & Commercial Development Total	37.460	0.800	0.516	0.000	(4.282)	34.494
Capital Loans						
Stone Circle Housing Company Loan	10.833	0.000	0.000	0.000	0.000	10.833
Stone Circle Development Company Loan	2.350	0.000	0.000	0.000	0.000	2.350
Capital Loans Total	13.183	0.000	0.000	0.000	0.000	13.183
Information Services						
ICT Applications	3.045	0.000	0.000	0.000	0.000	3.045
ICT Business as Usual	1.514	0.000	0.000	0.000	0.000	1.514
ICT Other Infrastructure	0.830	0.000	0.000	0.000	0.000	0.830
ICT Get Well	0.952	0.000	0.000	0.000	0.000	0.952
Microsoft Cloud Navigator	0.148	0.000	0.000	0.000	0.000	0.148
Information Services Total	6.489	0.000	0.000	0.000	0.000	6.489
Corporate Director - Resources	63.579	0.000	0.516	0.000	-5.912	58.183

Appendix A: Capital Programme Budget Movements 2022/23 Quarter Three (page 3)

Capital Programme Budget Movements 2022/2023 Quarter 3						
Scheme Name	Quarter 2 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Appendix B)	Reduced Budgets (Appendix B)	Budgets reprogrammed from 2022/2023 into future years (Appendix B)	Revised Budget
	£m	£m	£m	£m	£m	£m
Highways & Transport						
Churchyards & Cemeteries	0.028	0.000	0.000	0.000	0.000	0.028
CIL Funded Schemes	0.053	0.000	0.000	0.000	0.000	0.053
Parking Contactless Machines	0.127	0.000	0.000	0.000	0.000	0.127
Fleet Vehicles	2.711	0.000	0.000	0.000	0.000	2.711
Integrated Transport	3.490	0.000	0.404	0.000	0.000	3.894
Local Highways and Footpath Improvement Groups	1.345	0.000	0.011	0.000	0.000	1.356
LED Street Lighting	0.762	0.000	0.000	0.000	0.000	0.762
Major Road Network (MRN)	0.000	0.000	0.000	0.000	0.000	0.000
Structural Maintenance & Bridges	21.811	0.000	0.054	0.000	0.000	21.865
Churchfields Depot Drainage and Traffic Management	0.081	0.000	0.000	0.000	0.000	0.081
Passenger Transport RTP1	0.692	0.000	0.000	0.000	0.000	0.692
Drainage Improvements	0.500	0.000	0.000	0.000	0.000	0.500
Major Road Network M4 Junction 17	1.007	0.000	0.000	0.000	(0.717)	0.290
A338 Salisbury Junction Improvements MRN	0.059	0.000	0.000	0.000	0.000	0.059
A350 Chippenham Bypass (Ph 4&5) MRN	1.091	0.000	0.000	0.000	0.000	1.091
A3250 Melksham Bypass LLM - Full Scheme	1.825	0.000	0.000	0.000	(1.607)	0.218
Highways & Transport Total	35.582	0.000	0.469	0.000	(2.324)	33.727
Economy & Regeneration						
Boscombe Down	0.000	0.000	0.000	0.000	0.000	0.000
Chippenham Station HUB	0.204	0.000	0.000	0.000	0.000	0.204
Corsham Mansion House	0.048	0.000	0.000	0.000	0.000	0.048
Salisbury Future High Streets	4.815	0.000	0.000	0.000	(3.691)	1.124
Trowbridge Future High Streets	5.024	0.000	0.000	0.000	0.000	5.024
West Ashton Urban Extension Project	8.784	0.000	0.000	0.000	(4.199)	4.585
Carbon Reduction Projects	0.070	0.000	0.000	0.000	0.000	0.070
Wiltshire Ultrafast Broadband	0.063	0.000	0.000	0.000	0.000	0.063
Wiltshire Online	0.829	0.000	0.000	0.000	0.000	0.829
Economy & Regeneration Total	19.837	0.000	0.000	0.000	(7.890)	11.947
Environment						
Waste Services	1.117	0.000	0.000	0.000	(0.354)	0.763
HRC Savings Infrastructure	0.100	0.000	0.000	0.000	0.000	0.100
Environment Total	1.217	0.000	0.000	0.000	(0.354)	0.863
Leisure Culture & Communities						
Area Boards and LPSA PRG Reward Grants	0.642	0.000	0.000	0.000	0.000	0.642
Community Projects	0.000	0.000	0.000	0.000	0.000	0.000
Fitness Equipment for Leisure Centres	0.200	0.000	0.000	0.000	(0.136)	0.064
Libraries - Self Service	0.250	0.000	0.000	0.000	(0.129)	0.121
Other Schemes including cross cutting systems	0.019	0.000	0.000	0.000	0.000	0.019
Trowbridge Leisure Centre	0.500	0.000	0.000	0.000	(0.400)	0.100
Leisure Requirements	0.496	0.000	0.000	0.000	(0.346)	0.150
Leisure Culture & Communities Total	2.107	0.000	0.000	0.000	(1.011)	1.096
Corporate Director - Place	58.743	0.000	0.469	0.000	(11.579)	47.633
2022/2023 Capital Programme General Fund Total	164.954	0.000	1.632	(0.750)	(19.787)	146.049

Appendix A: Capital Programme Budget Movements 2022/23 Quarter Three (page 4)

Capital Programme Budget Movements 2022/2023 Quarter 3						
Scheme Name	Quarter 2 Budget	Budget Movements between Schemes	Additional Budgets added to the Programme (Appendix B)	Reduced Budgets (Appendix B)	Budgets reprogrammed from 2022/2023 into future years (Appendix B)	Revised Budget
	£m	£m	£m	£m	£m	£m
Housing Revenue Account						
HRA - Council House Build Programme	0.038	0.000	0.000	0.000	0.000	0.038
HRA - Council House Build Programme (Phase 2)	1.552	0.000	0.000	0.000	0.000	1.552
HRA - Council House Build Programme (Phase 3.1)	6.496	0.000	0.000	0.000	0.045	6.541
HRA - Council House Build Programme (Phase 3.2)	1.157	0.000	0.000	0.000	0.000	1.157
HRA - Council House Build Programme (Phase 3.3)	3.436	0.000	0.000	0.000	(0.579)	2.857
HRA - Refurbishment of Council Stock	14.275	0.000	0.000	0.000	(0.242)	14.033
Housing Revenue Account Total	26.954	0.000	0.000	0.000	(0.776)	26.178
2022/2023 Capital Programme General Fund and Housing Revenue Account Total	191.908	0.000	1.632	(0.750)	(20.563)	172.227

Appendix B: Capital Programme Re-programming Quarter Three 2022/23 (Page 1)

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME							
Cabinet Meeting	31-Jan-23						
Financial Year:	2022/23						
SECTION 2 - DELEGATED CFO POWERS							
<i>"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"</i>							
Project Name:	Major Road Network M4 Junction 17			Reason:	To allow for expected delay in DfT approval of OBC		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.717	0.717	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfT Grant						
Project Name:	A3250 Melksham Bypass LLM - Full Scheme			Reason:	Reprofile to reflect delay in scheme for outcome of National Highways M4 to Dorset Coast Connectivity Study.		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-1.607	0.064	0.581	0.581	0.580	-0.100	-0.100
Funding Source:	DfT Grant						
Project Name:	Early Years & Childcare - BOA provision			Reason:	Revised timetable of likely scheme start date		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.194	0.194	0.000	0.000	0.000	0.000	0.000
Funding Source:	S106 Funded						
Project Name:	Early Years & Childcare - Corsham/Rudloe Project			Reason:	Revised timetable of likely scheme start date		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.178	0.178	0.000	0.000	0.000	0.000	0.000
Funding Source:	S106 Funded						
Project Name:	HRA - Council House Build Programme (Phase 3.			Reason:	Reprofile to meet anticipated spend		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	0.045	-0.045	0.000	0.000	0.000	0.000	0.000
Funding Source:	HRA						
Project Name:	Early Years & Childcare - Bradley Road Trowbridge			Reason:	Revised timetable of likely scheme start date		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.154	0.154	0.000	0.000	0.000	0.000	0.000
Funding Source:	S106 Funded						
Project Name:	CHBP Phase 3.3			Reason:	Reprofiled spend plan		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.579	0.579	0.000	0.000	0.000	0.000	0.000
Funding Source:	HRA						
Project Name:	Waste - Wheelie Bins & Digesters			Reason:	Reprofiling surplus in year budget to reflect future demand / material price increases		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-0.333	0.083	0.083	0.083	0.083	0.000	0.000
Funding Source:	S106 / Borrowing						
Project Name:	Porton Science Park			Reason:	Grow-on space fit out for tenant now not scheduled to begin until next year		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	-1.400	1.400	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing						

Appendix B: Re-programming Quarter Three 2022/23 (Page 2)

Project Name:	Trowbridge Leisure Centre			Reason:	Delayed / pushed back start to construction project			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.400	-13.700	-9.200	15.000	7.300	1.000	0.000	
Funding Source:	Borrowing							
Project Name:	Waste Services - Recycling Boxes			Reason:	Forecast spend now at 42% reflecting reduced demand			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.021	0.000	0.021	0.000	0.000	0.000	0.000	
Funding Source:	S106/Borrowing							
Project Name:	Leisure Requirements			Reason:	Reprofile to reflect current anticipated spend			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.346	0.346	0.000	0.000	0.000	0.000	0.000	
Funding Source:	Borrowing							
Project Name:	Fitness Equipment for Leisure Centres			Reason:	Reprofile to reflect current anticipated spend			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.136	0.136	0.000	0.000	0.000	0.000	0.000	
Funding Source:	Borrowing							
Project Name:	Libraries - Self Service			Reason:	Reprofile in line with latest projection			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.129	0.129	0.000	0.000	0.000	0.000	0.000	
Funding Source:	0							
Project Name:	Health & Wellbeing Centres Live Schemes - West			Reason:	Reprofile forecast costs in year			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.004	0.004	0.000	0.000	0.000	0.000	0.000	
Funding Source:								
Project Name:	Health & Wellbeing Centres Live Schemes - RWB			Reason:	Reprofile forecast costs in year			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.098	0.098	0.000	0.000	0.000	0.000	0.000	
Funding Source:	Borrowing							
Project Name:	Health & Wellbeing Centres Live Schemes - Tidw			Reason:	Reprofile forecast costs in year			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.054	0.054	0.000	0.000	0.000	0.000	0.000	
Funding Source:	Borrowing							
Project Name:	Health & Wellbeing Centres Live Schemes - Calne			Reason:	Reprofiled to match current forecast			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.014	0.014	0.000	0.000	0.000	0.000	0.000	
Funding Source:	Borrowing							
Project Name:	Health & Wellbeing Centres Live Schemes - Camr			Reason:	Slippage of 22/23 surplus general campus budget			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.984	0.984	0.000	0.000	0.000	0.000	0.000	
Funding Source:	Borrowing							
Project Name:	West Ashton Urban Extension			Reason:	Profiled against grant drawdown in year			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-4.199	4.199	0.000	0.000	0.000	0.000	0.000	
Funding Source:	Grant							
Project Name:	HRA - Miscellaneous General			Reason:	Reprofiled against spend projection in-year			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.242	0.242	0.000	0.000	0.000	0.000	0.000	
Funding Source:	HRA							
Project Name:	Property Carbon Reduction Programme - Salisbur			Reason:	Project delayed until 23/24			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.140	0.140	0.000	0.000	0.000	0.000	0.000	
Funding Source:	Borrowing							
Project Name:	Property Carbon Reduction Programme - Melksha			Reason:	Works are pending construction currently taking place			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.290	0.290	0.000	0.000	0.000	0.000	0.000	
Funding Source:	Borrowing							
Project Name:	Commercial - Commercial Investment			Reason:	No further purchases to take place this year			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.998	0.998	0.000	0.000	0.000	0.000	0.000	
Funding Source:	Borrowing funded by Revenue Saving							

Appendix B: Re-programming Quarter Three 2022/23 (Page 3)

Project Name:	Facilities Management Operational Estate			Reason:	Car park allocation monies required sooner than anticipated			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	0.300	-0.300	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing							
Project Name:	Capital Receipt Enhancement - Melksham Blue Pr			Reason:	Demolition now scheduled for 23/24			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.600	0.600	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing							
Project Name:	Basic Need - Additional Accommodation			Reason:	Reprofile in line with expected spend in year			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.450	0.450	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant							
Project Name:	Access & Inclusion			Reason:	Reprofile in line with expected spend in year			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.050	0.050	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing							
Project Name:	Stonehenge Sch Replace Lower Block			Reason:	Reprofile in line with revised construction timetable			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-1.100	1.100	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant / CIL / Borrowing							
Project Name:	Evolve Project			Reason:	Spend reprofiled to reflect delays to project completion date			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-1.631	1.631	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing							
Project Name:	Schools Maintenance & Modernisation - NDS Mod			Reason:	Slippage to reflect likely spend in year			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.100	0.100	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant							
Project Name:	Schools Maintenance & Modernisation -NDS Mod			Reason:	Slippage to reflect likely spend in year			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-0.070	0.070	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant							
Project Name:	Salisbury Future High Streets - Station Forecourt			Reason:	Delays caused by Network Rail approvals & consents			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-2.376	2.376	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	Future High St Fund grant							
Project Name:	Salisbury Future High Streets - Transform Access			Reason:	Delays caused by Network Rail approvals & consents			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	-1.315	1.315	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	Future High St Fund grant							
Project Name:	High Needs Capital Provision			Reason:	Adjustment to the spend profile of 22/23 grant			
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	0.000	-0.400	0.400	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE grant							
Total Re-programming between years	-20.563	4.250	-8.114	15.665	7.964	0.900	-0.100	
<p>In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.</p> <p>CHIEF FINANCE OFFICER: Andy Brown</p> <p>DATE: Jan-23</p>								

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

Cabinet Meeting	31-Jan-23
Financial Year:	2022/23

SECTION 1 - DELEGATED CFO POWERS

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

Project Name:	Basic Need					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.617	0.000	0.000	0.000	0.000	0.000
Funding Source:	S106 Education contribution					
Reason for movement:	Contribution to Bishops Cannings PS works					
Project Name:	Schools Maintenance & Modernisation					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.001	0.000	0.000	0.000	0.000	0.000
Funding Source:	Westbury Infants Contribution					
Reason for movement:	Contribution from school to some elements of works					
Project Name:	Early Years & Childcare					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.053	0.000	0.000	0.000	0.000
Funding Source:	S106 Early Years Contribution					
Reason for movement:	Drawdown of funds for Westbury EY Provision					
Project Name:	Early Years & Childcare					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.036	0.000	0.000	0.000	0.000
Funding Source:	S106 Early Years Contribution					
Reason for movement:	Drawdown of funds for Trowbridge EY Provision					
Project Name:	Devolved Formula Capital - Old Wardour Connect the Class					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.019	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Connect Grant					
Reason for movement:	Funds in for specified school					
Project Name:	Devolved Formula Capital - Gomeldon Connect the Class					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.010	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfE Connect Grant					
Reason for movement:	Funds in for specified school					

Appendix B: Capital Programme Additions Quarter Three 2022/23 (Page 2)

Project Name:	Local Highway Footway Improvement Groups					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.011	0.000	0.000	0.000	0.000	0.000
Funding Source:	Parish & Town Council Contributions					
Reason for movement:	New contributions to schemes received					
Project Name:	Structural Maintenance & Bridges					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.055	0.000	0.000	0.000	0.000	0.000
Funding Source:	Insurance Income					
Reason for movement:	Insurance pay out for Bridge repair works back to general Bridges line					
Project Name:	Integrated Transport					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.404	0.000	0.000	0.000	0.000	0.000
Funding Source:	S106 contributions					
Reason for movement:	Developer contributions to Hilperton Active Travel Scheme					
Project Name:	Childrens Homes					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.484	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant					
Reason for movement:						
Project Name:	Childrens Homes					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.446	0.000	0.000	0.000	0.000
Funding Source:	DfE Grant					
Reason for movement:	DfE grant Lot 2 Childrens Homes Capital					
Project Name:	Capital Receipt Enhancement					
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.516	0.000	0.000	0.000	0.000	0.000
Funding Source:	Capital Receipts					
Reason for movement:	Ashlea Resource Centre add funds to prepare for 2:1 merge					
Total Delegated Changes Approved by Section 151 Officer	1.633	1.019	0.000	0.000	0.000	0.000
<p>In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.</p>						
CHIEF FINANCE OFFICER:	Andy Brown					
DATE:	Jan-23					

Appendix B: Capital Programme Reductions Quarter Three 2022/23 (Page 1)

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME						
Cabinet Meeting	31-Jan-23					
Financial Year:	2022/23					
SECTION 2 - DELEGATED CFO POWERS						
<i>"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"</i>						
Project Name:	Abnormal Costs in Dev. of SEND Free Sch		Reason:	No abnormalities now expected to project		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	-0.350	0.000	0.000	0.000	0.000	0.000
Funding Source:	Borrowing					
Project Name:	Integrated Transport		Reason:	A contribution invoice was raised for the wrong amount to a Parish Council		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.000	0.000	0.000	0.000	0.000
Funding Source:	Parish Council contribution					
Project Name:	A338 Salisbury Junction Improvements MRN		Reason:	Overall budget reduced to reflect smaller scheme being developed and removal of DfT MRN funding.		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	0.000	0.000	-9.062	-4.114	0.000	0.000
Funding Source:	Parish Council contribution					
Project Name:	Childrens Homes		Reason:	Borrowing reduced after securing DfE grant funding		
Budget Change:	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	-0.400	0.000	0.000	0.000	0.000	0.000
Funding Source:	DfT MRN Grant removed					
Total Re-programming between years	-0.750	0.000	-9.062	-4.114	0.000	0.000
<p>In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.</p> <p>CHIEF FINANCE OFFICER: Andy Brown</p> <p>DATE: Jan-23</p>						

This page is intentionally left blank

Wiltshire Council

Cabinet

31 January 2023

Subject: Corporate Performance and Risk Monitoring Report: Q3 2022/23

Cabinet member: Cllr Richard Clewer, Leader of the Council and Cabinet Member for MCI, Economic Development, Heritage, Arts, Tourism and Health & Wellbeing

Key Decision: Non Key

Executive Summary

This report provides a quarter three update on performance against the stated missions in the Council's Business Plan 2022-32, including new measures that have been agreed. The Strategic Risk Summary is also included.

Proposals

Cabinet are asked to:

1. Note the updates and outturns against the measures and activities ascribed against the Council's priorities.
2. Observe the Strategic Risk Summary.

Reason for Proposal

To provide Cabinet with a quarterly update on the current corporate performance framework, which is compiled of the measures used to monitor progress against the 10 missions laid out in Wiltshire Council's Business Plan 2022-32.

New measures and details of those being developed are also included, both within the scorecard and in the report commentary.

The Strategic Risk Summary captures and monitors significant risks facing the Council, in relation to in-service risks facing individual areas and in managing its business across the authority.

This is supported by, and in compliance with, the Council's Corporate Performance and Risk Policy.

Terence Herbert
Chief Executive

31 January 2023

Subject: Corporate Performance and Risk Monitoring Report: Q3 2022/23

Cabinet member: Cllr Richard Clewer, Leader of the Council and Cabinet Member for MCI, Economic Development, Heritage, Arts, Tourism and Health & Wellbeing

Key Decision: Non Key

Purpose of Report

1. This report provides an update on the progress against the stated missions in the Council's Business Plan.
2. To note: it provides measures of performance at the end of Q3 (December 2022) and risks as they are at the time of the report's production; risks are not presented on a quarterly reporting cycle.
3. The Q3 2022/23 Corporate Scorecard is attached to the report as **Appendix 1**.
4. The Strategic Risk Summary is attached as **Appendix 2**.

Relevance to the Council's Business Plan

5. This report updates Cabinet on the performance against each of the stated missions contained in the Business Plan 2022-2032.

Background

6. Prior to the Business Plan's ratification at Full Council, Directors and Cabinet Members agreed a corporate performance framework that identified the measures that would initially be used to track progress against the 10 missions identified.
7. This framework has been reviewed in January 2023, resulting in new measures being added and additional measures being reviewed, developed and improved.
8. As before, these measures fall into three categories:
 - i) Main indicators – the key metric for that particular mission.
 - ii) Supporting indicator(s) – a metric that helps add weight or explanation to the main indicator.

- iii) Basket indicators – where it was impossible to identify one or two main indicators measures were grouped together to be able to report on elements of each mission.
9. The resulting scorecard includes each main measure (the latest reported figure), the most relevant/recent supporting and basket indicators.
 10. Measures and targets on the scorecard are owned and reported by the service to which they relate, and they continue to be iteratively challenged and improved at Performance Outcome Boards and Groups. This ensures they are most representative of performance against a mission and allows for advanced scrutiny.

Corporate Scorecard Review – January 2023

11. With corporate performance reporting at a Cabinet-level now embedded across services and iterative targets in place, Cabinet and Officers undertook workshops in January 2023 to review the scorecard.
12. These workshops set out to challenge progress against and assess the viability of existing measures.
13. As a result of this, it was agreed to add new measures that helped triangulate performance where they were immediately available and to develop additional measures for inclusion at the next quarterly return. These are detailed below.
14. Targets will also be set during the next quarter, where they are currently missing.
15. For consistency, prevention of volatility and ease of reading, all future measures will also report on rolling annual averages, rather than monthly or quarterly data, wherever possible.

We get the best start in life

16. To complement the existing measures on the County's educational gaps, the percentage of 16- and 17-year-olds who are NEET (Not in Education, Employment or Training) has been added.
17. Future scorecards will also include the percentage of Ofsted-rated good or outstanding schools and early years settings, and further work is underway to define and present more data on schools' outcomes, with a particular focus on SEND (Special Educational Needs and Disabilities) and the timely completion of EHCPs (Education, Health and Care Plans).

We stay active

18. Additional measures are under review and are likely to focus on visitor numbers to the Council's leisure centres and libraries.

We are safe

19. The percentage of 'first conversations' where the outcome was completed within 3 working days from first contact has been removed from the scorecard, as it was not proving to be indicative of performance, only process. However, Wiltshire continues to improve here.
20. The number of licensing interventions will be removed from the Q4 scorecard, as there is less need to review the volume-driven datasets and rates now that the post-Covid uplift in demand is stabilising.
21. The total number of CQC inspections that resulted in an 'inadequate' rating has been added.
22. The percentage of children in care fostered within Local Authority provision will be added to future scorecards and further work in this area is underway, working closely with Performance Outcome Boards, to ensure updates include additional measures on adult care, including the percentage of working age adults in residential accommodation and outcome-specific measures on reablement.
23. The Q4 scorecard will also have measures and targets focused on road safety, highways maintenance (potholes and resurfacing) and speed checks.

We live well together

24. Work is underway to include detail of the Public Health-led checks that are undertaken in the County, as well as smoking cessation rates.
25. New measures will be added to the scorecard focusing on the planning process and the determination of applications within stated timeframes.

We ensure decisions are evidence-based

26. The percentage of voter turnout in recent unitary-by-elections has been removed, as this was agreed to be a measure that did not allow for appropriate targeting.
27. The engagement with the Council's e-newsletter has been added, as it provides a valuable indicator of how our residents respond to messaging. This is achieved by measuring the 'opens', rather than just the circulation.

We have the right housing

28. The existing measures were considered useful to monitor – especially as mitigations continue to improve the number on the housing register – but it was recognised that further work is required in this area to present performance, rather than volume-based, data.

We have the right skills to prosper

29. In addition to the percentage of 16- and 17-year-old NEETs, a measure will be added for Q4 on the percentage of care-experienced young people who fall in the NEET category.

30. New measures on average gross weekly pay, regional GVA and Level 4 skills will be added to the Q4 scorecard.

We have vibrant and well-connected communities

31. New measures on broadband and mobile phone coverage will be added to future scorecards.

32. Work is ongoing to present improved data on transport links, including rail journeys, bridleways and footpath maintenance and car park occupancy.

33. An examination of area board data is also being undertaken, with a focus on ensuring allocations and activities align to the Business Plan priorities.

We take responsibility for the environment

34. The existing measures were considered useful to continue monitoring, although targets and their implications will be reviewed with Cabinet over the next two quarters.

35. An additional measure focused on fly-tipping will be added to the Q4 scorecard. The upcoming Environment Act will also require detailed analysis and integration.

We are on the path to carbon neutral (net zero)

36. In addition to retaining the current measures, new measures will be added focusing on renewable energy generation and carbon literacy training within the Council.

Risk

37. The Strategic Risk Summary is attached as **Appendix 2** and provides information on the challenges, and potential challenges, the Council faces in delivering its services and ambitions.

38. Included in the risk summary is the Strategic Risk Register which contains risks that, if they were to become issues, could hamper the Council's ambition to achieve its stated aims whether that be empowering the people of Wiltshire, building thriving economies or leading the response to climate change.

39. Risks are identified, defined, reviewed, and managed in service areas.

40. There are 240 risks identified and scored in the corporate risk management process at the time of print. The Strategic Risk Register is made up of those risks which have either a potential impact on the wider council or are the responsibility of the wider council to mitigate.

41. A full explanation of the makeup of the Strategic Risk Register can be found at the bottom of **Appendix 2**.
42. Previously, two risks – macroeconomic pressures, such as inflation, and staff recruitment and retention – were classified as issues, meaning that the potential problems identified have materialised.
43. These both remain in place in Q3 as the inflationary pressures continue, with some forecasters believing the peak has not yet passed despite January's rate dropping 0.2 percentage points to 10.5%, and labour market challenges are also yet to abate.
44. The Council's teams continue to work to mitigate the impact of these issues and will do so until they are no longer having a direct impact on delivery of services.
45. In Q2, a new issue was raised as delays to the Evolve Programme delivery would lead to delayed realisation of benefits. This has now been de-escalated to a managed risk, not an issue. This is as a result of the programme having been reset, a commercial review undertaken and the management actions undertaken and its green status being restored.
46. A new emerging risk has been added to reflect the potential for additional service pressures in upcoming quarters. These come because of other agencies – with whom the Council has a dependency or interaction – experiencing their own difficulties, such as an increase in demand to their own services or unforeseen workforce challenges.
47. As ever, these will be actively monitored and managed to reduce impact, with the Council supporting its partners to deliver the best service they can for Wiltshire's residents.
48. Since the last report, a new risk has been added to the summary to reflect the increasing impacts of climate change in the county, experienced as severe weather. This was previously recorded as a range of national risks.
49. The heatwave, drought, storms and floods experienced in the past 12 months are forecast to continue increasing in frequency, with implications for the health and safety of our residents and our staff. The Council's climate adaptation plan is currently being reviewed and will identify what measures can be put in place to prepare council services and the county for these climate impacts.
50. The change of UK Government has been removed as this no longer poses the uncertainty it previously did.
51. This is in line with and outlined in more detail within the Council's Corporate Performance and Risk Policy.

Future Developments

52. Following the completion of the workshops, new measures and targets will continue to be added to quarterly returns.

53. These will be agreed by Cabinet and the Corporate Leadership Team.
54. Presentation changes will also be made. These will be in the form of an easier to read dashboard with improved data visualisation. This will provide greater context, longer time series and an enhanced narrative about progress against service delivery plans, which will highlight where there are risks of failure or slippage.
55. Accessibility standards will also be improved, and sources of data added.
56. It remains the ambition to make these dashboards *live* to eliminate some of the challenges faced by services in presenting their quarterly returns as timings do not always align. This will also improve the whole Council's ability to scrutinise data more readily and in a timely way.
57. Existing targets will continue to remain under review and appropriately stretched.
58. In the Spring, a full review of Service Plans will be undertaken.
59. Future risk summaries will feature the Council's response to the updated national-level risks. This will be completed in partnership with the Local Resilience Forum and the Emergency Planning, Resilience and Response team, who will coordinate the Council's activities and response to the National Risk Assessment.
60. An exercise is also still to be undertaken with the Extended Leadership Team to ensure that items that do not yet make risk classification, or cannot be quantified as emerging risks, are considered in more depth. It is expected that future risk summaries will be more reflective of the live and dynamic nature of Council services.

Overview & Scrutiny Engagement

61. The Overview and Scrutiny Management Committee (OSMC) has received the report, albeit at short notice due to the tight production and publishing timeframes.
62. Future developments must improve this wherever possible as the engagement of OSMC and Select Committees is welcomed, encouraged and paramount to the Council's ongoing success.

Safeguarding Implications

63. A number of indicators are regularly analysed which directly relate to the safeguarding of children and adults.
64. Action is taken where improvements in performance are required or new risks present.

Public Health Implications

65. Not applicable as no decision is required, although many of the indicators are a key feature of our public health work.

Procurement Implications

66. Not applicable as no decision is required.

Environmental and Climate Change Considerations

67. Not applicable as no decision is required, although many of the indicators are a key feature of our environmental plans.

Workforce Implications

68. There are no direct implications arising from this report. However, it must be recognised that there remains a live issue for the Council when recruiting and retaining staff.

69. Whilst both a national and sectoral issue, active management is underway.

Equalities Impact of the Proposal

70. Not applicable as no decision is required.

Risk Assessment

71. Not applicable as no decision is required.

72. Performance and risk indicators will continue to draw on the framework set out in the Business Plan and will continue to be refined through engagement with the relevant services.

Financial Implications

73. Not applicable as no decision is required.

Legal Implications

74. Not applicable as no decision is required.

Options Considered

75. Not applicable as no decision is required.

Conclusions

76. This report brings together the updated 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.

Perry Holmes
Director, Legal and Governance

Report Author:

Martin Nicholls, Head of Executive Office | martin.nicholls@wiltshire.gov.uk

Background reading

Corporate Performance and Risk Policy, February 2019

Appendices

- Appendix 1: Corporate Scorecard Q3 2022/23
 - Appendix 2: Strategic Risk Summary
-

This page is intentionally left blank

Wiltshire Council Performance Scorecard - 2022/23 Quarter Three








Of the 28 indicators on this scorecard 21 (75%) were ranked as either green or amber in terms of improved performance.













Arrows show the direction of travel. Green is a positive change, red a negative a change and orange neither positive or negative.


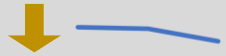



Gold shaded measures are main indicators	Unshaded indicators support a main indicator	Grey shaded indicators are selected from a basket of possible measures - the name of that basket appears above the measures
--	--	---









Measure description	Target	Previous positions	Latest position	Latest report	Frequency	Direction of Travel	Trend	Comment	
We Get the Best Start in Life									
Educational Gap: Phonics (The percentage point gap between all pupils at KS1 and those receiving pupil premium - achieving phonics)	Below national benchmark (20%)	20.0%	21.2%	21.1%	Sep-22	annual - academic year			Presently, it is difficult to make judgments about recent trends with these indicators as different approaches to assessment taken during the pandemic mean 2020 and 2021 are incomparable with previously years. Please note: the latest data is also provisional.
Educational Gap: KS4 (The percentage point gap between all pupils and those receiving pupil premium - achieving 5+ in English and Maths at KS4)	Below national benchmark (30.7%)	29.4%	32.3%	26.8% (Prov)	Dec-22	annual - academic year			This is a new measure added for Q3. Targets will be agreed ahead of the Q4 report. Long-term data is available and will be used to demonstrate performance over time for the Q4 report.
% 16-17 year-olds who are NEET		2.1%	2.0%	2.4%	Dec-22	Monthly			
We Stay Active									
Percentage of Children who are Physically Active	60% over course of Business Plan	43.7%	50.5%	53.7%	Mar-21	annual			The trend shows the last four financial years. The improvement shown in Wiltshire in the past three years has not been mirrored in the national or regional figures. Wiltshire now shows better levels of activity than the England (44.6%) or South West (46.3%) average. Results for 2021/22 are yet to be published.
Percentage of Adults who are Physically Active	75% over course of Business Plan	71.2%	72.1%	72.9%	Mar-21	annual			The trend shows the last four financial years. Small improvements in each of the last three years put the activity levels in adults in Wiltshire above the national (65.9%) and regional (70.5%) average.
Referrals into the Reablement Service (Total monthly number)		260	262	200	Dec-22	Monthly			The trend shows the last 11 months. Total referrals remained at a fairly consistent level since the start of the year before September's drop.

Measure description	Target	Previous positions	Latest position	Latest report	Frequency	Direction of Travel	Trend	Comment
We are Safe								
Re-referrals to Children's Services (% referrals within 12 months of previous referral)	Between 14% and 20%	15.6%	16.0%	15.6%	Dec-22	monthly	 	The trend shows the last 21 months. The re-referral rate remains stable and within expected target range. Our re-referral rate is lower than comparative local authorities, which is a positive reflection of our practice achieving good outcomes across the service.
Public Protection								
Total number of Licensing Interventions (Notifications received, Number of Licensing Hearings, Number of Animals Inspections carried out and Number of Licensing Transactions)		1,017	1,765	1,510	Dec-22	Annual rolling average	 	The trend shows the last 11 quarters. The first and final quarters of the financial year traditionally show fewer interventions than quarters two and three due to the lower number of events. As business activity increased following the pandemic so did the number of licensing interventions. However, Q3 22/23 is at a lower level than Q3 21/22, which may reflect growing economic pressures on the licensing trade.
Adult Safeguarding								
Percentage of S42 Outcomes Met (% of statutory enquiries into possible abuse or neglect [section 42] in which set outcomes were met)	Between 95% and 99%	98.1%	94.8%	100.0%	Dec-22	monthly	 	The trend shows the last 12 months. This indicator counts enquiries as they are closed and only counts incidents where an individual is asked what they want to achieve from the process. Performance remains strong.
Total number of Inadequate CQC Inspections (Number of CQC inspections of Wiltshire Care Homes resulting in 'Inadequate' rating in the last 12 months)		3	0	2	Dec-22	annual	 	The trend shows the position at the end of the last five years. Although the trend is in the wrong direction, the numbers remain very small.

Measure description	Target	Previous positions	Latest position	Latest report	Frequency	Direction of Travel	Trend	Comment
We Live Well Together								
Stability for Looked after Children								
Percentage of Looked After Children Placed more than 20 Miles from Home (Excludes unaccompanied asylum seeker children)	Between 34% to 37%	39.0%	40.0%	39.0%	Dec-22	monthly	 	The trend shows the last 21 months which evidences a stable position. The final 2021/22 position was 36% which is within our target range, down one percentage point from 2020/21.
Care Leavers in Suitable Accommodation (% of 19-21 year old care leavers in suitable accommodation in a four month window)	Between 85% and 95%	98.0%	97.0%	98.0%	Dec-22	monthly	 	The trend shows the last 12 months. Performance remains strong.
We ensure decisions are evidence-based								
Participation								
Voter Turnout in Neighbourhood Plan Referendums	Above 25%	28.0%	26.6%	12.7%	Oct-22	latest vote	 	The trend shows the 17 referendums held since 2021, the median turnout for which is 39%. The most recent referendum was held in Laverstock and Ford with 12.7%, explained by the unusually large electorate in a rural area. The highest turnout since 2021 is Crudwell (62%).
Open rate for resident e-newsletters (Monthly average)	Above 40%	55.2%	49.4%	54.2%	Dec-22	monthly	 	The trend shows ongoing strong performance compared to the national average open rate for government e-newsletters (28.8%) and the average open rate for all e-newsletters (21.3%)

Measure description	Target	Previous positions	Latest position	Latest report	Frequency	Direction of Travel	Trend	Comment
We have the Right Housing								
Delivery of Affordable Housing	650 homes per financial year	556	688	443	Dec-22	Annual total		The trend shows the last 11 quarters. The cumulative total for affordable homes completed in 2021/22 was 688, which surpassed the target of 650. The Oct to Dec 2022 figure is less than the same period in the previous year of 171. It is common for there to be fluctuations between quarters. Early indications are that the lower figure may be linked to wider economic downturn, but further data will be required to confirm.
The number on the Housing Register (total number of the households on the register at the end of the period, not including those on the open market register)		4,136	4193	4,229	Dec-22	quarterly		The trend shows the last 11 quarters, which shows steady growth. Changes to service delivery are underway to reduce pressure from ineligible applications. This will cause the housing register to shrink over the coming months.
Total Households in Temporary Accommodation	Below 95 placements	78	93	97	Dec-22	quarterly		The trend shows the last 11 quarters. This has reduced from peaks during Covid but still shows recent growth in the winter months due to supply and demand.
We have the Right Skills to Prosper								
Unemployment (number of the work age population [16+] claiming out of work benefits)		2.1%	2.0%	2.1%	Nov-22	monthly		The trend shows the last 12 months, although no data is available yet for December 2022. Wiltshire's Claimant Count is consistently lower than national average at 3.7% and the South West at 2.5%
Youth Claimant Rate (percentage of 18-24 year olds claiming out of work benefits)		3.1%	3.0%	3.2%	Nov-22	monthly		The trend shows the last 12 months, although no data is available yet for December 2022. Wiltshire's Claimant Count (18 - 24 year old) is consistently lower than national average at 4.7%

Measure description	Target	Previous positions	Latest position	Latest report	Frequency	Direction of Travel	Trend	Comment
We have Vibrant, Well-Connected Communities								
Transport and links								
Use of Public Transport (Number of passenger trips on both the commercial and supported bus network)	7,905,000 (trips per annum, by Q4 22/23)	6,793,884	6,948,507	6,996,188	Nov-22	12 month rolling		The target for public transport usage is 7,905,000 passenger trips per annum across both the supported and commercial network. As public transport has not yet recovered to pre-pandemic levels, the target is based upon 15% fewer trips than pre-covid figures, where we had 9,300,000 passenger trips in the financial year 19/20.
We Take Responsibility for the Environment								
Waste economy								
Household Waste (Kilograms of waste produced per household)	880kg (at the end of Q4)	501	519	476	YTD Q2	Annual		The trends show the YTD Q2 position over the last three years. 21/22 and 22/23 values are provisional. Data for Q3 is unavailable due to a need to re-check the accuracy of tonnage reporting by contractors over the Christmas period.
Recycling Rate (Percentage of household waste recycled or composted)	45%	44.6%	46.0%	43.0%	YTD Q2	Annual		These four indicators should be reviewed together as they provide data on the amount of household waste produced, and the routes of disposal. Overall, tonnages are down compared with the peaks seen over the period of the pandemic. The stretch targets proposed are for the end of 22/23. With the Environment Act there will be requirements to collect more materials for recycling with central funding provided to support this and further information is awaited on the timing of these legislative changes to inform our targets for future years.
Waste Recovery Rate (Percentage of household waste sent for treatment/energy recovery)	42%	41.8%	35.4%	41.6%	YTD Q2	Annual		
Residual Waste Rate (Percentage of household waste sent to landfill)	13%	13.6%	18.6%	15.4%	YTD Q2	Annual		

Measure description	Target	Previous positions	Latest position	Latest report	Frequency	Direction of Travel	Trend	Comment
We are on the path to Carbon Neutral (Net Zero)								
Wiltshire's Carbon Emissions (kilotons carbon dioxide, and the equivalent of other greenhouse gasses. Territorial emissions only, i.e. these are emissions that arise within the county)	2100 kilotons	2,637	2,534	2,209	Dec-20	annual with a 2-year lag	 	The trends show the most recent three annual returns. This measure counts only the gasses produced within the county and the complexity of measuring it means that data is only available after two years. The direction of travel is positive.
Wiltshire Council's Carbon Emissions (measured in CO2e - greenhouse gases in a common unit. For any quantity and type of greenhouse gas, CO2e signifies the amount of CO2 which would have the equivalent global warming impact)	3750 tonnes	12,321	4,401	5,275	Mar-21	annually	 	The trend shows the five latest annual returns. The small rise in 2021/22 is due to the resumption of services following the pandemic.
Energy Performance Certificates at Levels A - C (% or registered EPC recorded at one of the top three levels - a three year rolling average)	Above South West benchmark (48%)	43.0%	49.0%	50.0%	Dec-21	annual	 	The trend shows the five latest annual returns. This does not show the EPCs of all homes in Wiltshire, only the EPCs registered over a rolling three-year period. Half of Wiltshire's homes were classified in the top three (of seven) levels in the most recent count, compared with 34% in 2015-18.
Public Electric Vehicle Charging Points (all publicly available charging points including those owned by the council)	35 per 100,000 population (in line with SW average)	120	167	179	Mar-22	annual	 	The trend shows the position at the end of the last four financial years. There has been slow growth in the last two years of just 49% but these figure do not include private EV charging where there is more growth.

Wiltshire Council Strategic Risk and Issues Summary - 2022/23

This summary gives details of issues the council is dealing with, the strategic risk register and the emerging risk that may need to be quantified in the future. A guide to reading the risk register is included at the back of this summary.

Issues

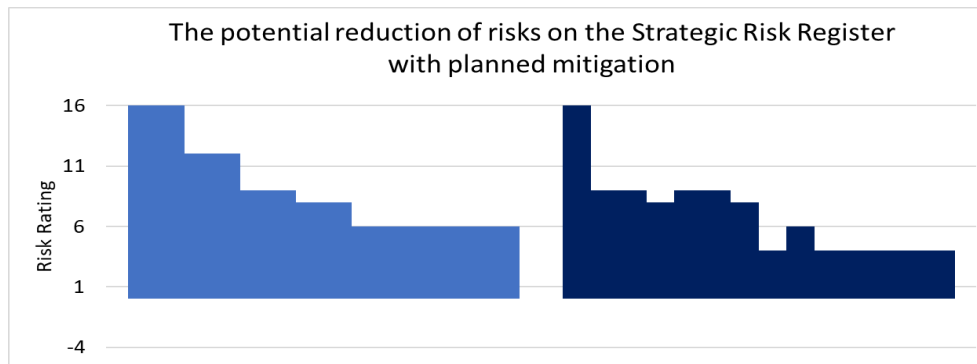
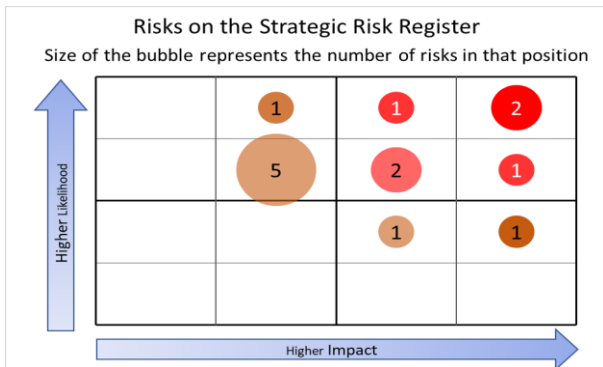
Obstacles and Challenges that are now present and being managed as issues by Wiltshire Council

Macro economic pressures on our budgets: Sustained inflation Nationally, there is a 'cost of living crisis' impacting businesses and residents and, due to inflation, the council has experienced a significant increase above that forecast in the budget. As part of the final financial outturn reporting, the Council took the opportunity to prudently set aside reserves to offset the unforeseen costs of inflation likely to arise in 2022/23, with £7m set aside for Contractual Inflation & £2m set aside for Pay Inflation to address the in-year pressure.

Staff Capacity: Recruitment and retention Some, but not all, service areas have identified that this has now become an issue, with there being a range of factors at play in different labour markets. These include:

- A smaller national workforce (less European immigration, earlier retirement/semi-retirement following the pandemic, increased numbers of those on out of work benefits) and closer to full employment.
- Specific skills shortages.
- Competition from the private sector and from other public sector organisations.
- The impact of the increase in the cost of living making higher wages more important.
- The cost increase of driving for those who have to travel in their role.

The result is that some services are now impacted by insufficient staffing.



Strategic Risk Register - ranked by Inherent Risk Score (the risk as it is now), national level risks shown in grey																	
Risk short name	Cause	Event	Effect	Primary Risk Category	Secondary Risk Category	Owner	Risk Response	Q3 Inherent Impact	Q3 Inherent Likelihood	Q3 Inh Risk Rating	Q3 DoT	Appetite check Q3	Q3 Mitigation Actions	Q3 Actions Confidence	Q3 Residual Impact	Q3 Residual Likelihood	Q3 Res Risk Rating
1 Unable to meet demand for special educational needs or disability (SEND) school provision	Cost of provision exceeds the High Needs Block (HNB) of the Dedicated Schools Grant (DSG)	More of the DSG spent on providing education for SEND	Shortfall in the funding for schools	Financial	Legal	Helean Hughes	Treat	4	4	16	▶	Outside	We remain in frequent dialogue with the DfE and will be starting joint work with them on their Delivering Better Value (DBV) Outcomes programme in the autumn which will enable some support and challenge in relation to this area.	Low	4	4	16
2 Lack of capacity in the social care market	Changes in the local market (including recovery from the pandemic) means there is insufficient supply of Home Care, Independent Fostering Agencies, Children's Homes, provision for complex needs (including people with complex behavioural needs)	Too often provision has to be secured out of county, often in competition with other local authorities at a cost higher than the local market	The right type of care is not always available, people able to be discharged have to wait longer in hospital and budgetary pressure increases if people are placed in out of county or spot provision	Service Delivery	Financial	Helen Jones	Treat	4	4	16	▶	Outside	Block purchased day care. New tender going live in September. Still issues about sufficiency and handbacks	Moderate	3	3	9
3 Failure to manage housing development	Lack of a 5 year land supply	Loss of control over the location of new development	Non-plan led housing development may be granted consent through the appeal process: Allowing development where we don't want it; Increase in costs - defending appeals; Pressure on staff.	Legal	Reputation	Jean Marshall	Treat	4	3	12	▶	Outside	Updated our 5 year land supply in April. Development Management teams are seeking to approve applications where there are no major policy obstacles, Spatial Planning continue to support neighbourhood plans to bring forward housing sites, in addition to encouraging developers to bring forward allocated sites. We do have an improved position, but still short of the 5 years. Progress on the local plan is still being given a priority.	Moderate	3	3	9
4 Increasing vulnerability to climate impacts	Inability to adapt key infrastructure and services to increasingly severe weather impacts from climate change.	Increased impacts from more frequent and intense weather events such as flooding, droughts, heatwaves and storms.	Direct impact on health, safety, environment, businesses and infrastructure.	Health & Safety	Service Delivery	Sarah Valduis	Treat	3	4	12	New	Outside	The council's climate adaptation plan is currently being reviewed and will identify what measures can be put in place to prepare council services and the county for these climate impacts. Due to the costs associated with implementing some of these measures and the long term nature of these	Moderate	2	4	8

Strategic Risk Register - ranked by Inherent Risk Score (the risk as it is now), national level risks shown in grey

Risk short name	Cause	Event	Effect	Primary Risk Category	Secondary Risk Category	Owner	Risk Response	Q3 Inherent Impact	Q3 Inherent Likelihood	Q3 Inh Risk Rating	Q3 DoT	Appetite check Q3	Q3 Mitigation Actions	Q3 Actions Confidence	Q3 Residual Impact	Q3 Residual Likelihood	Q3 Res Risk Rating
5 Uncontrolled cost of social care (predominantly adults)	Changes in regulation (including the cost of increased infection prevention & control measures), workforce pressures and inflationary pressures in the care market	Each individual care package cost increases	Greater budgetary pressure to meet statutory requirements impacting on preventative and other spend	Financial	Service Delivery	Helen Jones	Tolerate	3	3	9	▶	Within	Continue to identify budgetary pressures and report in to Cabinet.	Moderate	3	3	9
6 Cyber Resilience	Malicious attacks from either internal or external individuals or organisations with the intent of stealing data or impacting the council's ability to deliver services.	Wiltshire Council's security is compromised opening up access to councils systems and personal and corporate data for malicious activity.	Loss of personal or corporate information OR loss or interruption of some or all council services delivered to citizens of Wiltshire.	Service delivery	Reputation	Mark Tucker	Treat	3	3	9	▶	Within	Work continues around recovery plans and a council-wide EPRR exercise is being planned.	High	3	3	9
7 Impact of negative media/social media coverage on council	Potential negative reaction to council decision making and delivery of services.	Negative public reaction expressed via social media and through the media	Negative impact on council's reputation.	Reputation	Reputation	Perry Holmes	Tolerate	2	4	8	▶	Within		High	2	4	8
8 Failure in Safeguarding Children	The council and / or multi-agency partners failing to follow procedures or to undertake a thorough assessment	The council and / or multi-agency partners providing inappropriate intervention or no intervention.	Children not being protected from harm.	Service Delivery	Reputation	Lucy Townsend	Treat	4	2	8	▶	Within	1. Workforce strategy in place to aid recruitment and retention of practitioners, including the use of market supplements. 2. Quality Assurance Framework in place which assures monitoring of performance (qualitative and quantitative). 3. Increased resource directed into the Integrated Front Door to effectively manage the increase in referrals and ensure consistent threshold application, thus preventing unnecessary escalation into statutory service where there is more pressure on workforce i.e. social workers. 4. Continued prioritisation of the family help/hub agenda, including consideration of commissioning	High	2	2	4

Strategic Risk Register - ranked by Inherent Risk Score (the risk as it is now), national level risks shown in grey

Risk short name	Cause	Event	Effect	Primary Risk Category	Secondary Risk Category	Owner	Risk Response	Q3 Inherent Impact	Q3 Inherent Likelihood	Q3 Inh Risk Rating	Q3 DoT	Appetite check Q3	Q3 Mitigation Actions	Q3 Actions Confidence	Q3 Residual Impact	Q3 Residual Likelihood	Q3 Res Risk Rating	
9	[Composite] Information Governance	Failure to manage information effectively in keeping with Data Protection Act Principles leading to reportable incidents and potential data breaches	1. Personal information not obtained and / or processed fairly 2. Excessive information obtained and held beyond service purpose 3. Information held for longer than purpose requires 4. Information not accurately captured / maintained or kept current 5. Information not protected by adequate technical measures 6. Sensitive information inappropriately disclosed either verbally, on paper or electronically.	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.	Legal	Financial	Perry Holmes	Tolerate	3	2	6	▶	Within		High	3	2	6
10	[Composite] Income Collection	Decrease in levels of income due to lower payment rates, take up of services or increase default rates	Failure to collect income as expected and budgeted for	Increased financial pressure on other service areas in order to deliver a balanced budget across the Council as a whole which results in cuts to those other services spend.	Financial	Reputation	Lizzie Watkin	Treat	2	3	6	▶	Within	Additional budget monitoring and training with all heads of service	High	2	2	4
11	[Composite] Corporate Health, Safety & Wellbeing	Inadequate or ineffective control strategy is established	Lack of application by managers and individuals of corporate policy and procedures	Likelihood of personal harm increases.	Health & Safety		Kate Blackburn	Tolerate	2	3	6	▶	Within	Ongoing programme of compliance monitoring and additional capacity created by cessation of traded off to non-maintained schools	High	2	2	4
12	Hospital discharges resulting in high cost and highly restrictive packages of care	Increase in number people needing to be discharged from hospital not being discharged	Challenge from external partners on the quality/quantity of available provision	Increase in out of county placements and / or high cost packages, hospital beds being unavailable for others with complex needs.	Service delivery	Financial	Claire Edgar	Treat	2	3	6	▶	Within	Liaison with health partners. Weekly Community Team for People with Learning Disabilities (CTPLD) update call with health and Dynamic Support Register (DSR) meetings. Accommodation needs shared with commissioning to inform strategy. MADE events identifying discharge pathway plans.	High	2	2	4

Strategic Risk Register - ranked by Inherent Risk Score (the risk as it is now), national level risks shown in grey

Risk short name	Cause	Event	Effect	Primary Risk Category	Secondary Risk Category	Owner	Risk Response	Q3 Inherent Impact	Q3 Inherent Likelihood	Q3 Inh Risk Rating	Q3 DoT	Appetite check Q3	Q3 Mitigation Actions	Q3 Actions Confidence	Q3 Residual Impact	Q3 Residual Likelihood	Q3 Res Risk Rating
13 [Composite] Budget management	New unfunded project, unforeseen demand or failure to make planned savings	Inability to deliver key statutory services within the service-level budget envelope	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	Lizzie Watkin	Treat	2	3	6	▶	Within	New planned savings delivery work	High	2	2	4
14 [Composite] Not on track for the Council to be carbon neutral by 2030	Lack of prioritisation for carbon reduction by other council departments	Financial considerations mean decisions are made not to undertake carbon reduction activity	Wiltshire Council fails to be carbon neutral by 2030	Service Delivery	Reputation	Parvis Khansari	Tolerate	2	3	6	▶	Within	Large scale carbon reduction projects have been delivered on council buildings, in particular two large leisure centres now run exclusively on electricity and are carbon neutral.	High	2	2	4

Emerging Risks

Events that have the potential to interrupt the work of the Council but of which not enough is yet known to quantify the risk to the delivery of our services.

Continuing financial impact of global events	International capital and energy markets remain impacted by conflict and speculative investment are likely to sustain additional inflationary pressure in the UK. Disruption to global supply chains causing shortages, more inflation and potentially more demand for support of council services. A more uncertain world could mean a more insular economy and lower UK market sentiment meaning less investment in Wiltshire.
--	--

Additional service pressures	As the Council operates in a multi-agency environment with complex and intricate dependencies, it could be adversely impacted by the actions of others (including short term workforce pressures, greater service demand or budgetary constraints).
------------------------------	---

How to read the strategic risk register

There are significant challenges for Wiltshire Council as it looks to empower people, build stronger communities, grow the county's economy and lead the way in tackling climate change. The Strategic Risk Register reflects these challenges.

The Strategic Risk Register draws together information recorded on risk registers of individual services across Wiltshire Council.

Information that has significance across the council as a whole is displayed in two categories on the Strategic Risk Register.

1. Critical service risks: significant risks that sit in a single service but which, should they become an issue, will have a significant impact on the council as a whole.
2. Composite strategic risks: where similar risks exist in a number of different services which would not have a significant impact on the organisation on their own but put together represent a significant impact. These risks are compiled into a single strategic composite risk and included within the strategic risk register. These risks are scored by reviewing the service component risks.
3. National level risks: Wiltshire Council's response to the risks recorded by central government on the National Risk Register (NRR). The updated NRR is due to be published in the near future. When it is, Wiltshire Council will work within the Local Resilience Forum to produce an appropriate response. In the meantime Wiltshire Council's pre-existing response to the previous NRR is shown in the grey rows above.

Each risk is fully defined by the responsible service (who assess the cause, event and effect that make up the identified risk).

Each risk is 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 the planned mitigating actions are in place).

The confidence in the implementation of these mitigating actions is assessed as high, moderate or low. This guides the reader of the register to understand the true current risk.

A whole range of service risks are kept under observation each quarter.

Wiltshire Council

Cabinet

31 January 2023

Subject: School Admissions Policies 2024-2025

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

Key Decision: Non-Key

Executive Summary

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

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

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

There is also a legal requirement to have these policies in place.

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

Proposal(s)

Full details of the proposals can be found in the four documents appended to this report.

- a) Appendix A - Proposed Scheme for the Co-ordination of Secondary Admissions 2024/25
- b) Appendix B - Proposed Scheme for the Co-ordination of Primary Admissions 2024/25
- c) Appendix C - Proposed Admission Arrangements for Voluntary Controlled & Community Secondary Schools 2024/25
- d) Appendix D - Proposed Admission Arrangements for Voluntary Controlled & Community Primary Schools 2024/25

Reason for Proposal(s)

It is a legal requirement to have these policies in place.

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

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

31 January 2023

Subject: School Admissions Policies 2024-2025

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

Key Decision: Non-Key

Purpose of Report

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

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

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

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

Relevance to the Council's Business Plan

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

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

Background

The purpose of co-ordinated arrangements is to make the application process simpler for parents by ensuring that each child gets one offer for one school place.

This requires the School Admissions Team to work with colleagues in Academies, Foundation and Aided schools in Wiltshire and other local authorities.

The co-ordinated process is accepted by schools and the scheme does not need substantial revision. The proposed schemes are substantially the same as those currently being used. All four schemes have been drafted in line with The School Admissions Code which came into force on 1 September 2021.

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

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

Main Considerations for the Council

The proposed co-ordinated schemes and admission arrangements have been sent out for consultation to all relevant stakeholders including pre-schools / nurseries, schools, and Dioceses; they have also been placed on the Council's website for parents and the public to view as well as being sent to neighbouring authorities. The consultation began in December and ended on the 13 January 2023.

We received one response during the consultation. However, this related to an academy admissions policy. We therefore directed the parent directly to the academy to discuss their proposal. No other responses have been received.

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

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

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

- Secondary Deadline 31 October 2023
- Primary Deadline 15 January 2024
- Secondary Notification Date 1 March 2024
- Primary Notification Date 16 April 2024

The co-ordinated schemes include the provision to co-ordinate all admissions to all schools for the main years of entry. The main years of entry are Reception, Year 3 (Junior) and Year 7. In line with the School Admissions Code, there is no longer the requirement for In Year applications to be co-ordinated within county or cross

border. In the attached schemes, however, it is proposed that all In Year applications continue to be made directly to Wiltshire Council for places at Wiltshire schools. This is so that we can monitor which children are potentially out of the school system for safeguarding purposes. We do however currently have 15 schools which have opted out of in year co-ordination for this academic year as it is not a legal requirement to co-ordinate in year applications. These schools are still required to inform the LA of all applications that are received as well as the outcome. Should the school not be able to offer a place and if the child is a Wiltshire resident, the LA will make an alternative offer to ensure that the child is not without a school place.

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

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

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

The Local Authority is proposing two small changes to the policies. The first change is to the Proposed Admission Arrangements for Voluntary Controlled & Community Primary Schools 2024/25. The change solely relates to the catchment areas of The Minster VC Primary School and Princecroft Primary school. The change is required due to additional housing in the west side of Warminster. The area of new housing is currently only within the designated area of Princecroft Primary School. From September 2024 the area of new housing as outlined in red, in the back of appendix d, will be added to The Minster's designated area and become a shared area with Princecroft. The over-subscription criteria for The Minster has also been amended to ensure that out of area siblings are not disadvantaged by this expansion of the designated area, providing they have an older sibling on roll before the 1 September 2024. It is still important to note however that the LA is not able to guarantee a place for any child at any school. This arrangement for the shared area and the sibling criteria will cease once a new school opens on this housing development, or in July 2031 whichever is sooner.

The second change relates to the Co-ordinated Admissions Policy for both primary and secondary schools. The change is in relation to the timescale for submitting in year transfer applications. In previous years we have allowed parents to submit their application a term in advance of the required admissions date which has meant that applications are held for a period before they are processed. This has been amended to allow the parent or carer to submit their application 8 weeks in advance of the required admission date so that we are considering applications from the date of receipt rather than a future date. We hope this will make the process easier for parents and schools.

The proposed co-ordinated schemes and admission arrangements have all been drafted in accordance with the requirements of the School Admissions Code which came in to force on 1 September 2021.

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

Following the period of consultation and once determined by Cabinet, the schemes and admission arrangements will be circulated to all schools in Wiltshire and to our nine neighbouring local authorities and published on the Council website. They will be implemented from September 2023 when the process of admitting children to the intake year in 2024 begins.

Overview and Scrutiny Engagement

Not applicable

Safeguarding Implications

In the interest of safeguarding, the Local Authority continues to co-ordinate all in year applications for children to the majority of Wiltshire schools, this ensures that the School Admissions Team can monitor which children are potentially out of the school system. If a parent is unable to secure a place at their preferred school, the School Admissions Team will ensure that a place is allocated at a reasonable alternative.

As above, we do have some schools which have opted out of in year co-ordination due to there being no legal requirement to co-ordinate in year applications. These schools are still required to inform the LA of all applications that are received as well as the outcome. Should the school not be able to offer a place and if the child is a Wiltshire resident, the LA will make an alternative offer to ensure that the child is not without a school place.

Public Health Implications

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

Procurement Implications

There are no procurement implications directly arising from this report.

Equalities Impact of the Proposal

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

Over 99% of applications for September 2022 intakes were received electronically.

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

Environmental and Climate Change Considerations

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

Should the Admissions Team not be able to offer a place at a child's designated school and the child lives further than the statutory safe walking distance for the child's age, then free transport would be provided to the next nearest school with available places. The percentage of children this currently applies to in Wiltshire is 1%.

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

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

The Office of the Schools Adjudicator has a monitoring role to play in regards to admission arrangements. It is the statutory responsibility of admission authorities to ensure that these are in place by 28 February 2023.

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

There is a small risk that confusion or challenge may occur over the 2024/25 proposed arrangements, however, this is mitigated as the changes in the proposed 2024/25 schemes have been kept to a minimum.

Financial Implications

The budget to support the staffing and the co-ordination of admissions is funded from the Dedicated Schools Grant (DSG) received by the Local Authority. In line with current school funding arrangements, the funding for admission arrangements will continue to form part of the Central Schools Services Block of the DSG for 2023-24 and is therefore determined by Schools Forum as part of the consideration of the overall central schools block. This is finalised at the January 2023 meeting of the Forum and ratified by Council at their February 2023 meeting. There are no plans currently to increase or, decrease the Admissions budget.

Legal Implications

The School Admissions Code, issued under Section 84 of the School Standards and Framework Act 1998, imposes mandatory requirements in relation to the discharge of functions relating to admissions to maintained schools. The Local Authority has a statutory duty to act in accordance with the relevant provisions of the Code. This includes a statutory duty to determine schemes for the co-

ordination of admissions and admission arrangements for Voluntary Controlled and Community schools. Should the Local Authority fail to do so the Secretary of State may impose schemes. The proposed schemes and scheme changes have been drafted to comply with the requirements of the Schools Admissions Code which came into force on the 1st September 2021.

Workforce Implications

There are no workforce implications

Options Considered

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

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

Conclusions

Cabinet is asked to approve the appended schemes which will become the determined Admissions Policy for Wiltshire for 2024/25.

Helean Hughes

Report Author: Debbie Clare, School Admissions, debbie.clare@wiltshire.gov.uk,
Tel: 01225 713010

Date of report

Appendices

- e) Appendix A - Proposed Scheme for the Co-ordination of Secondary Admissions 2024/25
- f) Appendix B - Proposed Scheme for the Co-ordination of Primary Admissions 2024/25
- g) Appendix C -Proposed Admission Arrangements for Voluntary Controlled & Community Secondary Schools 2024/25
- h) Appendix D -Proposed Admission Arrangements for Voluntary Controlled & Community Primary Schools 2024/25

Background Papers

None

SECONDARY

**Proposed Co-ordinated Scheme for Secondary
School Admissions for 2024/25**

Status: Proposed Co-ordinated Scheme 2024/25

Proposed Co-ordinated Admissions Scheme for secondary school admissions for year 2024/25

Introduction

1. This scheme for co-ordinated admissions is pursuant to section (89b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools within the LA area. It applies to all secondary schools in Wiltshire with effect from September 2024 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “primary school”, “secondary education” and “secondary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation, (F) or voluntary aided (VA) school or academy (A) school.

“Academy” means a state funded, non-fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly and hereafter referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to an F or VA school or UTC (University Technical College) means the governing body of that school/college and in relation to an Academy it is the governing body / academy trust.

“the specified year” means the school year beginning September 2024;

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of secondary education that is received before the deadline of 31 October 2023.

“Second and third round application” means any application for a place in the first year of secondary education that is received after the deadline of 31 October 2023.

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number (PAN).

The application round for entry into YR7 – 2024 opens on 1 September 2023. The deadline date for applications to be submitted is midnight on 31 October 2023. The home address given for the child must be the address where the child is resident as of the deadline date.

Raising of participation age

Government legislation states that young people have to stay in education or training until their 18th birthday. This will usually be at secondary school until the academic year in which they are 16 (some students may transfer to Further Education or a University Technical College at 14). Students can then choose from one of the following options post-16; full-time education, such as school or college; an apprenticeship; employment or volunteering alongside part-time education or accredited training. It is compulsory that they participate in education or training until their 18th birthday. The only exception is early achievement of level 3 qualifications for example if they take A level exams in year 12.

General information

3. Parents will be able to make an online application. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2023 up until the deadline of 31 October 2023.
4. There will be a standard application form known as the Secondary Common Application Form (SCAF). This form must be used to apply for the admission of pupils, into the first year of secondary education in the specified year, unless an online application has been submitted.
5. The SCAF must be used as a means of expressing one or more preferences by the parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.
6. The LA will make arrangements to ensure
 - a. the SCAF is accompanied by written guidance notes
 - b. that copies are available on request from the LA
 - c. that an electronic version of the form is available for parents to make an online application.
7. The SCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order and give reasons for their preferences. Preferred schools may be state funded schools inside or outside Wiltshire. They will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which the SCAF must be returned. They will also confirm that;
 - a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
 - b. if a place cannot be offered at any one of their preferred schools, and the child is living within Wiltshire, a place at an alternative school will be allocated.

8. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude enable decisions to be made in accordance with the scheme's timescale as set out in the back of this policy.
9. The governing body of an Academy (A), Foundation (F), or Voluntary Aided (VA) School, can ask parents who have expressed a preference for their school on the SCAF, to provide additional information on a supplementary form, but only if the additional information is required in order to apply their oversubscription criteria to the application.
10. Where a school receives a supplementary form, it will not be regarded as a valid application unless the parent has also completed a SCAF which expressed a preference for that school. The SCAF or an online application must have been returned to the LA by the deadline date.
11. The deadline date for applications is **31 October 2023**. All completed SCAFs are to be returned directly to the LA by the deadline date. Any SCAFs which are incorrectly returned to schools, must be forwarded to the LA to be submitted by the deadline. Forms returned to schools and not received by the LA by 31 October 2023 will be treated as late applications.
12. The LA will send out an acknowledgement of receipt for each SCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement with 15 school days of posting their paper application.

Address

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

For YR 7 September 2024 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2023. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 15 December 2023.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned

to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

Designated Area (if applicable)

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

In the case of children from the boating community (Boaters) proof of mooring will be required. Those without a permanent mooring, must provide details/proof of their sorting office, post office/poste restante address and this will be used for admissions criteria and allocation purposes.

Applicants will only be considered from the address as of the deadline date (for applications into YR7, unless proof of future address is provided) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

If there is a tie-break situation, then the criteria of the relevant admissions authority will be applied.

Shared Parental Responsibility

15. Where two (or more) adults have parental responsibility for a child, it is preferable that they should agree which school(s) to name as their preference(s) schools before submitting an application form. In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is normally living with for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the application, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For an in-year transfer application, the placement will continue in the best interests of securing educational provision for the child, with a minimum of disruption, until any such order is made.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

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

16. Applications for children of service personnel with a confirmed posting to the county, will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admissions round.
17. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.
18. Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and this is currently rented out, then this address can be considered providing a signed letter from the Commanding Officer or a formal notice to terminate the rental agreement is received stating the future address.
19. The LA will not refuse a child of UK service personnel a school place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address, then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.
20. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) has been formally offered a place at the school which has been accepted. The sibling link will not apply if the child on roll is in Yr11, YR12 or YR13 for VC & C's schools. Parents should view individual admissions policies for VA, F and A schools for information about sibling priority/YR11, YR12 and YR13 pupils. Their position on any waiting list will be set accordingly.

Applications for a Child from overseas (Not UK Armed Forces)

21. All applications for a child from overseas will be considered in accordance with the relevant legislation at the time of application.
22. Applications on behalf of a child currently living outside the UK will be considered, but until the child is resident in the UK, their home address outside the UK, will be considered as being their place of residence. Exceptions to this would be instances where the child of a parent(s) returning from foreign postings, such as UK service personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK or if an exchange of contract or signed tenancy is received to support the application. Proof of the future UK residency will be required.

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

Selection test for Grammar Schools

23. Where a selection test of any kind is part of the school's admission arrangements, the admission authority is required to allow the child to sit the entrance exam and inform parents of the outcome prior to preferences being made.

The Application Process

First Round Applications for Secondary YR7 2024 Intake (applications submitted by the deadline of 31 October 2023)

24. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the SCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF :-
 - a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
25. The process by which the LA will allocate places is explained at paragraphs 27-37.
26. **31 October 2023 - closing date for all applications to be submitted to the School Admissions Team at County Hall. Applications submitted by this date will be classed as first round/on time applications.**
27. **By 16 November 2023** where parents have nominated a secondary school outside the LA area, the LA will notify the relevant LA.
28. **By 23 November 2023** the LA will notify all A, F and VA schools of every preference that has been expressed for that school.
29. **15 December 2023: Exceptional circumstances deadline.**

Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of 31 October 2023.

 - a. where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move, this must have been completed with an exchange of contracts before 15 December 2023).

- b. a move into Wiltshire from outside the county after the deadline date but before 15 December 2023. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement of a minimum of six months) must be provided before 15 December 2023.
- c. service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 15 December 2023.

Documentary evidence should be provided with the application (or at the latest by 15 December 2023) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

30. **By 5 January 2024** the LA will provide a final list to all admissions authorities of every preference that has been expressed for their school(s) including those considered as exceptional as outlined in paragraph 29 and those residents in other LA areas.
31. **By 12 January 2024** all A, F and VA schools must have considered all the preferences for their school and provided the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
32. The LA will then match this ranked list against all other ranked lists and:
 - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
 - Where the child is not eligible for a place at any of the nominated schools and they live in Wiltshire, a place will be allocated at the next nearest school to the home address with available places.
 - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
33. **By 2 February 2024** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
34. **By 29 February 2024** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
35. On **1 March 2024 (National Offer Date)** offers will be despatched to all parents who submitted an application form by 31 October 2023 offering a place at one school.
36. These offer letters and emails will give the following information:
 - a. the name of the school at which a place is offered;
 - b. the reason why the child is not being offered a place at any of the other schools nominated on the SCAF;
 - c. information about their statutory right of appeal against any decision to refuse places at other preferred schools;

37. **15 March 2024** the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 15 March 2024, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

Second Round Applications for Secondary YR 7, 2024 Intake (applications received between 1 November 2023 and 08 March 2024)

38. Second round applications, i.e. those received between 1 November 2023 and 8 March 2024 (except those covered by paragraph 29) for the YR 7 Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

Additional applications:

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of the later application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore, if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.

The LA will contact all Foundation, Aided Schools and Academies named as a preference on the application form, to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within a safe statutory walking distance from their home address.

39. **21 March 2024** details of second round applications received between the 1 November 2023 and 8 March 2024 to be sent to, Academies, Foundation and Voluntary Aided Schools.
40. **28 March 2024** Academies, Foundation and Voluntary Aided Schools to provide the LA with a ranked list of second round applications.

On receipt the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
 - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
 - LA to send schools a list of late applicants being offered a place on 26 April 2024.
41. **26 April 2024** the LA will send out the second round offers to schools for applications received between 1 November 2023 and 8 March 2024.
42. **10 May 2024** is the last date for second round offers to be accepted by parents. Parents should complete the slip attached to the decision letter and return it to the Local Authority to confirm if they wish to accept or decline the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 10 May 2024, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

Third Round Applications for Secondary YR 7, 2024 Intake (applications received after 8 March 2024)

43. Third round applications, i.e. those received after 8 March 2024 for the YR7 Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of the later application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore, if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is

an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within the safe statutory walking distance from their home address.

44. Applications received after the 8 March 2024 will be considered in date order of receipt and will be looked at after 17 May 2024 (i.e. once the second round of applications have been processed).
45. Any applications received by the LA after 8 March 2024 will be dealt with as soon as possible with allocations to a single school being made and offer letters sent out from the LA as soon as is practicably possible.

Parents should return the acceptance slip attached to the letter to the LA to inform them if they are accepting or declining the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by date stated in the letter, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

46. Any applications received by any school should be forwarded to the LA within five days of receipt.

Applications for Secondary YR7, 2024 Intake (applications received after 24 July 2024 – end of term)

47. Any applications received by the LA after 24 July 2024 will be forwarded to the school within two school days of receipt at which time the process for in year applications will apply.

Right of Appeal – Main round applications

48. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

The deadline dates for lodging appeals for VC & C Schools for the main round entry is:

First round appeals

For applications received from 1 September 2023 – 31 October 2023 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 30 March 2024.

Second round appeals

For applications received from 1 November 2023 – 8 March 2024 and for offers made on 26 April 2024, appeals will be heard as soon as possible.

Third round appeals

For applications received after the 8 March 2024 and for offers made as soon as possible after 17 May 2024, appeals will be heard as soon as possible.

Own admission authority appeal timetables will be provided within the individual school's admissions policy or on the schools website.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Admitting in area children above Published Admissions Number (PAN)

50. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. It must be noted we cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.
51. The LA has the responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit local children to their designated school because this does not incorporate any additional transport costs which would be required, were an alternative school to be allocated.
52. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route to it is unsafe or there may not be available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
53. It may not always be possible to find a space at the designated school if this is already oversubscribed. If a school is oversubscribed, then Looked After Children will be given the highest priority on any waiting list. Following this in area children will be given priority on any waiting list over out of area children at all VC & C schools. If the designated area school is unable to accommodate any more children within the year group, then the LA will allocate an alternative school which will be the next nearest school which has places available.
54. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child.

In-Year Transfer Applications for year groups other than Yr7 Secondary 2024 intake

Details of where to submit an application for your preferred school can be found on the Wiltshire Council website.

All applications received by Wiltshire Council via post or online will be date stamped on the date they are received by the school admissions team, unless the application is received over the weekend in these cases the form will be stamped as being received on the next working day.

For in-year transfer applications co-ordinated by Wiltshire Council, the following process applies.

55. The LA will make available copies of the 'Finding a School Place Guide' online and hard copies on request from County Hall.
56. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA. The applicant may or may not live in Wiltshire. Applications should be completed online.
57. Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly for details on how to apply.
58. Should any Wiltshire school receive an in-year application form expressing a preference for that school, the form should be forwarded to the LA within two school days of receipt. This will only be applicable if the LA co-ordinates in year applications for the school.
59. Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within three school days of receipt. The school is then required to advise the LA if a place can be offered within two school days or receipt.
60. For any Academy, F or VA school who is part of the in year co-ordination process, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within two school days of the date of which the information was received by the school.
61. In all cases, a decision letter will be sent out by the Local Authority within 15 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
62. If an application has been passed on to a selective school, it is recognised that such a school will not be able to make a response to the LA until after the result of an appropriate selection test has been received. The selective school will inform the LA of the outcome of the application as soon as practicable after the result of any selection test is known. A decision letter will be sent out by the LA and will provide information, if appropriate about the statutory right of appeal.
63. The Local Authority will maintain waiting lists for all year groups for VC & C schools, however the parent must confirm if they wish their child's name to be placed on the waiting list. This will not happen automatically.
64. The school/academy will maintain waiting lists for all year groups for A, F & VA schools and parents should contact the directly to place their child's name on the waiting list.

If an own admission authority school does not wish the LA to co-ordinate its in year, applications, the admission authority must officially confirm this to the LA by 31 August each year. It will then be the responsibility of that admissions authority to ensure that applications are processed in line with the School Admissions Code.

The admissions authority will then have to process the application and inform the parent of the outcome and where necessary their statutory right of appeal. In all cases, it also required to forward a copy of the application, along with the decision, to the LA within two school days.

Where a school has opted in to the in-year co-ordination process, then all places offered at one of these schools must be taken up within 28 working days of the date stated on the initial application form, unless the school has an alternative timescale for this on their website. If the place has not been taken up within 28 working days, then the offer could be withdrawn.

Right of Appeal for In-Year Transfer Applications

65. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Applications for transfer at a future date

Applications for transfer at a future date

66. Applications for transfer for VC and C schools as well as any Voluntary Aided, Foundation school or Academy that have opted in to the In Year Co-ordination Scheme (these are schools which are available for selection on the Parent Portal) can be submitted eight weeks in advance of the required admissions date.
67. Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the school's own admissions policy.

Sixth Form Admissions

68. Parents or students wishing to enrol for sixth form courses should contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

Proof of address

69. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system, the LA may ask parents to provide proof of the new address. Acceptable proof of address includes:

- A formal exchange of contracts, a signed solicitor's letter or email stating contracts have been exchanged and specifying a completion date.
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn. The parent will then have the statutory right of appeal.

In-Year Fair Access Protocol

70. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In-Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Early or Delayed Transfer

71. a. Early transfer

Children may only transfer early to a secondary school in exceptional circumstances such as if they have previously been educated out of cohort or if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. All requests will involve consultation with the current school, the school to which the child wishes to transfer to. It would also be the case that the Local Authority's professional adviser would be involved with any decision making. In addition to this, there must be clear evidence from the child's current primary school confirming that the child is exceeding age related expectations and that it would be detrimental for the child to remain in the current setting. As with any request for admission out of cohort, clear evidence will need to be provided as to why this would be in the child's best interest.

b. Delayed transfer

All requests must be submitted to the Local Authority by 31 October in the year in which the child would have chronologically transferred to secondary school.

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing, The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties, will continue in the lower year group unless it can be shown that it is in their best interests to rejoin their chronological year group. The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, the current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser, consider it in the child's best interest to rejoin the chronological year group. An application for transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

If a child is currently on a roll at a school and a delayed entry is submitted and cannot be agreed, then no alternative school will be offered.

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in-year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

Right of Appeal for the Admission of children outside their normal age group

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry, they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers. Where the school is its own admissions authority, parents can complain using the school's complaints procedure.

Appendix: 1 (2024/25)	Timetable for Secondary Co-ordination (Wiltshire)
31 October 2023:	Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.
16 November 2023:	Details of applications which include preferences for school in other LAs to be sent to those LAs.
23 November 2023:	Details of applications to be sent to F, VA schools, Academies of all first round applicants.
15 December 2023:	Last date for any exceptional applications to be considered.

5 January 2024:	Final list sent out from LA to all admission authorities, including all applications which have been considered as falling under the exceptional circumstances criteria.
12 January 2024:	Academies, Foundation and VA schools to provide the LA with ranked list of all first round applications. Between 16 January and 1 February, the LA will match the ranked list of all the schools and allocate places.
2 February 2024:	The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
29 February 2024:	By this date the LA will provide schools with details of those children to be offered places at the school.
1 March 2024:	Notification letters for first round applicants will be despatched and sent to parents.
8 March 2024:	Deadline for second round applications
15 March 2024:	Last date for first round offers to be accepted by parents. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.
21 March 2024:	Details of second round applications received after deadline and before 8 March to be sent to Academies, Foundation and VA schools.
28 March 2024:	Academies, Foundation and VA schools to provide the LA with ranked list of late applications.
26 April 2024:	LA to send all schools a list of second round applicants being offered a place.
26 April 2024:	Notification letters sent out by the LA for all second round applications received between the deadline 1 November 2023 and 8 March 2024.
10 May 2024:	Last date for second round offers to be accepted by parents. Parents should confirm their acceptance or decline directly to the Local Authority.
17 May 2024:	Applications received after the 8 March will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.

PRIMARY

**Proposed Co-ordinated Scheme for Primary School
Admissions for 2024/25**

Status: Proposed Primary Co-ordinated Scheme 2024/25

Proposed Co-ordinated Admissions Scheme for Primary & Junior schools within Wiltshire for year 2024/25

Introduction

1. This scheme for co-ordinated admissions is pursuant to section 89(b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to primary schools within the LA area. It applies to all primary schools in Wiltshire with effect from September 2024 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “primary school”, “secondary education” and “secondary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation (F), voluntary aided (VA) or Academy (A) school.

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

“admission authority” in relation to a community (C) or voluntary controlled (VC) school means the LA and, in relation to an academy, foundation or voluntary aided school means the governing body / academy trust of that school;

“the specified year” means the school year beginning in September 2024.

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received before the deadline of 15 January 2024.

“second or third round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received after the 15 January 2024.

“In – Year application” means any application for any other year group in the school up to and including Yr 6;

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number.

The application round for entry into Reception and Junior YR3 2024 opens on 1 September 2023. The deadline date for applications to be received is midnight on 15 January 2024. The home address given for the child must be the address where the child is resident as of the deadline date.

Starting School

3. There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, pre-schools, day nurseries, playgroups, or as part of a Children’s Centre. Working parents of children aged three and four years of age will be able to access 30 hours for Free Entitlement, certain criteria will need to be met.

A school place will be made available for children from the September following their 4th birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors. Part-time provision has been determined as either five mornings or five afternoons a week.

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children(s) cases for induction should be discussed by the parents(s) with the school directly.

General Information

4. Parents will be able to make an online application. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2023 up until the deadline of 15 January 2024.
5. There will be a standard form for applications known as the Primary Common Application form (PCAF) used for the admission of pupils into the first year of primary education in the specified year.
6. The PCAF must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.
7. The LA will make arrangements to ensure
 - a. the PCAF is accompanied by written guidance notes
 - b. that copies are available on request from the LA
 - c. that an electronic version of the form is available for parents to make an online application.

8. The PCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order. Preferred schools may be state-funded schools inside or outside Wiltshire. They will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which the PCAF must be returned. They will also confirm that;
 - a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
 - b. if a place cannot be offered at any one of their preferred schools, and the child is living in Wiltshire, a place at an alternative school will be allocated.
9. Split Site Schools – where a school operates from separate bases and each base provides for the full primary age range (i.e. Both Key Stage 1 and Key Stage 2), the two sites will be treated as separate schools for admissions purposes, as they have their own discrete catchment area. This means that an application must name the site preferred. An applicant can use two preferences to name both sites.
10. The governing body of a Foundation (F) or Voluntary Aided school (VA) or an Academy (A) can ask parents who have expressed a preference for their school on the PCAF, to provide additional information on a supplementary form, but only if the additional information is required in order to apply their oversubscription criteria to the application.
11. Where a school receives a supplementary form, it will not be regarded as a valid application unless the parent has also completed a PCAF which expressed a preference for that school. The application must have been returned to the LA by the deadline date.
12. The closing date for applications is **15 January 2024**. All completed PCAFs are to be returned directly to the LA. Any PCAFs which are incorrectly returned to schools must be forwarded to the LA to be received by the deadline. Forms returned to schools and not received by the LA by 15 January 2024 will be treated as late applications.
13. The LA will send out an acknowledgement of receipt for each PCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement within 15 school days of posting their applications.

Address

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

For Yr R and Junior YR3 September 2024 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2024. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 8 February 2024.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually

resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

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

For in-year transfer applications the current address at the time of application will be used.

Designated Area (if applicable)

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

In the case of children from the boating community (Boaters) proof of mooring will be required. Those without a permanent mooring, must provide details/proof of their sorting office, post office/poste restante address and this will be used for admissions criteria and allocation purposes.

Applicants will only be considered from the address as of the deadline date (for applications into YR and YR3, unless proof of future address is provided) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

If there is a tie-break situation, then the criteria of the relevant admissions authority will be applied.

Shared Parental Responsibility

16. Where two (or more) adults have parental responsibility for a child it is preferable that they should agree which school(s) to name as their preference(s) before submitting an application form. In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the application used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For an in-year transfer application, the placement will continue in the best interest of securing educational provision for the child, with a minimum of disruption, until any such order is made.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Applications for children of UK Service Personnel

(UK Armed Forces)

17. Applications for children of service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.
18. An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the LA as soon as possible. This should include the relocation date and the unit postal address or quartering area address.
19. Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received or a formal notice to terminate the rental agreement stating the future address. This should be received by the deadline / exceptional circumstances deadline.
20. The LA will not refuse a child of UK service personnel a school place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address, then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.
21. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Parents should view individual admissions policies for VA, F and A schools for information about YR6 pupils. Their position on any waiting list will be set accordingly.
22. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

Applications for a child from overseas (Not UK Armed Forces)

23. All applications for a child from overseas will be considered in accordance with the relevant legislation at the time of application.
24. Applications on behalf of a child currently living outside the UK will be considered, but until the child is resident in the UK, their home address outside the UK, will be considered as being their place of residence. Exceptions to this would be instances where the child of a parent(s) returning from foreign postings, such as UK service personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK or if an exchange of contract or signed tenancy is received to support the application. Proof of the future UK residency will be required.

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

The Application Process

First Round Applications for Reception and Junior YR3 - 2024 Intake (applications received before the deadline of 15 January 2024)

25. The LA will act as a clearing house for the allocation of places by the relevant admissions authorities in response to the PCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the PCAF where-
 - a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
26. The process by which the LA will allocate places is explained at paragraphs 28- 35.
27. **15 January 2024, closing date for all applications to be received by the School Admissions Team. Applications received by this date will be classed as first round applications.**
28. **8 February 2024: Exceptional circumstances deadline.**

Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of 15 January 2024.

- where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move, this must have been completed with an exchange of contracts before 8 February 2024).
- a move into Wiltshire from outside the county after the deadline date but before 8 February 2024. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement of a minimum of six months) must be provided before 8 February 2024.
- service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 8 February 2024.

Documentary evidence should be provided with the application (or at the latest by 8 February 2024) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

29. **By 08 February 2024** where parents have nominated a primary school outside the LA area, the LA will notify the relevant LA.
30. **By 09 February 2024** the LA will notify all F and VA schools and Academies of every preference that has been expressed for that school.
31. **By 8 March 2024** all F and VA schools and Academies must have considered all of the preferences for their school and provide the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
32. The LA will then match this ranked list against all other ranked lists and:
 - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
 - Where the child is not eligible for a place at any of the nominated schools and they live in Wiltshire, a place will be allocated at the next nearest school to the home address with available places.
 - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
33. Where the child is not eligible for a place at any of the nominated schools and the child lives in Wiltshire, they will be allocated a place at a school. This will be their designated school if places are available or at another school (to which there would be an entitlement to free school transport if it were outside the statutory safe walking distance from the home). Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
34. **By 22 March 2024** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
35. **By 15 April 2024** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.

36. On **16 April 2024 (National Offer Date)** letters will be despatched to all parents who submitted an application by 15 January 2024 offering a place at one school.
37. These offer letters will give the following information:
- a. the name of the school at which a place is offered;
 - b. the reason why the child is not being offered a place at any of the other schools nominated on the PCAF;
 - c. information about their statutory right of appeal against any decisions to refuse places at other preferred schools;
38. **30 April 2024** is the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 30 April 2024, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

Second Round Applications for Reception and Junior YR 3 2024 Intake (applications received between 16 January 2024 and 26 April 2024)

39. Second round applications, i.e. those received between 16 January 2024 and 26 April 2024 for the Reception Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary, will be prioritised using the oversubscription policy in place at the time.

Additional applications:

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore, if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.

Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if

possible, unless an alternative place is available within a safe statutory walking distance from their home address.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place.

40. By **7 May 2024** details of second round applications received between the 16 January 2024 and 26 April 2024 to be sent to Academies, Foundation and Voluntary Aided Schools.
41. By **13 May 2024** Academies, Foundation and Voluntary Aided Schools should provide the LA with a ranked list of second round applications.

On receipt, the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.

42. **By 24 May 2024** the LA will send out the second round offers for applications received between 16 January 2024 and 26 April 2024.
43. **07 June 2024** is the last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 7 June 2024, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

Third Round Applications for Reception 2024 Intake (applications received after 26 April 2024)

44. Third round applications, i.e. those received after 26 April 2024 for the Reception Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary, will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that

application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore, if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if a place is available, unless an alternative place is available within the safe statutory walking distance from their home address.

45. Applications received after the 26 April 2024 will be considered in date order of receipt and will be looked at after 28 June 2024 (i.e. once the second round of applications have been processed).
46. If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

Applications for Reception 2024 Intake (applications received after 24 July 2024 – end of term)

47. Any applications received by the LA after 24 July 2024 will be forwarded to the school within two school days of receipt at which time the process for in-year applications will apply.

Right of Appeal – main round applications

48. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals for VC & C Schools for the main round entry is:

First round appeals

For applications received from 1 September 2023 – 15 January 2024 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 14 May 2024.

Second round appeals

For applications received from 16 January 2024 – 26 April 2024 and for offers made on 24 May 2024 appeals will be heard as soon as possible.

Third round appeals

For applications received after the 26 April 2024 and for offers made after 28 June 2024, appeals will be heard as soon as possible.

Own admission authority appeal timetables will be provided within the individual school's admissions policy or on the school's website.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.

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

49. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. We cannot reserve places at any school, nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.
50. The LA has responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit children to their designated school because this does not incorporate an additional transport cost which would be required were an alternative school be allocated.
51. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route is unsafe or there is no available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
52. It may not always be possible to find a space at the designated school if this is already oversubscribed. If a school is over-subscribed, then Looked After Children will be given the highest priority on any waiting list. Following this in area children will be given priority on any waiting list over out of area children at all VC & C schools. If the designated area school is unable to accommodate any more children within the year group, then the LA will allocate an alternative school which will be the next nearest school which has places available.
53. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child. All other entitlements will be dealt with by the Passenger Transport Team.

The In-year Transfer Application Process

Details of where to submit an application for your preferred school can be found on the Wiltshire Council website.

For in-year transfer applications co-ordinated by Wiltshire Council, the following process applies.

All applications received by post or the Parent Portal will be date stamped on the date they are received by the school admissions team, unless the application is received over the weekend in these cases the form will be stamped as being received on the next working day.

54. The LA will make available copies of the Admissions Guide and In year transfer form on request from County Hall.
55. All applicants who wish to apply for a school place must complete an application form, we recommend that this is completed online.
56. Should a parent living in Wiltshire wish to apply for a school in another authority; they must contact that authority directly for details on how to apply.
57. Should any Wiltshire school receive an in-year application form expressing a preference for that school the form should be forwarded to the LA within two school days of receipt.
58. Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within three school days of receipt. The school is then required to advise the LA if a place can be offered within two school days or receipt.
59. For an Academy, F or VA school, the school's governing body is responsible for deciding the outcome of the application and should advise the LA accordingly within two school days of the date of which the information was received by the school.
60. In all cases, Wiltshire Council will aim to send a decision letter or email out within 15 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
61. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
62. The Local Authority will maintain waiting lists for all year groups for VC & C schools, however the parent must confirm if they wish their child's name to be placed on the waiting list. This will not happen automatically.
63. The school/academy will maintain waiting lists for all year groups for A, F & VA schools. Parents should contact these schools directly for details of how to place their child's name on the waiting list for these schools.
64. If an own admission authority school does not wish the LA to co-ordinate its in year, applications, the admission authority must officially confirm this to the LA by 31 August each year. It will then be the responsibility of that admissions authority to ensure that applications are processed in line with the School Admissions Code.

The admissions authority will then have to process the application and inform the parent of the outcome and where necessary their statutory right of appeal. In all cases, it also required to forward a copy of the application, along with the decision, to the LA within two school days.

Where a school has opted in to the in-year co-ordination process, then all places offered at one of these schools must be taken up within 28 working days of the date stated on the initial application form, unless the school has an alternative timescale for this on their website. If the place has not been taken up with 28 working days, then the offer could be withdrawn.

Applications for transfer at a future date

65. Applications for transfer for VC and C schools as well as any Voluntary Aided, Foundation school or Academy that has opted in to the In Year Co-ordination Scheme (these are schools which are available for selection on the Parent Portal) can be submitted eight weeks in advance of the required admissions date.
66. Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the school's own admissions policy.

Right of Appeal – In Year Transfer Applications

67. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

Proof of address

68. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system, the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving to a new house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated, and the allocated place may be withdrawn. The application will then have the statutory right of appeal.

In year Fair Access Protocol

69. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Early, deferred or delayed admission

70. a. **Early admission**

In order for any child to be considered for early entry, this would need to be fully supported by the preferred schools. In addition to this there must be clear evidence from the child's current pre-school or nursery confirming that the child is exceeding age related expectations and that it would be detrimental for the child to remain in the current setting until they reach statutory school age. Such cases are only agreed in exceptional circumstances. It would also be the case that the Local Authority's professional adviser would be involved with any decision making. Clear evidence must confirm that this is the child's best interest.

b. Deferred admission until later in the academic year

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2023 but will not be considered until June 2023.

Any request to defer or attend part-time should be made to the school as soon as an offer is received.

c. Delayed Admission

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.18, 2.19,2.20 which came into force on 1 September 2021:

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their

fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January.

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority, which in the case of voluntary controlled and community schools is the LA. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school must first submit a formal application to the LA.

If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local authority they should also contact their preferred school directly to discuss the request.

All admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

In the case of voluntary controlled and community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development ;
- where relevant, their medical history and the views of a medical professional ;
- whether they have previously been educated out of their normal age group ;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and a place is not offered, the local authority will make an alternative offer. However, please note that delayed admission into reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

If a child is currently on a roll at a school and a delayed entry is submitted and cannot be agreed, then no alternative school will be offered.

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in-year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

Right of Appeal for admission of children outside their normal age group

Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception, they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

- 15 January 2024:** **Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**
- 8 February 2024: Details of applications which include preferences for schools in other LAs to be sent to those LAs.
- 9 February 2024: Details of applications to be sent to F, VA schools and Academies of all first round applicants.
- 8 March 2024: F, VA schools and Academies to provide the LA with ranked lists of all first round applicants.
- Between 8 March and 23 March, the LA will match the ranked list from all schools and allocate places.
- 22 March 2024: The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
- 15 April 2024: By this date the LA will provide schools with details of those children to be offered places at the school.
- 16 April 2024:** **Notification letters despatched and sent to parents for all first round applicants. Online applicants also able to view the outcome online.**
- 26 April 2024: Deadline for second round applications.
- 30 April 2024: Deadline for parents to accept the place offered.
- 7 May 2024: Details of second round applications to be sent to F, VA schools and Academies of all second round applicants.
- 13 May 2024: F, VA schools and Academies to provide the LA with ranked lists of all second round applicants.
- 24 May 2024: **Notification letters despatched and sent to parents for all second round applicants.**
- 07 June 2024: Last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.
- 28 June 2024: Applications received after the 26 April will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.



**Proposed Admission Arrangements for Community and Voluntary
Controlled Secondary Schools for 2024/25**

Status: Proposed Admissions Arrangements 2024/25

PROPOSED SECONDARY ADMISSION ARRANGEMENTS

Wiltshire Council's proposed admission arrangements for admission to Voluntary Controlled and Community (VC and C) Secondary Schools for the 2024/25 academic year

1. General Information

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

Proposed arrangements for the co-ordination of secondary admissions are made within the co-ordinated admissions scheme 2024/25.

The application round for entry into Year 7 for September 2024 opens on 1 September 2023. The deadline date for applications to be received is midnight on 31 October 2023. The home address given for the child must be the address where the child is resident as of the deadline date.

a. Designated Area

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

In the case of children from the boating community (Boaters) proof of mooring will be required. Those without a permanent mooring, must provide details/proof of their sorting office, post office/poste restante address and this will be used for admissions criteria and allocation purposes.

b. Preferences

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

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

c. **Children with an education, health and care plan**

All children whose education, health and care plan that names a school, must be admitted.

d. **Published Admission Number**

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

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

e. **Address**

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

For YR 7 September entry, the address used to determine priority of school for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2023. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 15 December 2023.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

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

For in year transfer applications the current address at the time of application will be used.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree which school(s) to name as their preference(s) before submitting an application form. In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such

order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For an in-year transfer application, the placement will continue in the best interest of securing educational provision for the child, with a minimum of disruption until any such order is made.

For year of entry, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

g. Multiple Births

The LA will endeavour to place siblings (e.g. twins, triplets etc) in the same school. If necessary schools will be required to admit over PAN to accommodate such children.

h. Children of UK Service Personnel (UK Armed Forces)

Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and this is currently rented out, then this address can be considered providing a signed letter from the Commanding Officer or a formal notice to terminate the rental agreement is received stating the future address.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address, then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.

Children will be considered as siblings, if any brother or sister (including step siblings living at the same address) has been formally offered a place at the school which has been accepted. The sibling link will not apply if the child on roll is in Yr11, YR12 or YR13 for VC & C's schools.

2. Early or Delayed Transfer

a. Early transfer

Children may only transfer early to a secondary school in exceptional circumstances such as if they have previously been educated out of cohort or if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. All requests will involve consultation with the current school, the school to which the child wishes to transfer to. It would also be the case that the Local Authority's professional adviser would be involved with any decision making. In addition to this, there must be clear evidence from the child's current primary school confirming that the child is exceeding age related expectations and that it would be detrimental for the child to remain in the current setting. As with any request for admission out of cohort, clear evidence will need to be provided as to why this would be in the child's best interest.

b. Delayed transfer

All requests must be submitted to the Local Authority by 31 October, the year in which the child would have chronologically transferred to secondary school.

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing, The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties will continue in the lower year group unless it can be shown that it is in their best interests to re-join their chronological year group. To enable the child to transfer back to their chronological year group then, a place must be available in the relevant year group.

The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser consider it in the child's best interest to re-join the chronological year group. An application for delayed transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

3. **Deadline – applications received by the deadline date of 31 October 2023 will be considered as first round applications**

The closing date for main round applications (i.e. applications for entry into Secondary Yr7 2024) is 31 October 2023.

All applications received after the deadline of 31 October 2023, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined. Applications may be considered as being received on time if they meet the exceptional circumstances criteria as detailed in the Co-ordinated Admissions Scheme 2024/25.

4. **Oversubscription Criteria for Voluntary Controlled and Community Schools**

Where a secondary school is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

a. **Looked After Children/Previously Looked After Children**

The definition of Looked After Children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Proof will be required and must be submitted by the deadline date.

b. **Vulnerable Children**

Children from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. **Designated Area Siblings and Shared Area Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 11, 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category.

d. **Other Children from the Designated Area or Shared Area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

e. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in years 11, 12 or 13 at the school as of the deadline date. Step, half and foster siblings are also included in this category.

f. **Children of staff at the school**

A child is considered under this criterion:

- i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion, then a letter or email from the Headteacher confirming the paragraph i) or ii) applies to the applicant must be provided at the time of application.

h. Other children

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the above categories, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

Tie Break

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

5. Waiting Lists for all year groups

Waiting lists for VC & C Schools will be maintained for all year groups. Parents must request that their child is added to the waiting list, children will not automatically be added to them. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the waiting list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on the last day of the summer term in July 2025.

Parents may submit a fresh application for the next academic year group which will be submitted 8 weeks in advance of the required date.

Places that become available will not be offered to pupils who are not on the waiting list. If a child is offered a place from the waiting list for any VC or C school, then the place must be accepted or declined within 10 working days of the date of offer. The child must start at the school within date specified in the letter.

Notes:

- Once added, names will only be removed from a waiting list, if a written request is received or if the offer of a place that becomes available is declined.

- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Except for Service Families, children will be considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement of a minimum of six months.
- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

6. Applications for Secondary Yr7 Intake – applications received after 31 October 2023

Applications received between the 1 November 2023 and 8 March 2024 will be treated as second round applications.

Applications received after the 8 March 2024 will be treated as third round applications.

7. Appeal Process – Main round applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority.

The deadline dates for lodging appeals for the main round entry is:

First round appeals

For applications received from 1 September 2023 – 31 October 2023 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 29 March 2024.

Second round appeals

For applications received from 1 November 2023 – 8 March 2024 and for offers made on 26 April 2024, appeals will be heard as soon as possible.

Third round appeals

For applications received after the 8 March 2024 and for offers made after 17 May 2024, appeals will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year and have a right of appeal if unsuccessful.

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

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

8. In Year Transfer Applications for year groups other than Secondary Yr7 2023 Intake

Applications received after the 24 July 2024 for the year of entry and any applications received for other year groups are classed as transfer applications.

All applications will be considered together with any applications that have already been refused and the child's name will be placed on the waiting list accordingly.

Applications for transfer for VC and C schools can be submitted eight weeks in advance of the required admissions date.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one application for a particular school is received on the same date, places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school, then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days, the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed if supported by the LA's relevant professional adviser(s) and the school.

9. Appeals Procedure – In Year Transfer Applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should visit www.wiltshire.gov.uk or contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year and have a right of appeal if unsuccessful.

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

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

Please note appeals are only heard in term time.

10. Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system, the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A formal exchange of contracts or a signed solicitor's letter or e-mail stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement of a minimum of 6 months.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the applications form. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

11. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol.

Further information on the In Year Fair Access Protocol including further criteria for referral, and a copy of the protocol, can be viewed at www.wiltshire.gov.uk

12. Sixth Form Admissions

Parents or students wishing to enrol for sixth form courses at Voluntary Controlled or Community Secondary Schools should contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

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

DfES	School	2024 PAN
4000	Abbeyfield School, Chippenham	180
4070	The Stonehenge School, Amesbury	224

Primary

**Proposed Admission Arrangements for Community and Voluntary
Controlled Primary Schools for 2024/25**

Status: Proposed Admissions Arrangements 2024/25

Proposed Primary Admission Arrangements

Wiltshire Council Proposed Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools for the 2024/25 Academic Year

1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools. Foundation (F), Voluntary Aided schools (VA) and Academies (A) are their own admissions authorities, and the governing bodies are responsible for determining their own procedures and policies.

Proposed arrangements for the co-ordination of primary admissions are drafted with the proposed co-ordinated admissions scheme 2024/25.

The application round for entry into Reception and Junior Year 3 2024, opens on 1 September 2023. The deadline date for applications to be received is midnight on 15 January 2024. The home address given for the child must be the address where the child is resident as of the deadline date.

a. Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where he or she is ordinarily resident with his or her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area, but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question.

In the case of children from the boating community (Boaters) proof of mooring will be required. Those without a permanent mooring, must provide details/proof of their sorting office, post office/poste restante address and this will be used for admissions criteria and allocation purposes.

b. Preferences

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

distance and has places available or it is a school to which free home to school transport would be provided.

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

c. **Children with an education, health and care plans**

All children whose education, health and care plan names a school must be admitted.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for who there is no reasonable alternative place available. In this circumstance, reasonable is defined as a school within the statutory safe walking distance from the applicant's home address of two miles for children aged under eight and three miles for children aged eight or over, or it is a school to which free home to school transport would be provided.

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

e. **Address**

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

For Yr R and Junior Yr 3 September 2024 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2024. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 8 February 2024.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be

taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

f. Shared Parental Responsibility

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree which school(s) to name as their preference(s) before submitting an application form. In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the application used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

g. Multiple Births

The LA will endeavour to place siblings born at the same time (eg. twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.16 of the School Admissions Code 2021, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th or the 60th child admitted.

h. Children of UK Service Personnel (UK Armed Forces)

Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received stating the future address or a formal notice to terminate the rental agreement. This should be received by the deadline / exceptional circumstances deadline.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address, then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

2. Starting School

There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, pre-schools, day nurseries, playgroups, or as part of a Children's Centre. Working parents of children aged three and four years of age will be able to access 30 hours for Free Entitlement, certain criteria will need to be met.

A school place will be made available for children from the September following their 4th birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors. Part-time provision has been determined as either five mornings or five afternoons a week.

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children(s) cases for induction should be discussed by the parents(s) with the school directly.

3. Joint admission arrangements with pre-schools

A small number of schools enter into a formal joint arrangement with a pre-school or nursery to provide education jointly to children before they reach statutory school age. Such an arrangement usually involves each child attending school for some sessions each week, however, attending the pre-school or nursery school does not give priority for admission to the partner school.

The date on which a child can be admitted to a joint arrangement must be no earlier than the start of the term following his or her 4th birthday but can be later than this.

Registration at any nursery or pre-school unit will not be considered as an application for a school place. Attending a nursery / pre-school does not guarantee any child a

place at a school. Applications can only be considered in line with the school's individual over-subscription criteria.

4. Early, deferred or delayed admission

a. Early admission

In order for any child to be considered for early entry, this would need to be fully supported by the preferred schools. In addition to this there must be clear evidence from the child's current pre-school or nursery confirming that the child is exceeding age related expectations and that it would be detrimental for the child to remain in the current setting until they reach statutory school age. Such cases are only agreed in exceptional circumstances. It would also be the case that the Local Authority's professional adviser would be involved with any decision making. Clear evidence must confirm that this is the child's best interest.

b. Deferred admission until later in the academic year

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The offer of a place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2023 but will not be considered until at least June 2023.

Any request to defer or attend part-time should be made to the school as soon as an offer is received.

c. **Delayed Admission**

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 1 September 2021:

Parents may seek a place for their child outside of their normal age group, for example, if a child has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January..

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority for each particular school, which in the case of voluntary controlled and community schools is the LA. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception year for any Wiltshire school, must first submit a formal application to the LA.

If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local authority they should also contact their preferred school directly to discuss the request.

In the case of voluntary controlled and community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development

- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and a place is not offered, the local authority will make an alternative offer. However, please note that delayed admission into reception year in the alternative school may not be possible.

If the parental request for delayed admission into reception year is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, after the offer of a school place had been made, the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in-year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

Right of Appeal for admission of children outside their normal age group

Parents who are refused a place at a school for which they have applied have the statutory right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception year, they have the right to complain against the decision through the Council's complaints

procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

5. Deadline – applications received by the deadline date of midnight 15 January 2024 will be considered as first round applications

The closing date for main round applications (i.e. applications for entry into Reception year and year 3 - 2024) is 15 January 2024.

All applications received after the deadline of 15 January 2024, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

6. Oversubscription criteria for Voluntary Controlled and Community Schools

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

a. Looked After Children/Previously Looked After Children

The definition of Looked After Children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Proof will be required and must be submitted by the deadline date.

b. Vulnerable Children

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.

For the purpose of the above criteria the word 'family' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. **Linked Infants School (this criterion applies to infant-to-junior YR2 applications only)**

Children who are pupils attending year 2 at the linked infant school as at the deadline date, irrespective of the status of the school, i.e. F, A, C or VC.

d. **Designated area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

e. **(For The Minster Primary School Warminster only) Out of area siblings**

Children who live outside of the schools designated area who already have a sibling on roll at the school before 1 September 2024. The definition of sibling is where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

This will not apply if the sibling is in YR6 and will not be on roll at the time of entry. Siblings not on roll by the 1 September will be classed as other siblings and considered under the criteria below.

e. **Other children from the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

f. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's school) at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

g. **Children of staff at the school**

A child is considered to fall under this criterion

- i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter or email from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

i. **Other Children**

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the listed categories, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

Tie Break

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school but cannot all be admitted, then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

7. Waiting lists for all year groups

Waiting lists for VC & C Schools will be maintained for all year groups. Parents must request that their child is added to the waiting list, children will not automatically be added to them. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the waiting list will be determined by applying the published oversubscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on the last day of the summer term in July 2024.

Parents may submit a fresh application for the next academic year group which will be submitted 8 weeks in advance of the required date.

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

If a child is offered a place from the waiting list for any VC or C school, then the place must be accepted or declined within 10 working days of the date of offer. The child must start at the school within date specified in the letter.

Notes:

- Names will only be removed from a waiting list, if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any VA, F school or the Academy concerned to obtain information on of a waiting list and or maintenance of a waiting list.

- Except for service families, children will not be considered to be living within the designated area for a school until the LA receives an exchange of contracts or a signed tenancy agreement of a minimum of six months.
- Except for service families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

8. Applications for Reception and YR 3 Junior 2024 Intake – applications received after 15 January 2024

Applications received between the 16 January 2024 and 26 April 2024 will be treated as second round applications.

Applications received after the 26 April 2024 will be treated as third round applications.

9. Appeals Procedure – Main Round Applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

First round appeals

For applications received from 1 September 2023 – 15 January 2024 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 14 May 2024.

Second round appeals

For applications received from 16 January 2024 – 26 April 2024 and for offers made on 24 May 2024, appeals will be heard as soon as possible.

Third round appeals

For applications received after the 26 April 2024 and for offers made after 28 June 2024, appeals will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year and have a right of appeal if unsuccessful.

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

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.

Please note appeals are only heard in term time.

10. In Year Transfer Applications for year groups other than Reception and YR 3 Junior 2024 Intake

Applications received after the 24 July 2024 for the year of entry and any applications received for other year groups are classed as in-year transfer applications.

All applications will be considered together with any applications that have already been refused.

Applications for transfer for VC and C schools will be considered no more than eight weeks in advance of the required admissions date.

Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within three school days of receipt. The school is then required to advise the LA if a place can be offered within two school days of receipt.

Applications for transfer at a future date

Applications for transfer for VC and C schools as well as any Voluntary Aided, Foundation school or Academy that has opted in to the In Year Co-ordination Scheme (these are schools which are available for selection on the Parent Portal) can be submitted eight weeks in advance of the required admissions date.

Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the school's own admissions policy.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one application for a particular school is received on the same date, places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school, then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days, the LA will then write to the parents informing them that the place has been withdrawn.

11. Appeals Procedure – In-Year Transfer Applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Admissions Authority as to the school which education is to be provided for their child.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should visit www.wiltshire.gov.uk or contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year and have a right of appeal if unsuccessful.

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

Please note appeals are only heard in term time.

12. Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the Local Authority's Council Tax system, the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes;

A formal exchange of contracts or a signed solicitor's letter or email stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement of a minimum of six months.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the application form. If parents are not living there, the application will be investigated and the allocated place may be withdrawn.

13. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol.

Further information on the In Year Fair Access Protocol including further can be viewed at www.wiltshire.gov.uk

Published Admission Numbers (PANs)

The Local Authority is consulting on publishing a PAN lower than the net capacity of the school, for the following schools.

School Name	Agreed 2023 PAN
Newtown Community Primary School	30
Oaksey CE Primary School	13
Sherston Primary School	20
Westbury Leigh Primary School	45
St Barnabus C of E Primary School	15
Minety Primary School	20
Staverton CEVC Primary School	30

Published Admission Numbers (PANs) for VC & C Schools

School	LA agreed
Ashton Keynes CE Primary School	30
Bellefield Primary & Nursery School, Trowbridge	45
Bitham Brook Primary School	60
Box CE Primary School	25
Bratton Primary School	30
Brinkworth Earl Danby's CE Primary School	30
Broad Hinton CE Primary School	17
Broad Town CE Primary School	12
Charter Primary School	45
Christ Church CE Controlled Primary School	60
Churchfields, The Village School	25
Colerne CE Primary School	38
Collingbourne CE Primary School	17
Crudwell CE Primary School	18

Dinton CEVC Primary School	17
Durrington All Saints Infant School	60
Durrington CE Cont. Junior School	58
Five Lanes Primary	12
Fynamore Primary School	60
Gomeldon Primary School	21
Grove Primary School	60
Harnham CE Cont. Junior School, Salisbury	90
Harnham Infants School	90
Hilmarton Primary School	16
Hilperton CEVC Primary School	25
Holbrook Primary School	45
Holt VC Primary School	29
Horningsham Primary School	12
Hullavington CE School	21
Kings Lodge School	60
Kington St. Michael CE Primary School	21
Kiwi School	60
Lacock CE Primary School	12
Langley Fitzurse CE Primary School	16
Lea & Garsdon CE Primary School	30
Longford CE (VC) Primary School	12
Luckington Community School	8
Manor Fields Primary School	30
Marlborough St. Mary's CEVC Primary School	60
Mere School	45
Minety CE Primary School	20
Monkton Park Primary School	38
Neston Primary School	30
Newton Tony CEVC Primary School	12
Newtown Community Primary School	30
Noremarsh Junior School	60
North Bradley CE Primary School	30
Nursted Community Primary School	30
Oaksey CE Primary School	13
Preshute CE Primary School	30
Priestley Primary School	45
Princecroft Primary School	30
Ramsbury Primary School	30
Redland Primary School	45
Shalbourne CE Primary School	8
Sherston CE Primary School	20
Southwick CE Primary School	30

St. Barnabas CE School, Market Lavington	15
St. John's CE Primary School, Tisbury	20
St. Mary's CE Primary School, Purton	60
St. Nicholas CEVC Primary School, Bromham	12
St. Paul's Primary School, Chippenham	41
St. Sampson's CE Primary School	60
Stanton St. Quintin Primary School	17
Staverton CEVC Primary School	30
Stratford sub Castle CEVC Primary School	21
Sutton Veny CEVC School	27
The Minster CE Primary School	30
Urchfont CE Primary School	16
Walwayne Court School	42
Warminster Sambourne CEVC Primary School	21
Westbury CE Junior School	90
Westbury Infants School	90
Westbury Leigh CE Primary School	45
Winterbourne Earls CE Primary School	30
Woodlands Primary School	30
Wootton Bassett Infants School	60

Consultation for the change of designated area to The Minster Primary School.

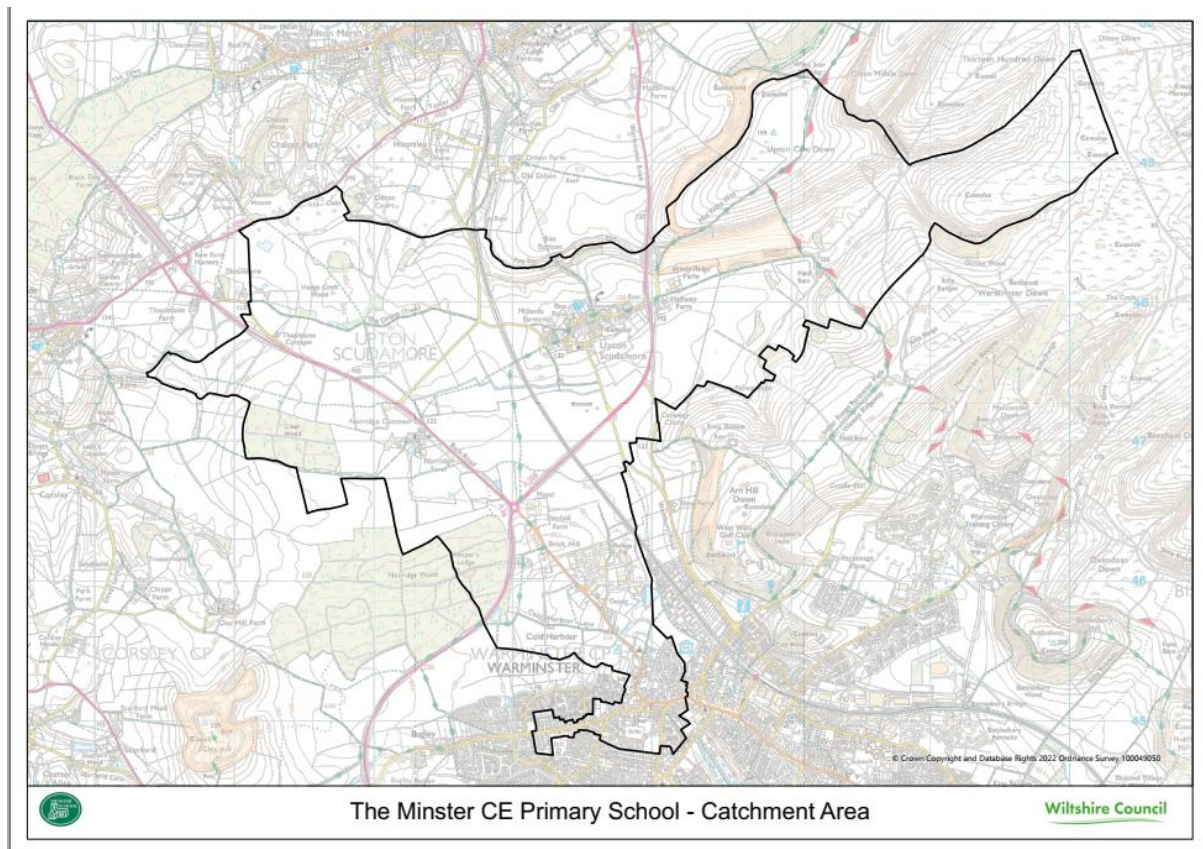
The designated area of The Minster Primary School will be changing from September 2024.

The change is required due to additional housing in the west side of Warminster. The area of new housing is currently within the designated area of Princecroft Primary School. From September 2024 the area of new housing as outlined in red, in the map below, will be added to The Minster's designated area and become a shared area with Princecroft.

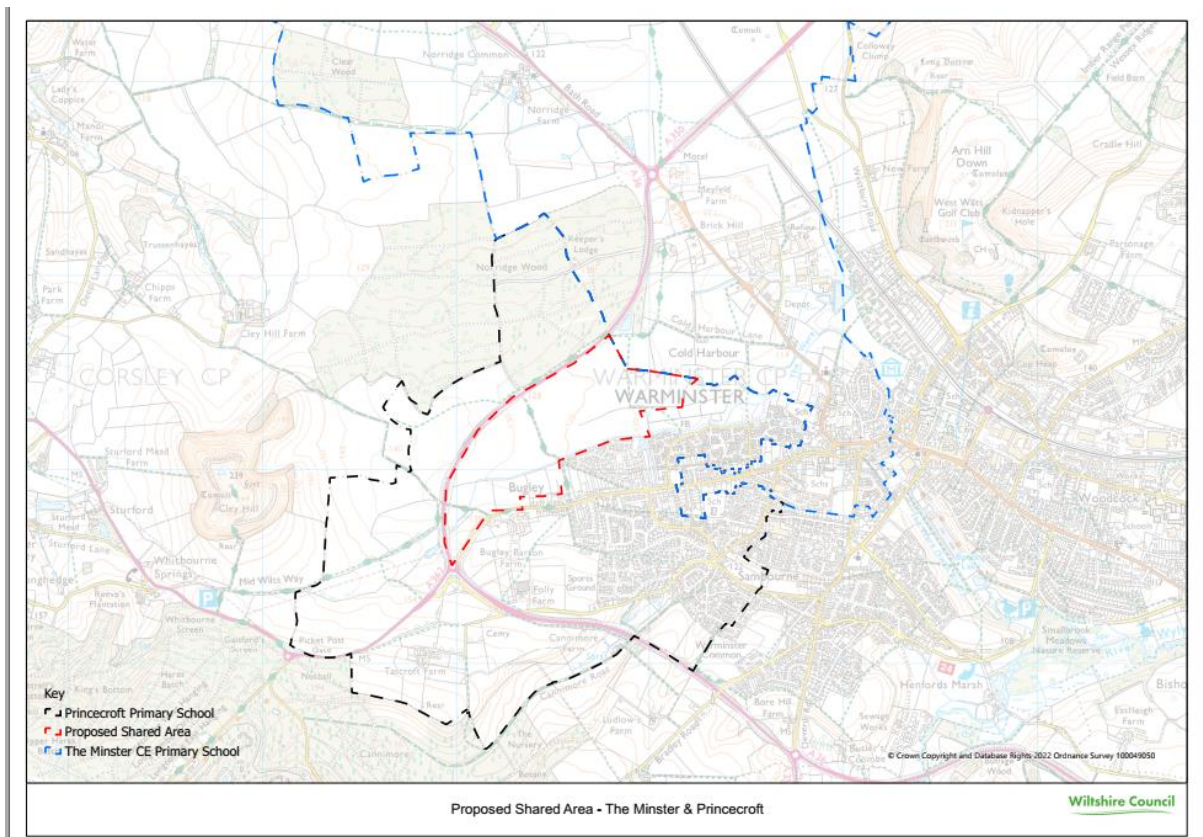
The over-subscription criteria for The Minster has also been amended to ensure that out of area siblings are not disadvantaged by this expansion of the designated area, providing they have an older sibling on roll before the 1 September 2024. It is still important to note however that the LA is not able to guarantee a place for any child at any school.

This arrangement for the shared area and the sibling criteria will cease once a new school opens on this housing development, or in July 2031 whichever is sooner.

Current designated area



New designated area from September 2024



This page is intentionally left blank

Wiltshire Council

Cabinet

31 January 2023

Subject: Extension of the Wiltshire Special Educational Needs and Inclusion (SEND&I) Strategy for a period of 12 months

Cabinet Member: Cllr Jane Davies – Cabinet Member for Adult Social care, SEND and Inclusion

Key Decision: Key

Executive Summary

Wiltshire Council has a Wiltshire Special Educational Needs and Inclusion (SEND&I) strategy which was co-produced with Wiltshire young people and their families and published in 2020. The Strategy details the areas of priority in relation to SEND&I in Wiltshire and outlines the activities and developments needed to ensure progress in these priority areas.

The current strategy period is for three years, from 2020 until 2023 which means that a new strategy should be made available in the calendar year of 2023.

An extension is requested for the current SEND&I Strategy and a new timetable for renewal presented.

Proposal(s)

1. That an extension of a year is agreed for the current Wiltshire SEND&I strategy, due to the delay from COVID in adopting the current strategy document, the associated delay in undertaking some elements of identified activity and the developments associated with the Government Green Paper (published for consultation Summer 2022).
2. Co-production activity for the next Wiltshire SEND&I strategy to commence in Autumn 2023 with a finalised strategy available in Summer 2024 and shared with Health and Wellbeing Board for approval as soon after completion as possible.

Reason for Proposal(s)

The process of writing a SEND&I strategy has a requirement for all elements to be co-produced with key stakeholders including partners in health and social care and local community representatives. A key tenet of a SEND strategy is also co-production from the very earliest stage with families and children and young people.

The COVID pandemic resulted in a delay to the SEND&I Strategy being presented to the Health and Wellbeing Board for approval. It was shared and discussed with this group on 24th September 2020. The pandemic did not result in a delay in all priority areas of the strategy but there are activities which have had to be amended to take account of challenges relevant to the pandemic.

A Green Paper 'Right Support, Right Place, Right Time' was published for consultation in the summer of 2022 which detailed proposed changes to local area arrangements for SEND, including the formation of a local area board. Consultation on this paper has now closed and we await further detail on the shape of these proposals in the future. This means that there are some key areas about which at the current time we remain unclear.

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

31 January 2023

Subject: Extension of the Wiltshire Special Educational Needs and Inclusion (SEND&I) Strategy for a period of 12 months

Cabinet Member: Cllr Jane Davies – Cabinet Member for Adult Social care, SEND and Inclusion

Key Decision: Key

Purpose of Report

1. The purpose of this report is to highlight the challenges associated with renewal of the Wiltshire SEND&I Strategy within the previously agreed timeframe. The current strategy is for a three year period, running from 2020 to 2023.

The report seeks an extension for the current strategy of one year, with a renewed strategy to be produced by Summer 2024.

Relevance to the Council's Business Plan

2. This proposal is relevant to the following guiding themes outlined in the business plan: we live well together; we get the best start in life; we have the right skills to prosper.

Background

3. This proposal is being brought to cabinet for consideration as a key decision on the basis of point 4.2.7 in the key decision guidance, noting the strategic sensitivity of SEND.

Wiltshire Council is required to have a published strategy in relation to SEND. Wiltshire has a SEND&I strategy which was produced in early 2020 following a period of engagement and coproduction with a wide range of stakeholders, including young people with SEND and their families during 2019. The process of coproduction is, by its nature, time intensive and requires ongoing engagement with stakeholders to ensure that the final document reflects effectively what has been shared.

The pandemic did not result in a delay in all priority areas of the strategy but there are activities which have had to be amended to take account of challenges relevant to the pandemic, in response to the post pandemic landscape within schools and settings. The Wiltshire SEND&I strategy was shared and approved by the Health and Wellbeing Board in September 2020, so has been in place for a little over two years.

The Government green paper 'Right Support, Right Place, Right Time' made a number of proposals to strengthen SEND practice and support for young people and families. Some of these proposals relate to developments which would necessitate work across the local area, including the development of a local area board. These changes would need to be incorporated into the next SEND strategy document.

Main Considerations for the Council

4. The Council is required to have a strategy document which details the key areas of development and activity in the area of SEND and Inclusion which have been identified. This should be co-produced with stakeholders.
5. During the extension year, the local area will continue its unwavering work to create an environment where:

“All children and young people with SEND and their families will have a voice that is heard. They will know how to access, and be able to access the joined-up support they need to thrive in their communities, to enjoy life and reach their full potential”

6. Over the next year, additional school places will be provided through the opening of SAIL School in Salisbury, Silverwood School in Rowde and the development of resource bases in selected secondary schools across the county. There will be enhanced engagement with children and young people through the SEND Pioneer Programme which ensures grassroots involvement in developing, designing, implementing, and evaluating what works for them. It will give children and young people with SEND a strong voice, influencing health and social care services that will have a direct impact on their lives as well as helping shape their communities into positive and inclusive spaces. The Ordinarily Available Provision for all learners (OPAL) will be adopted by all schools to develop a consistent approach across education settings for those with additional learning needs.
7. The proposal does not require formal consultation.

Overview and Scrutiny Engagement

6. The proposal is not subject to overview and scrutiny.

Safeguarding Implications

8. There are no identified safeguarding implications.

Public Health Implications

9. There are no identified public health implications.

Procurement Implications

10. There are no identified procurement implications.

Equalities Impact of the Proposal

11. An Equality Impact Assessment has not been undertaken in relation to this proposal.

Environmental and Climate Change Considerations

12. There are no environmental or climate change considerations identified for this proposal.

Workforce Implications

13. There are no workforce implications associated with this proposal.

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

14. If a decision is not taken to delay the next iteration of the strategy the resultant document is unlikely to be produced with sufficient reference to the developments from the Green Paper. Subsequent developments from the process of the Green Paper becoming legislative will also not be captured in a strategy which is produced at this point. The reduced timeframe for activity undertaken as part of the current strategy, detailed above, will mean that some areas of activity and focus may be 'carried forward' to the next strategy rather than being completed as part of the current one.

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

15. The Council could receive criticism from Ofsted, families and the SEND community, for not having an up to date SEND&I strategy in place given the current strategy is expected to run from 2020 to 2023. If the proposal is accepted, clear information about the extension period and plans for work from mid to late 2023 will need to be made available and shared through communication channels which are accessed by stake holders, for example the Local Offer website and through regular communications with schools and settings.

Financial Implications

16. The financial implications are linked to the risk that the Green Paper developments are not taken into account and the Council is left in a position where it is not in an aligned position and as such this could bring financial risk

Legal Implications

17. There are no legal implications identified.

Options Considered

18. The options considered are to continue as originally envisaged; to have an updated SEND&I strategy available for September 2023. This has been rejected as a strategy developed over the forthcoming 9 months would require some existing elements to be 'carried across'. It would also not reflect the proposals contained within the recent SEND and AP Green Paper effectively.

Conclusions

19. To enable a co-produced SEND&I strategy to be delivered which effectively details the areas for development and delivery in this area an extension period is needed for the existing SEND&I strategy.

Lead Director; Helean Hughes

Report Author, Cate Mullen, Head of Inclusion and SEND

Cate.mullen@wiltshire.gov.uk

Date of report November 2022

Wiltshire Council

Cabinet

31 January 2023

Subject: Children's Residential Placements Block Contract

Cabinet Member: Councillor Laura Mayes, Deputy Leader and Cabinet Member for Children's Services, Education and Skills

Key Decision: Key

Executive Summary

Although children's residential care provision exists within Wiltshire, only 24% of the looked after children under the care of Wiltshire Council are placed in the county, whilst 76% are placed in neighbouring counties or further afield. The aim is to have more children living closer to their home and communities where it is appropriate to do so to enable them to continue with their education and maintain positive relationships. However, sometimes this is not in their best interest, and a placement further away will be required.

Costs for residential care are significant, with a total spend in 2019/20 of £6.3million for 43 children and young people, and in 2021 / 22 of £7.4million for 37 children and young people who required residential care during the year.

The pandemic has had a significant impact on both the marketplace sufficiency and complexity of need, leading to increased volumes of children in care overall. Where fostering placements has been unavailable, residential provision has been necessary on some occasions. The forecasts on external residential care for the current financial year is 36 children & young people at a cost of £8.2m.

Young people in residential care require a more comprehensive package of care and support which is significantly more expensive than fostering or other alternatives. Though these higher costs are justified due to the higher level of need, the current spend on residential care, and the distance children are currently living away from their homes and communities is unsustainable in the long-term.

To achieve a real and sustained increase in local capacity it was agreed by the Cabinet in September 2021, that further residential children's homes could be purchased by the Council which will be leased to an external residential care provider. Capital funding was agreed for the purchase of two additional properties, up to a total value of £1.5m.

The Asset Gateway & Capital Programme Board agreed in October 2022 to lease the buildings at a peppercorn rent to the provider as part of the terms of a full repair lease. This would help to reduce the revenue cost of placements.

Aspire House will be provided as an additional property within the contract following an appraisal of the options for the use of the building in August 2022.

Aspire house was operated as a children's home by Wiltshire Council but is in the process of being de-registered with Ofsted.

During this time 3 capital bids have been submitted to the Department for Education (DfE) to gain funding towards this work. Although the initial bid in April was unsuccessful, in November the Council was successful in the 2 latest bids and will receive £0.930m towards the purchase and refurbishment of the 2 new homes. This has allowed £0.4m to be released from the original capital budget approved.

Proposal(s)

This report recommends Cabinet agree the following proposals:

1. To award a 10-year block contract to an external residential care provider, to provide 12 places in Wiltshire for Wiltshire children and young people. This will include an annual review of the contract.
2. That officers continue to undertake to prepare and complete the tender programme, award, and implement a new block contract for children's residential care by 30 April 2023.
3. To delegate authority to approve and award a new contract and future extensions and variations and all associated documents to the Corporate Director of People in consultation with the Deputy Leader and Cabinet Member for Children's Services, Education and Skills.

Reason for Proposal(s)

- To ensure children are able to live closer to their home, family, community, and social networks where it is safe and appropriate to do so.
- To ensure cost effective placements for children and young people within buildings owned by Wiltshire Council by leasing them to a provider at a peppercorn rent through a new block contract for 12 residential children's home beds.

Terence Herbert
Chief Executive

31 January 2023

Subject: Children's Residential Placements Block Contract

Cabinet Member: Councillor Laura Mayes, Deputy Leader and Cabinet Member for Children's Services, Education and Skills

Key Decision: Key

Purpose of Report

1. This report outlines the proposal to commission 12 residential children's home places in Wiltshire, to ensure children are able to remain closer to their home and community where appropriate. This approach will secure long term accommodation for children and young people in Wiltshire through a 10-year contract with an external provider. The contract will be reviewed annually to ensure it is able to meet the current needs of children and young people, working in collaboration with the provider to make changes to the scope and / or number of places required.
2. Cabinet is asked to authorise the method outlined to complete a tender process that delivers sufficiency of home care for children and young people.
3. To delegate authority to approve and award a new contract and future extensions and variations and all associated documents to the Director Procurement & Commissioning in consultation with the Deputy Leader and Cabinet Member for Children's Services, Education and Skills.

Relevance to the Council's Business Plan

4. The proposal is relevant to the following priorities and objectives laid down the Council's Business Plan¹:
5. To support the working themes in the council's business plan 2022 to 2032, commissioning priorities are to:
 - a) **Priority 1** - ensure services are in the right place at the right time
 - b) **Priority 2** - ensure right people receive services in the right place i.e., increasing services delivered in the community and in people's homes
 - c) **Priority 3** - ensure right service, right price

Background

6. Wiltshire Council has a statutory duty to provide suitable and safe accommodation for the children and young people within our care. Where possible, we endeavour to place these children and young people into family-based care, through adoption or foster placements, but there are times when this is not appropriate for the young person. In these instances, residential care homes provide an environment for these young people where their needs can be met.

¹ [Business plan - Wiltshire Council](#)

7. in June 2022 there were 38 children and young people in residential care, with the vast majority (nearly 90%) over the age of 12 years old. This has shown a larger than expected increase from 2020 when there were only 30 children and young people in residential care, when we were forecasting a rise to between 33 and 35 in 2022.
8. There is a fairly even mix of males and females in residential care over the age of 14, but overall, 58% are male, and 42% are female, as more children and young people under the age of 14 are male.
9. Although residential care provision exists within Wiltshire, only 17% of the looked after children under the care of Wiltshire Council are placed in the county, whilst 83% are placed in neighbouring counties or further afield.
10. Reasons for this are related to the ability of the local provision to meet the needs of the Wiltshire children and young people who require a care placement, and also the availability of places across the county. Where children are already in placements, consideration must be given to the needs of all children and young people, and matching the needs of any children is critical to successful outcomes for all of them.
11. The aim is to place children and young people close to their home and communities to enable them to continue with their education and maintain positive relationships in their communities. However, sometimes this is not in their best interest, and a placement further away will be required.
12. Demand for residential care is increasing along with more complex needs of children and young people. We are expecting to require additional residential children's home capacity over the coming years, although actual numbers will depend on the capacity in the wider fostering, supported accommodation, and residential markets. However, it is likely to rise by a further 2 placements over the next year to reach a total of 40 in 2023.
13. In September 2021, Cabinet agreed a capital investment of £1.5million to purchase 2 children's homes which will be offered as part of this contract, to accommodate between 6 to 8 children. Work is underway to identify suitable properties, ideally in the areas of Trowbridge, Salisbury or Chippenham, and there is a working group from across the council supporting the project.
14. In October 2022, the Asset Gateway & Capital Programme Board agreed to lease these buildings to the successful provider at a peppercorn rent in order to reduce the ongoing revenue costs of residential provision. This would reduce the rental or capital costs of the provider, with the expectation that these cost savings would be passed on to the Council.
15. A decision has since been taken to also offer the successful provider an additional property (Aspire House, which was operated as a children's home by the Council until recently). This will also be offered at a peppercorn rent as above.
16. By offering these 3 properties to be children's homes through the successful provider, the Council will be able to guarantee long term sufficiency and stability to more Wiltshire looked after children.

17. To reduce the capital investment from the Council, 2 bids were submitted to the DfE for capital funding to support the project. In November 2022, the Council received confirmation that the bids were successful and will receive £930,064 towards the cost of the properties.

Main Considerations for the Council

18. To ensure that the contract will meet the needs of children and young people, significant engagement and consultation has taken place across the Council, other local authorities, providers, and with children and young people. This has focussed on the opportunities to keep children and young people closer to their homes and communities and ensure that the Council will be able to deliver a suitable and safe, and good value provision through the contract.

19. Consultation with young people has been facilitated by the Youth Voice team and has confirmed that there is support for the approach, and advice was received regarding the type of accommodation that young people would like to see as part of the contract.

20. There has been significant market engagement with providers of residential care, and their views and ideas have been considered as part of the contract and incorporated where it is appropriate to do so. There has also been considerable interest and support for the project, and the approach from the provider market.

Highlights of the contract

21. The Council will commission 12 beds across the county, which will be mobilised and made available over an agreed period, based on demand. This capacity will be provided through the 3 homes leased to the provider, as well as additional capacity from other homes operated by the provider (either new or existing).

22. It is intended that the residential provision will be able to meet the needs of the vast majority of children who require residential care within the block contract price. It is expected that the provider will be able to meet the needs of some children with more complex needs by putting in place additional resource as agreed with the commissioner.

23. This additional support will be agreed in advance of any placement, and invoiced separately, and will be considered for all children as appropriate to try and avoid placing children outside of Wiltshire. This arrangement will be treated as an exception and will only be for a very limited number of children.

24. The provider will not be limited to placing Wiltshire children in the same children's home and will be able to place children from other local authorities with Wiltshire children as necessary, ensuring a stable and suitable mix of children are located in each of their homes. The matching of children will be the responsibility of the Provider, with agreement of Wiltshire council if there are Wiltshire children in the home.

25. Evidence informs us that the needs of children change over time and will vary across our looked after children population. Therefore, the Provider is expected to be agile enough to be able to meet any demand as the needs of children change.

26. The provider will also be expected to charge the block contract price for any additional beds that may be commissioned by the Council either inside or outside Wiltshire (if the provider has other homes), as long as the child's needs meet the description within the contract. This will enable the Council to ensure best value is achieved, and also enhance the relationship with the successful provider to benefit children and young people.
27. It is expected that the tendered price for the contract will be below the current rate available through the regional residential homes framework, but a figure has not been agreed. The Council will reserve the right to review any prices submitted and will only award if there is a reduction in the average cost of residential care.
28. There will be quarterly contract monitoring meetings with the provider, which can be increased or decreased, as necessary. The contract is expected to develop a close partnership between the Council and the successful provider, and there may also be some additional benefits to the children and The Council as a result of this closer working.
29. There will be an annual contract review with providers, to agree whether a variation needs to be put in place to respond to changing demand, or the changing needs of children. This will be throughout the lifetime of the contract to provide greater flexibility.
30. As there will be an annual review to ensure that current needs are being met, the contract term is intended to be 10 years. This will be more attractive to the provider, and promote more competition and investment, and will help to form the foundation for a long-term positive relationship, which will benefit children and young people, and better value for money for the Council.
31. The successful provider will be expected to maintain Ofsted ratings of Good or Outstanding throughout the lifetime of the contract, for any homes that are occupied by Wiltshire children. If this standard was not met, there would be the ability to move children if appropriate to alternative provision, and there will be clauses within the contract to ensure that the Council was not financially disadvantaged through this process.
32. Any good children's home will have an element of therapeutic input for the staff, to enable them to support children well, and deliver the positive outcomes we expect. The Provider will make positive links with local health teams and ensure that the appropriate interventions are delivered to children and young people, as necessary.
33. If demand reduced across the lifetime of the contract, Wiltshire Council would have the ability to sell any vacant beds to other local authorities. It would need to be agreed what the cost of these would be, and whether the Council would limit the time for any of these placements could be used.
34. The contract is asking Providers to deliver social value to the children, families, and communities across Wiltshire through this contract. This will form part of the evaluation process through the tender application and will also be monitored throughout the lifetime of the contract to ensure the Provider is able to put something back into the community.

35. The successful Provider will also be an integral part of the Staying Close pilot scheme that the Council is leading. This is a scheme to provide an enhanced support package for young people leaving residential children's homes, and the Council were successful in securing a grant from the DfE to implement the pilot. This is designed to offer support to young people in the way the 'Staying Put' scheme does for children in foster care.

Overview and Scrutiny Engagement

36. A briefing has been held with the Chair and Vice-Chair of the Children's Select Committee to discuss this paper and proposals.

Safeguarding Implications

37. All the children being supported through this contract will be under the care of the local authority, and as such there are very comprehensive safeguarding measures in place.

38. There are also significant regulations in place to ensure that any children's residential care provider is able to support children and young people and keep them safe. This is regulated by Ofsted, and homes receive at least an annual inspection from Ofsted to ensure children remain safe as part of their inspection.

39. Contracts also ensure that any issues relating to child protection are identified and appropriate referral made to children's services. The new service specification and contract will continue to include these robust measures.

40. In addition to the above measures, social workers visit children at least every 6 weeks, there are independent regulation 44 inspections of children's homes monthly, and Independent Reviewing Officers also see children regularly.

41. As a result of more children living in Wiltshire through this contract, safeguarding concerns will be easier and faster to identify, monitor and resolve.

Public Health Implications

42. The Children's Residential Block Contract will benefit the overall health and wellbeing outcomes of children and young people in Wiltshire in terms of service continuity and reducing the risk that their health and care outcomes could be compromised if the service was not in place.

43. The new contract will also enable more children and young people to remain closer to home and their communities, continuing to access their current education, health and support networks for any specific needs or advice.

Procurement Implications

44. A compliant procurement process will be followed in line with Public Contract Regulations 2015.

45. The procurement process will be designed and run, in conjunction with the Commercial and Procurement team.

46. Consideration to social value implications will be informed through our socially responsible procurement policy and will be taken into consideration when developing the specification for the service. Providers are expected to deliver high levels of social value through this contract.

Equalities Impact of the Proposal

47. The equalities impact of the proposed decision is low against all criteria on the Equalities Risk Criteria Table and, therefore, a full Equalities Impact Assessment is not required

Environmental and Climate Change Considerations

48. It is anticipated that the energy consumption and associated emissions will not alter from their current levels as a result of this proposal. If anything, there will be a reduction in emissions as social workers and other professionals will not have to travel as far to see children and young people, and any travel will be inside the county of Wiltshire.

Workforce Implications

49. These proposals relate to a service that will be delivered through external suppliers, so, there is little-to-no direct impact on council employed staff.

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

50. If the contract is not put in place, more children will continue to be placed outside the county of Wiltshire, and further from their families and communities.

51. There is also a risk that the average weekly, and overall cost of residential provision will rise more significantly, as placements will be sourced through more expensive framework contracts, or on a spot purchase basis.

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

52. There is a risk that a suitable provider is not identified through the tender process to operate the contract, in which case the Council will review the contract proposals, arrange further market engagement, and offer a new contract to the market in a timely way.

53. Another risk is related to the speed of mobilisation of the 12 places, which will be managed through engagement with the commissioning team and the provider. The benefit of supplying property to the successful provider means that they will be able to mobilise much faster as they will not need to purchase property initially.

54. If the number of children who require a place reduces the Council will be left with void placements. The annual contract review will ensure that the number of commissioned places remain appropriate to the demand, and regular contract management and communication with the provider and with operational teams will reduce this risk.

Financial Implications

55. Costs for residential care are significant with a total expenditure and average cost per young person per week increasing over time.

Financial Year		External Residential Expenditure £M	Number of Young People	Average Unit Cost per Young Person per week £
2019-20	Total	6.3	43	2,818
2021-22	Total	7.4	37	3,846
56. 2022-23	Forecast	8.2	36	4,380

57. As detailed earlier in point 12, demand is growing for residential care at the moment due to the increasing complexity of children and young people’s needs, and the current demand for places in the care market. The expected demand is for an additional 2 places next year, and future demand will be linked to the wider market, although we are not expecting a significant increase in demand at this stage.

58. Average residential placement costs as of September 2022 were as follows:
 In county £4,436 per week
 Out of county £4,854 per week

In addition to the increased placement costs, social care professionals supporting young people outside county borders are required to visit them regularly, and as such, higher numbers of young people in county will mean social worker time can be re-directed to supporting young people, and reduce the cost of travel.

59. It is expected that the average cost of residential placements will reduce as the result of this block contract due to two factors:
 i. The successful Provider will be guaranteed placements through the block contract and will not need to build any allowance for voids in their price
 ii. By leasing the buildings at peppercorn rent to the provider it will reduce their cost for buying or leasing property, which we expect to be passed on through lower placement costs.

60. Although there will be a significant financial commitment through the block contract, it is expected that these costs will be lower than purchasing through alternative framework contracts or spot purchase arrangements as is the case now.

61. As part of the contract, there will be a price review mechanism which will be reviewed annually, with an expectation that the Provider will be able to request an increase in fees based on the following formula:
 i. The EARN03 Index (Average weekly earnings by industry) and CPIH (Consumer Prices Index Including Owner Occupiers' Housing Costs), both based on the January index, will be used to calculate the annual price review mechanism:
 ii. The overall figure shall be calculated on the basis of EARN03 contributing 80% of the overall uplift request, and CPIH 20% of the uplift request.

- 62. In conjunction with the ability to request a fee increase, there is also the expectation that providers will be delivering social value in the community to benefit the children and families of Wiltshire as detailed in point 34. The amount of social value delivered each year will also form part of the decision-making process when considering any request for a fee increase, as this an expectation on the Provider, and does have a financial impact.
- 63. There is a risk with a block contract of paying for “voids” however, the number of young people out of county exceed the block contract proposal and tendering and contract arrangements will ensure the council’s financial interests are protected.

Legal Implications

64. Legal advice has been sought and will continue to be sought on this project.

Any procurement exercise should be conducted in accordance with the requirements set out in Part 9 (Financial Regulations) and, Part 10 of the Council’s Constitution, the SPH Manual and the Public Contract Regulations (2015). Legal Services will need to be engaged throughout this process, with the relevant legal and procurement advice sought.

Appropriate contract documents support the compliant and effective delivery of services and support the Council in ensuring its statutory duties are upheld. Legal Services are supporting the project and ensuring the contractual documentation required is robust and fit for purpose.

Non-compliance with the Constitution, the Public Contract Regulations and the general principles of contract law could result in a legal challenge. However, this risk is minimised through a robust procurement process and involvement of the Council’s Strategic Procurement Hub. .

This structure has been used previously by the Council. The proposed arrangements will ensure the Council meets its duties as described more fully above.

Options Considered

65. Five options have been evaluated to establish which would be the preferred option as shown in table 1 below, along with the options of ‘do nothing’ and ‘stop providing residential care’, both of which were discounted immediately:

Table 1 – Range of Options

Option No	Option	Rank
1	In-house the service on our own	2
2	In-house the service jointly with another Local Authority	5
3	Ask another Local Authority to run the service	3
4	Commission a provider from the external market to operate the homes	1
5	Arms-length company to run	4

66. Each option was evaluated based on the range of criteria below.

Table 2 - Criteria for options appraisal

No.	Element
1	Providing additional capacity in Wiltshire
2	Delivering positive outcomes for children and young people
3	Ease of project delivery/implementation
4	Speed of project delivery/implementation
5	Ofsted / Reputational risk to the Local Authority
6	Residential care home expertise and experience
7	Influence over placement matching
8	Social Value
9	Value for Money (Including all placement, project, revenue, and other costs)

67. Evaluation was carried out by the following people and reviewed at the Children's Performance and Operation Board:

- Head of Children in Care and Young People
- Head of Finance – Children and Education
- Service Manager - Children in Care and Placement Services
- Head of Commissioning – Families and Children

68. Two evaluations have been completed to ensure a balanced view of the options, with different values in elements 2 and 9 above in table 2 (Positive outcomes for children and Value for money). The first table shows a higher weighting for value for money, and the second table shows a higher weighting for positive outcomes for children.

69. The outcome of both evaluations was the same as you can see from table 1 above, which scored option 4 with the highest marks, regardless of whether positive outcomes for children and young people, or value for money was a more important factor. The preferred option scored at least 23% higher than the next highest score, regardless of the weightings above.

Conclusions

To meet the growing demand for residential care places, and ensure that children and young people

This report recommends Cabinet agree the following proposals:

1. To award a 10-year block contract to an external residential care provider, to provide 12 places in Wiltshire for Wiltshire children and young people. This will include an annual review of the contract.
2. That officers continue to undertake to prepare and complete the tender programme, award, and implement a new block contract for children's residential care by 30 April 2023.
3. To delegate authority to approve and award a new contract and future extensions and variations and all associated documents to the Corporate

Director of People in consultation with the Deputy Leader and Cabinet Member
for Children's Services, Education and Skills.

Lead Director

Report Author: Gary Binstead, Head of Commissioning – Families and Children,

Email: gary.binstead@wiltshire.gov.uk

Telephone: 01225 718501

30th January 2023

Wiltshire Council

Cabinet

31 January 2023

Subject: Minor Amendments to the Council Adopted Allocation Policy

Cabinet Member: Councillor Phil Alford – Cabinet member for Housing, Strategic Assets and Asset Transfer

Key Decision: Key

Executive Summary

For Cabinet to consider the recommendation to make minor amendments to the allocation policy as detailed in this report ahead of a full allocation policy review to take place in 2023.

Proposals

To make the following amendments to the allocation policy.

Care Experienced Young People

For all Wiltshire care experienced young people , who are either relevant children or former relevant children to whom the Council owes duties under the Children Act 1989 (as amended), up to the age of 25:

- to be awarded Priority Band 1 status when it is confirmed that they are ready to move on into independent accommodation. In each case, a joint assessment of the care experienced young persons ability to live independently under their Pathway Plan will have been performed by Children's Services and Housing, with an independent living assessment agreed with the care experienced young person for prospective landlords. Where the care experienced young person has a tenancy with the council or a private registered provider, and their housing circumstances mean that they have a housing need under this policy, a further housing application will be treated in the same way as the application of another transfer applicant; and
- to be provided with an automatic local connection to Wiltshire as the Council are their corporate parents and the care experienced young person should always have a connection to Wiltshire. This would be an extension of the exclusion group contained within the existing allocation policy.

Under Occupation

- For any applicant who is a current social housing tenant within the Wiltshire Council area who is under- occupying by one or more bedrooms to be awarded Band 1 status to make homes more affordable, to help free up larger homes and make best use of our social housing stock.

Homeless Relief Duty

- To enable households owed the homeless relief duties to be placed in the exclusion group.

Removal of suspension following a verbal offer of accommodation

- To substitute the wording within paragraphs 4.12 of the policy to confirm that suspension from the housing register will only occur when a formal offer of accommodation has been made via email or letter and not a verbal offer.

Reason for Proposal(s)

To:

1. improve our corporate parent offer to care experienced young people who are ready to live independently;
2. assist households with reducing households bills by allowing them to move to smaller properties which will better meet their housing need;
3. ensure that households who are owed the relief duty under the homeless act to be considered in the exclusion group; and
4. ensure that the Council doesn't suspend applicants from the register who are only made verbal offers of accommodation to reduce the number of complaints and reviews

Terence Herbert
Chief Executive

Subject: Minor Amendments to the Council Adopted Allocation Policy

Cabinet Member: Councillor Phil Alford – Cabinet member for Housing, Strategic Assets and Asset Transfer

Key Decision: Key

Purpose of Report

1. For Cabinet to consider the recommendations contained within this report to make minor amendments to the allocation policy ahead of a full allocation policy review to take place in 2023.

Relevance to the Council's Business Plan

2. The recommendations contained within this report are relevant to the Council's priorities and objectives contained within the Business Plan for the following reasons:-
 - We have the right housing – Amending Band 1 for care experienced young people will help to prevent homelessness by providing additional priority to those who are ready to live independently and allowing those in larger homes to downsize will help customers to reduce the running costs of their homes and will enable the Council to make best use of its limited housing stock; and
 - We live well together - Recommending that Wiltshire care experienced young people under 25 be placed in Band 1 will help keep them safe and help to prevent homelessness.

Background

3. The recommendation in regards to care experienced young people originated from the Care Review 2022 which details recommendations including care experienced as a protected characteristic and giving priority access to services such as social housing. Following an initial visit with the DfE care leavers' Advisor, Mark Riddell, in October 2022, Children's Services embarked on a development plan to improve the offer as Corporate Parents to care experienced young people. As part of this plan it was recommended that additional priority should be awarded to all care experienced young people in our adopted allocation policy as well as consideration being given to providing all Wiltshire care experienced young people with a confirmed local connection to Wiltshire.
4. Due to the current cost of living crisis it has been suggested that the Council should consider giving greater priority to those who are in properties larger than what they need. This will help to free up much needed family accommodation and help to

reduce household bills for those who wish to downsize to more suitable accommodation.

5. The Council has also received a number of review applications from clients who have been suspended from the housing register following verbal offers of accommodation. It has been established that to make these decisions stronger there should be a requirement to ensure that all formal housing offers are made in writing and to ensure the client is advised very clearly of the implications of refusal. This will ensure that the Council's decisions are more robust and legally sound to defend a review.

Main Considerations for the Council

Care Experienced Young People

6. Under the Council's adopted allocation policy, the Council allocates priority Band 1 for all care experienced young people up to the age of 21 who are ready to move on. Local connection is looked at on an individual basis, but if a care experienced young person leaves Wiltshire for a period of time this could create a 'no connection to Wiltshire' situation based on the existing policy
7. The recommendations in this report suggest that the Council should award Band 1 status to all care experienced young people up to the age of 25 who are tenancy ready as the Council continues to be corporate parents until they are 25. It is also recommended that as the Council is the care experienced young person's corporate parents this in itself should provide an automatic local connection to Wiltshire.
8. In regards to demand and how this recommendation will impact on the housing register it has been confirmed that the Council assists an average of 59 care experienced young people each year into independent accommodation, however this may be slightly inflated as the Children In Care team were not able to distinguish within its data sets those care experienced young people who moved into University accommodation.
9. Both recommendations for care experienced young people contained within this report have been supported by the Corporate Leadership Team. The impact of implementing these recommendations will mean that the Council will have more care experienced young people in Band 1 being given the highest priority for the allocation of 1 bed accommodation.

Under Occupation in Social Housing

10. The Council has recognised that customers in properties who are under occupying are struggling to pay for household bills due to the property being too big for the client's needs. Under occupation is when a client has more bedrooms than required based on the Government's bedroom standard. It is also important to note that the Council is seeing a significant increase in demand for family accommodation so any way to free up much needed family accommodation at this time should be considered.
11. The Council is therefore recommending that tenants in social housing who are under occupying should be encouraged to downsize to help make best use of the Council's limited housing stock as well as helping clients to reduce the running costs of their homes

12. The Council is recommending that any applicant who is in social housing and under occupying by one bedroom or more should be allocated Band 1 to help facilitate an urgent move into more suitable accommodation. The Council currently has 39 families in Band 2 who are under occupying by two bedrooms or more and 164 in Band 3 who are under occupying by one bedroom. This will see an increase in Band 1 of approximately 203 families; however each allocation made will free up a larger family home for re-allocation through the Homes4wiltshire system

Homeless Relief Duty

13. The Homelessness Reduction Act 2017, was implemented in April 2018 and placed new duties on housing authorities to intervene earlier to prevent homelessness and to take reasonable steps to relieve homelessness for all eligible applicants. In response to this change the Council amended its banding to bring those who were owed a homeless relief duty into Band 2. Those with a full homeless duty remain in Band 1.

14. The Council is now recommending a further minor amendment to enable households owed the relief duties to be placed in the exclusion group in the same way it process applicants with a full homeless duty. This will help to improve the Council's ability to prevent homelessness and reduce the number of those who may require temporary accommodation.

15. The Council is therefore recommending a minor change to the first bullet point under section 4.13.3 of the allocation policy:-

- *A person who is homeless within the meaning of Part 7, Housing Act 1996 to whom Wiltshire Council has accepted a duty under Section 193 (2) or section 195 (2) of the Act, or accepted a relief duty under Section 189 B (1) and who has a local connection to Wiltshire as defined by Section 199.*

Removal to suspend following a verbal offer of accommodation

16. In the last few months the Council has received a number of requests for review from clients following verbal offers of accommodation which have been considered as suitable offers. If a client unreasonably refuses two offers of accommodation (one if in Band 1) they can be suspended from the housing register. Due to the offers being made verbally the Council does not have sufficient evidence to be able to support a suitability review and the Council is not able to evidence that the client has a clear understanding of the implications of refusing a suitable offer of accommodation.

17. The Council is therefore recommending that all future suitable offers of accommodation should be made in written form. The Council would need to substitute the wording within paragraphs 4.12 of the policy to confirm that suspension from the housing register will only occur when a formal offer has been made via email or letter and not a verbal offer.

18. The recommended revised wording is below:-

4.12 Excepting housing applicants in Band 1, any applicant who has unreasonably refused two suitable offers of homes following a formal written offer received by the applicant by email or letter from the council or a registered provider in a 12 month period will be suspended from the Housing Register for a period of 12 months from the date of the second suitable offer, unless the

applicant lacks capacity. It is the council's decision in the particular cases whether the offers of accommodation are suitable to meet the applicant's housing need. The decision in relation to suitability and the decision to suspend each carry a right of appeal.

4.12.1 An applicant in Band 1 will receive only one offer of suitable accommodation. Any applicant in Band 1 who has unreasonably refused one offer of a home which would have been suitable for their household following a formal written offer received by the applicant by email or letter from the council or a registered provider will be suspended from the Housing Register for a period of 12 months, unless the applicant lacks capacity. It is the council's decision in the particular case whether the offer of accommodation is suitable to meet the applicant's housing need. The decision in relation to suitability and the decision to suspend each carry a right of appeal.

4.12.2 Autobids are automated bids placed on vacant properties that meet the needs of a housing applicant who is not able to place bids themselves and who has no friend, relative or personal representative to help them to place bids. Any applicant placing bids automatically by use of the autobid feature of the computer system would not be excluded for refusing suitable properties, except where the applicant is in Band 1 in any housing need category or in Band 2 in the relief duty category where the council has accepted a relief duty under S189B (1).

4.12.3 At the council's discretion, automated bids will be placed for any applicant in Band 1 or in Band 2 in the relief duty category to help the customer to move in a timely way to suitable accommodation. Applicants in these needs categories are in acute housing need so, whilst this limits applicants' choice, it is reasonable to limit choice to achieve a move to suitable accommodation.

Overview and Scrutiny Engagement

19. Overview and Scrutiny have not been engaged with these minor recommendations.

Safeguarding Implications

20. The recommendation in this report will improve the offer made to our care experienced young people and will improve their perspective of securing suitable permanent accommodation.

Public Health Implications

21. There are no public health implications in taking forward the recommendations contained within this report.

Procurement Implications

22. There are no Procurement implications in taking forward the recommendations contained within this report.

Equalities Impact of the Proposal

23. The recommendation to extend Band 1 to all care experienced young people under 25 will have a positive impact on care experienced young people in Wiltshire.

Environmental and Climate Change Considerations

24. There are positive environmental impacts from reducing under occupancy of homes with 200 families on our housing register looking to downsize it would be good if the Council can look to assist at least 10% in the first 12 months. This would be 20 families moving into more suitable homes helping to reduce energy consumption for those families.

Workforce Implications

25. There are no workforce implications in taking forward the recommendations contained within this report.

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

26. The risks in not taking forward the recommendations would include:-

- Care experienced young people from the age of 21 to 25 would not be given the additional priority to help them to secure social housing so this could lead to higher cost placements to ensure they are suitably housed in line with our statutory obligations for care experienced young people
- Households on the register who are under occupying homes would continue to struggle with affordability in maintaining a larger home than the household requires and they will not be provided with the additional priority being recommended and would therefore be waiting much longer to downsize. This could increase homelessness due to households not being able to sustain their current home
- In regards to verbal offers of accommodation if this continues without the requirement to put the offer in writing it will open us up to legal challenge and continued reviews that need to be quashed.

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

27. There are no identified risks in taking forward the decisions contained within this report.

Financial Implications

28. There are no financial implications to take forward the recommendations in this report.

Legal Implications

29. The recommendation contained within this report are in line with the Council's constitution and policy framework, and in accordance with our statutory responsibilities under the Children Act 1989, the Housing Act 1996 and the Equalities Act 2010 to the extent that they relate to the decision.

Options Considered

30. Alternative options have not been considered as this report is only dealing with minor recommended changes to the policy. A full review will be taking place in 2023

Conclusions

31. The following amendments to the Council's allocation policy are recommended for the reasons set out above:

Care Experienced Young People

For all Wiltshire Council care experienced young people, who are either relevant children or former relevant children to whom the Council owes duties under the Children Act 1989 (as amended), up to the age of 25:

- to be awarded Priority Band 1 status when it is confirmed that they are ready to move on into independent accommodation. In each case, a joint assessment of the care experienced young person's ability to live independently under their Pathway Plan will have been performed by Children's Services and Housing Department, with an independent living assessment agreed with the care experienced young person for prospective landlords. Where the care experienced young person has a tenancy with the Council or a private registered provider, and their housing circumstances mean that they have a housing need under this policy, a further housing application will be treated in the same way as the application of another transfer applicant; and.
- to be provided with an automatic local connection to Wiltshire as the Council is their corporate parents and the care experienced young person should always have a connection to Wiltshire. This would be an extension of the exclusion group contained within the existing allocation policy.

Under Occupation

- For any applicant who is a current social housing tenant within the Wiltshire Council area who is under occupying by one of more bedrooms to be awarded Band 1 status to help free up larger homes and make best use of the Council's social housing stock.

Homeless Relief Duty

- To enable households owed the homeless relief duties to be placed in the exclusion group.

Removal of suspension following a verbal offer of housing accommodation

- To substitute the wording within paragraphs 4.12 of the housing allocation policy to confirm that suspension from the housing register will only occur when a formal offer has been made via email or letter and not a verbal offer.

Emma Legg – Director of Ageing and Living Well

Report Author

Nicole Smith, Head of Housing – People Services,

Nicole.smith@wiltshire.gov.uk,

20th December 2022

Appendices – Allocation Policy with highlighted changes

This page is intentionally left blank

Wiltshire Council

Allocations Policy 2018

Version 4.0:

minor amendments Sept 2020, Nov 2021 & Jan 2023



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

1.0 Introduction

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

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

2.0 Wiltshire Allocation Scheme aims

2.1 Wiltshire Council's allocation scheme aims to:

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

3.0 Wiltshire's allocation scheme in brief

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

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

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

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

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

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

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

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

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

4.0 Eligibility Criteria

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

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

For more information on this please see Appendix 1.

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

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

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

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

Applicants who do not qualify

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

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

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

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

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

4a Unacceptable behaviour

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

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

Housing Related Debt

4.9 If an applicant or joint applicant who is not an introductory tenant or a starter tenant has any housing related debt, including any damage recharges, rent arrears or possession costs, they will be suspended from the Housing Register or Open Market Register until they have maintained a repayment plan for 6 consecutive months and/or cleared the majority of the debt and are continuing to make repayments. Please see 4.9.5 for treatment of introductory and starter tenants. If an applicant owes multiple debts to different landlords it is expected that they maintain repayment plans for them all. Applicants ought to note that, whilst they may fulfil these repayment criteria, this does not mean that a housing provider will necessarily offer accommodation. Each housing provider has its own lettings policy including its

approach to housing-related debt and may decline to re-house applicants if the debt repayments made do not fulfil the requirements of their lettings policies.

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

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

4.9.3 If it can be confirmed that the rent arrears have occurred through no fault of the applicant, for example because of lack of control over funds to meet living costs, or an inability to pay living costs for reasons beyond the applicant's control during the period arrears accrued, s/he will not be suspended from the register, but housing providers may choose not offer to accommodation while the arrears are outstanding.

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

4.9.5 Introductory tenants, starter tenants and assured shorthold tenants are normally excluded from the Housing Register for the first 12 months of their tenancies because their housing need has been met and they have to show that they are fulfilling their responsibilities as tenants during this time. Where there is a material change of circumstances meaning a housing need arises (see 4.16), or where the applicant's introductory or starter tenancy has been extended because of a failure to fully satisfy the landlord that the conditions are met for a secure or assured tenancy to be granted, the applicant will only be admitted to the register in very exceptional circumstances, for example where there is a social care professional's opinion that a safeguarding risk exists to a child or adult in the household if a move to more suitable accommodation is not possible, each case to be approved by the service manager and, in the case of a Wiltshire Council introductory tenant, two service managers.

4.9.6 An applicant for housing ought not include housing debts in Debt Relief Orders because the debt continues to exist until the order ends, and the council, in considering the applicant for the register, will suspend the applicant from the register until the order ends. NB Some housing providers will not consider tenants who have resolved debts using the Debt Relief Order procedure.

Prison

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

Fraud

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

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

Refusal of a notification of nomination or offer of direct let

4.12 Excluding housing applicants in Band 1, any applicant who has unreasonably refused two suitable offers of homes following a formal written offer received by the applicant by email or letter from the council or a registered provider in a 12 month period will be suspended from the Housing Register for a period of 12 months from the date of the second suitable offer, unless the applicant lacks capacity. It is the council's decision in the particular cases whether the offers of accommodation are suitable to meet the applicant's housing need. The decision in relation to suitability and the decision to suspend each carry a right of appeal.

4.12.1 Any applicant in Band 1 receives one offer of suitable accommodation. Any applicant in Band 1 who has unreasonably refused one offer of a home which would have been suitable for their household following a formal written offer received by the applicant by email or letter from the council or a registered provider is suspended from the Housing Register for a period of 12 months, unless the applicant lacks capacity. It is the council's decision in the particular case whether the offer of accommodation is suitable to meet the

applicant's housing need. The decision in relation to suitability and the decision to suspend each carry a right of appeal.

4.12.2 Autobids are automated bids placed on vacant properties that meet the needs of a housing applicant who is not able to place bids themselves and who has no friend, relative or personal representative to help them to place bids. Any applicant placing bids automatically by use of the autobid feature of the computer system would not be excluded for refusing suitable properties, except where the applicant is in Band 1 in any housing need category or in Band 2 in the relief duty category where the council has accepted a relief duty under 189B (1).

4.12.3 At the council's discretion, automated bids will be placed for any applicant in Band 1 or in Band 2 in the relief duty category to help the customer to move in a timely way to suitable accommodation. Applicants in these needs categories are in acute housing need so, whilst this limits applicants' choice, it is reasonable to limit choice to achieve a move to suitable accommodation.

4b Agreed connection to the Wiltshire Council area

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

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

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

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

Connection criteria exclusion group

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

- A person who is homeless within the meaning of Part 7, Housing Act 1996 to whom Wiltshire Council has accepted a relief duty under Section 189B(1), or the main duty under 193(2) of the act and who has a local connection to Wiltshire as defined by S199.
- A person to whom the full re-housing duty is owed where s/he is a homeless applicant re-applying after a private rented sector offer under S195A(1) of the above Act, regardless of whether the applicant has a priority need and where
 - (a) the person makes a re-application for assistance within two years of accepting a private rented sector offer, and
 - (b) is eligible for assistance and has become homeless unintentionally or
- A person who was provided with accommodation in Wiltshire Council's area under section 95 of the Immigration and Asylum Act 1999, or
- A person who is serving in the Armed Forces, or
- A person who has left the Armed Forces within the last 5 years, or
- any veteran who can demonstrate a connection to Wiltshire as well as serving a minimum of three years and who has not been dishonourably discharged, or
- A bereaved spouse or civil partners of members of the Armed Forces leaving services family accommodation following the death of their spouse or partner, or
- A separated or divorced spouse who is being asked to leave services family accommodation in the Wiltshire area
- Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service, or
- A person who is being accommodated through an official witness protection scheme authorised by the Home Office, or
- A person who has been confirmed as having suffered domestic abuse and who needs to move to the Wiltshire Council area or from one part of Wiltshire Council's area to another to ensure his/her safety or a person who has suffered any other violent assault or threat of violence making his/her home unreasonable to occupy under Part 7, Housing Act 1996, or
- A person from the transient community or a household leaving armed forces accommodation who does not have a connection to another Local Authority area which would confer upon her/him the right to join that Local Authority's Housing Register, or
- A person who has been accommodated outside the area by Wiltshire Council in exercising its statutory duty to accommodate, or
- A person with a connection to an adjoining parish that is outside of Wiltshire Council's area but whose housing need has been used to develop affordable housing within a parish in the Wiltshire Council area. These households will

only be allowed to bid for properties within the parish identified to meet their housing need, or

- A person who has been verified as a rough sleeper, where there is proof of rough sleeping in the Wiltshire Council area, where the person has no connection with another Local Authority area as defined by S199 Housing Act 1996
- • All Wiltshire Council Care Experienced Young People under the age of 25

4c Financial resource limit

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

4.14.1 Applicants with sufficient financial resources available to meet their housing needs in the open market in the community area where it would be appropriate for them to live for work, health services, schools will not qualify to join the Housing Register. Open market accommodation is a home rented from a private landlord or a home purchased either on the open market or through a low cost home ownership scheme. Any income, assets, savings and investments will be taken into account when calculating the financial resources available. Where applicants need to live in a particular parish to give or receive support without which a vulnerable person will suffer detriment, and cannot meet their housing needs in that parish or within a reasonable travelling distance of that parish depending upon the nature of the support, they will qualify to join the Housing Register. Where social tenants have received an offer of employment and cannot meet their housing needs in that parish or within a reasonable travelling distance of that parish, they will qualify to join the Housing Register. The resources of applicants who are assessed by an Occupational Therapist as requiring a wheelchair accessible home or a home where they will require allocated parking, level access and a level access shower or wet room, including any property or assets, are considered on a case by case basis to determine whether they can secure accommodation for themselves in the open market. Appendix 5 sets out how the principles are applied.

4.14.2 Where an applicant has disposed of capital or assets in the 12 months prior to making the housing application for other than essential purposes, the council may treat the capital or assets as remaining in the applicant's ownership.

4.14.3 The allocation of a council home is subject to an affordability assessment to ensure that its tenancies provide suitable and sustainable homes for people in housing need. Each assessment is based upon the financial circumstances of the particular customer. Each individual housing provider will apply its own lettings policy and financial assessment in the course of a pre-tenancy assessment.

4d People who have no housing need

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

4e Housed within the last 12 months

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

4f Deliberately Worsening Circumstances

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

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

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

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

5.0 Dependent children

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

Relevant evidence will include but it not limited to –

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

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

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

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

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

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

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

7.0 Property Size Criteria

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

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

- One bedroom per couple or single person
- One bedroom for any other adult aged 16 or over regardless of sex
- One bedroom for two children aged under 16 years of same sex
- One bedroom for each child aged 10 to 15 years of different sex
- One bedroom per two children aged less than 10 years old regardless of sex
- An extra bedroom for an applicant who requires overnight care
- A foster child will be allocated his / her own bedroom regardless of age and sex
- Any disabled child who for medical reasons requires his / her own bedroom. As the above regulations do not apply to those over pensionable age, those over pensionable age will be able to apply for either a 1- or 2-bedroom property.

The full bedroom matrix can be found in Appendix 2.

8.0 Allocation Framework

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

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

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

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

BANDING STRUCTURE

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

Band	Eligible to Bid for all properties
Band 1 (Emergency Need)	Statutory Requirement Emergency Medical or Welfare need Care Experienced Young People under 25 Corporate Responsibility Under Occupying – transfers only
Band 2 (High Need)	Social Care Injured, sick or disabled serving or former Armed Forces personnel Move On Urgent medical and welfare need Relief of homelessness duty
Band 3 (Medium Need)	No Fixed Abode & Insecurity of tenure Temporary Accommodation Seriously overcrowded Medical and Welfare need Hardship Prevention of homelessness duty Other Statutory requirements
Band 4 (Low Need)	Lacking or sharing facilities Overcrowded Armed Forces Intentionally homeless Sheltered or Extra Care Specialist accommodation for those with specific needs Connections to Rural Exception Sites and Community Land Trust sites
Open Market Register	Eligible to bid on selected properties

	Low Cost Home Ownership Home Buy Shared Ownership Starter Homes First Homes exception sites Market rented properties
--	---

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

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

9.1 Parish Connection

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

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

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

9.2 Property Matching

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

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

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

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

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

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

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

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

9.3 Planning agreements and former exception sites

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

9.4 Local Lettings Plans

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

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

9.5 Sensitive Lets

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

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

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

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

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

10.1 Direct lets made by housing providers

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

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

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

10.2 Gypsy and Traveller Site allocations

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

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

10.3 Low Cost Home Ownership / Shared Ownership / Home buy

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

10.4 Transfers

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

- The allocation involves a transfer
- The transfer is made at the tenant's request and
- The housing authority is satisfied that the tenant has reasonable preference for an allocation

Additionally, transfers initiated by a housing provider for management purposes do not fall within Part 6.

10.4.2 Transfers will be banded according to this allocation scheme. If a transfer applicant does not meet any of the banding criteria, they can express an interest for alternative accommodation and will become part of the Open Market Register group. These applicants will then only be able to bid for properties allocated for transfers or any other property advertised for the Open Market Register group.

11.0 Reviews and Appeals

An applicant has the right to request a review of decisions on the following:

11.1 S/he considers that s/he has not been awarded the correct banding or on any decision made about the facts of their case which has been, or is likely to be, taken into account in considering whether to make an allocation to them (s.166A(9)(b)).

Any review requests must be in writing and within 21 days of receiving notice of the banding status. Any necessary evidence or information must be supplied at this stage to substantiate the case that the council has made the wrong decision under the Allocation Policy based on the facts. Reviews of bandings will be undertaken initially by an appropriate officer of the council uninvolved in the original decision. If the applicant is still unhappy with the outcome, a further review will be carried out by a more senior officer. Customers who are unable to put their appeals in writing can arrange a meeting where the appeal will be heard, and any supporting evidence can be considered.

11.2 Not having their application included on the register due to being ineligible for an allocation of accommodation under s160ZA (2) or (4) or is not a qualifying person under S160ZA (7).

In these cases, a senior officer from the council who has not been involved in the original decision will carry out the review. As in 11.1 any review request will need to be made in writing and within 21 days of receiving notification. If the customer is unable to put their review request in writing, they can request a meeting for their review to be heard and any supporting evidence to be provided.

If a customer is unhappy with a partner landlord decision to refuse her/him for an advertised property, s/he will be required to follow the landlord's appeal/complaints procedure.

APPENDIX ONE

Those not eligible to join the register

There are some households who will not be eligible to join the register. They include:

- People from abroad who are subject to immigration control as defined in s.13(2) of the Asylum and Immigration Act 1996
- People who are not habitually resident in the Common Travel Area, subject to certain exceptions as defined in Section 3.14 of the Allocation of Accommodation Guidance for Local Housing Authorities in England (2012)
- People whose only right to reside in the UK is derived from his status as a jobseeker. For this purpose, 'jobseeker' has the same meaning as for the purpose of regulation 6 (1) (a) of the Immigration (European Economic Area) Regulations 2006 (SI 2006/1003) *
- People whose only right to reside in the UK is an initial right to reside for a period not exceeding three months under Regulation 13 of the EEA Regulations above
- People whose only right to reside in the Common Travel Area is a right equivalent to one of the rights mentioned above highlighted * and which is derived from EU Treaty rights.
- People who have rights of residence in the UK as a result of regulation 15A(1) and (4A) of the Immigration (European Economic Area) (Amendment) (No 2) Regulations 2012 (the EEA Amendment Regulations)
- People who have a right derived from Article 20 of the Treaty on the Functioning of the European Union, in a case where rights of residence arise because a British citizen would otherwise be deprived of the genuine enjoyment of the substance of their rights as a European Union citizen

APPENDIX TWO

Bedroom size criteria

Below confirms the size of property a household can bid for, however on occasion an opportunity may apply when a household could under occupy, but this will be specified on any advert and would form part of a lettings plan.

Household make-up	Bedroom Size	Bed spaces
Single person	1	1
Couple	1	2
Couple or single and expecting a child within next 14 weeks	2	3
Two people not in a relationship but being accommodated together	2	3
Parent or Couple with 1 Child	2	3
Parent or Couple with 2 Children (both under 10yrs, regardless of gender)	2	4
Parent or Couple with 2 Children (both under 16yrs and same gender)	2	4
Parent or Couple with 2 Children (one of which over 10yrs but of a different gender)	3	4
Parent or Couple with 3 Children (all under 16yrs)	3	5
Parent or Couple with 3 Children (one of which is over 16yrs and the other 2 are of different gender and over 10yrs)	4	5
Parent or Couple with 4 Children (all under 10yrs)	3	6
Parent or Couple with 4 Children (one of which is over 16yrs and the other 3 are of different gender and over 10yrs)	4	6
Parent or Couple with 5 Children	4	7
Parent or Couple with 6 or more Children	4	8

An additional bedroom will be allocated to: -

- applicants who receive overnight care from carers who do not reside with them but are required to stay overnight for at least one night a week, where the applicants are in receipt of the relevant care or daily living components of Disability Living Allowance, Personal Independent Payment or any other

benefit providing for care needs and would be entitled to another bedroom under the rules for help with housing costs.

- a disabled child where that child would normally share a bedroom under the rules above but will disturb the sleep of another child if obliged to share or another child with whom s/he would otherwise have to share will be at risk from the disabled child
- a disabled adult member of the household if an Occupational Therapist's report confirms that the care and/or recovery of the adult would be compromised by a failure to provide a separate bedroom and based on the 'bedroom matrix' she would not otherwise be allocated their own room. NB Any decision to admit anyone to the register on these grounds is subject to an affordability assessment at the point of allocation in light of the rules for help with housing costs
- to enable Children's Services to meet its S22G duty under the Children Act 1989 any approved prospective foster carer or adopter should be allocated the required bedroom size as recommended by Children's Services to ensure the family are allocated the correct size property to enable the family to foster a child or can continue to do so
- Those over pensionable age with a 1 bed need will be excluded from these criteria and will be eligible to bid for 1 or 2 bed properties.

However, there may be restrictions on the amount of Housing Benefit or help with housing costs such applicants are eligible for. In these circumstances Homes4Wiltshire will award the additional bedroom/s but individual landlords may apply a test of affordability before making an offer of accommodation.

APPENDIX THREE

Band 1

Band 1 is for households who need to be housed in emergency. This includes households for whom there is a specific statutory requirement of an immediate nature or for whom there is a serious risk to health, safety or wellbeing in the present living situation which cannot be resolved by other means.

Statutory Requirement

A household who is owed a duty by Wiltshire Council under the Housing Act 1996 Part 7 ss 193(2) or 195(2). These are households who have been accepted as statutorily homeless. A household which has been assessed as being statutorily overcrowded or is lacking more than 3 bedrooms (the bedroom matrix will be applied to assess overcrowding). A household to which the authority has a statutory duty to provide care which requires accommodation in which that care may be provided, and an allocation will prevent a residential or out of area placement.

Emergency Medical or Welfare need

An applicant's health or social care needs either –

- cannot be met in the current accommodation to the extent that clinicians advise it will make the condition life threatening or will result in a life changing injury or condition
- where the applicant or a member of the applicant's household is terminally ill, cannot be met in the present housing conditions with dignity and respect
- cannot be met because the applicant's household has no accommodation to which s/he can safely return (patients ready for discharge from hospital and applicants in short stay rehabilitative care environments)

Care Experienced Young Person

For all Wiltshire Council care experienced young people, who are either relevant children or former relevant children to whom the council owes duties under the Children Act, up to the age of 25, when it is confirmed that they are ready to move on into independent accommodation. In each case, a joint assessment of the care experienced young persons ability to live independently under their Pathway Plan will have been performed by Children's Services and the Housing Department, with an independent living assessment agreed with the care experienced young person for prospective landlords. Where the care experienced young person has a tenancy with the council or a private registered provider, and their housing circumstances mean that they have a housing need under this policy, a further housing application will be treated in the same way as the application of another transfer applicant.

Under Occupation

Applicants who are current social housing tenants within the Wiltshire Council area who are under- occupying by one or more bedrooms based on the government's bedroom standard.

Corporate Duty

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

Band 2

Social Care

For an applicant to be able to provide or receive support in suitable accommodation. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority. It would also include special guardians, holders of a residence order and family and friends, and carers who are not foster carers but who have taken on the care of a child because the parents are unable to provide care.

Injured, sick or disabled serving or former Armed Forces personnel

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

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

Move on from supported accommodation

This applies to applicants in shared or supported accommodation where there is a move on protocol in place with the council. The applicant must have been assessed as ready to move into independent living accommodation by both the support provider and a housing officer of the council.

Urgent medical or welfare need

An applicant's or household member's functional ability or psychological state is severely compromised and the applicant cannot care for her-/himself in the home, where -

- that home cannot reasonably be adapted for her/his needs to maximise independence and the disabled person could be more independent in a more accessible home

- chronic or episodic ill health directly caused or exacerbated by the living conditions at home has required repeated clinical or care intervention in the past six months which in the opinion of clinicians could have been avoided had the applicant been adequately housed
- repeated admissions to hospital in the last 6 months (non-life threatening) are attributed to the current living conditions by clinicians

and a move to alternative accommodation would either ensure that the applicant can be properly cared for or will help improve their condition.

Relief of homelessness duty

Homeless applicants where the council is satisfied that they are both homeless and eligible for assistance and has accepted a duty under the Section 189B of the Housing Act 1996.

Band 3

No fixed accommodation & Insecurity of Tenure

These are applicants who have been confirmed as homeless with no fixed accommodation or threatened with homelessness by the council's Housing Options service. Applicants assessed as being insecure in their accommodation will generally be under a 2 month or 93-day notice period to vacate their accommodation.

Temporary Accommodation

Those applicants currently residing in temporary accommodation under part 7 of the 1996 Act and are awaiting a homeless decision

Seriously Overcrowded

Applicants living in overcrowded accommodation (in need of at least two additional bedrooms), the size criteria set out in Housing Benefit Regulations 2006, and Universal Credit Regulations 2013, as amended will be applied to assess overcrowding

Medical and Welfare grounds

Applicants who are suffering from serious harassment, violence, or threat of violence at their current property, providing evidence exists to substantiate their claim.

An applicant's physical safety and functional ability are compromised by the current living conditions and re-housing would prevent a future deterioration in functional ability or psychological state and promote independence and/or recovery. Relevant where the current home cannot be adjusted or adapted to meet these needs or where the housing conditions significantly contribute to social isolation (including an episode of illness requiring intervention of mental health or other clinical professionals during the past six months) or there is evidence that the immediate housing environment is causing the applicant emotional distress which cannot be relieved by standard clinical/therapeutic interventions.

Hardship

Applicants who either have a home which otherwise is of a suitable size and location which is unaffordable and cannot be made affordable or where hardship is being caused by an inability to afford open market accommodation in or within a reasonable travelling distance of a particular parish to give or receive support without which a vulnerable person will suffer detriment or an inability on the part of existing social tenants to afford open market accommodation in or within a reasonable travelling distance of a particular parish where an offer of employment has been made.

Prevention of homelessness duty

Homeless applicants where the council is satisfied that they are both threatened with homelessness within 56 days and eligible for assistance and has accepted a duty under the Section 195 of the Housing Act 1996.

Other Statutory duties

Any applicant who is owed a full housing duty by any housing authority under section 192(2), 193(2) or 195(2) of the 1996 Act or who are occupying accommodation secured by any housing authority under s.192(3)

Band 4

Band 4 would include households with a low need for accommodation.

Lacking facilities

Any households who is lacking either a bathroom, kitchen or inside WC.

Sharing facilities

Applicants who are sharing facilities and who have no security of tenure in their current accommodation.

Overcrowded

Applicants living in overcrowded accommodation (in need of one additional bedroom).

Armed Forces

Applicants from the Armed Forces currently stationed in the Wiltshire Council area, due to be discharged within the next 12 months, or, in accordance with the legislation (section 166A(3) of the 1996 Act as amended by Regulation 2, applicants who are confirmed as being someone from the reasonable preference category, have an urgent housing need and who are a person formerly served in the regular forces

Intentionally homeless

Any households who has been found intentionally homeless by Wiltshire Council's housing option team.

Sheltered Accommodation and Extra Care Housing

Those aged 60 or over that require sheltered accommodation or have an identified support need that would be best met in supported accommodation. May include younger people (eg 50 and over) with similar needs

Those aged 55 or over who require the support or care that would best be met in an Extra Care Housing scheme

Specialist accommodation for those with specific needs

Applicants qualifying for accommodation specifically designed for people with moderate to severe learning disabilities or continuing serious mental health conditions where the applicants have regular care and support needs

New Build Rural Exception Sites and Community Land Trust sites

Meeting parish connection criteria for affordable rented homes on Rural Exception Sites and Community Land Trust sites with no other housing need. Admission to the Housing Register without a housing need as defined in the policy recognises the greater unaffordability of homes in small villages and villages outside settlement framework areas as defined in the council's Development Plan and the need to consider the housing need of those with connections to rural villages more flexibly. Customers identified with connections to parishes are considered only for Rural Exception Site and Community Land Trust homes.

APPENDIX FOUR

Acceptable reasons for a registered provider to refuse to offer a property to an applicant. Registered providers may refuse to accept an applicant nominated by Wiltshire Council. This can occur when even an applicant has been nominated for a property.

The circumstances when this could apply are, but not limited to:

- An applicant has bid for another property and accepted that property
- An application appears to be false or misleading and further investigation is required
- An applicant has evidenced support needs and does not have support appropriate to those needs in place
- An applicant has displayed threatening, violent or otherwise unreasonable behaviour, such as towards a member of staff or neighbouring tenant in the last 12 months
- Where there is evidence that an applicant might endanger the health, safety or well-being of a community because of a history of violent or abusive behaviour against particular individuals in the area.
- Where an applicant is unable to provide evidence of access to sufficient funds to enable them to pay the rent and meet their essential living costs at the particular property.
- An applicant is unsuitable for the property because of a recent tenancy management issue at the property.
- An applicant has bid for a property that does not meet her/his immediate needs, eg an adapted property where the applicant does not need the adaptations provided or their needs that cannot be met without making considerable, unreasonable or inappropriate adaptations to the property.
- Where support or adaptations are provided which are not needed by the applicant or members of their household
- The property is subject to a local authority S106 Agreement and the applicant does not meet the required criteria
- The provider is unable to make contact with the applicant either by phone, email or letter over a period of 3 working days
- An applicant has pets which are not permitted in the property, in line with the provider's pet policy.
- An applicant is under 18 years of age and has failed to provide an appropriate guarantor or trustee
- The reference obtained from a previous landlord is not satisfactory
- Where a property has become unavailable since the advertisement was placed.

A registered provider will comply with the Equality Act 2010 and evidence their reason for refusing an applicant for a property

Wiltshire Council

Cabinet

31 January 2023

Subject: Wiltshire Council's Housing Board Annual Report

Cabinet Member: Cllr Phil Alford Cabinet Member for Housing, Strategic Assets and Asset Transfer

Key Decision: Non Key

Executive Summary

The purpose of this report is to update Cabinet regarding the activities of Wiltshire Council's Housing Board between October 2021 and November 2022.

Areas focused on by the Board are detailed in the main body of the report, with the primary focus of the Housing Board being to ensure that a prudent Housing Revenue Account (HRA) Business Plan is being implemented.

Key achievements of the Housing Board over the past 12 months are presented in 5 groups (additional details are provided in the main report: Economic Response; Planned Investment in Homes; Services Performance; Approach; and Challenges and Opportunities.

The Board is regularly updated about the budget position of the HRA. Members are also regularly updated about Key Performance Indicators (KPIs), with the targets for said indicators being set between the service and a sub-committee of the Board.

There is engagement between the Housing Board and the Environment Select Committee (ESC), and the Board has a scrutiny group sitting below it comprised of volunteer residents – the Challenge and Change Group.

The Housing Board is in its third cycle of 4 years, which is linked to the council's local electoral cycle; this cycle commenced after elections in May 2021.

Proposal(s)

For Cabinet to:

- 1) Note this Annual Report.

Reason for Proposal(s)

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

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

31 January 2023

Subject: Wiltshire Council's Housing Board Annual Report

Cabinet Member: Cllr Phil Alford Cabinet Member for Housing, Strategic Assets and Asset Transfer

Key Decision: Non Key

Purpose of Report

1. To update Cabinet regarding the activities of Wiltshire Council's Housing Board between October 2021 and November 2022 and to comply with its Terms of Reference which requires an update to be provided to Cabinet.

Relevance to the Council's Business Plan

2. This report supports the Business Plan 2022 to 2032, in particular our mission to ensure 'The people of Wiltshire are empowered to live full, healthy and enriched lives', 'Our communities continue to be beautiful and exciting places to live', 'Our local economy thrives and is supported by a skilled workforce' and 'We lead the way in how councils and counties mitigate the climate challenges ahead'. Additionally, the Housing Revenue Account (HRA) actions support: 'We have vibrant, well-connected communities', 'We ensure decisions are evidence-based', 'We live well together', 'We have the right housing', 'We take responsibility for the environment' and 'We are on the path to carbon neutral (net zero)', and more around supporting vulnerable customers and supporting the local economy.

Overview and Scrutiny Engagement

3. This report is for noting by Cabinet and provides an update on the activities of Wiltshire Council's Housing Board. This report was presented by the Director – Assets and Commercial Development to the Environment Select Committee (ESC) at its meeting held on 4 January 2023.

Background

4. Housing Board appointments terminated in line with the local Government electoral cycle in May 2021.
5. Following the provision of information events, advertisements were placed to facilitate recruitment of new Housing Board members. Applicants were interviewed by the Cabinet member for Housing and officers.
6. Appointments were made between late May 2021 and early July 2021.

7. One previous Housing Board member remains on the Housing Board.
8. After appointments in 2021, one resident who was appointed to the Housing Board moved to a property outside the HRA. This member stepped down from the Board as they were no longer eligible to hold the appointment.
9. A new resident was appointed to the Housing Board in 2022, however this resident also later moved to a private property. This member stepped down from the Board as they were no longer eligible to hold the appointment.
10. Residents were notified of the latest vacancy and invited to attend a virtual taster session in October 2022. Applications could then be submitted. The closing date was extended by one week. In November 2022, a resident was appointed to the Housing Board however this resident shortly after moved into the private rented sector and was thus ineligible to hold the appointment.
11. In late November 2022, recruitment plans were approved with advertising due to commence in December 2022, a virtual taster session will be held in December 2022 and the closing date for applications will be in January 2023.

Key Achievements of the Housing Board over the past 12 months (please note: this is an overview rather than an exhaustive list)

12. Economic Response

- a) Continuing Actions
 - i) Officers continued working remotely
 - ii) Emergency repairs continued
 - iii) Non-emergency repairs backlog cleared
 - iv) Enhanced Tenancy Sustainment support
- b) Digital Resident Engagement
 - i) Estate Inspections
 - ii) Virtual Scrutiny
 - iii) General online engagement sessions
- c) Service reconfiguration to better align with customer expectations

13. Planned Investment in Homes

- a) Refurbishments and Planned Maintenance
- b) Housing Energy Efficiency Programme (HEEP) (moving Housing Revenue Account stock to Energy Performance Certificate B)
 - i) In the prior year, the council was successful in being awarded funding of £500 thousand from the Green Homes Grant for works on 100 properties.
 - ii) We are now progressing works on batches of properties, focusing on those with the greatest potential increase in energy efficiency. Work includes retrofit assessments, pre

works EPCs, programming works via partnership contractors, through to completion.

iii) The council is continuing to receive positive feedback of electrical utility savings from those tenants that have benefitted from HEEP works.

c) Council House Build Programme and off-site manufacture via Modern Method of Construction (MMC) (carbon: net-zero homes)

i) Profiled Programme expenditure

Phase	HRA Business Plan No. of Units (agreed position)	Current position – November 2022	HRA Business Plan approved figures	Current position – November 2022
2	28	28	£5,773,788	£5,783,147.62
3.1	91	94	£21,950,972	£23,672,344.89
3.2	98	109	£20,446,014	£26,911,085.30
3.3	100	107	£20,000,000	£29,401,836.00
3.4	100	102	£20,000,000	£30,295,089.00

- The revised costs are as a result of increasing construction costs and increased quality of build using MMC. The current position has not been agreed by the Housing Board or by Cabinet.
- A paper will be developed on receipt of the agreed Rent Cap and will seek to make the Cabinet aware of the increased costs and seek approval to increase the total programme budget in line with the costs.
- All projects within the programme, still sit within the agreed parameters.

ii) Breakdown of Programme by delivery type

Phase	Purchasing	S106	New Build
2	17	6	5
3.1	18	24	52
3.2	14	39	58
3.3	5	32	70
3.4		27	75
	54	128	260

- New build sites can fall in and out of the programme or deliver less units as due diligence takes place.
- This currently represents a split of 12 purchase, 28% s106 new build and 58% WC New Build
- The original intention was to see a 60/40 split in favour of new build.

iii) MMC 3 Year procurement process

- This year we have completed a tender through the South West Procurement Alliance Framework for a 3 year MMC partner to delivery 1000 new homes manufactured for Wiltshire Council and Magna Housing Association.
- The collaboration with Magna Housing has enabled WC to achieve a more competitive manufacturing price.
- The tender includes a fixed price guarantee for any orders placed before the end of March 2023.
- By working together, we are saving costs on design and we are sharing good practice and absorbing learning already achieved with neighbouring housing providers.

iv) Project Progress
















- Planning has been achieved on the three MMC Pilot sites at Rowde, Corsley and Durrington. Work is underway for the units to be completed in the factory and the ground works contractor to re-quote for the ground costs.
- Work continues with the NHS to purchase land from them in Devizes that will see 33 affordable homes delivered
- Work continues with a design team for another site in Devizes that will also bring forward 33 units. Anticipated to be in for planning by the end of 2022.
- Work continues at a site in Ludgershall to bring forward an disused care home forward for 18 units, with pre-app feedback currently being addressed.

- Work also continues at a site in Mere to bring forward an additional disused care home for Older Persons accommodation in Mere.
- Work completed on 7 Rough Sleeper properties, which we part funded by Homes England to support the Rough Sleeper Initiative.
- So far in 2022/23, we have seen the completion of 30 new homes including 6 x 1 Bed Flats for adults with learning disabilities.

14. Services Performance

- a) Key Performance Indicator(s)
 - i) Proposed targets for 2022/23
 - ii) End of Year Report
 - iii) Complaints and Compliments Report
 - iv) KPIs for 2022/23 Q2 are attached at Appendix A.

- b) STAR Survey
 - i) The Executive Summary is replicated below (STAR Tenant Satisfaction Survey 2022, page 2):

Bench mark	2020 result	change over time	2022 result	Question source
78%	81%	↓	77%	satisfaction overall 
23	22	↓	18	net promoter score 
75%	77%	↓	75%	quality of home 
81%	83%	↓	80%	safety and security of home 
63%	N.A.	N.A.	61%	communal areas well maintained and safe 
81%	87%	↓	83%	rent value money 
72%	73%	↓	69%	repairs and maintenance overall 
79%	78%	↓	74%	last completed repair 
79%	80%	↓	77%	easy to deal with 
63%	60%	↓	58%	listens to views and acts on them 
71%	75%	↓	66%	keeps tenants informed 
56%	63%	↓	56%	approach to handling complaints 
82%	84%	↓	83%	neighbourhood as a place to live 
62%	N.A.	N.A.	61%	makes a positive contribution to area 
55%	56%	↓	55%	dealing with ASB 

- ii) Report outcomes were presented to the Housing Board.
- iii) It was agreed that actions should be reflected in the HRA Business Plan actions document, and if they are not already included, they should be added.
- iv) The Housing Board determined that actions are already incorporated into our future actions and anticipates improved performance outcomes in the future.

c) iHousing portal

- i) More residents are signed up to use our digital option.

Former iHousing (to November 2020)	New iHousing (October 2021)	New iHousing (14 November 2022)
900 approximate registered users which included inactive and never used accounts	1,900 approximate registered users, we also email new tenants after 1 week, 6 weeks and 4 months, if they have not registered	2,467 approximate registered users which is growing daily, especially when we send mass email blasts, we also email new tenants after 1 week, 6 weeks and 4 months, if they have not registered

- ii) More efficient and positive outcomes for customers.

d) Resident Engagement Plan

- i) The Housing Board reviewed the Resident Engagement Plan in an earlier year.
- ii) The Housing Board extended the Resident Engagement Plan for a further year, as some elements had to be put on hold due to the circumstances.
- iii) Outcomes continued to be delivered, benefitting residents and their families throughout the last year.
- iv) A new Resident Engagement Plan is being prepared and will be presented to the Housing Board in 2023.

15. Upcoming areas of work

- a) Upcoming areas of work for the Sub-Committees may include:
- i) Development and Investment ('Place')
- Housing Energy Efficiency Programme (HEEP)
 - Council House Build Programme
 - Sheltered Housing Refurbishments
 - Sheltered Housing Review
- ii) Finance and Policy ('Pounds')
- Housing Revenue Account (HRA) Business Plan – including budget setting and rent setting
- iii) Performance and Risk ('People')
- STAR Survey – Action Monitoring
 - Risk Register

- c. Key Performance Indicators – setting and benchmarking
 - d. Resident Engagement Plan
 - e. Implementing reforms coming from the Social Housing White Paper
- b) Challenge and Change Group
- i) Continued remote working
 - ii) Decant Policy
 - iii) Anti-Social Behaviour
 - iv) Potential future project may include Sheltered Housing Service Charges
- c) Small Improvement Bid(s)
- i) 13 bids received for 2022/23 in phase 1
 - ii) 8 bids received for 2022/23 in phase 2
 - iii) Ongoing monies for future years
 - iv) Scheme rules being reviewed, may return to a single annual cycle in the future rather than 2 phases per year

16. Priorities and Service Objectives

- a) Housing Energy Efficiency Programme (HEEP) – Climate Change
- b) Council Housing Build Programme
- c) Service Redesign

17. Membership and Attendance Record (October 2021 – November 2022)

18. Attendance relates to Board meetings only (that is, the figures exclude Away-Days, sub-committees, etcetera).

19. Of the 7 meetings held thus far in the period, attendance was:

WCHB Member	24/11	26/01	30/03	25/05	27/07	28/09	30/11	Total
Councillor Phil Alford	✓	✓	✓	✓	✓	✓	✓	7 (100%)
Rachael Arnott (Tenant Member)	✓	✓	✗	✓	✓	✓	✓	6 (86%)
Councillor Richard Britton	✓	✓	✓	✓	✓	✓	✓	7 (100%)
Councillor Brian Dalton	✓	Not a member						1 (100%)
Cris David (Tenant Member)	✓	✓	✓	✗	✓	✓	✓	6 (86%)
Melissa Davies	✗	Not a member						0 (0%)

(Tenant Member)								
Kevin Ellis-Brush (Independent Member)	✓	✓	✓	✓	✓	✓	✓	7 (100%)
Glenn Loftus (Independent Member)	✓	✓	✓	✓	✓	✗	✓	6 (86%)
Rachel Luton (Tenant Member)	Not a member		✓	✓	✓	✓	Not a member	4 (100%)
Richard McCormick (Tenant Member)	Not a member						Not a member	0 (0%)
Simon Maggs (Independent Member)	✓	✓	✓	✓	✓	✓	✓	7 (100%)
Councillor Ricky Rogers	Not a member	✓	✓	✓	✓	✓	✓	6 (100%)

20. Sub-Committee Membership

21. Whilst all members are able to attend any or all of the sub-committees, membership of the sub-committees is as follows:

Housing Board member	Development and Investment ('Place')	Finance and Policy ('Pounds')	Performance and Risk ('People')
Councillor Phil Alford	✗	✓	✓
Rachael Arnott	✓	✗	✓
Councillor Richard Britton	✗	✓	✗
Cris David	✓	✓	✓
Kevin Ellis-Brush	✗	✓	✗
Glenn Loftus	✓	✗	✓
Richard McCormick	N/A	N/A	N/A
Simon Maggs	✓	✗	✗
Councillor Ricky Rogers	TBC	TBC	TBC

Safeguarding Implications

22. There are no significant safeguarding implications associated with this report.

Public Health Implications

23. There are no significant public health implications associated with this report.

Procurement Implications

24. There are no significant corporate procurement implications associated with this report; although should the Board make recommendations regarding procurement of services to be delivered to residents, then this will become a consideration.

Equalities Impact of the Proposal

25. All Board members operate in and treat all residents in a fair and balanced manner, maintain their independence and make recommendations to Housing Management. Board members do not represent a particular area; they represent all council residents in the county of Wiltshire and make recommendations in the best interests of all council residents in Wiltshire. The service continually works toward Housing Board membership better reflecting council house residents, in respect of the protected characteristics of the Equalities Act.

Environmental and Climate Change Considerations

26. There are no significant environmental or climate change implications associated with this report. That is because the report is for noting not making a decision. Members may consider the HEEP programme discussed above and net-zero MMC housing in relation to environmental and climate change considerations.

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

27. Wiltshire Council's Housing Board would fail to meet the requirements of its Terms of Reference, namely to provide an Annual Report to Cabinet.

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

28. Vacancies can occur from time-to-time; there is a risk that there may not be any applicants for vacant posts, however recent experience demonstrates that there was a wealth of applicants for member types (councillor, independent or tenant). We will continue with the same recruitment approach.

Financial Implications

29. There are no significant financial implications associated with this report.

Legal Implications

30. There are no significant legal implications associated with this report.

Workforce Implications

31. There are no significant workforce implications associated with this report.

Options Considered

32. A formal report to Cabinet is required. No alternative options were considered.

Conclusions

33. There is increasing evidence that Wiltshire Council's Housing Board is having a positive impact on the quality of service provision to residents and their families, has itself created an additional opportunity for residents to engage with the service and shaped further engagement opportunities.

Proposal

34. For Cabinet to:

- 1) Note this Annual Report.

Reason for Proposal

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

Simon Hendey (Director - Assets and Commercial Development)

Report Author: Ian Seeckts, Governance and Scrutiny Officer,
ian.seeckts@wiltshire.gov.uk, Tel: 01722 434353

30 November 2022

Appendices

Appendix A – Key Performance Indicators (2022/23 Q2).

Background Papers

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

HOUSING REVENUE ACCOUNT

Service Purpose: Help people secure and retain a suitable, sustainable home.

Housing Key Performance Indicators 2022-23

Indicator	Target	5% Tolerance	Q4 20/21	Q1 21/22	Q2 21/22	Q3 21/22	Q4 21/22	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	YTD	Remarks	Actions	
HM - Tenancy															
Lettings & estate services															
GN: Average re-let time in days (standard re-lets)	20.00	21.00	21.50 39	20.90 39	14.70 35	18.20 58	30.50 41	31.20 31	60.30 22			43.30 53	Excluded Threadneedle properties with void date of 31-08-22 due to new build first lets. Performance deteriorated further in 2022/23 Q2 with a smaller number of re-lets. We recognise a pattern appears to have developed and aim to challenge this via the Service Review changes.	Implement agreed actions after the Service Review has been completed.	
Total re-lets															
SH: Average re-let time in days (standard re-lets)	23.00	24.15	29.40 21	30.80 13	17.50 14	15.60 12	22.20 5	22.75 4	37.00 11			33.20 15	No exclusions made. As a above, a deterioration occurred, although this does not mean a pattern is developing. We will continue to monitor this to return our outcomes to amber and then green.		
Total re-lets															
Percentage satisfaction of new tenants following 6 months in an property	95.00%	90.25%	85.70% 36 of 42	93.75% 30 of 32	100.00% 33 of 33	72.70% 8 of 11	91.30% 21 of 23	82.46% 47 of 57	88.10% 37 of 42			84.84% 84 of 99	Satisfaction appears to have improved but not nearly enough to return us to amber or green performance; we intend to continue the same actions and expect in future quarters that more positive outcomes can be shared with the Board.		
HM - Income															
Rent & Arrears															
Rent arrears as % of rent due (dwellings)	2.75%	2.89%	2.70% £696,923	2.97% £772,813	3.12% £813,751	3.48% £907,058	2.94% £765,227	3.79% £1,022,307	3.88% £1,112,506			3.88% £1,112,506	Performance has fallen by 0.09 percentage points (a significant improvement to the pace of deterioration which was previously around 0.8 percentage points) for Rent arrears overall. Reasons include the challenging environment. We have seen an increase from previous years due to effects of the pandemic and the effects on personal finances.	Implement agreed actions after the Service Review has been completed.	
Former tenant arrears as % of rent due (dwellings)	1.00%	1.05%	0.87% £225,769	0.90% £247,889	1.02% £279,421	1.07% £292,677	0.80% £222,307	0.87% £237,451	0.86% £246,521			0.86% £246,521	Universal Credit remains a challenge and accounts for a high proportion of arrears, however encouragingly our performance improved by 0.1 percentage points, returning us to green on this measure.	The cost of living and energy price increases are likely to have a significant effect on arrears levels - we are working to implement strategies to deal with this and will continue to support the most vulnerable through our support team. Examples of the work we are doing to minimise this: we have implemented a Fuel Hardship Fund from our solar feed in tariffs, to secure and distribute government sources of grant funding, advising tenants of assistance and hardship funds via utility providers and advise on energy saving methods etc.	
Rent arrears as % of rent due (dwellings) NON UNIVERSAL CREDIT ONLY	1.75%	1.84%	1.29% £238,414	1.45% £267,039	1.51% £275,429	1.66% £295,611	1.33% £232,654	1.92% £342,262	1.82% £318,984			1.82% £318,984	Non-UC arrears were low and managed well, however in this quarter we have seen a 0.37 percentage point fall which is an improvement in terms of the pace of deterioration which was previously 1.25 percentage points. We will continue to monitor this.	We are also working with other providers through the Wiltshire Money Forum, looking at ideas and best practice to support those most vulnerable to fuel poverty.	
Rent arrears as % of rent due (dwellings) UNIVERSAL CREDIT ONLY	8.00%	8.40%	6.26% £458,509	6.61% £505,774	6.82% £538,322	7.48% £611,447	6.29% £532,573	7.54% £680,045	7.91% £725,530			7.91% £725,530	The court system remains a challenge with continued significant delays affecting our ability to deal with serious non-payers.		

HM - Responsive Repairs													YTD	Remarks	Actions
Target	5% Tolerance	Q4 20/21	Q1 21/22	Q2 21/22	Q3 21/22	Q4 21/22	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	YTD	Remarks	Actions		
Repairs & Maintenance															
% of all repairs completed on time DLO	92.00%	87.40%	92.60% 3949 of 4262	94.49% 3035 of 3212	93.66% 2822 of 3013	91.29% 3186 of 3490	89.25% 2524 of 2828	92.30% 1180 of 1278	79.69% 1248 of 1566			85.37% 2428 of 2844	The marginal decreases that were evident from 2021/22 Q3 onwards have been turned around; at the close of the current quarter we were able to surge by over 3 percentage points, however we note the lower volumes (see right) and thus remain vigilant. Recruitment and retention have continued to be challenging, yet despite this, we are confident that we can continue to perform in the green zone.	Implement agreed actions after the Service Review has been completed. Lower volumes in different quarters are attributed to separating DLO and contractor performance for reporting purposes.	
% of all repairs completed on time Other Contractors	92.00%	87.40%	92.60% 3949 of 4262	94.49% 3035 of 3212	93.66% 2822 of 3013	91.29% 3186 of 3490	89.25% 2524 of 2828	79.90% 1380 of 1727	84.51% 1676 of 1983			82.70% 3056 of 3710	Performance improved by nearly 5 percentage points which is welcomed however we remain in the red group. This relates to our other contractors (as opposed to the DLO). Whilst we are aware of challenges around recruitment and retention for our contractor partners, we continue to encourage turning around this output and work closely with our partners, in a constructive and robust manner.	Implement agreed actions after the Service Review has been completed. Lower volumes in different quarters are attributed to separating DLO and contractor performance for reporting purposes.	
% of repairs completed right first time (PDA) DLO	95.00%	90.25%	95.30% 1673 of 1754	94.10% 1244 of 1322	96.34% 1341 of 1392	94.70% 750 of 792	94.45% 1090 of 1154	95.9% 473 of 493	95.77% 272 of 284			95.9% 745 of 777	Although there was a slight fall in performance of just over 0.1 percentage point, we are pleased that we were able to meet the Board's expectations and maintain our green performance. Whilst we are quietly confident that we can maintain this into future quarters, we must caution that the challenging environment may have a greater impact than we anticipate, given it is a smaller volume.	Implement agreed actions after the Service Review has been completed. Lower volumes in different quarters are attributed to separating DLO and contractor performance for reporting purposes.	
HM - Planned & Cyclical Maintenance													YTD	Remarks	Actions
Target	5% Tolerance	Q4 20/21	Q1 21/22	Q2 21/22	Q3 21/22	Q4 21/22	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	YTD	Remarks	Actions		
Repairs & Maintenance															
% of tenants satisfied with planned maintenance	98.00%	93.10%	78.79% 26 of 33	80.00% 24 of 30	100.00% 19 of 19	65.67% 44 of 67	90.48% 19 of 21	81.25% 26 of 32	77.77% 7 of 9			80.48% 33 of 41	IWL satisfaction scores are still bringing down the overall percentage. As previously noted we carry out a large amount of planned maintenance each year but only the returned responses are used for calculations. If the none returned ones were included in the positive figures then this percentage would be much higher. With that being said, we note that the total returns in 2022/23 Q2 was very low compared to 2022/23 Q1, and satisfaction fell significantly for planned maintenance. For cyclical maintenance, there was a slight fall but we remain comfortably above target.	Implement agreed actions after the Service Review has been completed.	
% of tenants satisfied with cyclical maintenance	95.00%	90.25%	88.80% 16 of 18	95.31% 199 of 209	92.20% 95 of 103	95.50% 130 of 136	90.57% 144 of 159	96.07% 220 of 229	95.89% 187 of 195			95.99% 407 of 424		Regrettably, we must inform the Housing Board that procurement has been delayed.	

Q4 21/22	Q1 22/23	Q2 22/23
99.16%	99.45%	99.28%

Additional Reporting: 'Percentage of dwellings with a valid gas safety certificate'

Gas Safety target is set at 100%.

The Board agreed: "For a tolerance level of 0.5% (percent not percentage points) to be set for 'Percentage of dwellings with a valid gas safety certificate' which if breached triggers automatic reporting alongside the regular KPIs." (Wiltshire Council's Housing Board Minutes, 28 January 2019, page 6)