

# BUDGET PAPERS

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This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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1 **Wiltshire Council Financial Plan Update 2016/17 (Pages 1 - 196)**

Report by the Corporate Directors: Dr Carlton Brand, Carolyn Godfrey and Maggie Rae; the Monitoring Officer, Ian Gibbons and S151 Officer, Michael Hudson.

This also includes the proposed Budget Book and Fees and Charges.

These documents have been updated and approved following Cabinet on 9 February from those published on 26 January. Changes to the initial report are highlighted.

If you have any trouble in accessing these documents, please contact Yamina Rhouati, Democratic Governance Manager on 01225 718024

**Report (Pages 1-48)**

**Appendices**

- 1) Cabinet's Updated Business and Financial plans 2013-15, which includes budget proposals for 2016/17 and budget book:
  - Appendix 1A - Financial Plan Update 2016-20 (*Page 49*)
  - Appendix 1B - Service Budget summary (*Pages 50-51*)
  - Appendix 1C - 2016/17 Individual Service Budget Books (**Pages 71-108**)
  - Appendix 1D - Assumptions used to set the budget (*Pages 53-55*)
  - Appendix 1E - Capital Programme (*Pages 56-57*)
  - Appendix 1F - Housing Revenue Account (*Pages 58*)
  - Appendix 1G - Fees and Charges (**Pages 109-156**)
- 2) General Fund Reserves assessment (*Pages 60-68*)
- 3) Consultations Feedback:
  - i) Schools Forum 14<sup>th</sup> January 2016 (*Pages 157-160*)
  - ii) Housing Board 25<sup>th</sup> January 2016 (*Pages 161-170*)
  - iii) Overview and Scrutiny Management 3<sup>rd</sup> February 2016 (*Pages 171-182*)
  - iv) Group Leaders and Trade Unions JCC - 4<sup>th</sup> February 2016 (*Pages 183-190*)
  - v) Cabinet 9<sup>th</sup> February 2016 (*Pages 191-196*)
  - vi) Public Meetings - 1<sup>st</sup> to 10<sup>th</sup> February 2016 - *To Follow*

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**Wiltshire Council's Financial Plan Update 2016/17**

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**EXECUTIVE SUMMARY**

This is a covering report, providing an assessment to Council to set a budget for 2016/17 and the impact on Council Tax, rents, fees and charges, the capital programme, schools overall budgets, as well as Council reserves.

Due to the scale of cuts in the Government Grant in 2016/17(-16.3%), increasing demand on some of our services, and the effect of inflation, Government changes related to National Insurance contributions and the living wage the Council faces significant growth pressure in setting its budget for 2016/17.

The proposals focus on protecting services that deliver the Business Plan priorities, in particular protecting those who are most vulnerable. This will mean that to reduce the impact on front line services and protect priority services the proposals in this report set out recommendations that will raise £15.9 million, a 1.99% increase in Council Tax; plus a new Social Care Levy, suggested by Government at 2%. This is the first increase in Council Tax for 6 years and the additional money will be used to protect and invest in five key areas; Adult Care (including Learning Disabilities and Mental Health), Children's Safeguarding and Special Educational Needs, Highways, Waste and Housing. The remaining savings will come from reductions in management, staff, procurement, efficiencies and actions already approved by Cabinet.

The proposals set out in the report are for £25.254 million of savings. The majority of these come from our continued efforts to work differently and more efficiently whilst minimising the direct impact on front line services. The savings are set out in the Budget Book at Appendix 1C for each service.

The proposals see an average 1% reduction in rent for social housing, as instructed by Government, and a continued focus on investing in the future infrastructure of the County to build strong and resilient communities by protecting the ongoing investment in the economy, building more homes and health and wellbeing centres (formerly campuses) (2016/17 will see £8.6 million, £30.5 million and £19.7 million respectively spent on these programmes) all of which help stimulate the local economy. The ongoing commitment to invest in Highways will see £18 million spent on road repair and maintenance in 2016/17 and £21 million each year over the next three years. Aligned to the Business Plan, the

budget also safeguards the commitment to Military Civil Integration and creating and protecting jobs.

Over the last four years the Council has delivered over £110 million of savings without significant impact on front line services and has seen performance improve overall. Continuing to do this is extremely challenging and will be difficult to achieve. The delivery of the 2016/17 savings will need continued monitoring and analysis to ensure the Business Plan focus is achieved through ongoing budget and performance reporting throughout 2016/17.

### **Reasons for Proposals**

To enable Council to:

- Set its revenue, capital, housing revenue accounts, fees and charges, levels of reserves and resultant Council Tax for 2016/17 and to issue Council Tax and rent bills.
- Provide the Council with a strong business and financial plan for sustainable delivery for 2015-17.

## **PROPOSALS**

It is proposed that Council:

- a. Endorses the update of the Financial Plan for 2016/17.
- b. Approve the investment and savings proposals summarised at Sections 7 and 9 respectively of this report and at Appendix 1C, to provide a net revenue budget for 2016/17 of £313.585 million.
- c. To vote separately:
  - i. Increase Wiltshire Council's element of the Band D Council tax for 2016/17 by 1.99% to £1,246.76, as calculated in accordance with statute, as set out in Section 10 of this report.
  - ii. Introduce a Social Care Levy of 2% to contribute to funding Adult Care pressures, raising £4.322 million.
  - iii. Set the Council's total net expenditure budget for 2016/17 at £313.585 million.
  - iv. Set a 1% reduction for social dwelling rents.
  - v. Approve the Capital programme proposed at Appendix 1E of this report.
  - vi. Set the changes in fees and charges set out in detail at Section 8 of and at Appendix 1G of this report.
  - vii. Set the Housing Revenue Account (HRA) Budget for 2016/17 as set out at Appendix 1F of this report.
  - viii. That all other service charges related to the HRA be increased by CPI plus 1%, including garage rents.

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**Wiltshire Council's Financial Plan Update 2016/17**

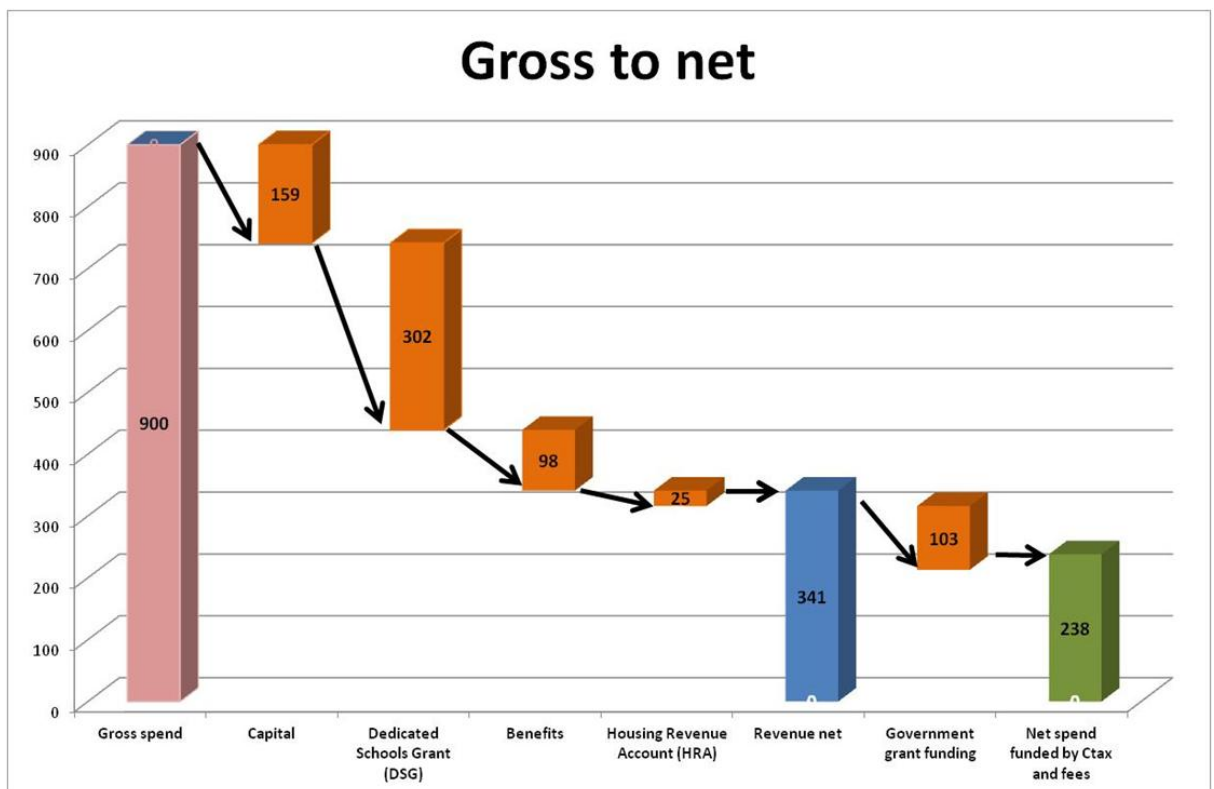
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**1. Purpose of Report**

- 1.1. This is a covering report, providing an assessment of draft proposals to Council to set a budget for 2016/17 and the impact on Council Tax, rents, fees and charges, the capital programme, schools overall budget as well as reserves.
- 1.2 The Council's Overview and Scrutiny **Management** Committee was asked to appraise and scrutinise the proposals and plan, as well as officers' conclusions, and feedback was presented to Cabinet for consideration. The minutes from that meeting are attached at Appendix 3 of the reports to Cabinet and Council.
- 1.3 Council is asked to consider the findings from the Overview and Scrutiny **Management** Committee, as well as feedback from the public meetings, Schools Forum, **Housing Board** and Trade Union consultations. Minutes of these meetings are attached at Appendix 3 of the reports to Cabinet and Council.
- 1.4 Council is asked to debate and approve the budget, Council Tax, rents, fees and charges, capital programme, schools overall budget as well as reserves.

## 2. Background

- 2.1 In September 2013, Wiltshire Council updated its Business Plan, which was reflected in the Financial Plan reported to Council in February 2015. The Council is obliged by legislation to set a balanced budget and resultant Council Tax, plus related fees and charges. As a result, Members and officers have been updating the Financial Plan to present to Council in order to set its element of the 2016/17 Council Tax.
- 2.2 The total gross budget for the Council is close to £1 billion, of which the revenue spend funded from Council Tax and fees, accounts for a net spend of £238 million, as shown below:



- 2.3 Last year the Council faced a continued increase in demand for services to the most vulnerable, as well as inflationary pressures and changes in Government policy and funding. The Council has worked hard to deliver the third year performance, savings and investment proposals of its plans. Latest projections were reported to Cabinet on 9<sup>th</sup> February 2016 (see [Link](#)) identify a net overspend of £2.831 million at Period 9, with further action planned which means that a balanced budget for 2015/16 is forecast.

- 2.4 The national and local circumstances have been appraised against new Business and Financial Plans, and there are no changes proposed to that plan. There are some revisions arising from funding changes to the four year financial plan first reported alongside the Business Plan, and these are shown in Section 4 and at Appendix 1 of this report.
- 2.5 Cabinet is assessing feedback from ongoing public engagement and, the final results will be attached to this report at Appendix 3. This report is an assessment to inform Council of the decision making process of the adequacy and ability to deliver the proposals made by Cabinet, and the resultant impact on the Council's financial standing.
- 2.6 This report therefore considers:
- a) The current financial position of the Council for 2015/16 – **Section 3**
  - b) Changes to the financial plan assumption reported to Council last year – **Section 4**
  - c) The feedback from public meetings and other consultations – **Section 5**
  - d) The level of funding available for 2016/17 – **Section 6**
  - e) The level of investment required for delivering the Business Plan in 2016/17 – **Section 7**
  - f) The consequences of charges, capital, housing and schools proposals – **Section 8**
  - g) The level of savings required – **Section 9**
  - h) The resultant Council Tax calculation – **Section 10**
  - i) An assessment of reserves – **Section 11 and Appendix 2**
  - j) The impact on 2016/17 and future years – **Section 12**
  - k) Consideration of other factors and professional advice – **Sections 13 to 18**

### **3. 2015/16 Forecast Outturns**

- 3.1 The Council has received regular updates on its revenue, capital, schools and housing budgets. The timing and level of transparency of these reports has again significantly improved throughout the year. The latest forecast at Period 9 (December 2015) as set out at Cabinet on 9<sup>th</sup> February agenda ([Link](#)), reports an overspend of £2.831 million before action, with a projected year-end balanced budget after action. Various management actions and Member decisions throughout the year have been taken to deliver this position. This included a likely drawdown of £2.2 million from General Fund reserves as planned in support of additional funding for Waste and Safeguarding Children services.



- 3.2 As a result of action it is forecast that the 2015/16 revised revenue budget of £314.983 million will be balanced and that there will be no need to draw further on reserves. **It was also noted at the Overview and Scrutiny Management Committee that any underspend on all devolved funds, including the local area board devolved youth funds will be allowed to be carried forward. This has no impact on the 2015/16 assumptions.**
- 3.3 Budget monitoring of the capital, Housing Revenue Account (HRA) and schools budgets show they are on target to be balanced at year end.

#### 4. Changes to the 2014-17 Financial Plan

- 4.1 When Council approved the 2014-17 Business and Financial Plan in September 2013 ([Link - Item 58](#)) it then, in February 2014 and again in February 2015, updated this to set out detailed budgets for 2014/15 and 2015/16 respectively, which as noted in Section 3 is on schedule to be delivered. The following year (2016/17) was projected in February 2015, based on certain assumptions and plans. This report focuses on 2016/17 and the detailed proposals.
- 4.2 Since the Business Plan was approved by Council the Financial Plan has continued to be updated to reflect further changes in assumptions and Government funding announcements and is attached at Appendix 1A to this report. This shows changes from that presented to Council in February 2015.
- 4.3 The key changes have arisen due to revisions to the forecast for the Government Grant funding, including a new Social Care Levy; the increased level of demand for care for the vulnerable, in particular children with special educational needs and adults with learning disabilities; growth in waste arising from increased households; the impact of Central Government decisions around national insurance and the living wage; and changes in the scope of the current contract for the provision of highways and the environment services.
- 4.4 In relation to the Council's 12 key actions within its Business Plan the financial plan confirms the commitments to continue to resource these:
- **Action 1 – Highways:** An average of £21 million capital funds has been committed to be invested in Highways each year 2014-20 in order to improve Wiltshire's roads. This will be the third of a six year programme of additional works increasing annual expenditure on structural road maintenance from £10.500 million to an average of £21 million per year for six years from 2014/15. This was approved by Cabinet in October 2013 ([Link](#)).

The Council has achieved nearly £14m of savings in highways and street scene service revenue budget over the last five years. To **retain** the level of maintenance of roads, grounds and tidiness of our town centres, and in order to **maintain** our services in managing parking restrictions and flooding, the highways revenue budget will be increased by £3.350m.

- **Action 2 - Stimulate economic growth:** The budget continues the commitment to invest in growing and protecting our economy, with £0.582 million in 2016/17 invested in continuing the support for Action Wiltshire. This will include the focus of securing £10 million plus of European Structural and Investment Fund monies. It will also see continued support for schemes such as business support, start up and high growth enterprises as well as export initiatives and inward investment services. Apprenticeships and skills development and support for those excluded or marginalised in the labour market. All of which is having a positive impact on our local economy maintaining one of the lowest levels unemployment in the country (0.6% compared to National Average of 1.5% – Job Seekers Allowance Claimants (as at December 2015)).

We have a continued commitment to the Local Enterprise Partnership, delivering the Strategic Economic Plan (SEP), Growth Deal (including Higher Futures (City Deal)) and working with partners to deliver growth and more jobs. We also have a significant capital programme with a focus on ensuring local business benefit from our health and wellbeing centres and housing programmes. This also includes £16 million investment to improve broadband speed and access in Wiltshire, with work due to conclude in 2017 that will result in over 91% of the County having access to a superfast fibre broadband service.

Given the success of support for delivery of housing and business growth in Wiltshire a forecast of an additional £0.250 million of planning income has been budgeted for in 16/17. The economy shows signs of maintaining this level of additional activity, however, if the income is generated from smaller applications this could have an impact on the capacity of the planning service (and internal consultees) to manage the workload. We will continue to review this area to ensure we maximise future growth and economic stability.

- **Action 3 – Area Boards and working with communities:** The budget retains a capital grant, albeit with a £0.1 million reduction. In addition, the devolvement of Youth monies will continue.

The council remains committed to its decision in November 2013 ([Link](#)) to passport £0.121 million of the Revenue Support Grant arising from the changes introduced by implementing the Coalition Council Tax Reduction scheme. This is due to the importance of Wiltshire's Town and Parish Councils to effectively deliver public services throughout the County. Many other councils did not passport this money to their Towns and Parishes.

- **Action 4 - Opportunities for every child:** The Council is working closely with academies, maintained schools and colleges to promote school improvement within the self-governing system set out by Government. The Council retains direct responsibility for oversight of approximately 160 maintained schools and is developing partnerships with Teaching Schools and National and Local Leaders of Education in Wiltshire to improve educational outcomes for all Wiltshire's children and young people.

- **Action 5 – Protecting the vulnerable:** Both Adults and Children's care is a key priority for the Council and these services have therefore been protected from base budget reductions.

In Adult Care (excluding learning disabilities (LD) discussed in the next paragraph) the service faces projected pressures arising from more demand and increasing complexity of cases of £6.0 million in 2016/17 (£7.8m with LD). Given the scale of reduction in Government grants the Council is faced with either reducing services or making use of the new Social Care Levy set out by the Chancellor. Given the priority and the need in the County this report proposes that a levy of 2% is set in 2016/17 to minimise any reductions in service. With the base income budget increasing by £4.3m this will mean the service will still need to continue to make changes to contain demand. We are also working with the Clinical Commissioning Group (CCG) and other partners to implement the Integrated Health Plan set. We are expecting further NHS income for Adult Care, but are awaiting confirmation. This has been excluded from the Council's figures as it will go towards funding Better Care Plan priorities including implementation of support for Carers under the Care Act.

Over the last two years the Council has seen a significant pressure on its budget from the increased cost of children with special educational needs and adults with learning disabilities. This is due to a mix of higher need, complexity of cases and changes to Government policy, especially around placing new burdens on the council for transport. Overall the pressures forecast for 2016/17 in these areas are £6.177 million. The Council sees this as a key priority and is thus diverting resources and investing this amount in these services in 2016/17. Looking forward the Council will work closely with schools and the NHS to ensure that costs are prevented and value for money is achieved.

Over the last 4 years, £3.7 million net has already been invested in Children's frontline Safeguarding. This was largely to fund ongoing cost and demand pressures, as well as investing in an innovative cross sector preventative Multi Agency Safeguarding Hub (MASH) agreed by Cabinet in December 2013, and work on improving awareness and preventing child sexual exploitation ([Link - Item 121](#)), as well as investing in social workers as agreed by Cabinet in October 2014 ([Link](#)). In 2015/16 we have seen a stabilisation of the numbers of children cared for, although a number of the high costs cases still remain, our response to this and our plans are working.

As a result in 2016/17 the service's baseline budget, like Adult care, faces pressures to stand still. Therefore the proposals in this report aim to redirect a net £3.153 million of resources to these services as well as locking in previous year's investment. However, the service will still face challenges to manage this by continuing to reduce caseload and bring more children back into county, as well as further efficiencies in its structures.

- **Action 6 – Investing in Housing:** £45.8 million investment in modernisation of housing over 4 years through the Housing Revenue Account. There is £35.8m allocation from the Housing Revenue Account which will be matched with £7.64m Government Grants, Right to Buy receipts and Commuted Sums over a 4 year period to fund a New Housing Build Programme to deliver new affordable homes. More than £2 million will also be invested in extra care to provide facilities for the increasing elderly community in the County.

- **Action 7 – Military Civilian Integration:** The Council is working in partnership with the MOD to ensure a successful army basing programme is delivered. This includes integration around housing, school and infrastructure developments, alongside other community initiatives. The Council has continued to invest officer time and capacity into the delivery of this programme and reported progress during 2015/16 to the Overview and Scrutiny Committee in January 2016.
- **Action 8 – Delegate Land and services:** The Council has a strategy agreed with our local partners and continues to commit to and deliver on this policy. During 2015/16 examples of this delegation included a garage/workshop in New Zealand Avenue, Salisbury transferred to the Salisbury Weight-Lifting Club, and Westbury Gardens, Bradford On Avon to the town council. The Council is also finalising a deal with Salisbury City Council to delegate a package of assets and services. This package relates to 10 buildings together with the Shop mobility, CCTV, Public Conveniences and Highways and Streetscene services.
- **Action 9 – Health and Wellbeing Centres (formerly campuses):** £59 million is being invested between 2016/17 and 2019/20 into the programme to improve the community of Wiltshire. In 2016/17 the current schemes approved and commencing are forecast to require no borrowing. The first phase of Corsham was completed in 2014, the first phase of Salisbury completed in 2015. The remaining approved centres (Melksham, Calne, Cricklade, Pewsey and Tisbury) are phased to be completed during 2016 to 2018.
- **Action 10 – Public Health:** The level of Public Health Grant was announced on 11<sup>th</sup> February and is an increase of just over £2m, therefore £1 million of Public Health monies will continue to be directed to Leisure to improve health outcomes for the Wiltshire population. The final grant allocation money will be used to target the prevention of ill health through early intervention and reducing health inequalities across Wiltshire. Given the late announcement of the funding a statement of spend will be presented to Cabinet in the first budget monitoring, but the grant remains ringfenced. It is assumed this will be a nil impact on the council's revenue.
- **Action 11 – Realigning Resources:** This report identifies that a gross £25.254 million is being realigned to key Business Plan actions and priorities with savings being found to deliver this realignment and continued reduction in Government funding.

- **Action 12 – Developing our workforce:** The budget includes a provision of £3.9 million to fund the nationally agreed pay increase in pay and changes in national insurance. A further allowance of £2.4 million is included to cover the cost of pensions arising out of the 2013 actuarial revaluation of Wiltshire’s Pension Fund to ensure the scheme remains viable. Work is ongoing to implement job families that will simplify job design, enabling efficiencies and the ability to respond to change quicker to create a motivated, empowered and engaged workforce.

4.5 These investments and realignment of funds have been assessed by Finance and Services and are endorsed as an appropriate level based on current information and necessary to reflect the ability to deliver the Business Plan in 2016/17.

## 5. Consultation and public engagement

5.1 Public engagement on the budget is being carried out in a number of ways:

- Specific consultation as part of Cabinet decision making process throughout the year, such as Children’s Centres and Passenger Transport. Where appropriate this will be carried on in 2015-17 and beyond arising from Cabinet’s proposals;
- Four evening meetings were held across the County from 1<sup>st</sup> to 10<sup>th</sup> February to present the extent of the financial challenges facing the public sector, in particular the Council and ways to address that. Cabinet members are attending these sessions and specific feedback will be provided at Cabinet and Council in February 2015.

5.2 Consultations with Trade Unions, local businesses and with staff as appropriate to restructure proposals are ongoing. Trade Union feedback was sought at the Group Leaders meeting with all Unions on 4<sup>th</sup> February and feedback given at Cabinet.

5.3 The debate and actions from the Overview and Scrutiny **Management** Committee will also be appended and issues raised considered at Cabinet.

5.4 Consultation was also undertaken on the HRA with the **Housing Board** (25<sup>th</sup> January 2016) and on School’s budget provision with the County’s Schools Forum (14<sup>th</sup> January 2016). The minutes of these meetings are attached at Appendix 3. There were no specific issues arising from these minutes that impact on the consideration of setting the Council Tax, although a number of typographical amendments have been made and reported to Cabinet and Council.

## 6. Level Funding

6.1 The Council draws its funding from two main sources – local taxation and Government grants. The Council's Government funding for 2016/17 comprises of three elements, the first two making up what is referred to as Wiltshire's Settlement Funding Allocation (SFA), which is the Department of Communities and Local Government's (DCLG) calculation of what the Council's spending should be compared with other councils across the country. SFA consists of:

- Revenue Support Grant (RSG);
- Baseline Funding - Business Rates Retention Scheme (BRRS); and

There are additional ring fenced grants, such as Public Health.

6.2 This and the impact for Wiltshire are set out in more detail in the following paragraphs. Section 10 of this report sets out the calculation of the proposed Council Tax, and Section 8 assesses the assumptions on fees and charges plus the funding for capital, housing and schools.

- ***Government Grant - Settlement Funding Assessment***

6.3 In 2010, the Government simplified the funding for local authorities to one main grant – the Settlement Funding Allocation (SFA), and nine separate core grants. At the same time it announced a review of the funding formula and system with the aim of introducing a more transparent and simplified scheme that also support the localism agenda. These changes took effect from 2013/14, and as such this is the fourth year of the current funding scheme. Wiltshire's allocation is derived thus from the funding baseline set two years ago for each authority. The SFA is split into two parts: the Revenue Support Grant and the Baseline Funding or as it is sometimes known the Business Rates Retention Scheme (BRRS). The BRRS is meant to reflect our needs based assessment.

6.4 For 2016/17 the Government, have amended part of the SFA formula without consultation in relation to the RSG. For 2016/17 the grant was adjusted for the ability to raise Council Tax. As a result, large counties and rural unitaries were impacted hardest with on average over 32% reduction in RSG.

6.5 Going forward there are plans developing to radically overhaul this grant funding, further details are set out later in this report at Paragraph 6.17.



- 6.6 For 2016/17 the Government announced on 16<sup>th</sup> December 2015 a provisional draft settlement, and a final unchanged settlement on 8<sup>th</sup> February 2016 as follows:

	2015/16 £m	2016/17 £m	15/16 to 16/17 Change £m	15/16 to 16/17 Change %
RSG (including 2013/14 to 2015/16 Council Tax Freeze Grants)	53.598	34.736	-18.872	-35%
Baseline Funding – BRRS (including s.31 grants)	52.542	54.135	1.593	3%
<b>Total</b>	<b>106.140</b>	<b>88.861</b>	<b>-17.279</b>	<b>-16.3%</b>

*A reconciliation of these settlement figures with the overall grants is shown at Appendix 1B page 2*

- 6.7 As part of the final settlement the Secretary of State has also set out a provisional four year settlement that will see RSG almost removed by 2020. The proposal is as follows:

	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m
Revenue Support Grant	34.73	18.29	8.05	0
Baseline Funding Level	54.14	54.02	55.62	57.39
<b>Total Settlement Funding Assessment</b>	<b>88.86</b>	<b>72.31</b>	<b>63.66</b>	<b>57.39</b>

- 6.8 Whilst the final settlement was confirmed 8th February 2016, it must be noted that at the time of issuing this report further details on a number of grants are still to be confirmed. In addition, notification on the final Education Services Grant (ESG) (formerly LACSEG) will not be known until 31<sup>st</sup> March 2016. Any additional monies received from final settlements, unless ring-fenced, will be set aside in General Fund reserves.



- **Ring fenced grants**

6.9 In addition to this the Government is issuing a smaller number of specific grants for Public Health, Dedicated Schools Grant, NHS Care Act and Public Health Monies. These are as follows:

- **Dedicated Schools Grant (DSG) - £317.275 million:** This is set out in more detail in following sections of this report.
- **Public Health – £18.269 million:** The announcement for Public Health was made on 11<sup>th</sup> February and the allocation sees an additional £2.161 million, and is equivalent of £37 per each member of Wiltshire's populations. The prioritisation of the spend is driven by local assessment of need, and as part of that £1m of funds for 2016/17 will continue to be diverted into Leisure services to continue the improvement in the residents health and fitness. Given the late announcement of the funding a statement of spend will be presented to Cabinet in the first budget monitoring, but the grant remains ringfenced.
- **Better Care Fund (Previously known as Health Gain Monies / the Integrated Transformation Fund) –** Locally Wiltshire's Better Care Fund has been uplifted by £0.9 million, however the budget for the £28 million is still being finalised. We have thus assumed £10.277 million allocated in 2015/16 will continue to be allocated to Wiltshire Council in 2016-17.
- **Transition Scheme –** in the final settlement announcement Government set out a new £3 million two year grant for the years 2016-17 and 2017-18. This is to reflect that as the RSG will be zero and the first two years see the sharpest reduction, the Secretary of State has set out this grant to ease the effect. As a result and to reflect the need to begin transition to a Council with lower government funding, it is proposed that £2m is transferred into capital financing to allow for borrowing at low interest to reduce future capital costs originally assumed in the medium term financial plan based on the provisional settlement. Alongside that it is proposed that £0.5m will be transferred in to General Fund reserves to provide now for the future need within the General Fund reserve as already identified in the paper presented to Scrutiny. Finally £0.5 million will be used to replace the same amount of grant reduced for Housing Benefit subsidy and Local Welfare Provision, in order that the Council can continue to support the vulnerable.

6.10 The Government also confirmed in the final settlement an increase of £2.5m in relation to the Rural Grant from what we expected upon the provisional settlement announcement. So in total the grant in 2016/17 is £3.3m (£0.6m in 2015/16) of which we had assumed £0.8m in the original papers presented to Management Scrutiny. In 2017/18 this will be £3m, and in 2018/19 and 2019/20 will be £2m in each of these years.

6.11 The Rural fund is to support the high cost of rural services, such as social care. The proposal is to set this fund aside to an earmarked reserve (£2.5m) to fund schemes that support the council transition to one that is able to manage with less government funding. This will include greater ability to raise income, devolve services to communities and work as one public sector in and across communities. Cabinet propose therefore setting targets for the release of this fund to schemes that firstly meet this type of criteria, and that can demonstrably show a return on the investment through either generating at least 20% more savings or reduce demand by 20%.

- **Social Care Levy**

6.12 Given the continued pressures of demand, the increasing cost of caring for the elderly and the likely impact of the National Living Wage (announced by the Chancellor of the Exchequer in July 2015) he set out in the Autumn Statement (25<sup>th</sup> November 2015) a new local freedom for councils to raise a separate ring fenced Social Care Levy of up to 2% on every household to support services to elderly residents. For Wiltshire this would equate to £4.322 million.

6.13 Whilst this is welcomed the actual forecast increased cost pressures for 2016/17 are £7.8 million as follows (more details in Section 7 of this report):

<b>Description of pressure</b>	<b>£m</b>
Additional demographic and complexity / acuity for over 65s	1.9
Greater cost of learning disability packages of care and increased numbers	1.8
Greater cost of mental health packages of care and increased numbers	1.4
Impact of the National Living Wage	0.4
Full year impact of placements from out of hospital	1.3
Contract inflation	1.0
<b>Total</b>	<b>7.8</b>

6.14 Without any social care levy the current forecast pressures from demand and inflation facing these services of £7.8 million would need to be managed by reductions to these services or services elsewhere in the Council. As such this report proposes that the Council implement this new Levy for 2016/17 at 2% to help manage the ongoing pressures faced by services viewed as a key priority to protect the vulnerable in the County.

- **Council Tax**

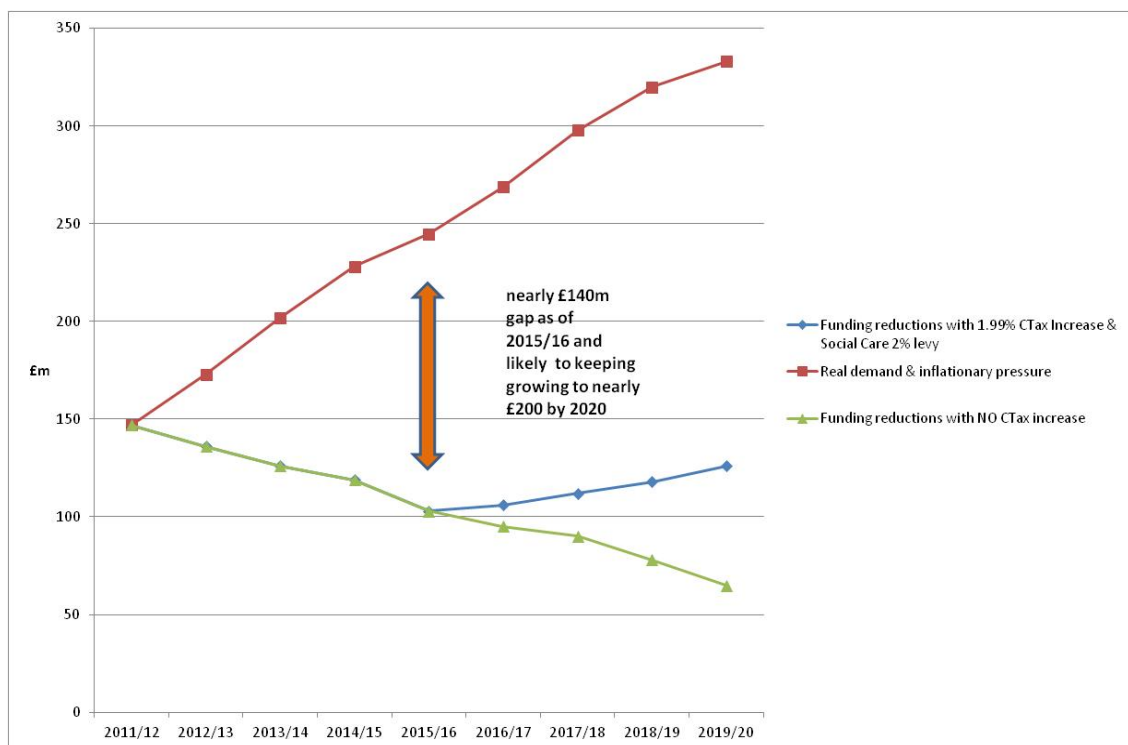
6.15 In addition the Council has the ability to pass proposals to increase Council Tax by up to 1.99% for 2016/17. This year will see no Council Tax Freeze Grant, and whilst previous years Freeze Grants have been rolled into the RSG, as this is being reduced, then clearly that Freeze Grant is also reduced meaning a loss of £20 million by 2020. Given that prior year Freeze Grants are being reduced and the pressures the Council faces due to cuts in the Government Funding proposals this report recommend a 1.99% increase in the Council Tax for 2016/17.

6.16 The Council has seen an increase in both the number of properties in the County subject to Council Tax and the levels of collection. Proposals are that Council Tax levels are increased by 1.99%, which will yield on the total tax base as set by Cabinet in December ([Link - item 144](#)) £4.3 million. In addition the level of Council Tax collected has improved, and as a result it is proposed to lower the level provided for bad debt. We also expect to collect £2.1 million more income from changes to discretionary discounts to empty homes agreed by Cabinet in September 2015 ([Link - Item 104](#)).

6.17 Overall therefore it is projected that in 2016/17 £11.559 million more will be raised from Council Tax as shown in Section 10 of this report.

• **Overall 'real' impact on the Council's finances across the 2010-20 decade**

6.18 The provisional four year settlement shows that the amount of cash funding from central Government is set to continue to fall significantly (a further £29.71m by 2019/20 - that is £69.33m or 54% since the start of the decade in 2010/11). On top of that the Council faces around £70m of demand and inflationary pressures by 2019/20 (c£140m since the start of the decade to now). So overall the Council faces the need to find savings from now to the end of the decade of £99.71m (that will be £309m in the decade). To manage this there is likely to be a need for future increases in Council Tax and the Social Care levy to avoid significant reductions in front line services.

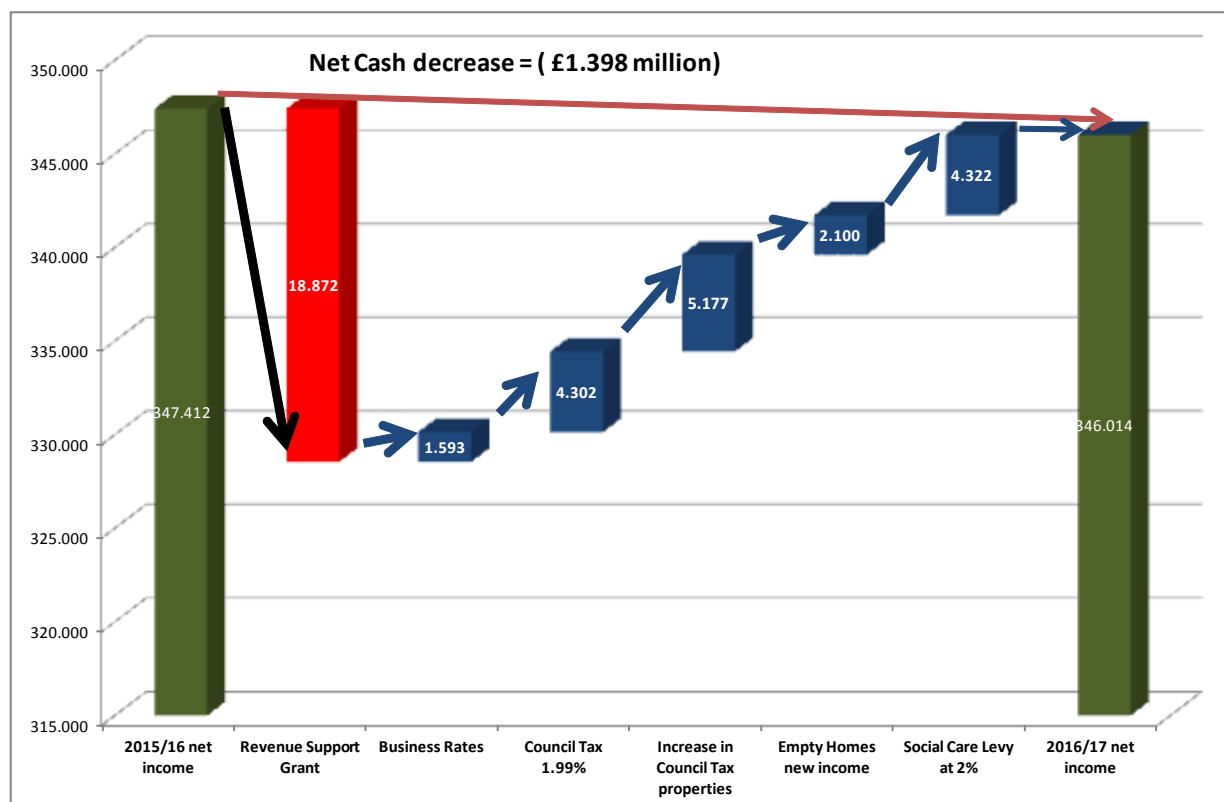


- **Government Funding – Future Years’ negotiation**

6.17 As part of the funding announcement, the Secretary of State has invited councils to approach DCLG to negotiate settlements with the potential for greater retention locally of business rates (NNDR), although on the understanding of greater responsibilities. This offer fits with Wiltshire Council’s devolution bid it submitted to DCLG in September 2015 ([Link - Item 9](#)), and as such the Leader has indicated that the Council wishes to take up this offer. If this is accepted there will be negotiations with DCLG over the next nine months, with final submissions now expected by 14<sup>th</sup> October 2016. Regular updates will be given to Council.

- **Overall Funding levels**

6.18 After adjusting for movements in grant, allowing for the final settlement, proposed levels of Council Tax and the proposed new Social Care Levy, the net impact is that the Council projects it will have £313.585 million of funds available, **which** is a net decrease from 2015/16 of £1.398 million.



6.19 However, as the next section identifies the level of demand significantly exceeds this and thus savings as set out in section 9 are also required.

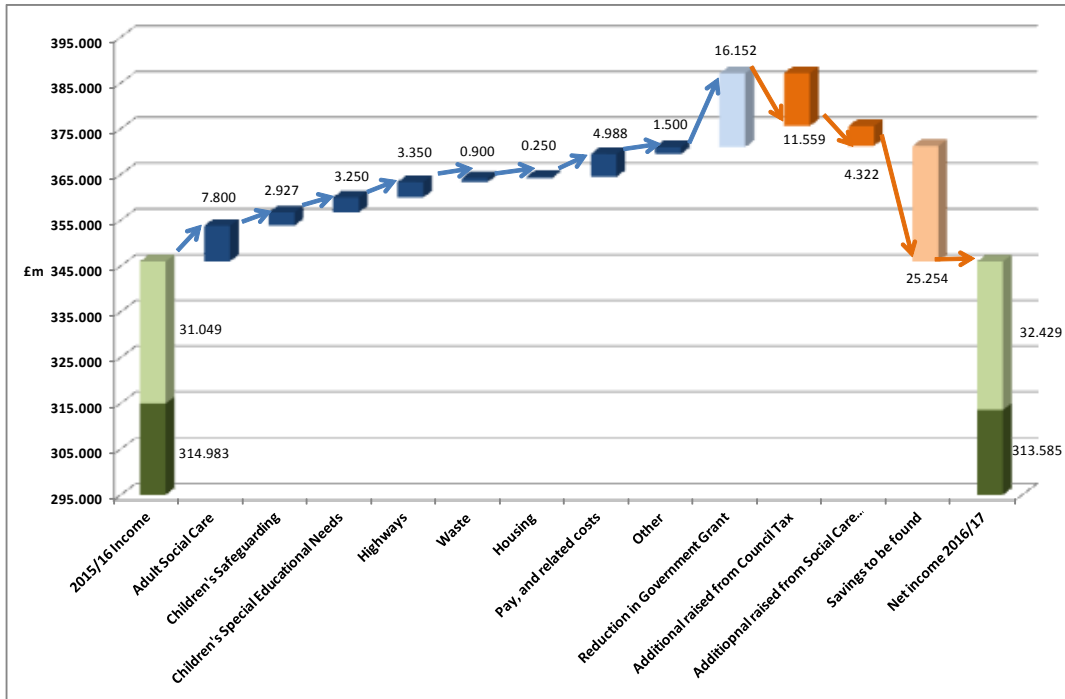
## **7 Level of investment and changes to the original plan**

7.1 Changes to assumptions on both income and spend have occurred since the Medium Term Financial Plan was reported to Council in February 2015. The comparison is summarised at Appendix 1A. The level of pressures has increased very slightly from the forecast financial plan reported to Council in February 2014 (£24.878 million to £24.965 million), largely due to a decrease in Government grant announced in mid December 2015 offset by a reduction in inflation assumptions. In addition, whilst costs continue to rise in Adult Social Care, although the increased demand will be partly offset by a new Social Care levy (as discussed in section 6 of this report).

7.2 The increase in Council Tax and Social Care Levy is to directly fund investment of £15.881 million in the Council's priorities:

- protecting the vulnerable, both adults and children;
- investing in our environment and roads
- funding the waste costs associated with new housing
- investing in housing, in particular reducing homelessness

7.3 Overall the pressures of £24.965 million will be funded in part by the additional £11.559 million raised by Council Tax and £4.322 million from the 2% Social Care Levy. That leaves a gap of £9.084 million. However, the Council also needs to identify ways to meet the net £16m reduction in Government SFA meaning that the net savings to find is £25.254 million (i.e. £9.084m + £16.152m) of savings still need to be found, but the Cabinet is quite clear that this will come from redirecting resources from non-priority areas. This is discussed in more detail in Section 9. Overall therefore the position is as follows (investment in each areas is discussed in the following paragraphs):



A reconciliation of these grant figures is shown at Appendix 1B page 2

- Adult Social Care**

7.4 Overall the forecast increased cost pressures for caring for older people, including mental health and adults with learning disabilities for 2016/17 are £7.8 million as follows:

Description of pressure	£m	Comments
Additional demographic and complexity / acuity for over 65s	1.9	It is forecast that the need for care will increase by 2.2% (£1.2m) in 2016/17. But complexity for over 85s in particular will give rise to higher costs for these in care (c£0.7m).
Greater cost of learning disability (LD) packages of care and increased numbers	1.8	As adults with LD live longer the costs of care increase with complexity. Also changes arising from legal cases have brought additional costs on Wiltshire. This increase will meet pressures arising in 2015/16 and projected increases flowing through into 2016/17.

<b>Description of pressure</b>	<b>£m</b>	<b>Comments</b>
Greater cost of mental health packages of care and increased numbers	1.4	Wiltshire has a growing number of 'forensic mental health' cases. On top of which reductions in joint funding mean the Council faces significant pressures in 2016/17.
Impact of the National Living Wage (NLW)	0.4	Whilst the impact of the NLW will effect later years far more, the start of this increase in income for our staff and those of our contractors / providers will begin to impact in 2016/17.
Full year impact of placements from out of hospital	1.3	The significant improvement in reducing Delayed Transfers of Care is a positive, but for the Council it brings increased costs of care to achieve this. Even with new initiatives to return people to their homes we have seen an increase in costs we forecast to continue.
Contract inflation	1.0	Contractual commitments link some contracts to inflationary uplifts.
<b>Total</b>	<b>7.8</b>	

7.5 Thus even after taking account of the ability to raise a new Social Care Levy and ring fence £4.3m of that income to Adult Social Care, pressures will need to be managed through effective placement and savings.

- ***Children's Safeguarding***

7.6 The Council continues to face pressures to ensure children are safe. The level of staffing to case ratio has improved, although many posts have been filled the speed of completely resourcing this structure from permanent staff has been slower than expected. As a result agency costs are still greater than budget. Whilst there are plans to manage this there is short term need to fund this transition.



7.7 In addition, whilst case numbers have remained on average stable over the last year at just above 400, the types of placement are more complex giving rise to higher costs. Initiatives, such as a South West Adoption Agency are underway but the savings from these may not be realised until 2017. As such pressures till exist.

- **Children's Special Educational Needs**

7.8 There are a number of factors giving rise to pressures across Children's Services arising from more children with special needs, complexity of those needs, as well as a transfer of responsibilities for funding those needs to the Council without additional funds. The Council will need to review high costs of care, how it works and funds cases with its partners and the transportation costs around the county. However, there is still a need for additional funds in these areas to meet the forecast pressures in 2016/17.

- **Highways**

7.9 The county highways network and street scene services are a priority. The ability to attract inward investment for a thriving economy and to ensure citizens and residents live and work in well maintained private and public space means that we will increase expenditure by £3.350m. This will be directed at the following service areas: The reintroduction of the parish steward scheme, drainage/flooding, gulley emptying, weed control, street sweeping, litter collection, maintenance of grounds and play areas, traffic management and street lighting energy costs. This is an area that the public, parish town and city councils continually ask for increased investment **to the** service in the specific areas of concern.

- **Waste**

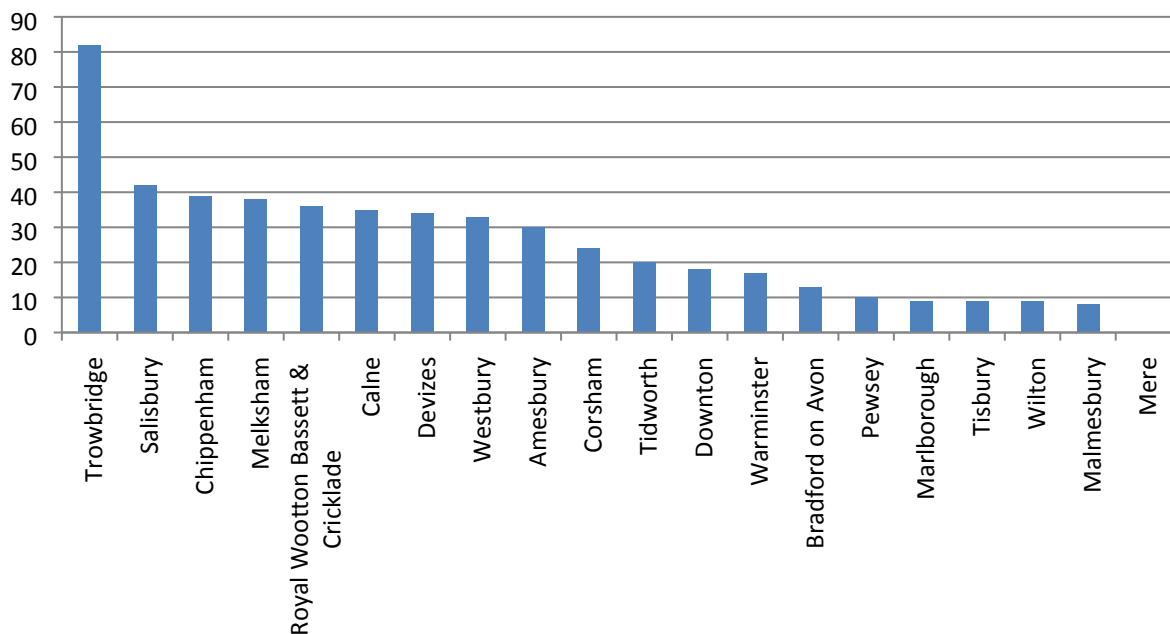
7.10 The County has seen on average a growth in its residential properties by 2% each year for the last three years. It forecasts that this will continue into 2016/17. Whilst individual houses can be added to rounds, where whole estates are being developed and sold this creates added pressures and needs for new bins and rounds, as well as costs of disposal. As such the Council has estimated it needs to divert £0.900m of monies raised from Council Tax to Waste services to fund this growth, so that there is a direct link between income raised and costs incurred.

- **Housing**

7.11 The housing market remains difficult with a constriction of the private rented sector as landlords seek to maximise rents above what benefit dependent tenants can afford and we have seen, nationally as well as locally, many landlords no longer wish to take on tenants who are reliant on housing benefit. The loss of an Assured Shorthold Tenancy remains both nationally and locally, the single biggest reason for homeless. Nationally 31% of homelessness results from the loss of these tenancies but in Wiltshire it is 36%, indicative of the lack of suitable and affordable private rented stock across the County.

7.12 The forthcoming freezes to working age benefits/tax credits and the roll out of Universal Credit is likely to increase this trend and the Options Team work proactively to build relationships with local landlords and offer them incentives to work with customers whom we are supporting. As well as a Wilts let Bond scheme to help tenants to afford the financial start-up costs of a new tenancy, we are able to offer help to landlords to quickly resolve housing benefit problems and a point of contact for ongoing tenancy issues. We hope to build on this work and ensure that Wiltshire landlords will continue to work with us to help those at risk of homelessness.

7.13 The chart below shows the numbers of high risk families likely to be negatively impacted on by the main welfare changes outlined in the recent budget and Autumn Statement.



7.14 An extra £250,000 has been identified to assist with the funding of deposits and offers to private landlords to secure suitable alternative accommodation as well as with our homeless prevention work to better manage the increased work-loads and support that housing officers will need to provide to those households impacted by Welfare Reform.

- **Pay and related costs**

7.15 It has been assumed that a number of factors will place significant pressures on the Councils pay and pension costs in 2016/17 as follows:

Description	Pressure £m
1 Pay inflation at 1% - Any pay awards are determined nationally between employer representatives and Trade Unions. Current suggestions indicate, whilst not settled, a likely outcome could be an average increase of 1%, with nil increase for senior managers and c2.2% for lower paid staff.	1.089
2 A package of Terms and Condition changes to deliver the savings shown.	1.722
3 Other amendments – to reflect full year savings from proposals in 2015/16	(0.262)
4 Pensions – The current actuarial plan for Wiltshire Pension fund includes an annual stepped increase of 1% p.a. The effect of this in 2016/17 is:	2.416
5 National Insurance changes – Changes introduced by Central Government mean that from April 2016 the current basic state pension and state second pension (S2P) will be abolished and replaced by a single-tier state pension. The abolition of S2P will also mean the end of contracting-out. Currently contracted-out schemes must provide a certain level of Defined Benefit (DB) benefits, sufficient to satisfy the statutory reference scheme test, and in return both employer and employees pay lower National Insurance Contributions (NICs). The abolition of contracting-out will therefore have cost implications for the Council and employees because of the loss of the NIC rebates. We estimate this could be:	2.755
<b>Total</b>	<b>£7.720</b>

7.16 All pay pressures will be funded from savings from both management and procurement, discussed in Section 9, and not from increases in Council Tax. It is also proposed in Section 9 that increments are not awarded for one year (2016/17) to reduce the level of savings needed, thus reducing the pressure to £5.998 million.

- **Other pressures**

7.17 Increased demand has an impact on 'back office' services through increased costs, for example additional legal / advocacy for child protection; IT support for new services or digitisation; and working differently in communities through health and wellbeing centres etc... As a result additional funding has been directed to Legal (£0.4m), IT (£0.6m), Libraries income (£0.150m) and Communities (£0.350m). Again this will be funded from savings across the Council and not from the increase in Council Tax.

- **Looking forwards**

7.18 Looking forward the current economic climate makes the prediction of inflation and demand harder given the wider variation of professional views. Projections around adult and child care demand have been strengthened to reflect better analysis of care data and trends, and higher levels of inflation have been assumed to be prudent. Thus the investments are felt justified and reasonable.

## **8 The consequences of Charges, Capital, Housing and School budget decisions**

- **Fees and Charges**

8.1 Cabinet proposes several changes to fees and charges, however in the main most discretionary fees have been increased on average by +10% to reflect the significant reduction (-16.3%) in the Council's Government grant. Other fees set by statute have been based on statutory national levels, and a few fees will remain at 2011/12 levels. A full list of fees and charges is attached at Appendix 1G.

8.2 Exceptions to this are for the collection of garden waste where a 5% increase is proposed to ensure that the council recovers its reasonable costs of collection. This will still mean that the service is less expensive than that of many neighbouring authorities. A 5% increase in charges for commercial waste collection and disposal is proposed, again to ensure that the council recovers its reasonable costs. Also Leisure will introduce a range of pricing in line with the Cabinet report in November 2015 ([Link - Item 132 Part II](#)).

8.3 There will be no change in car park charges.

8.4 Demand assumptions in the main have remained unchanged. This is felt prudent but will continue to be reviewed in year and an element of reserves has been set aside to cover for this. Other fees and charges proposed are assessed as deliverable at this stage but will also be monitored.

- **Capital**

8.5 Cabinet proposed Capital Programme for 2016-20 - attached at Appendix 1E, along with the indicative sources of funding available. The programme for 2016/17 proposes a total value of £116.583 million plus £37.669 million of works carried forward from 2015/16, and over the 4 years to 2019/20 is £441.048 million. The programme is largely built up from Government and other grants received or due to be received. This amount is £171.537 million in 2016-20, with £78.171 million forecast to come in 2016/17 (including carried forward from 2015/16). In some cases grant allocations for 2016/17 are still to be announced or finalised particularly for education, so estimates have been used which will need to be adjusted once grant levels are announced. Additionally other sums may become available during the year from a variety of sources which can be added to the programme during the quarterly reporting of the Capital programme in 2016/17.

8.6 In addition to Government grants, additional sums in the form of Capital Receipts from sales of assets and borrowing are able to be added to the programme. Capital receipts assume a total of £80.038 million received over the next 4 years to fund part of the planned expenditure. This has assumed that all known receipts are achieved and applied to the current Capital Programme.

8.7 The total 4 year programme thus requires circa £100.164 million of borrowing to fund the whole £441.048 million programme. Given the financial pressures on the revenue fund, borrowing in 2016/17 had been reduced to just £1 million, however, there is an assumed £99.164 million over the following three years at this stage (2017-20) largely (£66.645 million or 71% of all borrowing) arising from the ongoing health and wellbeing centres programme and Highways work. Both of which were added to the programme in previous years. **With the announcement of the final settlement it is proposed to use the Transition Grant to fund borrowing requirement and reduce the potential risk of future higher interest to meet the total need.**

8.8 The other major driver of borrowing increases is the ongoing upkeep of the Council's operational estate which will require circa £7.3 million of borrowing, and investment in employment through the Growth Deal support and schemes designed to boost the local economy and communities such as Porton Science Park development and superfast broadband.

- 8.9 Due to our continual improved management of cash flow, receipts and project management we anticipate that our cost of borrowing is reduced in 2016/17 by around £1.3 million to £21.899 million. **Although a further £2m will be borne for future years and funded from the Transition Grant initially to ensure our debt profile is retained at low levels of interest,** as once the first phase of the programme is complete in circa 2018, an additional £5m to 7m charge to revenue will be required in order to service the potential new debt. The total capital financing budget in 2017/18 is anticipated to be around £26m or circa 8% of the Councils net budget, up from 5% in 2014/2015.
- 8.10 To mitigate the increase in revenue budget, treasury management reviews will also continue to be undertaken to take opportunities to reprioritise, re-profile and better manage cash over borrowing to fund schemes. This will allow capital financing costs to be squeezed downwards wherever possible. The effect of reprogramming of the capital programme has the impact of pushing the costs into later years, and an estimate of this has been made within the budgeting. This will prevent the Council from borrowing money too early and thus having to pay unnecessary interest repayments. In addition more work will be undertaken to assess the ability to apply more capital receipts from disposal of assets.
- ***Housing Revenue Account (HRA)***
- 8.11 The Housing Revenue Account (HRA) is a separate account that all local authorities with housing stock are required to maintain by law. This account accumulates and reports all transactions relating to, or associated with, local authority-owned housing. It is “ring fenced”, which means that money cannot be paid into or out of it from the General Fund. In addition, it is not legal to run a deficit on the account.
- 8.12 The 30 year business plan aims to deliver a substantial increase in the amount of money available to be invested in Capital works on existing dwellings and to deliver new Social Housing to replace properties that have been sold under the Governments Right to Buy scheme.

- **Rents Setting 2016/17**

8.13 A new policy for Rents for Social Housing was adopted for 2015/16 by Central Government. As in previous years all Councils and registered social landlords are expected to set their rents using the long-standing rent restructuring formula. However, following the Chancellor of the Exchequer's announcement in his Autumn statement rents will be reduced by 1% per annum for the next four years - rather than increased by Consumer Price Index (CPI) plus 1% as was assumed prior to this announcement. This will have a significant impact on the HRA, with £0.524 million less revenue than predicted in the 30 Year Financial Plan in 2016/17, and more in future years. It is proposed that this is funded by reducing the contribution to reserves planned. This will have an impact on the future years' level of reserves to carry out repair and maintenance, and as such a new 30 Year Business and Financial Plan will be submitted during 2016 to address the issues raised by this and other HRA announcements made and continuing to be made by the Government.

8.14 The effect in 2016/17 for Wiltshire Council following this Government policy is to reduce the average formula or target rent by 1%. This equates to an average reduction of £0.90 per week. This will now apply to all properties in 2016/17. For 2 bedroom properties the average 2015/16 rent is currently £90.10 per week (52 week rent) which will fall to an average of £89.21 for 2016/17. For 3 bedroom properties the fall would be from £98.31 to £97.32.

- **Garage rents and Service Charges 2016/17**

8.15 It is proposed to increase garage rents by CPI plus 1%. This is following on from an increase in 2015/16 of 2.2%, with a freeze in garage rents between 2010/11 to 2013/14.

8.16 Service charges including those for sheltered accommodation (many of which are for utilities) are also proposed to increase by CPA plus 1%, the same increase as garage rents.

8.17 This is to reflect that due to the considerable economic pressure facing many tenants, service charges were frozen for 2012/13 and 2013/14. However, utilities costs rose considerably during that time, and in addition the reduction in rental leaves a shortfall in the HRA. A full review of service charges is being undertaken 2015/16 to look at options to fully recover all the costs incurred.

- **Budget impacts**

8.18 The proposed budget 2016/17 decreases the amount the HRA returns to reserves for 2016/17 from £1.498 million to £0.975 million. This is a decrease of £0.523 million on the amount in 2015/16. This is due to the reduction in income from the 1% reduction in rents.

8.19 The HRA budgets are being reviewed and realigned to ensure accurate budgets, profiles and reporting, this will be complete for 2016/2017 but should have no impact on the HRA bottom line. Details of the revised budget are shown below, and in detail at Appendix 1F:

<b>2014/2015</b>		<b>2015/2016</b>	<b>2016/2017</b>
<b>Actual Outturn</b>	<b>Service</b>	<b>Revised Budget</b>	<b>Proposed Budget</b>
<b>£</b>		<b>£</b>	<b>£</b>
	<b>HRA Expenditure</b>		
132,334	Provision for Bad Debt	250,000	250,000
13,835,148	Capital Financing Costs	13,986,000	13,986,000
6,154,599	Repairs and Maintenance	5,515,500	5,515,500
636,799	Supervision & Management Special	270,400	270,400
2,948,187	Supervision & Management General	3,556,200	3,686,900
<b>23,707,067</b>		<b>23,578,100</b>	<b>23,708,800</b>
	<b>Housing Income</b>		
(136,138)	Interest	(140,000)	(140,000)
(24,824,931)	Rents	(24,936,000)	(24,543,370)
<b>(24,961,069)</b>		<b>(25,076,000)</b>	<b>(24,683,370)</b>
<b>(1,254,002)</b>	<b>Total Housing Revenue Account</b>	<b>(1,497,900)</b>	<b>(974,570)</b>



8.19 The Council has already begun investing more heavily in its Council stock through use of HRA reserves and resources available under the new freedoms of the Self Financing regime. This has seen an increase in resources available to spend which has raised the planned expenditure on items such as replacement kitchens, bathrooms, windows, roofing and boilers on the Council housing stock. In 2016/17 the programme is aiming at delivering 700 new kitchens and 700 new bathrooms, a substantial increase on previous years. This programme will continue, increasing the average spend per year from under £4 million in 2011/2012 to around £10 million per year available over the next five years. In addition a further £6.5 million is earmarked for delivery of new Council housing.

- **Schools**

8.20 A one year Dedicated Schools Grant (DSG) settlement has been allocated for 2016/17, no indication of future years funding has been received. DSG has been allocated in three separate blocks for 2016/17, the blocks are not ring fenced. The total provisional DSG allocation for Wiltshire is £310.309 million broken down as follows:

	<b>2015/16 (Revised) £m</b>	<b>2016/17 £m</b>
Schools Block – final allocation based on October 2015 school census	256.536	260.156
Early Years Block – provisional allocation based on January 2015 census	18.988	18.988
High Needs Block – provisional allocation based on baseline data agreed with EFA (final data still to be updated)	37.385	37.043
Other additions for non-block allocations	<b>0.089</b>	<b>0.088</b>
<b>Total</b>	<b>312.977</b>	<b>317.275</b>

- 8.21 The settlement represents a cash increase of £4.278 million compared with 2015/16 however there are a number of upward and downward adjustments which have been reported to Schools Forum. The main reason for the uplift is an increase in pupil numbers. Government have announced that there will be a consultation in 2016 on a new settlement and formula to apply for 2017/18 onwards. Wiltshire schools are the seventh lowest funded schools in the Country and the consultation and proposals are eagerly awaited.
- 8.22 The Early Years block will be updated after the start of the financial year for the January 2016 census and again after the end of the financial year for the January 2017 census. The final value of the High Needs Block will be confirmed in March 2016. Values will be adjusted for placements in non-maintained special schools (NMSS) and for final numbers of post-16 placements.
- 8.23 A minimum funding guarantee (MFG) of 1.5% is to be applied to the delegated schools budget meaning that no school has a reduction in funding of more than 1.5% per pupil before any pupil premium is added. Schools Forum has previously agreed that the cost of the MFG will be met through limiting the gains for those schools who would receive increases in funding through the new funding model. Limits to gains are also applied on a per pupil basis.
- 8.24 Schools Forum met on 14th January ([Link](#)) and agreed to recommend a budget for schools of £317.275 million. Overall therefore there will be a continuation of the Council's policy to not top up the DSG.

## **9 Level of savings**

- 9.1 The Council's Financial Plan identifies a net reduction in grant funding of £0.289m (£1.398m less £1.109) plus a pressure on costs and services £24.965 million as shown in previous sections. This means there is a need to find £25.254 million of savings (£24.965m + £0.289m)
- 9.2 As part of the process of setting the budget managers have been assessing their budgets. The savings have then been split between those where officers have authority to take actions within the existing Council Policy Framework and processes termed Service decisions (this includes consultation where appropriate with the public and / or Trade Unions and staff); and those where decisions require a change in policy and approval by elected members. At this stage the decisions for Cabinet or Council have been taken, as set out below.
- 9.3 All of the savings are set out within this the budget books at Appendix 1C to this report. There are three corporate targets totalling of £2.494 million to be allocated to services for: procurement reviews and £1.556 million; £0.800 million for a review of terms and conditions; and £0.138 million to be allocated. These are discussed below (paragraph 9.7) in more detail.

9.4 In summary the savings are broken down as follows:

Description	£ million
Decisions already taken by Cabinet / Council, including Children's Centres (December 2015), Care charges (January 2016), Leisure income (December 2015), Voluntary Sector grants, Home broadband and elections income (Council February 2015)	1.335
Service decisions (per full list at Appendix 1C)	13.623
Income (see budget books at Appendix 1C, section 8 and fees & charges at Appendix 1G)	3.002
Corporate item savings (reduction in redundancy and capital financing of £2m and £1.3m respectively)	3.300
Corporate targets being allocated (paragraph 9.6)	2.494
Use of General Fund and provisions	1.500
<b>Total</b>	<b>25.254</b>

9.5 These savings have been assessed and considered realisable, although there may be some further movement in some as work progresses which means a small element could need to be found from other areas or reserves.

9.6 The savings are thus coming from two main sources pay, and non-pay. In relation to pay the Council's current pay bill is £145.113m. It is proposed that £7.720m of increase is required to meet pressures set out at paragraph 7.13. However, it is proposed that increments are frozen for one year to reduce this pressure to £5.998m.

Description of saving	£m
<b>Salary Savings (circa 60 to 100 posts) identified in budget books plus management salary saving targets from removing vacancies and restructures under consideration which could give rise to redundancies (circa up to further 100 posts)</b>	(6.122)
<b>Direct salary adjustments</b>	<b>(6.122)</b>
<b>Other salary adjustments in budget:</b>	
Term and conditions	(800)
One year increment freeze	(1.722)
Release of redundancy reserves	(2.000)
<b>Total at salary savings in budget book</b>	<b>(10.644)</b>

9.7 This will give a total pay bill, subject to any other proposals, of £142.189m, which is 45% of the net budget.

	<b>Revised 2015/2016 £m</b>	<b>Growth &amp; Investment £m</b>	<b>Salary Savings &amp; Efficiencies £m</b>	<b>Proposed 2016/2017 £m</b>
Employees	145.113	7.720	(10.644)	142.189

<b>Savings &amp; Efficiencies</b>	(6.122)
<b>Other</b>	(4.522)
<b>Total pay and related savings as above</b>	(10.644)

9.8 Of the pay savings every effort will be made to first of all remove vacant posts and assess ability to redeploy staff. This both supports employment and reduces any costs of redundancies. It is anticipated through this the likely reduction in posts will be around 200, which is c.5% of staff against a funding reduction of 16.3%.

9.9 There are three corporate target savings allocated out to services within the Plan. This totals £2.494 million:

- Target to continue to reduce spend on goods and supplies through improved corporate procurement - £1.556 million. The Council's procurement and contract management responsibilities has been the subject of a 12 month review and a new standardised process for tendering and monitoring spend / contracts will come into operation in 2016/17. It is assumed this improved governance and control environment will yield savings additional to specific procurement savings already identified. This target represents circa 1% of the Council's spend on goods and supplies and is thus felt reasonable. The targets have been allocated to each Associate Director to deliver and as such are not held in the centre, but reflected in reductions in service budget books appended to this report. An element has been set aside in reserves for non-delivery.
- There is a targeted reduction in pay associated costs arising from a review of the current staff terms and conditions during 2016/17 - £0.800 million. As this is to be concluded this saving has not yet been allocated out to service budget books but is held in the centre.
- A small unallocated amount of £0.138 million remains to be allocated following the review of proposals and timings. It is hoped this will be funded from any additional grant received when the final settlement is known.

9.9 The Council remains prudent and an element of provision for non-delivery of savings has been provided for in the General Fund Reserves discussed in more detail at Section 11 of this report.

## 10 Council Tax calculation

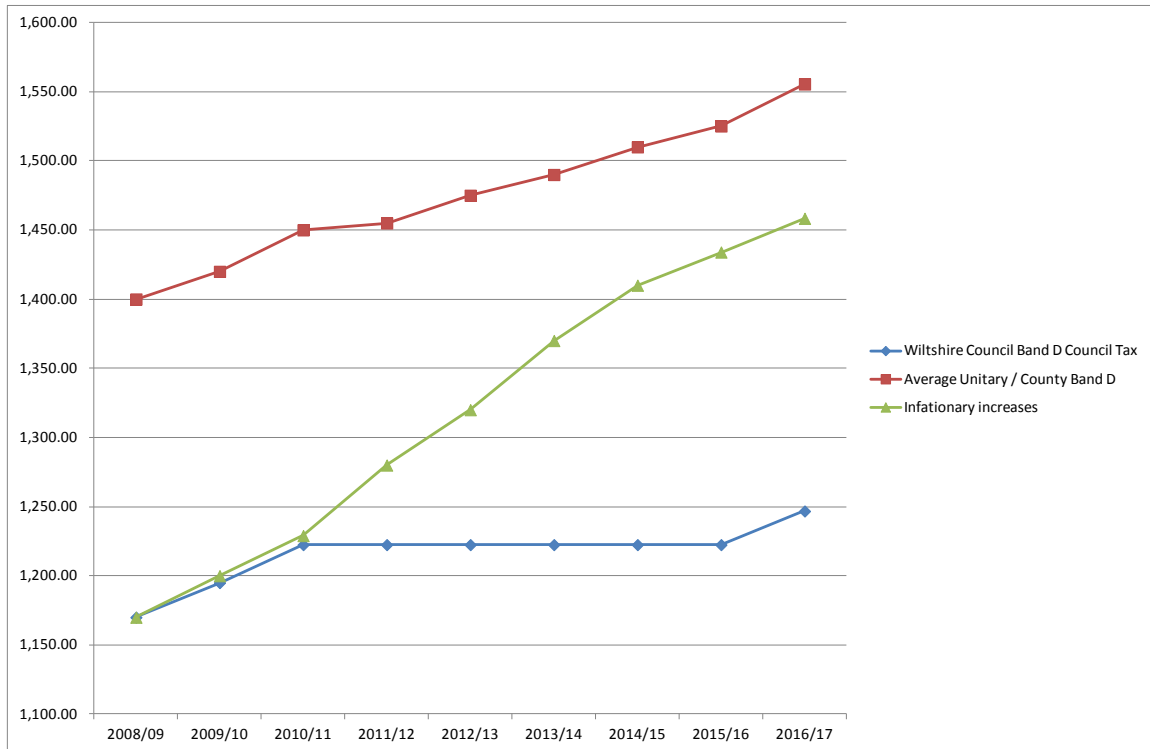
10.1 The overall position for 2016/17 reflected in this report is therefore:

	<u>£m</u>	<u>£m</u>
<b>2015/16 Revised Base Budget</b>		<b>314.983</b>
<b>Plus</b>		
<i>Medium term financial plan</i> - Net demand and inflation (paras 7.1)	24.965	
		<u>339.948</u>
<b>Less</b>		
<i>Savings &amp; Income (as set out at Section 9):</i>		(25.254)
Net movement in other grants		(1.109)
		<u>313.585</u>
<b>Net budget requirement</b>		<b>313.585</b>
Financed by		
• RSG (paragraphs 6.3 to 6.8)		(34.726)
• Baseline Funding Business Rates Retention (paragraphs 6.3 to 6.8)		(54.135)
• Social Care Levy at 2% (paragraphs 6.10 to 6.12)		(4.322)
<b>Amount to be found from the Collection fund through Council Tax</b>		<b>(220.402)</b>

10.2 The Local Government Finance Act 1992 (as amended by the 2003 Act) sets out the powers and duties of the Council in setting the annual Council Tax. The key requirements under Part IV of the 1972 Act are that:

- Council Tax is set at Full Council – Section 33.
- Council Tax is set at a sufficient level to meet its proposed budget requirements for the ensuing year – Sections 32 and 33.
- The level of Council Tax is set before 11th March to enable circulation of Council Tax bills to enable people to pay on and after 1<sup>st</sup> April- Section 30(6).
- The Chief Finance Officer must report on the robustness of estimates and the proposed adequacy of reserves – Section 25.

- 10.3 The Government, through the DCLG Secretary of State, the Rt Hon Greg Clarke MP, reiterated in December 2014 that keeping Council Tax low remains a priority for the Government. As such Government has retained its powers to enable referendums where a council sets its Council Tax at or greater than 2%. The impact for Wiltshire is set out at Section 7 of this report.
- 10.4 The original assumptions employed in setting the 2011-12 to 2012-15 Financial Plan were that Council Tax for Wiltshire Council would be set as follows:
- 2010-11 0%
  - 2011-12 0%
  - 2012-13 0%
  - 2013-14 0%
  - 2014-15 0%
  - 2015-16 0%
  - 2016-17 1.99%
- 10.5 The proposals within Cabinet's report are that for 2016/17 there will be a 1.99% increase. This is a reflection of the ongoing reduction in Government funding and the pressures this Council faces to manage demand and rising costs. At this stage the Financial Plan has been updated and reflects a 1.99% increase in 2017/18, 2018/19 and 2019/20.
- 10.6 Overall this still means that in the last five years, Wiltshire residents have had one of the lowest national increases in Council Tax. This will, if this budget is approved, be the first increase in Council Tax by the Council since its inception as a Unitary Council. In which time it will have made nearly £110m of savings and efficiencies. This means the 1.99% rise when compared to an average national inflation for the same period of nearly 21.5% means a saving totalling £212 to the average household in 2016/17, and when compounded over the last seven years equates to a saving of £919.



10.7 Compared with similar and surrounding councils Wiltshire remains one of the lowest Council taxes:

	2015/16 Band D Council Tax Levels
Northumberland	£1,428.00
Bristol	£1,419.00
Dorset ( <i>includes District average</i> )	£1,395.83
Cheshire West	£1,275.00
Cornwall	£1,294.00
South Gloucester	£1,245.00
Wiltshire	£1,222.43
BANES	£1,201.85
Somerset ( <i>includes District average</i> )	£1,170.75

- 10.8 The Council is required to set a Council Tax sufficient to balance the Collection Fund account it maintains. Based on the projections at December Wiltshire Council's Collection Fund is forecast to be balanced and the NNDR deficit fully addressed. That results in a funding requirement in 2016/17 from Council Tax of (£220.402) million.
- 10.9 The Council has agreed that the average Band D tax base of 176,780.23 for 2016/17 ([Link - Item 144](#)). Given no draw on the Collection Fund, as identified in section 10.1 of this report, the net requirement is £220.402 million; The Band D Council Tax proposed for 2016/17 is thus £1,246.76 (£220.402 million divided by 176,780.23 tax base).
- 10.10 Across the bandings that equates to the following:

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
831.17	969.7	1108.23	1246.76	1523.82	1800.88	2077.93	2493.52

10.11 In addition the Social Care levy of 2% will be applied. The affect for each is set out in an appendix to Council within the Council Tax setting report on the same agenda to Full Council as this report.

- 10.12 The precept for Wiltshire Police and Wiltshire Fire and Rescue Service are expected to be set during the week before Council and as they were not finalised and approved before upload of these papers firstly no change to the Council Tax element for these precepts has yet been made in this report. Secondly therefore the revised figures will be confirmed at Council, although the assumed levels are set out in the Council Tax setting report on the same Council agenda as this paper.
- 10.13 In Wiltshire there are 256 parishes and town councils. Each of these bodies has precepting powers. Given the scale of the number of such councils, the detailed affect for each is set out in an appendix to Council within the Council Tax setting report on the same agenda to Full Council as this report. This report also shows the movement for each parish and town on top of that for Wiltshire Council, the Fire and Police organisations.
- 10.14 With reference to the changes reported to Cabinet 18th December 2012, relating to the local Council Tax Support Scheme, it is necessary to reiterate that as part of setting the budget and Council Tax requirement for 2016/17 Wiltshire Council has passed through part of its RSG, £0.121 million, to parish and town councils.








10.15 The Government did not announce a specific grant level in 2016/17 for this element of funding, as such consultation with Town and Parish councils took place in the autumn of 2013 with a report to Cabinet in November 2013 ([Link](#)). In line with that decision £0.121 million has been allocated as grant to Wiltshire's local councils. We will continue to support the local councils in lobbying for this to be changed.

## 11 Assessment of reserves

11.1 The Council has had for a number of years a Strategic Risk Register and developed a Risk Framework to identify and monitor risks going forward. This register has continued to be updated during 2015/16, and has formed the platform in preparing the Section 151 Officer's assessment of risk. Appendix 2 of this report summarises the significant financial risks arising from this assessment.

11.2 The total potential reserves required from this assessment is as follows:

	31 <sup>st</sup> March				
	2015 £ million	2016 £ million	2017 £ million	2018 £ million	2019 £ million
<b>General Fund Reserve risk assessment – Appendix 2</b>	10.2	8.4	9.5	10.5	11.0
<b>Current Projections (see Para 11.5)</b>	12.4	10.0	10.0	10.5	11.0
<b>Reserves sufficient</b>					

11.2 The Council's General Fund estimated reserve at 31 March 2015 based on the forecast outturn, at Section 3 of this report from the current forecast outturn is circa £10 million. This means the General Fund Reserve is in line with the revised recommended level, and future use of these funds are seen as a matter of last recourse given the low levels compared to other councils. The reserves are for use where other actions cannot deliver savings or urgent one of needs arise unexpectedly. The Council will seek to manage within resources by proposing alternative savings first rather than drawing on reserves which are only available as a one off and do not address recurring saving needs.

11.3 A review of the assumptions applied last year and the current level of reserves has resulted in the following changes being made:

- Service savings – the risk assessment continues to provide for non-delivery of savings, and the level of risk has been maintained as based on previous years experiences we have again seen 98%+ delivery of savings identified at this stage of year and other savings being found to match those that were not. The risk thus remains around corporate target risks and this has in part been covered thus in this allocation against the General Fund.
- There is still some uncertainty over future years funding with no a lack of clarity over future year settlements being negotiated with DCLG. However, it appears that our provisional settlement is perhaps a worst case scenario. However, there is a lack of clarity regarding business rates retention and risk. As such an element has been included to provide for a shortfall in NNDR funding in the coming and future years. Whilst there is a national scheme that provides for funding if this income falls and there is a sudden loss of above 7.25%. However, any loss on business rates where by less than 100% of the baseline to 92.25% is collected will be borne by the local authority. Also any negative changes in Council Tax Support allowance will be a risk for the Council to bear. As such an element of the General Fund is still required to reflect the ongoing risk of funding volatility.
- The Better Care Fund allocation to the Council for 2016/17 is assumed as 2015/16 (£10.277 million). As such this risk has been reduced.

11.4 As such, based on the assessment at Appendix 2 there is no further call on reserves in 2016/17 and £0.5 million can be released. In light of the future need for reserves and following the Transition Grant announcement as part of the final settlement, this will now not be drawn down and the gap funded from that grant as set out in paragraph 6.9, fourth bullet and as shown in appendix 1b. However, Members should note that, as the external environment of both the public sector and Wiltshire itself changes rapidly, so do the number of risks being identified and the likelihood of risks occurring are also increasing. The key risk identified this time as noted above is related to changes to care funding and the increasing volatility in both demand and the financial stability of external providers in 2016/17 and beyond.

11.5 As such the reserves for the following years are estimated / proposed as:

	<b>31<sup>st</sup> March</b>			
	<b>2015 £ million</b>	<b>2016 £ million</b>	<b>2017 £ million</b>	<b>2018 £ million</b>
Opening General Fund Reserve	<b>11.865</b>	<b>12.365</b>	<b>10.019</b>	<b>10.019</b>
Contribution to / (from) general fund reserves	<b>(0.900)</b>	<b>(2.346)</b>	<b>0</b>	<b>0.500</b>
Contribution (to) / from earmarked reserves for General Fund	<b>1.400</b>	<b>0</b>	<b>0</b>	<b>0</b>
Closing General Fund Reserve	<b>12.365</b>	<b>10.019</b>	<b>10.019</b>	<b>10.519</b>

11.6 The “growth” assumption in the General Fund Reserve position in 2017/18 will be kept under continual review as part of the budget monitoring process.

11.7 An analysis of the other existing earmarked reserves has also been undertaken and the proposed movements and purpose of each is set out below. This identifies a small net change in the total for 2016/17 in line with the Financial Plan. This again is provided for in the four year Financial Plan.

Earmarked Revenue Reserves	31 <sup>st</sup> March						Purpose
	2014 £ m	2015 £ m	2016 £ m	2017 £m	2018 £m	2019 £m	
PFI	7.7	7.7	7.7	7.7	7.7	7.7	To continue the forecast gap in future funding on the existing schools PFI schemes and to fund set up and bid costs for Housing and Adult Care Homes
Area Board Reserve	0.2	0.035	0.0	0.0	0.0	0.0	Does not include carry forward.
Elections Reserve	0.2	0.4	0.6	0.8	0.0	0.2	To fund elections every four years
Other	3.0	1.1	1.0	0.5	0.1	0.0	Single view of the customer.
Insurance	4.2	3.5	3.5	3.5	3.2	4.0	To provide for continued increases in costs arising from claims brought against the Council.
Core Strategy and Local Development Strategy	0.0	0.4	0.4	0.4	0.0	0.0	To fund the 2016/17 core strategy costs.
Council Tax Reduction Support	0.0	0.2	0.2	0.0	0.0	0.0	A fund was created to fund the potential debt arising to vulnerable unemployed working age adults.
Rural Transition Grant	n/a	n/a	n/a	2.5	2.5	2.5	A new fund as set out at paragraphs 6.10 & 6.11 of this report.

11.8 The level of reserves overall are considered to be sufficient to meet potential risks and demonstrate a prudent level.

## 12 The impact on 2017/18 and future years

- 12.1 Government's final Settlement Announcement on 8<sup>th</sup> February 2016 sets out an indicative four year settlement for 2016-20. This sets out the Government's intention to reduce the Revenue Support Grant part of the Council's funding to nil by 2020. The settlement would mean a further 35% / £30.32 million reduction in the Council's funds, before decisions on Council Tax or Social Care levy from 2017 onwards, as follows:

	2016-17	2017-18	2018-19	2019-20
	£m	£m	£m	£m
Revenue Support Grant (RSG)	34.73	18.29	8.05	0.00
Baseline Funding Level	52.98	54.02	55.62	57.39
<b>Settlement Funding Assessment</b>	<b>87.71</b>	<b>72.31</b>	<b>63.66</b>	<b>57.39</b>

- 12.2 The reduction from 2015/16 to 2019/20 will be £48.75 million or 46%. As part of the reduction of the RSG it is noted that previous Council Tax Freeze grants which had been part of this element of the grant do not appear to have been kept, As such the Council has lost nearly £20 million of income opportunity over the decade so far by freezing Council Tax due the fact that the Government has included this grant in the declining RSG.
- 12.3 As part of the funding announcement, the Secretary of State invited councils to approach DCLG to negotiate settlements with the potential for greater retention locally of business rates (NNDR), although on the understanding of greater responsibilities. This offer fits with Wiltshire Council's devolution bid it submitted to DCLG in September 2015, and as such the Leader has indicated that the Council wishes to take up this offer. If this is accepted there will be negotiations with DCLG over the next nine months. Regular updates will be given to Council.
- 12.4 As such at this stage we have made only minor changes to our assumed longer term financial plan (2017-20) other than to amend it for changes in grant. Further updates will be brought to Council throughout 2016/17.

### 13 Legal advice

13.1 The Monitoring Officer considers that the proposals fulfil the statutory requirements set out below with regard to setting the amount of Council Tax for the forthcoming year and to set a balanced budget:-

- S30 (6) Local Government finance Act 1992 (the 1992 Act)  
This section requires that Council Tax must be set before 11 March, in the financial year preceding that for which it is set.
- S32 the 1992 Act  
This section sets out the calculations to be made in determining the budget requirements, including contingencies and financial reserves.
- S33 the 1992 Act  
This section requires the Council to set a balanced budget.
- S25 (1) Local Governance Act 2003 (the 2003 Act)  
The Chief Finance Officer of the Authority must report to it on the following matters:-
  - (a) the robustness of the estimates made for the purposes of the calculations; and
  - (b) the adequacy of the proposed financial reserves.
- S25 (2) the 2003 Act  
When the Council is considering calculations under S32, 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)  
These Regulations set out what are to be the respective functions of Council and of the Cabinet. With regard to the setting of the budget and Council Tax for the forthcoming year, Regulations provide that the Leader 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 S32 of the 1992 Act. However, the adoption of any such plan or strategy/calculations is the responsibility of (full) Council.

13.2 This report meets those requirements.

13.3 The legislation that governs local government is changing significantly and the business plan will be kept under review to see if changes are needed as the changes in legislation are made available and clarified.

## **14 HR advice**

- 14.1 The Associate Director, People and Business Services has been involved in the process surrounding savings in the service areas and with human resource implications arising from the proposals. This has included / will include consultations with the trade unions in relation to the restructuring of services to deliver savings. Where restructuring of services proposes more than 20 redundancies a HR1 form for each service review has been / will be completed and sent to both the recognised trade unions and the Department of Business Innovation and Skills (BIS). Savings from service reviews are realised once consultation on each review is completed. There are processes in place to carry out further consistent consultations arising from other service saving proposals over the next 12 months where there are human resource implications.
- 14.2 The Council has had good negotiation and consultation relationships with the Trade Unions and negotiated revised terms and conditions in 2011. The pay increment freeze was lifted in 2014 and this and pay inflation of 1% has been included within the base budget assumptions, in line with the national pay negotiations and agreement.

## **15 Equalities assessment**

- 15.1 The business plan sets out Wiltshire's approach to delivering stronger and more resilient communities, how it will interact with its customers and improve access to services and information. It contains specific investment to support vulnerable adults and children in Wiltshire. The equalities implications of the long term strategies already approved were considered as part of the development of those strategies.
- 15.2 In order for the Council to fulfil its legal requirements under the Public Sector Equality Duty, individual Equality Impact Assessments will be done on the delivery plans for the respective budget decisions at the stage when plans for implementation are drawn up. These will be made available to all Councillors during the decision making process so that the full equality implications of proposals are understood, inform final decisions and due regard is paid to the Equality Duty.

## **16 Environmental and climate change considerations**

- 16.1 The plan and budget have been developed to support stronger and more resilient communities in Wiltshire.

## **17 Risk Assessment**

- 17.1 The financial risk assessment that supports the 2016/17 budget is discussed at Appendix 2. Services have considered risk in developing the proposals for investment and savings shown in the financial plan and these will be reflected in their usual risk management arrangements.

- 17.2 The changes that have been made by the Government since May 2010 are significant, and further changes to the public sector are expected over the next few years. During 2016/17, we will need to consider whether further changes are needed to our structures and arrangements once the full details of legislative changes have been disclosed by the Government.
- 17.3 Also, we have only received a provisional four year financial settlement and the business plan may need to change once / if a revised negotiated settlement for 2017-20 is agreed.
- 17.4 There is a risk that budget proposals will impact on delivery of the Council's Business Plan. Thematic plans are being developed as the delivery vehicle for each outcome in the Business Plan and these will be revised to take account of budget decisions and ensure that the Council is able to deliver to deliver the outcomes and key actions of the Business Plan 2013-17.

## **18 Financial Implications**

- 18.1 In accordance with Section 25 of the Local Government Act 2003 and CIPFA Code of Practice, this section of the report sets out the Section 151 Officer's assessment of the major areas of risk in the 2016/17 base budgets / Medium Term Financial Plan, and recommended budget options. It is presented in order to provide Members with assurances about the robustness of assumptions made, and to assist them in discharging their governance and monitoring roles during the forthcoming year.
- 18.2 Members are required under the 2003 Act to have regard to the Chief Financial Officer's report when making decisions about the budget calculations.
- 18.3 Section 25 of the Act also covers budget monitoring and this is a procedure which also helps to confirm the robustness of budgets. Current financial performance is taken into account in assessing the possible impact of existing pressures on the new year budgets. It also provides early indications of potential problems in managing the current year budget so that appropriate action may be taken. Members are asked to note therefore that the balanced budget forecast, has been included in our risk based assessment for balances. Budget monitoring is reinforced through close financial support to managers and services. These processes and controls will continue to be built upon for 2016/17, to maintain tight financial control.



18.4 In assessing the assumptions in the setting of the 2016/17 Council Tax, chief officers have provided details of their service responsibilities and aims, together with explanations of current pressures and other issues. These narratives were set alongside each Associate Director and Head of Service's base budget calculations to put the figures in context and to help inform the formulation of this budget and the Council's proposed Business Plan. My assessment of all this information, following the risk assessment set out, is that the budget calculations are fair and robust, and reserves are adequate to reflect known circumstances.

- **Assumptions around the base budget**

18.5 2016/17 will be the seventh budget set for the new unitary Wiltshire Council. The economic downturn has started to be reversed although growth is marginal and sector specific, as such the original assumptions around income growth in areas such as car parking have been amended to reflect the latest known position.

18.6 The financial assumptions are set out in detail in Appendix 1D. These take account of key factors such as demographic and inflation rates of change.

## **19 Corporate Directors advice**

19.1 The process of determining the budget process and co-ordinating the saving and investment proposals has been led by the Corporate Directors working with Cabinet in order to ensure that they agreed that that budget proposals were deliverable and that they could advise Council to this affect. As such the Corporate Directors confirm that all of the proposals set out in this report and related appendices can and will be delivered.

## **20 Conclusions**

20.1 The Council's business plan, supported by its financial plan 2014-18 and the budget for 2016/17 sets a clear direction for the coming years, and the budget proposals within that are robust. The Council is thus assessed as financially viable with sound and strong financial standing.

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Date of report: 12<sup>th</sup> February 2016

## **Background Papers:**

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

Various budget working papers in services  
Business & Financial plans 2014-18

## **Appendices**

### **1 – Cabinet’s Updated Business & Financial plans 2013-15, which includes budget proposals for 2016/17 and budget book**

**Appendix 1A – Financial Plan Update 2016-2020**

**Appendix 1B – Service Budget summary**

**Appendix 1C – 2016/17 Individual Service Budget Books**

**Appendix 1D – Assumptions used to set the budget**

**Appendix 1E – Capital Programme**

**Appendix 1F – Housing Revenue Account**

**Appendix 1G – Fees and Charges**

### **2- General Fund Reserves assessment**

### **3 - Consultations Feedback**

- I. Schools Forum – 14<sup>th</sup> January 2016**
- II. Housing Board – 25<sup>th</sup> January 2016**
- III. Overview and Scrutiny Management Committee – 3<sup>rd</sup> February 2016**
- IV. Group Leaders JCC – 4<sup>th</sup> February 2016**
- V. Cabinet Minutes 9<sup>th</sup> February**
- VI. Public meetings – 1<sup>st</sup> to 10<sup>th</sup> February 2016**

## Cabinet proposed update to the Financial Plan 2016-2020

<i>High Level MTFS 4 Year Financial Model</i>	2016-2017 Approved Financial Plan	2017-2018	2018-2019	2019-2020	2020-2021
	£m	£m	£m	£m	£m
<b>Funding Changes</b>					
Increase in Council Tax	(220.402)	(4.386)	(4.470)	(4.606)	(4.744)
Social Care Levy	(4.322)	(4.541)	(4.676)	(4.816)	(4.960)
Council Tax base growth		(2.248)	(2.315)	(2.384)	(2.456)
Council Tax Reduction Scheme		0.000	0.000	0.000	0.000
Council Tax Freeze Grant 2015/16		0.000	0.000	0.000	0.000
RSG/ Formula Grant	(34.726)	16.436	10.240	8.050	0.000
Rates Retention	(54.135)	(1.641)	(1.691)	(1.724)	(1.776)
Collection Fund	0.000	0.000	0.000	0.000	0.000
Other Central Grants including Educational Service Grant		0.000	0.000	0.000	0.000
<b>Total Funding Changes</b>	<b>(313.585)</b>	<b>3.620</b>	<b>(2.912)</b>	<b>(5.480)</b>	<b>(13.936)</b>
<b>Other income changes in Plan</b>					
New Homes Bonus Income changes		1.841	0.000	0.000	0.000
Fees and charges Income		(1.401)	(1.405)	(1.408)	(1.411)
Parish Council Local Council Tax Support		(0.121)	0.000	0.000	0.000
Educational Support Grant		1.819	0.767	1.007	0.000
NHS Funding for social care		0.000	0.000	0.000	0.000
Rural Services Grant		0.000	0.000	0.000	0.000
<b>Total Savings Changes</b>		<b>2.138</b>	<b>(0.638)</b>	<b>(0.401)</b>	<b>(1.411)</b>
<b>Investment per Business Plan and demand/demography</b>					
Priority 1: Highways		2.700	0.000	0.000	0.000
Priority 2: Stimulate economic growth					
Priority 3: Innovative Community led approaches					
Priority 4: Improving attainment and skills of Young Children					
Priority 5: Support the most vulnerable in our society					
Adult Care		7.000	8.500	9.500	11.500
Children & Families		3.500	3.500	2.500	2.500
Priority 6: Investing in council houses					
Priority 7: Military Civil integration					
Priority 8: Delegate land to Parish & Town Councils					
Priority 9: Create Campuses					
Priority 10: Integrate Public Health					
Priority 11: Develop the skill of our workforce and councillors					
<b>Investment carried forward from 2012-2015 Business Plan</b>					
Waste		2.000	2.000	2.000	2.000
<b>Corporate growth</b>					
Staffing - pay		4.010	4.131	4.253	4.382
Inflation - general (not split to services)		10.000	10.000	10.000	10.000
Pension Backfunding		0.570	0.627	0.690	0.759
Cost of admission in pension scheme		0.000	0.000	0.000	0.000
Movement to/from Reserves		0.000			
Capital Financing to fund current capital program, including campuses		4.395	4.000	4.000	4.000
<b>Total Growth Changes</b>		<b>34.175</b>	<b>32.758</b>	<b>32.943</b>	<b>35.141</b>
<b>TOTAL COST REDUCTION PLAN REQUIRED</b>		<b>39.933</b>	<b>29.208</b>	<b>27.062</b>	<b>19.794</b>
<b>Priority 12: Realign our resources and secure VFM</b>					
Savings to be allocated		(39.933)	(29.208)	(27.062)	(19.794)
<b>TOTAL COST REDUCTION PLAN</b>		<b>(39.933)</b>	<b>(29.208)</b>	<b>(27.062)</b>	<b>(19.794)</b>

Service Budget summary (page 1 of 2)

Appendix 1B

Service Line	Revised 2015-16 Net Base Budget	Total 2016-2017 Growth	Other Movements	Total Savings	Net Budget after saving 2016-17
	£m	£m	£m	£m	£m
<b>Adult Social Care Operations</b>					
Older People	49.987	4.871		(3.837)	51.476
Other Vulnerable Adults	11.556	0.147		0.000	11.703
Mental Health	22.048	0.982		0.000	23.187
<b>Adult Care Commissioning, Housing, Adult Safeguarding</b>					
Resources, Strategy & Commissioning	1.651			(0.263)	1.463
Housing Services	4.174	0.250		(0.350)	4.159
<b>Public Health &amp; Public Protection</b>					
Public Health Grant spend	16.108		2.161	2.161	18.269
Public Health Grant	(16.108)	0.000	(2.161)	(2.161)	(18.269)
Other Public Health & Public Protection	2.904			(0.582)	2.506
Leisure	0.580			(0.150)	0.621
<b>Operational Children's Services</b>					
Children's Social Care	30.506	2.032		(1.903)	31.264
0-25 Service: Disabled Children & Adults	12.807	3.250		(0.848)	15.600
Early Help	2.267			(0.504)	1.983
<b>Learning Disability</b>					
Learning Disability	45.269	1.800		(0.150)	47.193
<b>Quality Assurance, Commissioning &amp; Performance</b>					
School Effectiveness	1.864	0.521		(0.420)	2.081
Business & Commercial Services (closed)	0.000			0.000	0.000
Safeguarding	1.315			0.000	1.387
Funding Schools	0.000			0.000	0.000
Commissioning and Performance	8.473	0.374		(0.899)	8.070
<b>Economy and Planning</b>					
Economy and Planning	4.207			(1.011)	3.617
<b>Highways and Transport</b>					
Highways	13.911	3.350		(0.470)	17.028
Transport	17.437			(0.380)	17.107
Car Parking	(6.103)			0.000	(6.040)
<b>Environment and Leisure</b>					
Waste	32.236	0.900		(0.505)	32.869
Environment Services	4.538			(0.665)	4.011
<b>Communications, Community Area Boards, Libraries, Heritage &amp; Arts</b>					
Communications and Marketing	1.396			(0.360)	1.108
Communities, Area Boards and Health & Wellbeing Centres	1.916	0.350		(0.496)	1.853
Libraries, Heritage & Arts	3.671	0.150		(1.102)	2.912
<b>Corporate Function &amp; Procurement</b>					
Corporate Function & Procurement	5.214			(0.598)	4.877
<b>Finance</b>					
Finance, Revenues & Benefits & Pensions	2.818		0.771	(0.017)	3.117
Revenues & Benefits - Subsidy	0.000			(0.500)	(0.500)
<b>Legal &amp; Governance</b>					
Legal & Governance	2.353	0.400		(0.436)	2.507
<b>People &amp; Business Services</b>					
HR & Organisational Development	3.213			(0.241)	3.192
Business Services	3.370			(0.170)	3.361
Strategic Asset & Facilities Management	12.154			(0.475)	11.811
Information Services	10.291	0.600		(0.830)	10.287
<b>Corporate Directors</b>					
Corporate Directors	0.801			0.000	0.827
Members	2.006			0.000	2.006
	0.000			0.000	0.000
<b>Councils Net Spend on Services</b>	<b>310.830</b>	<b>19.977</b>	<b>0.771</b>	<b>(18.162)</b>	<b>318.643</b>
<b>Movement on Reserves</b>					
Movement on Reserves	0.000	0.000		0.000	0.000
Capital Financing	23.199		2.000	0.700	23.899
Corporate Levys	7.859			0.000	7.859
Redundancy Costs	3.396			(2.000)	1.396
Investment: Economy and one off saving	0.000			0.000	0.000
Corporate targets	0.000	0.000	0.500	(2.250)	(2.250)
Inflation general	0.931	4.988		0.079	0.000
Cross Cutting	(0.183)		2.513	2.163	1.980
<b>Corporate Investment &amp; Costs</b>	<b>35.202</b>	<b>4.988</b>	<b>5.013</b>	<b>(1.308)</b>	<b>32.884</b>
Parish Council Local Council Tax Support	0.521		(0.400)	(0.400)	0.121
New Homes Bonus	(14.451)		(3.429)	(3.429)	(17.880)
Early Intervention Grant	0.000			0.000	0.000
Learning Disability Grant	0.000			0.000	0.000
Rural Services Grant	0.000		(3.296)	(3.296)	(3.296)
Educational Support Grant	(4.442)		0.849	0.849	(3.593)
NHS Funding for social care (BCF and new burdens)	(12.677)		2.400	2.400	(10.277)
Benefit Admin	0.000			0.000	0.000
Transitional Grant	0.000		(3.017)	(3.017)	(3.017)
<b>Un-ringfenced Specific Grants</b>	<b>(31.049)</b>	<b>0.000</b>	<b>(6.893)</b>	<b>(6.893)</b>	<b>(37.942)</b>
<b>Councils Budget Requirement</b>	<b>314.983</b>	<b>24.965</b>	<b>(1.109)</b>	<b>(26.363)</b>	<b>313.585</b>
			<b>Funding 2015/2016</b>	<b>Funding Movement</b>	<b>Funding 2016/2017</b>
<b>Funding</b>					
Council Tax Requirement			(208.843)	(11.559)	(220.402)
Social Care Levy			0.000	(4.322)	(4.322)
Council Tax Freeze Grant 2013-14			0.000	0.000	0.000
Council Tax Freeze Grant 2014-15			0.000	0.000	0.000
Council Tax Freeze Grant 2015-16			(2.248)	2.248	0.000
RSG/ Formula Grant			(51.350)	16.624	(34.726)
Rates Retention			(52.542)	(1.593)	(54.135)
Collection Fund			0.000	0.000	0.000
Business Rates Grant			0.000	0.000	0.000
Unused New Homes Bonus/ NHB top slice			0.000	0.000	0.000
Returned Damping			0.000		0.000
<b>Total Funding</b>			<b>(314.983)</b>	<b>1.398</b>	<b>(313.585)</b>
<b>GAP (Funding v Budget Requirement)</b>					<b>0.000</b>
			<b>GAP (Funding v Budget Requirement)</b>		<b>0.000</b>

Reconciliations	2015/16	2016/17	Difference
Other grants	31.049	32.429	+1.380
Movement in net budget requirement	314,983	313.585	-1.398
<b>Overall funding movement</b>	<b>346.032</b>	<b>346.014</b>	<b>-0.018</b>

2016/17 Individual Service Budget Book

**See full book in excel spreadsheet attached**

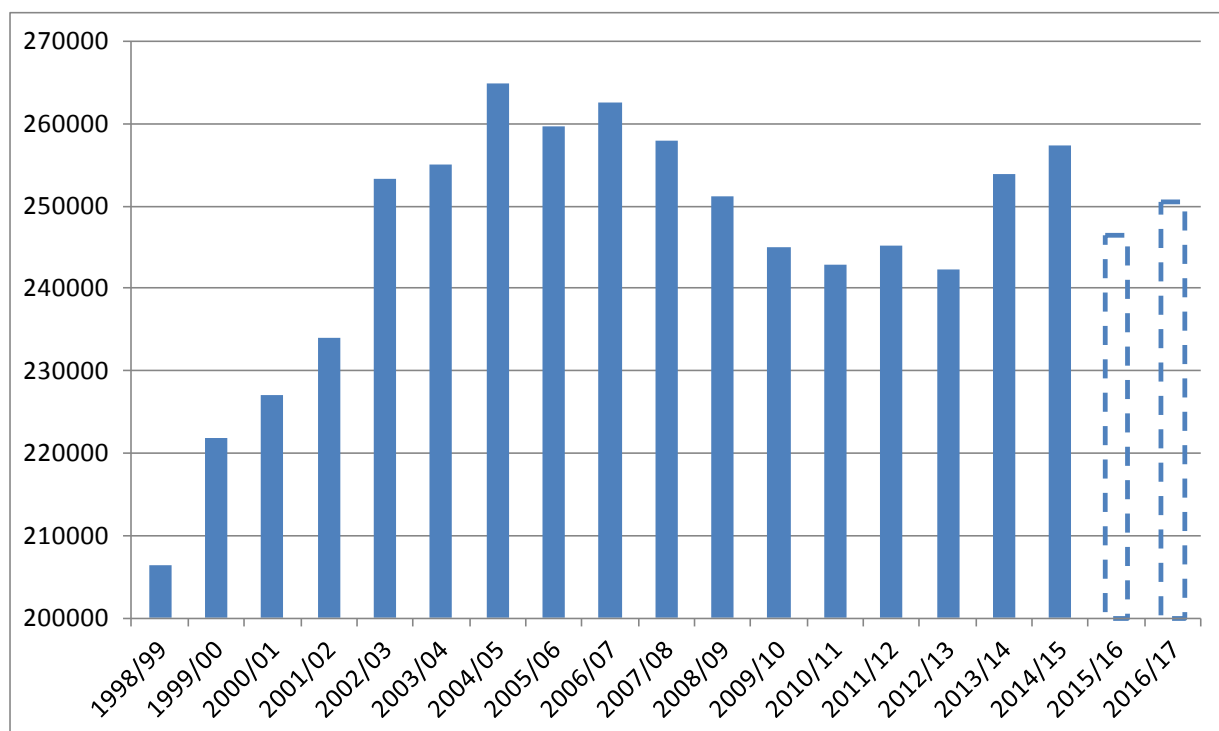
Pages 71-108

**Assumptions used to set the budget**

The updated four year Financial Plan has been compiled as set out in Section 2 of the report. It includes the following assumptions

- **Pay** – 1 per cent average pay award for all groups of employees, unless specifically noted as an exception.
  
- **Demand** – Projections have been based on prior year trends and known or anticipated movement in 2016/17, specifically:
  - Demographic increases for older people of 2.2 per cent and for mental health older adults of 4 per cent in 2016/17 (based on the latest demographic data available)
  - Child care placements - standstill in placements, additional spread throughout the year
  - Waste – The total waste managed by the Council fell from a peak of almost 265,000 tonnes in 2004-05 to a recent low of 242,400 in 2012-13. Since this time waste has grown with an increase in 2013-14 of 4.78% and in 2014-15 of 1.4%. However, based on figures to December 2015, the Council is projecting a reduction for the current year of 4% for 2015-16 giving a total of 247,000 tonnes. This is due to a reduction in garden waste collected following the introduction of charges and a reduction in tonnes of waste delivered to household recycling centres following the reduction in opening hours. Having taken these reductions into account and applying the underlying growth rate of 2.6% gives a projected total for 2016-17 of 253,500 tonnes.

## Waste growth since 1998-99



- **Inflation** – In general an inflation pressure of 0 per cent has been applied to costs unless there is specific evidence of higher/lower increases due to contractual commitments.
- **Contract inflation** – in general no uplift has been applied for contract inflation, although certain contract renewals / re-tenders in Highways and Adult Care have been set at the re-tendered level that has introduced revised pressures.
- **Interest rates** – the cost of borrowing has been assumed at an average rate of 4 per cent; and investment income at an average of 0.5 per cent.

The assumptions around future years' figures are set out in the schedule below:

- Service Budgets have been rolled forward and reflect the future year impact of 2016/17 spending requirements and savings proposals as set out in this report. They also include pay award assumed at 1 per cent and 1 per cent per annum for 2017-19 respectively.



- Assumed 1 per cent increase in employer's superannuation rates for 2016/17 to 2017/18 following the triennial valuation of the fund in 2013. Recent proposals to change the Local Government Pension Scheme have been built into this assessment. This will continue to be reassessed following national announcements.
- Costs of servicing existing debt and additional borrowing requirement reflect proposed future capital expenditure.
- The running costs arising from the capital schemes, including additional provision for campuses, highways, waste and broadband, have been accounted for based on current profiles within the capital programme

Scheme Name							Funding Available					
	Forecast Budget c/f 2015/16	Budget 2016/17 (excluding c/f)	Budget 2017/18	Budget 2018/19	Budget 2019/2020	Total Budget	Grants and Contributions	Capital Receipts	Borrowing 2016/17	Borrowing 2017-20	Total Borrowing 2016-20	Total Funding
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
<b>Economy</b>												
Carbon Reduction		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Oil to Biomass		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Other Economic Development Schemes		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
UTC - Wilton Rd Police Station Site		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Army Rebasing		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
SEP		1.582	2.000	2.000	2.000	7.582	1.582	0.000	0.000	6.000	6.000	7.582
A429 Malmesbury Access Improvements		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Chippenham Station HUB		0.100	2.500	7.900	10.000	20.500	20.500	0.000	0.000	0.000	0.000	20.500
LTB Scheme A350 North of Chippenham Bypass Improvements		1.177	0.500	0.000	0.000	1.677	0.000	1.177	0.000	0.500	0.500	1.677
A350 Dualling Chippenham Bypass		0.000	3.660	0.000	0.000	3.660	3.660	0.000	0.000	0.000	0.000	3.660
Porton Science Park	4.900	0.000	1.867	0.500	0.500	7.767	4.367	0.000	0.000	3.400	3.400	7.767
Creating Growth through knowledge		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Bowerhill Portal Way Improvements Works		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Integrated Transport	0.520	2.718	2.181	2.000	2.000	9.419	8.000	0.000	0.000	1.419	1.419	9.419
Additional Borrowing required to take total Structural Maintenance to £21m	(2.500)	7.238	7.738	8.000	10.000	30.476	0.000	8.000	0.000	22.476	22.476	30.476
Structural Maintenance Grant Funded		13.262	13.262	13.262	13.262	53.048	53.048	0.000	0.000	0.000	0.000	53.048
Pothole fund government - grant		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Additional Highways Work		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
A350 Chippenham Pinch Point		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Local Sustainable Transport Fund		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Wiltshire Online	0.035	7.004	1.106	0.000	0.000	8.145	2.799	4.346	1.000	0.000	1.000	8.145
Farmers Roundabout		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total Economy</b>	<b>2.955</b>	<b>33.081</b>	<b>34.814</b>	<b>33.662</b>	<b>37.762</b>	<b>142.274</b>	<b>93.956</b>	<b>13.523</b>	<b>1.000</b>	<b>33.795</b>	<b>34.795</b>	<b>142.274</b>
<b>Community</b>												
Health and Well Being Centres (Formerly Campus) - Live Schemes	11.734	8.000	12.435	15.000	12.000	59.169	0.000	15.000	0.000	44.169	44.169	59.169
Health and Well Being Centres (Formerly Campus) - In Development		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Area Boards grants		0.900	0.800	0.800	0.800	3.300	0.000	1.900	0.000	1.400	1.400	3.300
Fitness Equipment for Leisure Centres		0.000	0.500	0.000	0.000	1.000	0.000	1.000	0.000	0.000	0.000	1.000
Churchyards & Cemeteries	0.557	0.000	0.000	0.000	0.000	0.557	0.000	0.557	0.000	0.000	0.000	0.557
Libraries, Arts & Heritage		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Start up units in Market Hall Devises		0.000	0.100	0.000	0.000	0.100	0.000	0.100	0.000	0.000	0.000	0.100
Fuelling facilities at Riverway Depot		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Upgrade Facilities at City Hall		0.000	0.250	0.000	0.000	0.250	0.250	0.000	0.000	0.000	0.000	0.250
Highways Severe Weather Recovery Scheme		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Highway flooding prevention and Land Drainage schemes		0.500	0.500	0.500	0.500	2.000	0.500	1.500	0.000	0.000	0.000	2.000
Aldbourne Flood Alleviation Scheme		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Flooding Repairs & Renewal		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Bridges		3.500	3.000	3.000	3.000	12.500	12.500	0.000	0.000	0.000	0.000	12.500
Street lighting		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Salisbury Vision		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Parsons Transport Capital		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Waste Services	0.066	0.500	0.300	0.300	0.300	1.466	1.466	0.000	0.000	0.000	0.000	1.466
Waste Black Boxes		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Fleet Vehicles	(0.600)	0.100	0.300	0.300	0.300	0.400	0.000	0.400	0.000	0.000	0.000	0.400
Sarum Academy Salisbury		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Additional Accommodation (Basic Need)	2.275	11.721	15.971	5.701	5.701	41.369	41.369	0.000	0.000	0.000	0.000	41.369
NDS Maintenance & Modernisation	0.230	0.334	3.916	3.916	3.916	21.312	21.312	0.000	0.000	0.000	0.000	21.312
Devolved Formula Capital		0.800	0.750	0.650	0.650	2.900	2.900	0.000	0.000	0.000	0.000	2.900
Access and Inclusion	0.050	0.200	0.100	0.000	0.000	0.350	0.350	0.000	0.000	0.000	0.000	0.350
DCSF Targeted Capital 14-19 SEN		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Other Projects New Schools	0.600	0.450	0.000	0.000	0.000	1.050	1.050	0.000	0.000	0.000	0.000	1.050
School Expansion & Replacements	0.141	0.300	0.000	0.000	0.000	0.441	0.441	0.000	0.000	0.000	0.000	0.441
Early Years and Childcare		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Other Education Schemes		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Army Rebasing		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Salisbury CCTV	0.005	0.495	0.000	0.000	0.000	0.500	0.000	0.500	0.000	0.000	0.000	0.500
<b>Total Community</b>	<b>15.058</b>	<b>36.800</b>	<b>38.922</b>	<b>30.717</b>	<b>27.167</b>	<b>148.664</b>	<b>82.138</b>	<b>20.957</b>	<b>0.000</b>	<b>45.569</b>	<b>45.569</b>	<b>148.664</b>

Capital Programme, page 2 of 2

Appendix 1E

Scheme Name	Forecast Budget					Funding Available						
	Forecast Budget c/f 2015/16	Budget 2016/17 (excluding c/f)	Budget 2017/18	Budget 2018/19	Budget 2019/2020	Total Budget	Grants and Contributions	Capital Receipts	Borrowing 2016/17	Borrowing 2017-20	Total Borrowing 2016-20	Total Funding
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
<b>Supporting People</b>												
Disabled Facilities Grants		1.000	1.000	1.000	1.000	4.000	4.000	0.000	0.000	0.000	0.000	4.000
Housing Grants (Private Sector e.g. Energy Efficiency)		0.500	0.448	0.000	0.000	0.948	0.000	0.948	0.000	0.000	0.000	0.948
Gypsy and Traveller sites	3.180	0.000	0.638	0.000	0.000	3.818	2.180	1.638	0.000	0.000	0.000	3.818
Council House Building Programme	11.239	19.317	8.082	0.000	0.000	38.638	38.638	0.000	0.000	0.000	0.000	38.638
Extra Care Programme		0.000	0.000			0.000	0.000	0.000	0.000	0.000	0.000	0.000
Other		0.000	0.000			0.000	0.000	0.000	0.000	0.000	0.000	0.000
Sheltered Housing		0.055	0.000	0.000	0.000	0.055	0.055	0.000	0.000	0.000	0.000	0.055
Affordable Housing (including Commuted Sums)	0.937	0.000	0.000	0.000	0.000	0.937	0.937	0.000	0.000	0.000	0.000	0.937
New housing		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Adult Social Care	2.866	1.000	1.000	0.000	0.000	4.866	4.866	0.000	0.000	0.000	0.000	4.866
Complex Needs		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
HRA - refurbishment of council stock		11.938	10.973	4.923	4.923	32.757	32.757	0.000	0.000	0.000	0.000	32.757
NEW Universal infant free school meals capital 2014-15		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Public Health	0.319	0.000	0.000	0.000	0.000	0.319	0.319	0.000	0.000	0.000	0.000	0.319
<b>Total Supporting People</b>	<b>18.541</b>	<b>33.810</b>	<b>22.141</b>	<b>5.923</b>	<b>5.923</b>	<b>86.338</b>	<b>83.752</b>	<b>2.586</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>86.338</b>
<b>Changing The Way We Do Business</b>												
Buildings Planned Maintenance (non CAOD)	0.215	2.500	2.500	2.500	2.285	10.000	0.000	5.000	0.000	5.000	5.000	10.000
Rural Estates		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Whole Life Building and Equipment Refresh	0.500	0.500	0.500	0.500	0.000	2.000	1.000	0.000	0.000	1.000	1.000	2.000
Leisure Centres & Libraries - Capital Works Requirement	0.400	0.000	0.600	2.000	0.300	3.300	0.000	2.000	0.000	1.300	1.300	3.300
Hub Programme Office rationalisation		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Operational Estate		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Depot Strategy		0.000	0.000	2.000	2.000	4.000	0.000	4.000	0.000	0.000	0.000	4.000
ICT Schemes		2.892	3.080	1.000	1.000	7.972	0.000	4.972	0.000	3.000	3.000	7.972
Cross Departmental Initiatives System Developments		1.000	1.500	0.000	0.000	2.500	0.000	1.000	0.000	1.500	1.500	2.500
Learning Management System		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Organisational Change		5.000	5.000	5.000	3.000	18.000	0.000	18.000	0.000	0.000	0.000	18.000
Digitisation		1.000	5.000	5.000	5.000	16.000	0.000	8.000	0.000	8.000	8.000	16.000
<b>Total Changing The Way We Do Business</b>	<b>1.115</b>	<b>12.892</b>	<b>18.180</b>	<b>18.000</b>	<b>13.585</b>	<b>63.772</b>	<b>1.000</b>	<b>42.972</b>	<b>0.000</b>	<b>19.800</b>	<b>19.800</b>	<b>63.772</b>
<b>Total Capital Programme</b>	<b>37.669</b>	<b>116.583</b>	<b>114.057</b>	<b>88.302</b>	<b>84.437</b>	<b>441.048</b>	<b>260.846</b>	<b>80.038</b>	<b>1.000</b>	<b>99.164</b>	<b>100.164</b>	<b>441.048</b>
Grants	17.503	60.668	42.232	28.202	23.232	171.837						
S106/CIL	5.469	0.488	3.515	-	-	9.472						
3rd Party	0.997	1.683	7.000	-	-	9.680						
HRA	13.700	32.147	18.310	3.000	3.000	70.157						
Capital Receipts		20.997	20.000		19.041	80.038						
Borrowing	0.000	1.000	23.000	37.000	39.164	100.164						
<b>Total Funding</b>	<b>37.669</b>	<b>116.983</b>	<b>114.057</b>	<b>88.202</b>	<b>84.437</b>	<b>441.348</b>						

Note cells in grey – 2018 to 2020 grants and other contributions estimates at this stage

## Housing Revenue Account

2014/2015		2015/2016	2016/2017
Actual Outturn	Service	Revised Budget	Proposed Budget
£		£	£
	<b>HRA Expenditure</b>		
132,334	Provision for Bad Debt	250,000	250,000
13,835,148	Capital Financing Costs	13,986,000	13,986,000
6,154,599	Repairs and Maintenance	5,515,500	5,515,500
636,799	Supervision & Management Special	270,400	270,400
2,948,187	Supervision & Management General	3,556,200	3,686,900
<b>23,707,067</b>		<b>23,578,100</b>	<b>23,708,800</b>
	<b>Housing Income</b>		
(136,138)	Interest	(140,000)	(140,000)
(24,824,931)	Rents	(24,936,000)	(24,543,370)
<b>(24,961,069)</b>		<b>(25,076,000)</b>	<b>(24,683,370)</b>
<b>(1,254,002)</b>	<b>Total Housing Revenue Account</b>	<b>(1,497,900)</b>	<b>(974,570)</b>

**Appendix 1G – Fees and Charges**

**Pages 109-156**

**See attached spreadsheet**

## General Fund Reserve Risk Assessment

No.	Year	Risk Event	Low = 0% - 25%		Risk %	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%	High = 51% - 100%			2015/16 £,000s	2016/17 £,000s	2017/18 £,000s	2018/19 £,000s
1	2015/16	Potential use of reserves to meet reduction in Business Rates	Low		10%	3,000	300			
	2016/17		Low		20%	7,000		1,400		
	2017/18		Medium		30%	7,000			2,100	
	2018/19		Medium		30%	7,000				2,100
2	2015/16	The future years funding settlement is even worse than anticipated	Low		0%	-	-			
	2016/17		Low		0%	-	-			
	2017/18		Low		10%	5,000			500	
	2018/19		Low		10%	5,000				500
3	2015/16	Corporate savings not delivered	Low		10%	500	50			
	2016/17		Low		24%	5,000		1,200		
	2017/18		Low		15%	5,000			750	
	2018/19		Low		10%	5,000				500

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%			2015/16	2016/17	2017/18	2018/19
			High = 51% - 100%			£,000s	£,000s	£,000s	£,000s
4	2015/16	National Living Wage increases unfunded	Low	0%	0	-			
	2016/17		Low	5%	1,000		50		
	2017/18		Medium	30%	2,000			600	
	2018/19		Medium	35%	5,000				1,750
5	2015/16	Above assumed inflationary increases in non-pay and utilities greater than already provided for	Low	-	-	-			
	2016/17		Low	10%	1,000		100		
	2017/18		Medium	30%	2,000			600	
	2018/19		Medium	30%	2,000				600
6	2015/16	Increase in pay costs above pay settlement / assumptions	Low	-	-	-			
	2016/17		Low	15%	1,600		240		
	2017/18		Medium	30%	1,600			480	
	2018/19		Medium	30%	1,600				480

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2015/16 £,000s	2016/17 £,000s	2017/18 £,000s
7	2015/16	Adult Social care costs increase due to greater than forecast demand or complexity	Medium	30%	3,000	900			
	2016/17		Low	20%	3,000		600		
	2017/18		Low	20%	3,000			600	
	2018/19		Low	20%	3,000				600
8	2015/16	Service savings not delivered / identified	Low	15%	14,757	2,214			
	2016/17		Low	10%	15,400		1,540		
	2017/18		Low	10%	5,000			500	
	2018/19		Low	10%	5,000				500
9	2015/16	Partnership liability gives rise to grant clawback guarantees	Low	5%	1,000	50			
	2016/17		Low	5%	1,000		50		
	2017/18		Low	10%	1,000			100	
	2018/19		Low	5%	1,000				50



No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £,000s	Reserve Requirement				
			Medium = 26% - 50%			2015/16 £,000s	2016/17 £,000s	2017/18 £,000s	2018/19 £,000s	
			High = 51% - 100%							
10	2015/16	Insurance liability / claims premiums / level of deductibles rise above	Medium	-	-	-				
	2016/17		Low	10%	2,000		200			
	2017/18		Low	10%	1,000			100		
	2018/19		Low	10%	1,000				100	
11	2015/16	The level of funds within the self insurance fund is unable to cover a catastrophic incident affecting our	Low	10%	2,500	250				
	2016/17		Low	20%	2,500		500			
	2017/18		Low	10%	2,500			250		
	2018/19		Low	10%	2,500				250	
12	2015/16	H & S breaches resulting in legal action.	Low	10%	200	20				
	2016/17		Low	10%	200		20			
	2017/18		Low	10%	200			20		
	2018/19		Low	10%	200				20	

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2015/16 £,000s	2016/17 £,000s	2017/18 £,000s
13	2015/16	Employment tribunal action	Low	5%	1,000	50			
	2016/17		low	5%	1,000		50		
	2017/18		low – 20%	5%	1,000			50	
	2018/19		low – 20%	5%	1,000				50
14	2015/16	Levies from partner organisations could exceed increases in matched funding	Low	10%	400	40			
	2016/17		Low	10%	450		45		
	2017/18		Low	10%	500			50	
	2018/19		Low	10%	550				55
15	2015/16	Additional revenue funding to meet additional costs arising from capital borrowing	Low	2%	1,000	20			
	2016/17		Medium	45%	3,000		1,350		
	2017/18		Medium	40%	3,000			1200	
	2018/19		Low	20%	3,000				600


No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £,000s	Reserve Requirement				
			Medium = 26% - 50%			2015/16 £,000s	2016/17 £,000s	2017/18 £,000s	2018/19 £,000s	
			High = 51% - 100%							
16	2015/16	Major fraud	Low	5%	100	5				
	2016/17		Low	5%	100		5			
	2017/18		Low	5%	100			5		
	2018/19		Low	5%	100				5	
17	2015/16	LG Pension Scheme – employer contribution increase above budget	Low	0%	-	0				
	2016/17		Low	0%	0	-	0			
	2017/18		Low	20%	2,000		-	400		
	2018/19		Low	20%	2,000			-	400	
18	2015/16	Failure to collect debt beyond provision	Low	10%	1,000	100				
	2016/17		Low	10%	1,000		100			
	2017/18		Low	10%	1,000			100		
	2018/19		Low	10%	1,000				100	

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2015/16 £,000s	2016/17 £,000s	2017/18 £,000s
19	2015/16	Adverse winter increases call	Low	20%	2,000	400			
	2016/17		Medium	30%	2,000		600		
	2017/18		Medium	30%	2,000			600	
	2018/19		Medium	30%	2,000				600
20	2015/16	Unforeseen events / contingency	Low	15%	5,000	750			
	2016/17		Low	15%	2,000		300		
	2017/18		Medium	50%	2,000			1,000	
	2018/19		Medium	75%	2,000				1,500
21	2015/16	Fluctuation in borrowing costs/interest receipts.	Low	1%	-1,000	-10			
	2016/17		Low	10%	-1,000		-100		
	2017/18		Medium	50%	-1,000			-500	
	2018/19		Medium	50%	-1,000				-500

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%			High = 51% - 100%	2015/16 £,000s	2016/17 £,000s	2017/18 £,000s
22	2015/16	Waste recycling performance does not improve resulting in Landfill Tax liabilities above budget	Low	5%	1,000	50			
	2016/17		Low	5%	1,000		50		
	2017/18		Medium	30%	1,500			450	
	2018/19		Medim	30%	1,000				300
23	2015/16	Sensitivity for safeguarding and looked after children additional costs	Medium	50%	3,000	1,500			
	2016/17		Medium	50%	2,000		1,000		
	2017/18		Medium	30%	1,000			300	
	2018/19		Low	10%	1,000				100
24	2015/16	Partnerships and contractors adversely affected by the economic client that affects the viability of an existing contract.	Low	10%	2,000	200			
	2016/17		Low	10%	2,000		200		
	2017/18		Low	10%	2,000			200	
	2018/19		Low	15%	2,000				300

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%			2015/16	2016/17	2017/18	2018/19
			High = 51% - 100%			£,000s	£,000s	£,000s	£,000s
25	2015/16	Year end overspend	Medium	50%	3,000	1,500			
	2016/17		Low	2%	1,000		20		
	2017/18		Low	2%	1,000			20	
	2018/19		Low	2%	1,000				20
		<b>TOTALS</b>				8,389	9,520	10,475	10,980

Consultation Minutes and notes

- 
- I) Schools Forum 14<sup>th</sup> January** *(Pages 157-160)*
  - II) Housing Board 25<sup>th</sup> January** *(Pages 161-170)*
  - III) Overview and Scrutiny Management 3<sup>rd</sup> February** *(Pages 171-182)*
  - IV) Group Leaders and Trade Unions JCC** *(Pages 183-190)*
  - V) Cabinet 9<sup>th</sup> February** *(Pages 191-196)*
  - VI) Public Meetings - 1<sup>st</sup> to 10<sup>th</sup> February** *To Follow*





## WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017

## APPENDIX 1C

Wiltshire Council Service Area	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
<b>Adult Social Care Operations</b>					
Older People	49.987	5.326	(3.500)	(0.337)	51.476
Other Vulnerable Adults	11.556	0.147	0.000	0.000	11.703
Mental Health	22.048	1.139	0.000	0.000	23.187
<b>Adult Care Commissioning, Safeguarding &amp; Housing</b>					
Resources, Strategy & Commissioning	1.651	0.075	0.000	(0.263)	1.463
Housing Services	4.174	0.335	(0.200)	(0.150)	4.159
<b>Public Health &amp; Public Protection</b>					
Public Health Grant	0.000	0.000	0.000	0.000	0.000
Other Public Health & Public Protection	2.904	0.184	(0.300)	(0.282)	2.506
Leisure	0.580	0.191	(0.100)	(0.050)	0.621
<b>Operational Children's Services</b>					
Children's Social Care	30.506	2.661	(1.903)	0.000	31.264
0-25 Service: Disabled Children & Adults	12.807	3.641	(0.650)	(0.198)	15.600
Early Help	2.267	0.220	(0.330)	(0.174)	1.983
<b>Learning Disability</b>					
Learning Disability	45.269	2.074	0.000	(0.150)	47.193
<b>Quality Assurance, Commissioning &amp; Performance, Schools &amp; Early Years Effectiveness</b>					
School Effectiveness	1.864	0.637	(0.060)	(0.360)	2.081
Safeguarding	1.315	0.072	0.000	0.000	1.387
Funding Schools	0.000	0.000	0.000	0.000	0.000
Commissioning and Performance	8.473	0.496	(0.668)	(0.231)	8.070
<b>Economy &amp; Planning</b>					
Economy & Planning	4.207	0.421	(0.579)	(0.432)	3.617
<b>Highways &amp; Transport</b>					
Highways	13.911	3.587	(0.178)	(0.292)	17.028
Transport	17.437	0.050	(0.028)	(0.352)	17.107
Car Parking	(6.103)	0.063	0.000	0.000	(6.040)
<b>Waste &amp; Environment</b>					
Waste	32.236	1.138	(0.328)	(0.177)	32.869
Environment Services	4.538	0.138	(0.384)	(0.281)	4.011
<b>Communications, Community Area Boards, Libraries, Heritage &amp; Arts</b>					
Communications & Marketing	1.396	0.072	(0.110)	(0.250)	1.108
Communities, Area Boards and Health & Wellbeing Centres	1.916	0.433	(0.256)	(0.240)	1.853
Libraries, Heritage & Arts	3.671	0.343	(0.842)	(0.260)	2.912
<b>Corporate Function &amp; Procurement</b>					
Corporate Function & Procurement	5.214	0.261	(0.200)	(0.398)	4.877
<b>Finance</b>					
Finance, Revenues & Benefits & Pensions	2.818	0.316	(0.250)	0.233	3.117
Revenues & Benefits - Subsidy	0.000	0.000	(0.500)	0.000	(0.500)
<b>Legal &amp; Governance</b>					
Legal & Governance	2.353	0.590	(0.120)	(0.316)	2.507
<b>People &amp; Business Services</b>					
HR & Organisational Development	3.213	0.220	(0.200)	(0.041)	3.192
Business Services	3.370	0.161	(0.010)	(0.160)	3.361
Strategic Asset & Facilities Management	12.154	0.132	(0.250)	(0.225)	11.811
Information Services	10.291	0.826	(0.805)	(0.025)	10.287
<b>Corporate Directors</b>					
Corporate Directors	0.801	0.026	0.000	0.000	0.827
Members	2.006	0.000	0.000	0.000	2.006
<b>Corporate</b>					
Movement To/ From Reserves	0.000	0.000	0.000	0.000	0.000
Capital Financing	23.199	0.000	(1.300)	2.000	23.899
Restructure and Contingency	4.144	(1.010)	(11.203)	9.195	1.126
General Government Grants	(31.049)	0.000	0.000	(6.893)	(37.942)
Corporate Levys	7.859	0.000	0.000	0.000	7.859
<b>Budget Requirement</b>	<b>314.983</b>	<b>24.965</b>	<b>(25.254)</b>	<b>(1.109)</b>	<b>313.585</b>
<b>HRA Budget</b>	<b>(1.497)</b>	<b>0.522</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.975)</b>

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**GENERAL FUND SUMMARY**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	145.113	5.998	(4.146)	(4.776)	142.189
Premises	16.827	0.000	(0.200)	(0.200)	16.427
Transport	5.580	0.000	(0.028)	0.000	5.552
Supplies and Services	103.745	10.363	(13.972)	9.850	109.986
Contract Payments / Third Party	208.435	7.793	(1.655)	0.000	214.573
Transfer Payments and recharges	424.893	0.811	(1.563)	2.000	426.141
<b>Gross Expenditure</b>	<b>904.593</b>	<b>24.965</b>	<b>(21.564)</b>	<b>6.874</b>	<b>914.868</b>
Gross Income	(589.610)	0.000	(3.690)	(7.983)	(601.283)
<b>Gross Income</b>	<b>(589.610)</b>	<b>0.000</b>	<b>(3.690)</b>	<b>(7.983)</b>	<b>(601.283)</b>
<b>Net Base Budget</b>	<b>314.983</b>	<b>24.965</b>	<b>(25.254)</b>	<b>(1.109)</b>	<b>313.585</b>
<b>HRA Budget</b>	<b>(1.497)</b>	<b>0.522</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.975)</b>

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Carolyn Hamblett**  
**Adult Social Care Operations**  
**Older People**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	9.292	0.455		(0.337)	9.410
Premises	0.015				0.015
Transport	0.223				0.223
Supplies and Services	(0.883)	4.871	(3.500)	0.000	0.488
Contract Payments / Third Party	51.001				51.001
Transfer Payments and Recharges	5.560				5.560
<b>Gross Expenditure</b>	<b>65.208</b>	<b>5.326</b>	<b>(3.500)</b>	<b>(0.337)</b>	<b>66.697</b>
Gross Income	(15.221)				(15.221)
<b>Gross Income</b>	<b>(15.221)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(15.221)</b>
<b>Net Base Budget</b>	<b>49.987</b>	<b>5.326</b>	<b>(3.500)</b>	<b>(0.337)</b>	<b>51.476</b>

**Breakdown of Growth**

Salary Growth	0.455
Demographic growth based on population data	1.000
Contractual commitments, OSJ etc...	0.350
Rebasing to affect for full year impact e.g. s,28, DTOCs, etc...	2.000
Living Wage (Possible impact £11 m over next 4 years). Reviewing within the 2% increase for social care	0.300
Extra growth on adults	1.221
<b>Total Growth</b>	<b>5.326</b>

**Breakdown of Savings**

New Charges - Care at Home	(0.300)
Demand Management/ Single Assessment/ Wiltshire Home First, Working with NHS to ensure efficient pathways of care and avoid duplication, Reviewing packages of care	(3.200)
<b>Total Savings</b>	<b>(3.500)</b>

**Breakdown of Other**

Salary Savings allocations -This will be vacant posts within the structure.	(0.237)
Procurement Savings allocations- Reviewing proposed structure which may require redundancies	(0.100)
<b>Total Breakdown of Other</b>	<b>(0.337)</b>

Signed:  
Cabinet Member

Signed:  
Corporate Director

Signed:  
Associate Director

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

Carolyn Hamblett  
Adult Social Care Operations  
Older Vulnerable Adults

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	0.001				0.001
Premises	0.000				0.000
Transport	0.000				0.000
Supplies and Services	0.000	0.147			0.147
Contract Payments / Third Party	7.875				7.875
Transfer Payments and Recharges	4.973				4.973
<b>Gross Expenditure</b>	<b>12.849</b>	<b>0.147</b>	<b>0.000</b>	<b>0.000</b>	<b>12.996</b>
Gross Income	(1.293)				(1.293)
<b>Gross Income</b>	<b>(1.293)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(1.293)</b>
<b>Net Base Budget</b>	<b>11.556</b>	<b>0.147</b>	<b>0.000</b>	<b>0.000</b>	<b>11.703</b>

**Breakdown of Growth**

Demographic growth based on population data 0.093  
Living Wage (Possible impact £11 m over next 4 years). Reviewing within the 2% increase for social care 0.054

**Total Growth** 0.147

**Breakdown of Savings**

**Total Savings** 0.000

**Breakdown of Other**

**Total Breakdown of Other** 0.000

Signed:  
Cabinet Member \_\_\_\_\_

Signed:  
Corporate Director \_\_\_\_\_

Signed:  
Associate Director \_\_\_\_\_

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Carolyn Hamblett**  
**Adult Social Care Operations**  
**Mental Health**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	2.946	0.157			3.103
Premises	0.002				0.002
Transport	0.068				0.068
Supplies and Services	2.329	0.982			3.311
Contract Payments / Third Party	19.761				19.761
Transfer Payments and Recharges	0.295				0.295
<b>Gross Expenditure</b>	<b>25.401</b>	<b>1.139</b>	<b>0.000</b>	<b>0.000</b>	<b>26.540</b>
Gross Income	(3.353)				(3.353)
<b>Gross Income</b>	<b>(3.353)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(3.353)</b>
<b>Net Base Budget</b>	<b>22.048</b>	<b>1.139</b>	<b>0.000</b>	<b>0.000</b>	<b>23.187</b>

**Breakdown of Growth**

Salary Growth	0.157
Demographic growth based on population data	0.004
Full year effect of Mental Health forensic cases part provided for in 2015/16	0.452
Living Wage (Possible impact £11 m over next 4 years). Reviewing within the 2% increase for social care	0.026
Mental Health / other vulnerable adults (assumes new MH grant funding on top per Chancellor's announcement)	0.500

**Total Growth** 1.139

**Breakdown of Savings**

**Total Savings** 0.000

**Breakdown of Other**

Procurement Savings allocations

**Total Breakdown of Other** 0.000

**Signed:**  
**Cabinet Member**

**Signed:**  
**Corporate Director**

**Signed:**  
**Associate Director**

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**James Cawley**  
**Adult Care Commissioning, Housing, Adult Safeguarding**  
**Resources, Strategy & Commissioning**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	2.217	0.075		(0.263)	2.029
Premises	0.008				0.008
Transport	0.032				0.032
Supplies and Services	0.211			0.000	0.211
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	(0.009)				(0.009)
<b>Gross Expenditure</b>	<b>2.459</b>	<b>0.075</b>	<b>0.000</b>	<b>(0.263)</b>	<b>2.271</b>
Gross Income	(0.808)				(0.808)
<b>Gross Income</b>	<b>(0.808)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.808)</b>
<b>Net Base Budget</b>	<b>1.651</b>	<b>0.075</b>	<b>0.000</b>	<b>(0.263)</b>	<b>1.463</b>

**Breakdown of Growth**

Salary Growth	0.075
<b>Total Growth</b>	<u><u>0.075</u></u>

**Breakdown of Savings**

<b>Total Savings</b>	<u><u>0.000</u></u>
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**Breakdown of Other**

Salary Savings allocations - to be found from vacant posts	(0.163)
Procurement Savings allocations - review of staffing structure which may result in redundancies	(0.100)
<b>Total Breakdown of Other</b>	<u><u>(0.263)</u></u>

Signed:  
Cabinet Member

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Corporate Director

Signed:  
Associate Director

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**James Cawley**  
**Adult Care Commissioning, Housing, Adult Safeguarding**  
**Housing Services**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	1.920	0.085		(0.150)	1.855
Premises	0.828		(0.200)		0.628
Transport	0.049				0.049
Supplies and Services	4.053	0.250		0.000	4.303
Contract Payments / Third Party	2.226				2.226
Transfer Payments and Recharges	(0.376)				(0.376)
<b>Gross Expenditure</b>	<b>8.700</b>	<b>0.335</b>	<b>(0.200)</b>	<b>(0.150)</b>	<b>8.685</b>
Gross Income	(4.526)				(4.526)
<b>Gross Income</b>	<b>(4.526)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(4.526)</b>
<b>Net Base Budget</b>	<b>4.174</b>	<b>0.335</b>	<b>(0.200)</b>	<b>(0.150)</b>	<b>4.159</b>

**Breakdown of Growth**

Salary Growth	0.085
Demand re Homeless from Welfare Act & Extra Housing Needs	0.250
<b>Total Growth</b>	<u><b>0.335</b></u>

**Breakdown of Savings**

Review of Supporting People Contract with Partners	(0.200)
<b>Total Savings</b>	<u><b>(0.200)</b></u>

**Breakdown of Other**

Salary Savings allocations- from vacant posts	(0.050)
Procurement Savings allocations - review of staff may require redundancies	(0.100)
<b>Total Breakdown of Other</b>	<u><b>(0.150)</b></u>

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Frances Chinemana**  
**Public Health & Public Protection**  
**Public Health Grant**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	3.306				3.306
Premises	0.000				0.000
Transport	0.051				0.051
Supplies and Services	10.649			2.161	12.810
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	2.102				2.102
<b>Gross Expenditure</b>	<b>16.108</b>	<b>0.000</b>	<b>0.000</b>	<b>2.161</b>	<b>18.269</b>
Gross Income	(16.108)			(2.161)	(18.269)
<b>Gross Income</b>	<b>(16.108)</b>	<b>0.000</b>	<b>0.000</b>	<b>(2.161)</b>	<b>(18.269)</b>
<b>Net Base Budget</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

**Breakdown of Growth**

**Total Growth** 0.000

**Breakdown of Savings**

**Total Savings** 0.000

**Breakdown of Other**

Public Health Grant (2.161)  
Public Health Grant Spend 2.161

**Total Breakdown of Other** 0.000

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**Associate Director** \_\_\_\_\_



**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

Frances Chinemana  
Public Health & Public Protection  
Other Public Health & Public Protection

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	3.564	0.184	(0.300)	(0.282)	3.166
Premises	0.018				0.018
Transport	0.125				0.125
Supplies and Services	0.226				0.226
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	(0.107)				(0.107)
<b>Gross Expenditure</b>	<b>3.826</b>	<b>0.184</b>	<b>(0.300)</b>	<b>(0.282)</b>	<b>3.428</b>
Gross Income	(0.922)				(0.922)
<b>Gross Income</b>	<b>(0.922)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.922)</b>
<b>Net Base Budget</b>	<b>2.904</b>	<b>0.184</b>	<b>(0.300)</b>	<b>(0.282)</b>	<b>2.506</b>

**Breakdown of Growth**

Salary Growth	0.184
<b>Total Growth</b>	<u><u>0.184</u></u>

**Breakdown of Savings**

Post Reduction in Public Protection	(0.300)
<b>Total Savings</b>	<u><u>(0.300)</u></u>

**Breakdown of Other**

A reduction is being found from removing vacancies, specific service reviews and restructures still being discussed

Procurement Savings allocations	(0.282)
<b>Total Breakdown of Other</b>	<u><u>(0.282)</u></u>

Signed: \_\_\_\_\_  
Cabinet Member

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Corporate Director

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Associate Director

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

Frances Chinemana  
Public Health & Public Protection  
Leisure

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	5.587	0.191		(0.050)	5.728
Premises	0.113				0.113
Transport	0.045				0.045
Supplies and Services	0.856				0.856
Contract Payments / Third Party	0.354				0.354
Transfer Payments and Recharges	(1.200)				(1.200)
<b>Gross Expenditure</b>	<b>5.755</b>	<b>0.191</b>	<b>0.000</b>	<b>(0.050)</b>	<b>5.896</b>
Gross Income	(5.175)		(0.100)		(5.275)
<b>Gross Income</b>	<b>(5.175)</b>	<b>0.000</b>	<b>(0.100)</b>	<b>0.000</b>	<b>(5.275)</b>
<b>Net Base Budget</b>	<b>0.580</b>	<b>0.191</b>	<b>(0.100)</b>	<b>(0.050)</b>	<b>0.621</b>

**Breakdown of Growth**

Salary Growth 0.191

**Total Growth** 0.191

**Breakdown of Savings**

Leisure Income Target (0.100)

**Total Savings** (0.100)

**Breakdown of Other**

A reduction is being found from removing vacancies,  
specific service reviews and restructures still being  
discussed (0.050)  
Procurement Savings allocations 0.000

**Total Breakdown of Other** (0.050)

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Terence Herbert**  
**Operational Children's Services**  
**Children's Social Care**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	13.298	0.629	(0.182)		13.745
Premises	0.000				0.000
Transport	0.477		(0.028)		0.449
Supplies and Services	1.459	0.139	(0.081)		1.517
Contract Payments / Third Party	17.177	1.893	(1.505)		17.565
Transfer Payments and Recharges	0.396		(0.107)		0.289
<b>Gross Expenditure</b>	<b>32.807</b>	<b>2.661</b>	<b>(1.903)</b>	<b>0.000</b>	<b>33.565</b>
Gross Income	(2.301)				(2.301)
<b>Gross Income</b>	<b>(2.301)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(2.301)</b>
<b>Net Base Budget</b>	<b>30.506</b>	<b>2.661</b>	<b>(1.903)</b>	<b>0.000</b>	<b>31.264</b>

**Breakdown of Growth**

Salary Growth	0.629
Special Guardianship Orders - demand	0.665
Staying Put - new Statutory Duty	0.349
Looked After Children Price / demand Increase	0.692
Contracts Inflation on Placements (1%)	0.187
External Legal Fees - barrister costs	0.139

**Total Growth** 2.661

**Breakdown of Savings**

Domestic abuse – synergies across whole council services	(0.010)
A range of procurement and service actions to manage demand around safeguarding and placements	(1.754)
Reduce spend on external barristers	(0.139)

**Total Savings** (1.903)

**Breakdown of Other**

**Total Breakdown of Other** 0.000

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

Terence Herbert  
Operational Children's Services  
0-25 Service: Disabled Children & Adults

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	7.569	0.391		(0.098)	7.862
Premises	0.003				0.003
Transport	0.207				0.207
Supplies and Services	20.353	1.600		(0.100)	21.853
Contract Payments / Third Party	7.782	1.650			9.432
Transfer Payments and Recharges	0.158				0.158
<b>Gross Expenditure</b>	<b>36.072</b>	<b>3.641</b>	<b>0.000</b>	<b>(0.198)</b>	<b>39.515</b>
Gross Income	(23.265)		(0.650)		(23.915)
<b>Gross Income</b>	<b>(23.265)</b>	<b>0.000</b>	<b>(0.650)</b>	<b>0.000</b>	<b>(23.915)</b>
<b>Net Base Budget</b>	<b>12.807</b>	<b>3.641</b>	<b>(0.650)</b>	<b>(0.198)</b>	<b>15.600</b>

**Breakdown of Growth**

Salary Growth	0.391
Client Transport reflecting increased demand (numbers / location of children mix)	1.600
Client Placement growth estimate of 18+ Client group for 15/16	0.800
Client Placement growth estimate of 18+ Client group for 16/17	0.850
<b>Total Growth</b>	<u><b>3.641</b></u>

**Breakdown of Savings**

Review provision of SEN school transport	(0.350)
Review of central SEN thresholds & staff	(0.300)
<b>Total Savings</b>	<u><b>(0.650)</b></u>

**Breakdown of Other**

A reduction is being found from removing vacancies, specific service reviews and restructures still being discussed	(0.098)
Procurement Savings allocations	(0.100)
<b>Total Breakdown of Other</b>	<u><b>(0.198)</b></u>

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

Terence Herbert  
Operational Children's Services  
Early Help

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	4.623	0.220	(0.330)	(0.074)	4.439
Premises	0.018				0.018
Transport	0.213				0.213
Supplies and Services	3.132			(0.100)	3.032
Contract Payments / Third Party	0.117				0.117
Transfer Payments and Recharges	(1.128)				(1.128)
<b>Gross Expenditure</b>	<b>6.975</b>	<b>0.220</b>	<b>(0.330)</b>	<b>(0.174)</b>	<b>6.691</b>
Gross Income	(4.708)				(4.708)
<b>Gross Income</b>	<b>(4.708)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(4.708)</b>
<b>Net Base Budget</b>	<b>2.267</b>	<b>0.220</b>	<b>(0.330)</b>	<b>(0.174)</b>	<b>1.983</b>

**Breakdown of Growth**

Salary Growth 0.220

**Total Growth** 0.220

**Breakdown of Savings**

Early help restructure to align duties and responsibilities (0.330)

**Total Savings** (0.330)

**Breakdown of Other**

A reduction is being found from removing vacancies, specific service reviews and restructures still being discussed (0.074)  
Procurement Savings allocations (0.100)

**Total Breakdown of Other** (0.174)

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Corporate Director \_\_\_\_\_

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Associate Director \_\_\_\_\_

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Carolyn Hamblett**  
**Learning Disability**  
**Learning Disability**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	5.729	0.274		(0.150)	5.853
Premises	0.023				0.023
Transport	0.081				0.081
Supplies and Services	1.567	1.800		0.000	3.367
Contract Payments / Third Party	37.923				37.923
Transfer Payments and Recharges	3.075				3.075
<b>Gross Expenditure</b>	<b>48.398</b>	<b>2.074</b>	<b>0.000</b>	<b>(0.150)</b>	<b>50.322</b>
Gross Income	(3.129)				(3.129)
<b>Gross Income</b>	<b>(3.129)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(3.129)</b>
<b>Net Base Budget</b>	<b>45.269</b>	<b>2.074</b>	<b>0.000</b>	<b>(0.150)</b>	<b>47.193</b>

**Breakdown of Growth**

Salary Growth	0.274
Learning Disability Pressures	1.785
Demographic growth based on population data	(0.005)
Living Wage (Possible impact £11 m over next 4 years). Reviewing within the 2% increase for social care	0.020
<b>Total Growth</b>	<b>2.074</b>

**Breakdown of Savings**

<b>Total Savings</b>	<b>0.000</b>
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**Breakdown of Other**

Salary Savings allocations, this will be from vacant posts	(0.050)
Procurement Savings allocations - Review of staffing structures which may result in redundancies	(0.100)
<b>Total Breakdown of Other</b>	<b>(0.150)</b>

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:** Julia Cramp  
**SERVICE AREA:** Quality Assurance, Commissioning & Performance, Schools & Early Years  
**SERVICE:** School Effectiveness

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	4.415	0.116		(0.260)	4.271
Premises	0.074				0.074
Transport	0.137				0.137
Supplies and Services	1.185	0.084	(0.060)	(0.100)	1.109
Contract Payments / Third Party	0.002				0.002
Transfer Payments and Recharges	(0.057)	0.437			0.380
<b>Gross Expenditure</b>	<b>5.756</b>	<b>0.637</b>	<b>(0.060)</b>	<b>(0.360)</b>	<b>5.973</b>
Gross Income	(3.892)				(3.892)
<b>Gross Income</b>	<b>(3.892)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(3.892)</b>
<b>Net Base Budget</b>	<b>1.864</b>	<b>0.637</b>	<b>(0.060)</b>	<b>(0.360)</b>	<b>2.081</b>

**Breakdown of Growth**

Salary Growth	0.116
Inherited balance of overheads in Children's services	0.521
<b>Total Growth</b>	<u><b>0.637</b></u>

**Breakdown of Savings**

Year 2 /2 savings arising from trading CPD from HUBS and removing music service subsidies	(0.060)
<b>Total Savings</b>	<u><b>(0.060)</b></u>

**Breakdown of Other**

A reduction is being found from removing vacancies, specific service reviews and restructures still being discussed	(0.260)
Procurement Savings allocations	(0.100)
<b>Total Breakdown of Other</b>	<u><b>(0.360)</b></u>

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:** Julia Cramp  
**SERVICE AREA:** Quality Assurance, Commissioning & Performance, Schools & Early Years & Safeguarding  
**SERVICE:** Safeguarding

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	1.390	0.072			1.462
Premises	0.021				0.021
Transport	0.032				0.032
Supplies and Services	0.071				0.071
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.000				0.000
<b>Gross Expenditure</b>	<b>1.514</b>	<b>0.072</b>	<b>0.000</b>	<b>0.000</b>	<b>1.586</b>
Gross Income	(0.199)				(0.199)
<b>Gross Income</b>	<b>(0.199)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.199)</b>
<b>Net Base Budget</b>	<b>1.315</b>	<b>0.072</b>	<b>0.000</b>	<b>0.000</b>	<b>1.387</b>

**Breakdown of Growth**

Salary Growth	0.072
<b>Total Growth</b>	<u><u>0.072</u></u>

**Breakdown of Savings**

<b>Total Savings</b>	<u><u>0.000</u></u>
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**Breakdown of Other**

Procurement Savings allocations	
<b>Total Breakdown of Other</b>	<u><u>0.000</u></u>

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:** Julia Cramp  
**SERVICE AREA:** Quality Assurance, Commissioning & Performance, Schools & Early Years  
**SERVICE:** Funding Schools

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	0.818				0.818
Premises	0.285				0.285
Transport	0.000				0.000
Supplies and Services	7.234				7.234
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	270.824				270.824
<b>Gross Expenditure</b>	<b>279.161</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>279.161</b>
Gross Income	(279.161)				(279.161)
<b>Gross Income</b>	<b>(279.161)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(279.161)</b>
<b>Net Base Budget</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

**Breakdown of Growth**

**Total Growth** 0.000

**Breakdown of Savings**

**Total Savings** 0.000

**Breakdown of Other**

**Total Breakdown of Other** 0.000

Signed: \_\_\_\_\_  
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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:** Julia Cramp  
**SERVICE AREA:** Quality Assurance, Commissioning & Performance, Schools & Early Years  
**SERVICE:** Commissioning & Performance

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	5.630	0.122	(0.063)	(0.131)	5.558
Premises	0.020				0.020
Transport	0.091				0.091
Supplies and Services	24.631		(0.375)	(0.100)	24.156
Contract Payments / Third Party	3.301		(0.150)		3.151
Transfer Payments and Recharges	(1.313)	0.374			(0.939)
<b>Gross Expenditure</b>	<b>32.360</b>	<b>0.496</b>	<b>(0.588)</b>	<b>(0.231)</b>	<b>32.037</b>
Gross Income	(23.887)		(0.080)		(23.967)
<b>Gross Income</b>	<b>(23.887)</b>	<b>0.000</b>	<b>(0.080)</b>	<b>0.000</b>	<b>(23.967)</b>
<b>Net Base Budget</b>	<b>8.473</b>	<b>0.496</b>	<b>(0.668)</b>	<b>(0.231)</b>	<b>8.070</b>

**Breakdown of Growth**

Salary Growth	0.122
Schools HR Budgets	0.374
<b>Total Growth</b>	<u><b>0.496</b></u>

**Breakdown of Savings**

Procurement Efficiencies	(0.033)
CAMHS efficiencies	(0.030)
Childcare Officer Team Income target	(0.080)
Review Childrens Centre Contracts	(0.375)
Review Family Support Services / Contract - full year saving	(0.150)
<b>Total Savings</b>	<u><b>(0.668)</b></u>

**Breakdown of Other**

A reduction is being found from removing vacancies, specific service reviews and restructures still being discussed	(0.131)
Procurement Savings allocations	(0.100)
<b>Total Breakdown of Other</b>	<u><b>(0.231)</b></u>

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Alistair Cunningham**  
**Economy & Planning**  
**Economy & Planning**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	7.887	0.421	(0.216)	(0.232)	7.860
Premises	0.232				0.232
Transport	0.186				0.186
Supplies and Services	1.866		(0.100)	(0.200)	1.566
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.215				0.215
<b>Gross Expenditure</b>	<b>10.386</b>	<b>0.421</b>	<b>(0.316)</b>	<b>(0.432)</b>	<b>10.059</b>
Gross Income	(6.179)		(0.263)		(6.442)
<b>Gross Income</b>	<b>(6.179)</b>	<b>0.000</b>	<b>(0.263)</b>	<b>0.000</b>	<b>(6.442)</b>
<b>Net Base Budget</b>	<b>4.207</b>	<b>0.421</b>	<b>(0.579)</b>	<b>(0.432)</b>	<b>3.617</b>

**Breakdown of Growth**

Salary Growth 0.421

**Total Growth** 0.421

**Breakdown of Savings**

Restructure Service to achieve savings and focus work on the Council's economic priorities and away from non priority areas. (0.150)

Re-negotiate 'Visit Wiltshire' agreement for marketing Wiltshire and DMO (0.100)

Move planning to cost neutral service through increased income projections (0.250)

Enforcement Savings contribution (0.066)

Increase charges / non statutory income by 10% (0.013)

**Total Savings** (0.579)

**Breakdown of Other**

A reduction is being found from removing vacancies, specific service reviews and restructures still being discussed (0.232)

Procurement Savings allocations (0.200)

**Total Breakdown of Other** (0.432)

Signed:  
Cabinet Member \_\_\_\_\_

Signed:  
Corporate Director \_\_\_\_\_

Signed:  
Associate Director \_\_\_\_\_

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Parvis Khansari**  
**Highways & Transport**  
**Highways**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	4.778	0.237	(0.067)	(0.292)	4.656
Premises	0.949				0.949
Transport	0.172				0.172
Supplies and Services	0.813				0.813
Contract Payments / Third Party	9.833	3.350			13.183
Transfer Payments and Recharges	(0.627)				(0.627)
<b>Gross Expenditure</b>	<b>15.918</b>	<b>3.587</b>	<b>(0.067)</b>	<b>(0.292)</b>	<b>19.146</b>
Gross Income	(2.007)		(0.111)		(2.118)
<b>Gross Income</b>	<b>(2.007)</b>	<b>0.000</b>	<b>(0.111)</b>	<b>0.000</b>	<b>(2.118)</b>
<b>Net Base Budget</b>	<b>13.911</b>	<b>3.587</b>	<b>(0.178)</b>	<b>(0.292)</b>	<b>17.028</b>

**Breakdown of Growth**

Salary Growth	0.237
Street lighting energy bill funding gap	0.200
Increasing staff to deal with drainage and flooding issues	0.180
Better streetworks coordination and dealing with parking restrictions	0.100
Increase gully emptying and highway flood protection	0.250
Weed control to avoid damage	0.320
Maintain street sweeping	0.410
Maintain litter collection	0.880
Maintain grounds maintenance	0.720
Better play area maintenance	0.190
Reintroduce Parish Stewards scheme	0.100

**Total Growth** 3.587

**Breakdown of Savings**

Increase charges / non statutory income by 10%	(0.111)
Reduce enforcement	(0.067)

**Total Savings** (0.178)

**Breakdown of Other**

A reduction is being found from removing vacancies, specific service reviews and restructures still being discussed	(0.292)
Procurement Savings allocations	

**Total Breakdown of Other** (0.292)

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Corporate Director

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Associate Director

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Parvis Khansari**  
**Highways & Transport**  
**Transport**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	1.067	0.050		(0.152)	0.965
Premises	0.000				0.000
Transport	0.165				0.165
Supplies and Services	0.351			(0.200)	0.151
Contract Payments / Third Party	17.923				17.923
Transfer Payments and Recharges	0.000				0.000
<b>Gross Expenditure</b>	<b>19.506</b>	<b>0.050</b>	<b>0.000</b>	<b>(0.352)</b>	<b>19.204</b>
Gross Income	(2.069)		(0.028)		(2.097)
<b>Gross Income</b>	<b>(2.069)</b>	<b>0.000</b>	<b>(0.028)</b>	<b>0.000</b>	<b>(2.097)</b>
<b>Net Base Budget</b>	<b>17.437</b>	<b>0.050</b>	<b>(0.028)</b>	<b>(0.352)</b>	<b>17.107</b>

**Breakdown of Growth**

Salary Growth	0.050
<b>Total Growth</b>	<u><u>0.050</u></u>

**Breakdown of Savings**

Increase charges / non statutory income by 10%	(0.028)
<b>Total Savings</b>	<u><u>(0.028)</u></u>

**Breakdown of Other**

A reduction is being found from removing vacancies, specific service reviews and restructures still being discussed

Procurement Savings allocations	(0.152)
	(0.200)
<b>Total Breakdown of Other</b>	<u><u>(0.352)</u></u>

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**Cabinet Member** \_\_\_\_\_

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**Corporate Director** \_\_\_\_\_

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**Associate Director** \_\_\_\_\_

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Parvis Khansari**  
**Highways & Transport**  
**Car Parking**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	1.239	0.063			1.302
Premises	0.136				0.136
Transport	0.005				0.005
Supplies and Services	0.183				0.183
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.000				0.000
<b>Gross Expenditure</b>	<b>1.563</b>	<b>0.063</b>	<b>0.000</b>	<b>0.000</b>	<b>1.626</b>
Gross Income	(7.666)				(7.666)
<b>Gross Income</b>	<b>(7.666)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(7.666)</b>
<b>Net Base Budget</b>	<b>(6.103)</b>	<b>0.063</b>	<b>0.000</b>	<b>0.000</b>	<b>(6.040)</b>

**Breakdown of Growth**

Salary Growth 0.063

**Total Growth** 0.063

**Breakdown of Savings**

**Total Savings** 0.000

**Breakdown of Other**

Procurement Savings allocations

**Total Breakdown of Other** 0.000

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

Tracy Carter  
Waste & Environment  
Waste

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	6.212	0.238		(0.077)	6.373
Premises	0.039				0.039
Transport	0.020				0.020
Supplies and Services	(0.627)		(0.050)	(0.100)	(0.777)
Contract Payments / Third Party	32.128	0.900			33.028
Transfer Payments and Recharges	0.000				0.000
<b>Gross Expenditure</b>	<b>37.772</b>	<b>1.138</b>	<b>(0.050)</b>	<b>(0.177)</b>	<b>38.683</b>
Gross Income	(5.536)		(0.278)		(5.814)
<b>Gross Income</b>	<b>(5.536)</b>	<b>0.000</b>	<b>(0.278)</b>	<b>0.000</b>	<b>(5.814)</b>
<b>Net Base Budget</b>	<b>32.236</b>	<b>1.138</b>	<b>(0.328)</b>	<b>(0.177)</b>	<b>32.869</b>

**Breakdown of Growth**

Salary Growth 0.238  
Waste (new household demand and contract inflation) 0.900

**Total Growth** 1.138

**Breakdown of Savings**

Stop 3rd sector policy subsidy (0.050)  
Charging at HRCs for some items (0.050)  
Increase charges / non statutory income by 5% (0.228)

**Total Savings** (0.328)

**Breakdown of Other**

A reduction is being found from removing vacancies,  
specific service reviews and restructures still being  
discussed (0.077)  
Procurement Savings allocations (0.100)

**Total Breakdown of Other** (0.177)

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Tracy Carter**  
**Waste & Environment**  
**Environment Services**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	2.619	0.138	(0.067)	(0.181)	2.509
Premises	0.190				0.190
Transport	2.439				2.439
Supplies and Services	0.565		(0.200)	(0.100)	0.265
Contract Payments / Third Party	0.338				0.338
Transfer Payments and Recharges	0.000				0.000
<b>Gross Expenditure</b>	<b>6.151</b>	<b>0.138</b>	<b>(0.267)</b>	<b>(0.281)</b>	<b>5.741</b>
Gross Income	(1.613)		(0.117)		(1.730)
<b>Gross Income</b>	<b>(1.613)</b>	<b>0.000</b>	<b>(0.117)</b>	<b>0.000</b>	<b>(1.730)</b>
<b>Net Base Budget</b>	<b>4.538</b>	<b>0.138</b>	<b>(0.384)</b>	<b>(0.281)</b>	<b>4.011</b>

**Breakdown of Growth**

Salary Growth 0.138

**Total Growth** 0.138

**Breakdown of Savings**

Reduction in fleet (0.200)

Increase non statutory income by 10% (0.117)

Enforcement team (0.067)

**Total Savings** (0.384)

**Breakdown of Other**

A reduction is being found from removing vacancies,  
specific service reviews and restructures still being  
discussed (0.181)

Procurement Savings allocations (0.100)

**Total Breakdown of Other** (0.281)

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Laurie Bell**  
**Communications, Community Area Boards, Libraries, Heritage & Arts**  
**Communications & Marketing**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	1.063	0.072	(0.110)		1.025
Premises	0.008				0.008
Transport	0.010				0.010
Supplies and Services	0.495			(0.250)	0.245
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	(0.100)				(0.100)
<b>Gross Expenditure</b>	<b>1.476</b>	<b>0.072</b>	<b>(0.110)</b>	<b>(0.250)</b>	<b>1.188</b>
Gross Income	(0.080)				(0.080)
<b>Gross Income</b>	<b>(0.080)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.080)</b>
<b>Net Base Budget</b>	<b>1.396</b>	<b>0.072</b>	<b>(0.110)</b>	<b>(0.250)</b>	<b>1.108</b>

**Breakdown of Growth**

Salary Growth	0.072
<b>Total Growth</b>	<u><u>0.072</u></u>

**Breakdown of Savings**

Review structure and vacancies in Communications	(0.110)
<b>Total Savings</b>	<u><u>(0.110)</u></u>

**Breakdown of Other**

Cancel media monitoring	(0.010)
Cancel Vulio press distribution system	(0.010)
Reduce and review legacy budget	(0.230)
<b>Total Breakdown of Other</b>	<u><u>(0.250)</u></u>

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Laurie Bell**  
**Communications, Community Area Boards, Libraries, Heritage & Arts**  
**Communities, Area Boards and Health & Wellbeing Centres**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	1.653	0.083	(0.100)		1.636
Premises	0.170				0.170
Transport	0.060				0.060
Supplies and Services	0.433	0.350		(0.240)	0.543
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	(0.400)		(0.156)		(0.556)
<b>Gross Expenditure</b>	<b>1.916</b>	<b>0.433</b>	<b>(0.256)</b>	<b>(0.240)</b>	<b>1.853</b>
Gross Income	0.000				0.000
<b>Gross Income</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Net Base Budget</b>	<b>1.916</b>	<b>0.433</b>	<b>(0.256)</b>	<b>(0.240)</b>	<b>1.853</b>

**Breakdown of Growth**

Salary Growth 0.083  
Prior year changes needing amending due to legislative change 0.350

**Total Growth** 0.433

**Breakdown of Savings**

Health & well being team capitalisation of staff (0.156)  
Review communities and marketing staffing budgets (0.100)

**Total Savings** (0.256)

**Breakdown of Other**

Reduction in area boards grant (0.240)

**Total Breakdown of Other** (0.240)

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Associate Director

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

Laurie Bell  
Communications, Community Area Boards, Libraries, Heritage & Arts  
Libraries, Heritage & Arts

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	4.288	0.193	(0.325)		4.156
Premises	0.007				0.007
Transport	0.045				0.045
Supplies and Services	1.055	0.150	(0.517)	(0.260)	0.428
Contract Payments / Third Party	0.008				0.008
Transfer Payments and Recharges	(0.008)				(0.008)
<b>Gross Expenditure</b>	<b>5.395</b>	<b>0.343</b>	<b>(0.842)</b>	<b>(0.260)</b>	<b>4.636</b>
Gross Income	(1.724)				(1.724)
<b>Gross Income</b>	<b>(1.724)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(1.724)</b>
<b>Net Base Budget</b>	<b>3.671</b>	<b>0.343</b>	<b>(0.842)</b>	<b>(0.260)</b>	<b>2.912</b>

**Breakdown of Growth**

Salary Growth	0.193	
Prior year changes needing amending due to legislative change	0.150	
<b>Total Growth</b>		<b>0.343</b>

**Breakdown of Savings**

Review Libraires heritage and arts	(0.325)	
One year reduction in Book Fund	(0.517)	
<b>Total Savings</b>		<b>(0.842)</b>

**Breakdown of Other**

Reduce grant funding to arts organisations	(0.040)	
Reduce grants to museums	(0.020)	
Review City Hall budgets	(0.200)	
<b>Total Breakdown of Other</b>		<b>(0.260)</b>

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Robin Townsend**  
**Corporate Function & Procurement**  
**Corporate Function & Procurement**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	4.669	0.261	(0.036)	(0.398)	4.496
Premises	0.004				0.004
Transport	0.077				0.077
Supplies and Services	1.334		(0.164)	0.000	1.170
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	(0.118)				(0.118)
<b>Gross Expenditure</b>	<b>5.966</b>	<b>0.261</b>	<b>(0.200)</b>	<b>(0.398)</b>	<b>5.629</b>
Gross Income	(0.752)		0.000		(0.752)
<b>Gross Income</b>	<b>(0.752)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.752)</b>
<b>Net Base Budget</b>	<b>5.214</b>	<b>0.261</b>	<b>(0.200)</b>	<b>(0.398)</b>	<b>4.877</b>

**Breakdown of Growth**

Salary Growth	0.261
<b>Total Growth</b>	<u><u>0.261</u></u>

**Breakdown of Savings**

Combination of reduction in VCS grants; operational budgets and review of partnership funding	(0.200)
<b>Total Savings</b>	<u><u>(0.200)</u></u>

**Breakdown of Other**

Salary Savings - removal of vacant posts	(0.198)
Combination of removal of vacant posts, VR and amendments to structure	(0.200)
<b>Total Breakdown of Other</b>	<u><u>(0.398)</u></u>

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Cabinet Member

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Associate Director

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Michael Hudson**  
**Finance**  
**Finance, Revenues & Benefits & Pensions**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	6.902	0.316	(0.150)	(0.438)	6.630
Premises	0.000				0.000
Transport	0.065				0.065
Supplies and Services	7.564			(0.100)	7.464
Contract Payments / Third Party	0.030				0.030
Transfer Payments and Recharges	0.662				0.662
<b>Gross Expenditure</b>	<b>15.223</b>	<b>0.316</b>	<b>(0.150)</b>	<b>(0.538)</b>	<b>14.851</b>
Gross Income	(12.405)		(0.100)	0.771	(11.734)
<b>Gross Income</b>	<b>(12.405)</b>	<b>0.000</b>	<b>(0.100)</b>	<b>0.771</b>	<b>(11.734)</b>
<b>Net Base Budget</b>	<b>2.818</b>	<b>0.316</b>	<b>(0.250)</b>	<b>0.233</b>	<b>3.117</b>

**Breakdown of Growth**

Salary Growth	0.316
<b>Total Growth</b>	<u><u>0.316</u></u>

**Breakdown of Savings**

Credit card charges (note nil charge for use of Debit Cards)	(0.100)
Restructure accountancy	(0.150)
<b>Total Savings</b>	<u><u>(0.250)</u></u>

**Breakdown of Other**

Effect of provisional Settlement on admin grant	0.771
Salary Savings allocations to be found from a restructure within the Revenues and Benefits team, including removal of duplication of services across the council.	(0.338)
Restructure accountancy	(0.100)
Procurement Savings from audit fees (internal and external)	(0.100)
<b>Total Breakdown of Other</b>	<u><u>0.233</u></u>

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Michael Hudson**  
**Finance**  
**Revenues & Benefits - Subsidy**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	0.000				0.000
Premises	0.000				0.000
Transport	0.000				0.000
Supplies and Services	0.000				0.000
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	118.126				118.126
<b>Gross Expenditure</b>	<b>118.126</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>118.126</b>
Gross Income	(118.126)		(0.500)		(118.626)
<b>Gross Income</b>	<b>(118.126)</b>	<b>0.000</b>	<b>(0.500)</b>	<b>0.000</b>	<b>(118.626)</b>
<b>Net Base Budget</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.500)</b>	<b>0.000</b>	<b>(0.500)</b>

**Breakdown of Growth**

**Total Growth** 0.000

**Breakdown of Savings**

Benefit & Fraud subsidy assumption (0.500)

**Total Savings** (0.500)

**Breakdown of Other**

**Total Breakdown of Other** 0.000

Signed:  
 Cabinet Member \_\_\_\_\_

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 Corporate Director \_\_\_\_\_

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**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:** Ian Gibbons  
**SERVICE AREA:** Legal & Governance  
**SERVICE:** Legal & Governance

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	3.770	0.190		(0.160)	3.800
Premises	0.001				0.001
Transport	0.045				0.045
Supplies and Services	0.565	0.400	(0.010)	(0.056)	0.899
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.094				0.094
<b>Gross Expenditure</b>	<b>4.475</b>	<b>0.590</b>	<b>(0.010)</b>	<b>(0.216)</b>	<b>4.839</b>
Gross Income	(2.122)		(0.110)	(0.100)	(2.332)
<b>Gross Income</b>	<b>(2.122)</b>	<b>0.000</b>	<b>(0.110)</b>	<b>(0.100)</b>	<b>(2.332)</b>
<b>Net Base Budget</b>	<b>2.353</b>	<b>0.590</b>	<b>(0.120)</b>	<b>(0.316)</b>	<b>2.507</b>

**Breakdown of Growth**

Salary Growth	0.190
Prior year changes needing amending due to change direction / policy	0.400
<b>Total Growth</b>	<u><b>0.590</b></u>

**Breakdown of Savings**

Supplies and Services	(0.010)
Income from Neighbourhood Planning referenda	(0.030)
Increased income from efficiencies	(0.080)
<b>Total Savings</b>	<u><b>(0.120)</b></u>

**Breakdown of Other**

Restructure legal and governance	(0.160)
Military inquest monies no longer required	(0.056)
Increased income from efficiencies	(0.100)
<b>Total Breakdown of Other</b>	<u><b>(0.316)</b></u>

Signed:  
Cabinet Member \_\_\_\_\_

Signed:  
Corporate Director \_\_\_\_\_

Signed:  
Associate Director \_\_\_\_\_

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Barry Pirie**  
**People & Business Services**  
**Human Resources & Organisational Development**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	4.817	0.220	(0.200)	(0.041)	4.796
Premises	0.000				0.000
Transport	0.030				0.030
Supplies and Services	0.283				0.283
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.001				0.001
<b>Gross Expenditure</b>	<b>5.131</b>	<b>0.220</b>	<b>(0.200)</b>	<b>(0.041)</b>	<b>5.110</b>
Gross Income	(1.918)				(1.918)
<b>Gross Income</b>	<b>(1.918)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(1.918)</b>
<b>Net Base Budget</b>	<b>3.213</b>	<b>0.220</b>	<b>(0.200)</b>	<b>(0.041)</b>	<b>3.192</b>

**Breakdown of Growth**

Salary Growth 0.220

**Total Growth** 0.220

**Breakdown of Savings**

Reduce team structure (0.200)

**Total Savings** (0.200)

**Breakdown of Other**

A reduction is being found from removing vacancies,  
specific service reviews and restructures still being  
discussed (0.041)

**Total Breakdown of Other** (0.041)

Signed: \_\_\_\_\_  
Cabinet Member

Signed: \_\_\_\_\_  
Corporate Director

Signed: \_\_\_\_\_  
Associate Director



**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Barry Pirie**  
**People & Business Services**  
**Business Services**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	3.394	0.161		(0.160)	3.395
Premises	0.401				0.401
Transport	0.252				0.252
Supplies and Services	1.436				1.436
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	(0.051)				(0.051)
<b>Gross Expenditure</b>	<b>5.432</b>	<b>0.161</b>	<b>0.000</b>	<b>(0.160)</b>	<b>5.433</b>
Gross Income	(2.062)		(0.010)		(2.072)
<b>Gross Income</b>	<b>(2.062)</b>	<b>0.000</b>	<b>(0.010)</b>	<b>0.000</b>	<b>(2.072)</b>
<b>Net Base Budget</b>	<b>3.370</b>	<b>0.161</b>	<b>(0.010)</b>	<b>(0.160)</b>	<b>3.361</b>

**Breakdown of Growth**

Salary Growth	0.161
<b>Total Growth</b>	<u><b>0.161</b></u>

**Breakdown of Savings**

Increase charges / non statutory income by 10%	(0.010)
<b>Total Savings</b>	<u><b>(0.010)</b></u>

**Breakdown of Other**

A reduction is being found from removing vacancies, specific service reviews and restructures still being discussed

Procurement Savings allocations	(0.160)
<b>Total Breakdown of Other</b>	<u><b>(0.160)</b></u>

Signed: \_\_\_\_\_  
Cabinet Member

Signed: \_\_\_\_\_  
Corporate Director

Signed: \_\_\_\_\_  
Associate Director

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Barry Pirie**  
**People & Business Services**  
**Strategic Asset & Facilities Management**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	2.818	0.132		(0.025)	2.925
Premises	12.669			(0.200)	12.469
Transport	0.036				0.036
Supplies and Services	0.798				0.798
Contract Payments / Third Party	0.056				0.056
Transfer Payments and Recharges	(0.071)				(0.071)
<b>Gross Expenditure</b>	<b>16.306</b>	<b>0.132</b>	<b>0.000</b>	<b>(0.225)</b>	<b>16.213</b>
Gross Income	(4.152)		(0.250)		(4.402)
<b>Gross Income</b>	<b>(4.152)</b>	<b>0.000</b>	<b>(0.250)</b>	<b>0.000</b>	<b>(4.402)</b>
<b>Net Base Budget</b>	<b>12.154</b>	<b>0.132</b>	<b>(0.250)</b>	<b>(0.225)</b>	<b>11.811</b>

**Breakdown of Growth**

Salary Growth 0.132

**Total Growth** 0.132

**Breakdown of Savings**

Police charge correction (0.250)

**Total Savings** (0.250)

**Breakdown of Other**

A reduction is being found from removing vacancies,  
specific service reviews and restructures still being  
discussed

Procurement Savings allocations (0.025)  
(0.200)

**Total Breakdown of Other** (0.225)

Signed:  
Cabinet Member

Signed:  
Corporate Director

Signed:  
Associate Director

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Barry Pirie**  
**People & Business Services**  
**Information Services**

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	4.498	0.226		(0.025)	4.699
Premises	0.000				0.000
Transport	0.027				0.027
Supplies and Services	6.273	0.600	(0.300)		6.573
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.000				0.000
<b>Gross Expenditure</b>	<b>10.798</b>	<b>0.826</b>	<b>(0.300)</b>	<b>(0.025)</b>	<b>11.299</b>
Gross Income	(0.507)		(0.505)		(1.012)
<b>Gross Income</b>	<b>(0.507)</b>	<b>0.000</b>	<b>(0.505)</b>	<b>0.000</b>	<b>(1.012)</b>
<b>Net Base Budget</b>	<b>10.291</b>	<b>0.826</b>	<b>(0.805)</b>	<b>(0.025)</b>	<b>10.287</b>

**Breakdown of Growth**

Salary Growth	0.226
Prior year changes needing amending due to change direction / policy	0.600
<b>Total Growth</b>	<u><b>0.826</b></u>

**Breakdown of Savings**

Police charge correction	(0.500)
Stop work at home subsidy (15-16)	(0.300)
Increase charges / non statutory income by 10%	(0.005)
<b>Total Savings</b>	<u><b>(0.805)</b></u>

**Breakdown of Other**

A reduction is being found from removing vacancies, specific service reviews and restructures still being discussed	(0.025)
Procurement Savings allocations	
<b>Total Breakdown of Other</b>	<u><b>(0.025)</b></u>

Signed:  
Cabinet Member

Signed:  
Corporate Director

Signed:  
Associate Director

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Robin Townsend**  
**Corporate Directors**  
**Corporate Directors**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	0.652	0.026			0.678
Premises	0.033				0.033
Transport	0.010				0.010
Supplies and Services	0.133				0.133
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.000				0.000
<b>Gross Expenditure</b>	<b>0.828</b>	<b>0.026</b>	<b>0.000</b>	<b>0.000</b>	<b>0.854</b>
Gross Income	(0.027)				(0.027)
<b>Gross Income</b>	<b>(0.027)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.027)</b>
<b>Net Base Budget</b>	<b>0.801</b>	<b>0.026</b>	<b>0.000</b>	<b>0.000</b>	<b>0.827</b>

**Breakdown of Growth**

Salary Growth 0.026

**Total Growth** 0.026

**Breakdown of Savings**

**Total Savings** 0.000

**Breakdown of Other**

Procurement Savings allocations

**Total Breakdown of Other** 0.000

Signed:  
 Cabinet Member \_\_\_\_\_

Signed:  
 Corporate Director \_\_\_\_\_

Signed:  
 Associate Director \_\_\_\_\_

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:**  
**SERVICE AREA:**  
**SERVICE:**

**Robin Townsend**  
**Corporate Directors**  
**Members**

	<b>Revised 2015/2016 (£m)</b>	<b>Growth &amp; Investment (£m)</b>	<b>Savings &amp; Efficiencies (£m)</b>	<b>Other (£m)</b>	<b>Proposed 2016/2017 (£m)</b>
Employees	0.077				0.077
Premises	0.021				0.021
Transport	0.105				0.105
Supplies and Services	1.803				1.803
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.000				0.000
<b>Gross Expenditure</b>	<b>2.006</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>2.006</b>
Gross Income	0.000				0.000
<b>Gross Income</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Net Base Budget</b>	<b>2.006</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>2.006</b>

**Breakdown of Growth**

**Total Growth** 0.000

**Breakdown of Savings**

**Total Savings** 0.000

**Breakdown of Other**

Procurement Savings allocations

**Total Breakdown of Other** 0.000

**Signed:**  
**Cabinet Member**

**Signed:**  
**Corporate Director**

**Signed:**  
**Associate Director**

**WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2016/2017**

**APPENDIX 1C**

**ASSOCIATE DIRECTOR:** James Cawley  
**SERVICE AREA:** Housing Revenue Account (HRA)  
**SERVICE:** Housing Revenue Account (HRA)

	Revised 2015/2016 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2016/2017 (£m)
Employees	3.081	0.130			3.211
Premises	4.385				4.385
Transport	0.146				0.146
Supplies and Services	1.455				1.455
Contract Payments / Third Party	0.013				0.013
Transfer Payments and Recharges	15.559				15.559
<b>Gross Expenditure</b>	<b>24.639</b>	<b>0.130</b>	<b>0.000</b>	<b>0.000</b>	<b>24.769</b>
Gross Income	(26.136)	0.392			(25.744)
<b>Gross Income</b>	<b>(26.136)</b>	<b>0.392</b>	<b>0.000</b>	<b>0.000</b>	<b>(25.744)</b>
<b>Net Base Budget</b>	<b>(1.497)</b>	<b>0.522</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.975)</b>

**Breakdown of Growth**

Rent adjustment due to rent capping	0.392
Salary Growth	0.130
<b>Total Growth</b>	<u><b>0.522</b></u>

**Breakdown of Savings**

<b>Total Savings</b>	<u><b>0.000</b></u>
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**Breakdown of Other**

<b>Total Breakdown of Other</b>	<u><b>0.000</b></u>
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Signed: \_\_\_\_\_  
**Cabinet Member**

Signed: \_\_\_\_\_  
**Corporate Director**

Signed: \_\_\_\_\_  
**Associate Director**

**WASTE MANAGEMENT**

Service Area  
Associate Director

**APPENDIX 1G**

Waste  
Tracy Carter

All Waste Management Fees and Charges are discretionary

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
<b>Commercial Waste Collection and Disposal (CWDC) and Non-Domestic Household Waste Collection and Disposal (HWCD)</b>					
Size of Bin (litres)					
1100 litres - price per lift	£17.21	£17.55	£18.43	£19.35	4.99%
770 litres - price per lift	£14.26	£14.55	£15.28	£16.04	4.97%
660 litres - price per lift	£13.11	£13.37	£14.04	£14.74	4.99%
500 litres - price per lift	£11.55	£11.78	£12.37	£12.99	5.01%
360 litres - price per lift	£10.15	£10.35	£10.87	£11.41	4.97%
240 litres - price per lift	£8.92	£9.10	£9.56	£10.04	5.02%
180 litres - price per lift	£8.18	£8.34	£8.76	£9.20	5.02%
120 litres - price per lift	£7.44	£7.59	£7.97	£8.37	5.02%
Sack - price per lift	£2.95	£3.01	£3.16	£3.32	5.06%
<b>Commercial Waste Collection only (CWCO) and Non-Domestic Household Waste Collection only (HWCO)</b>					
Size of Bin (litres)					
1100 litres - price per lift	£8.20	£8.36	£8.78	£9.22	5.01%
770 litres - price per lift	£7.95	£8.11	£8.52	£8.95	5.05%
660 litres - price per lift	£7.70	£7.85	£8.24	£8.65	4.98%
500 litres - price per lift	£7.45	£7.60	£7.98	£8.38	5.01%
360 litres - price per lift	£7.20	£7.34	£7.71	£8.10	5.06%
240 litres - price per lift	£6.95	£7.09	£7.44	£7.81	4.97%
180 litres - price per lift	£6.70	£6.83	£7.17	£7.53	5.02%
120 litres - price per lift	£6.45	£6.58	£6.91	£7.26	5.07%
Sack - price per lift	£2.15	£2.19	£2.30	£2.42	5.22%

The charges outlined here are currently outside the scope of VAT following a ruling from HM Revenues & Customs.

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
<b>PILOT Chargeable Recycling Service - CARDBOARD (South only) Commercial Cardboard Collection &amp; Treatment and Non-Domestic Household Cardboard Collection and Treatment</b>					
Size of Bin (litres)					
1100 litres - price per lift	£9.98	£10.18	£10.69	£11.22	4.96%
660 litres - price per lift	£8.77	£8.95	£9.40	£9.87	5.00%
240 litres - price per lift	£7.34	£7.49	£7.86	£8.25	4.96%
120 litres - price per lift	£6.64	£6.77	£7.11	£7.47	5.06%
Sack - price per lift	£2.25	£2.30	£2.41	£2.53	4.98%
<b>PILOT Chargeable Recycling Service - CARDBOARD (South only) Commercial Cardboard Collection only and Non-Domestic Household Cardboard Collection only</b>					
Size of Bin (litres)					
1100 litres - price per lift	£8.20	£8.36	£8.78	£9.22	5.01%
660 litres - price per lift	£7.70	£7.85	£8.24	£8.65	4.98%
240 litres - price per lift	£6.95	£7.09	£7.44	£7.81	4.97%
120 litres - price per lift	£6.45	£6.58	£6.91	£7.26	5.07%
Sack - price per lift	£2.15	£2.19	£2.30	£2.42	5.22%
<b>PILOT Chargeable Recycling Service - DRY RECYCLING (East only) Commercial Dry Recycling Collection &amp; Treatment and Non-Domestic Household Dry Recycling Collection &amp; Treatment</b>					
Size of Bin (litres)					
240 litres - price per lift	£7.79	£7.95	£8.35	£8.77	5.03%
180 litres - price per lift	£7.39	£7.54	£7.92	£8.32	5.05%
55 litres (black box) - price per lift	£2.49	£2.54	£2.67	£2.80	4.87%

The charges outlined here are currently outside the scope of VAT following a ruling from HM Revenues & Customs.

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
<b>PILOT Chargeable Recycling Service - DRY RECYCLING (East only) Commercial Dry Recycling Collection only and Non-Domestic Household Dry Recycling Collection only (formerly known as "Schedule 2" recycling)</b>					

Size of Bin (litres)					
240 litres - price per lift	£6.95	£7.09	£7.44	£7.81	4.97%
180 litres - price per lift	£6.70	£6.83	£7.17	£7.53	5.02%
55 litres (black box) - price per lift	£2.15	£2.19	£2.30	£2.42	5.22%
<b>Garden Waste Bin</b>					
Annual Charge for 180 litre bin for garden waste - per bin**			£40.00	£42.00	5.00%

<b>Bulky Household Waste Collection</b>					
Charge per item	NA	£10.65	£11.18	£11.74	5.01%
Discounted charge per item*	NA	£5.32	£5.59	£5.87	5.01%
1 to 4 items Full Price	£22.00	NA	NA		
1 to 4 items Discounted Charge*	£11.00	NA	NA		
5 to 8 items Full Price	£44.00	NA	NA		
5 to 8 items Discounted Charge*	£22.00	NA	NA		
9 to 12 items Full Price	£62.88	NA	NA		
9 to 12 items Discounted Charge*	£31.44	NA	NA		

**Note\***

A 50% discount applies to those residents in receipt of means tested benefit

\*\* This service is subject to a mid-year renewal; therefore, the 16/17 charge is effective from 1 July 2016 for 12 months. New subscribers will be charged on a pro-rata basis.

Please note that charges applied in respect of domestic waste (garden waste bins and bulky household waste collections) are non-business for VAT purposes. Following a ruling from HM Revenues & Customs, other chargeable waste collections provided by Wiltshire Council are also currently outside of the scope of VAT.



**PARK AND RIDE: SUMMARY OF FEES AND CHARGES**

**APPENDIX 1G**

Service Area

Car Parking

Associate Director

Parvis Khansari

*Car Parking and Park & Ride charges was addressed through the parking review. Individual parking charges are not shown here*

**TOWN & COUNTRY PLANNING (FEES FOR APPLICATIONS AND DEEMED APPLICATIONS (AMEND) APPENDIX 1G**

Service Area  
Associate Director

Development Services  
Alistair Cunningham

**REGULATIONS 2012: FEES SET BY STATUTE, THESE HAVE BEEN APPLIED FROM NOVEMBER 2012 ONWARDS**

All fees and charges in the table below are statutory: the 2016/17 fees are the same as those that applied in 2015/16.

Income Type	Description	Details	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial year	2016-17 Financial year	% Increase
OUTLINE PLANNING PERMISSION	Erection of Dwellings or Buildings of any kind	The site area does not exceed 2.5 hectares Per each 0.1 hectare or part thereof	£385	£385	£385	£385	0.00%
		The site area exceeds 2.5 hectares Subject to a maximum fee of	£9,527 £125,000	£9,527 £125,000	£9,527 £125,000	£9,527 £125,000	0.00% 0.00%
FULL PLANNING PERMISSION (Residential Development)	Alteration of extension of Existing Dwellings (including walls, garages, fences, etc)	where application relates to one dwelling	£172	£172	£172	£172	0.00%
		where applications relates to 2 or more dwellings	£339	£339	£339	£339	0.00%
	Erection of New Dwelling or Dwellings	Under 50 Dwellings Per each dwelling	£385	£385	£385	£385	0.00%
		50 Dwellings and an additional £115 per dwelling over 50, subject to a maximum fee of	£19,049 £250,000	£19,049 £250,000	£19,049 £250,000	£19,049 £250,000	0.00% 0.00%
Conversion of existing Dwelling or Building into one or more separate Dwellings	Per additional dwelling created eg 1 house converted into 3 flats: 2 x £385 = £770	£385	£385	£385	£385	0.00%	
FULL PLANNING PERMISSION (Non-Residential Development)	Erection of Buildings other than agricultural (offices, shops, industrial, etc)	Per Gross Floor area:	£195	£195	£195	£195	0.00%
		Under 40 sq m (or no floor space created)					
		40-75 sq m	£385	£385	£385	£385	0.00%
		Over 75 sq m-3,750 sq m per each 75 sq m or part thereof	£385	£385	£385	£385	0.00%
	Agricultural Buildings other than Glasshouses and Polytunnels	Over 3750 sq m and an additional £115 for each 75 sq m or part thereof, in excess of 3750 sq m, subject to a maximum fee of	£19,049 £250,000	£19,049 £250,000	£19,049 £250,000	£19,049 £250,000	0.00% 0.00%
		Under 465 sq m	£80	£80	£80	£80	0.00%
		465 - 540 sq m	£385	£385	£385	£385	0.00%
		Over 540-4215 sq m and an additional £385 for each 75 sq m or part thereof in excess of 540 sq m	£385	£385	£385	£385	0.00%
	Agricultural Glasshouses and Polytunnels	Over 4215 sq m and an additional £115 for each 75 sq m or part thereof in excess of 4215sqm subject to a	£19,049 £250,000	£19,049 £250,000	£19,049 £250,000	£19,049 £250,000	0.00% 0.00%
		Under 465 sq m	£80	£80	£80	£80	0.00%
	Plant or Machinery	Over 465 sq m	£2,150	£2,150	£2,150	£2,150	0.00%
		Site area under 5 hectares Per each 0.1 hectare or part thereof	£385	£385	£385	£385	0.00%
		Site area over 5 hectares and an additional £115 for each 0.1 hectare or part thereof	£19,049	£19,049	£19,049	£19,049	0.00%
	Car Park or Access for single user	Over 5 hectares subject to a maximum fee of (to existing uses only)	£250,000	£250,000	£250,000	£250,000	0.00%
		£195	£195	£195	£195	0.00%	
The carrying out of any operations connected with exploratory drilling for oil or natural gas	Site area under 7.5 hectares	£385	£385	£385	£385	0.00%	
	Per each 0.1 hectare or part thereof						
	Site area over 7.5 hectares and an additional £115 for each 0.1 hectare or part thereof.	£28,750	£28,750	£28,750	£28,750	0.00%	
	Over 7.5 hectares, subject to a maximum fee of	£250,000	£250,000	£250,000	£250,000	0.00%	
Winning and Working of Minerals	Site area under 15 hectares Per each 0.1 hectare or part thereof	£195	£195	£195	£195	0.00%	
	Site area over 15 hectares and an additional £115 for each 0.1 hectare or part thereof	£29,112	£29,112	£29,112	£29,112	0.00%	
Engineering and other Operations not coming within any of the above	Over 15 hectares subject to a maximum fee of	£65,000	£65,000	£65,000	£65,000	0.00%	
	Per 0.1 hectare or part thereof of Site Area	£195	£195	£195	£195	0.00%	

	categories	Subject to a maximum fee of	£1,690	£1,690	£1,690	£1,690	0.00%	
		Site area under 15 hectares	£195	£195	£195	£195	0.00%	
	The use of land for waste disposal or for deposits after mineral extraction, or use of land for storage of minerals in the open	Per each 0.1 hectare or part thereof	Site area over 15 hectares and an additional £115 for each 0.1 hectare or part thereof.	£29,112	£29,112	£29,112	£29,112	0.00%
			Over 15 hectares subject to a maximum fee of	£65,000	£65,000	£65,000	£65,000	0.00%
CHANGE OF USE land or buildings	Other than those stated in above categories		£385	£385	£385	£385	0.00%	
RESERVED MATTERS	(To be submitted following outline permission) Charges as for FULL application	On first submission full fee payable Subsequent applications for reserved matters are subject to a flat rate of	£385	£385	£385	£385	0.00%	
Renewal of Temporary Permission	Retention of Building or works on land without compliance		£195	£195	£195	£195	0.00%	
RENEWAL of Unimplemented Permission	Where development has not begun or where the time for beginning development has not expired:-Householder		£57	£57	£57	£57	0.00%	
	Where development has not begun or where the time for beginning development has not expired:-Major		£575	£575	£575	£575	0.00%	
	Where development has not begun or where the time for beginning development has not expired:-Other		£195	£195	£195	£195	0.00%	
REMOVAL or VARIATION of Condition			£195	£195	£195	£195	0.00%	
NON-MATERIAL AMENDMENT to Planning Permission	• Householder		£28	£28	£28	£28	0.00%	
NON-MATERIAL AMENDMENT to planning Permission	• Other		£195.00	£195.00	£195.00	£195.00	0.00%	
ADVERTISEMENT	Business Advertisements/Directional Signs		£110.00	£110.00	£110.00	£110.00	0.00%	
ADVERTISEMENT	Other Advertisements		£385.00	£385.00	£385.00	£385.00	0.00%	
PRIOR NOTIFICATION - Agricultural Buildings, Demolitions	Determination of whether prior approval is required for certain types of "permitted development" eg agricultural buildings, demolition.		£80.00	£80.00	£80.00	£80.00	0.00%	
PRIOR NOTIFICATION - Telecommunication Equipment	Determination of whether prior approval is required for telecommunication equipment		£385.00	£385.00	£385.00	£385.00	0.00%	
DISCHARGE OF CONDITION (fee to be refunded if the local planning authority fails to give written confirmation within 12 weeks of the date of receipt of the request)	Householder Application						0.00%	
	Non-Householder Applications		£28.00	£28.00	£28.00	£28.00	0.00%	
			£97.00	£97.00	£97.00	£97.00	0.00%	

**DEVELOPMENT SERVICES: PRE-APPLICATION FEES**

**APPENDIX 1G**

Service Area  
Associate Director

Development Services  
Alistair Cunningham

All pre application fees are discretionary

Income Type	13-14 Financial Year	14-15 Financial Year	15-16 Financial Year	16-17 Financial Year	% Increase
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Enquiries whether planning permission is required\*

Permitted Development - Written Response	£30.00	£30.00	£30.00	£33.00	10.00%
Permitted Development - Certificate of Lawfulness Application - Householder	£75.00	£75.00	£75.00	£75.00	0.00%

Property History searches

Full Planning history report showing all decisions based on a geographical area	£35.00	£35.00	£35.00	£38.50	10.00%
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Enquiries seeking pre-submission advice on residential properties\*

Household extensions alterations and improvements - per written request	£60.00	£60.00	£60.00	£66.00	10.00%
Listed Building Consent (LBC)	£60.00	£60.00	£60.00	£66.00	10.00%

Removal/variation of conditions	£60.00	£60.00	£60.00	£66.00	10.00%
1-9 Dwellings (25% of the planning application fee)	n/a	n/a	n/a	n/a	
*1 Residential Unit •Development of up to 200 sqm floor space for commercial/ industrial/ mixed development or other uses or alterations to a commercial building where no floor space is created	£100.00	£100.00	£100.00	£110.00	10.00%
*2 – 4 Residential Units	£250.00	£250.00	£250.00	£275.00	10.00%
*5 – 9 Residential Units •Development of less than 0.5ha for residential use •Development of 200 – 1,000 sqm floor space for commercial/ industrial/ mixed development or other uses •Development of a site which is 0.2 – 1ha for other uses	£500.00	£500.00	£500.00	£550.00	10.00%
*10 – 99 Residential Units •Development of 0.5ha – 5ha for residential/commercial/ industrial/ mixed development use •Development of 1,000 sqm for other uses •Development of a site which is 1ha for other uses	£750.00	£750.00	£750.00	£825.00	10.00%
*100 or more Residential Units •Development of 10,000 sqm or more of commercial/ industrial/ mixed development floor space •Development of more than 5ha of land for residential/commercial/ industrial/mixed development use	£1,000.00	£1,000.00	£1,000.00	£1,100.00	10.00%

Enquiries seeking pre-submission advice on All non residential properties \*

Non residential Listed Building Consent	£60.00	£60.00	£60.00	£66.00	10.00%
Advertisement per written request	£35.00	£35.00	£35.00	£38.50	10.00%
Less than 999m2 gross floor area	n/a	n/a	n/a	n/a	
1000-9999m2 gross floor area and local scale waste facilities	£750.00	£750.00	£750.00	£825.00	10.00%
Over 1000m2 gross floor area and strategic scale waste facilities - (includes initial meeting)	£1,000.00	£1,000.00	£1,000.00	£1,100.00	10.00%
Any new quarry or mine and any extensions to existing sites where extraction area is more than 15 hectares (includes initial meeting)	£550.00	£550.00	£550.00	£605.00	10.00%

All other quarry proposals	£200.00	£200.00	£200.00	£220.00	10.00%
Changes of use of land or buildings	£150.00	£150.00	£150.00	£165.00	10.00%
Additional meeting (if required and considered necessary by the officer)	n/a	n/a	n/a	n/a	

Note\*

**BUILDING CONTROL FEES & CHARGES**

Service Area  
Associate Director

**APPENDIX 1G**

Development Services  
Alistair Cunningham

The charges outlined below have been set on the basis that the building work does not consist of or include innovative or high risk construction techniques and/or duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not the work may incur supplementary charges.

Some alterations and extensions to existing buildings to provide or improve facilities for disabled persons are exempt from charges. For details and advice please contact us.

**All Building Control Fees and Charges are Discretionary**

Income type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
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New Dwellings Standard Charges

(up to 300m2) Standard Charge 1 Dwellings	£800	£816	£816	£816	0.00%
(up to 300m2) Standard Charge 2 Dwellings	£1,100	£1,122	£1,122	£1,122	0.00%
(up to 300m2) Standard Charge 3 Dwellings	£1,400	£1,428	£1,428	£1,428	0.00%
(up to 300m2) Standard Charge 4 Dwellings	£1,700	£1,734	£1,734	£1,734	0.00%
(up to 300m2) Standard Charge 5 Dwellings	£2,000	£2,040	£2,040	£2,040	0.00%
(up to 300m2) Standard Charge 6 Dwellings	£2,250	£2,295	£2,295	£2,295	0.00%
(up to 300m2) Standard Charge 7 Dwellings	£2,500	£2,550	£2,550	£2,550	0.00%
(up to 300m2) Standard Charge 8 Dwellings	£2,750	£2,805	£2,805	£2,805	0.00%
(up to 300m2) Standard Charge 9 Dwellings	£3,000	£3,060	£3,060	£3,060	0.00%
(up to 300m2) Standard Charge 10 Dwellings	£3,250	£3,315	£3,315	£3,315	0.00%

Small Domestic Buildings Extensions and Loft Conversions Standard Charges

Conversion of garage into living accommodation	£250	£250	£250	£250	0.00%
Garage and car ports up to 40m2	£250	£250	£250	£250	0.00%
Electrical Works (non Competent Persons Scheme)	£350	£350	£350	£350	0.00%
Garage and car ports 40m2 up to 60m2	£350	£350	£350	£350	0.00%
Extensions and Loft Conversions up to 10m2	£450	£450	£450	£450	0.00%
Extensions and Loft Conversions 10m2 up to 40m2	£550	£550	£550	£550	0.00%
Extensions and Loft Conversions 40m2 up to 60m2	£650	£650	£650	£650	0.00%
Extensions and Loft Conversions 60m2 up to 80m2	£750	£750	£750	£750	0.00%

Calculation of Charges for all other building work Standard Charges

Total estimated cost (£0 - £1000)	£125	£128	£128	£128	0.00%
Total estimated cost (£1001 - £2000)	£200	£204	£204	£204	0.00%
Total estimated cost (£2001 - £5000)	£250	£255	£255	£255	0.00%
Total estimated cost (£5001 - £10000)	£300	£306	£306	£306	0.00%

Total estimated cost (£10001 - £15000)	£350	£357	£357	£357	0.00%
Total estimated cost (£15001 - £20000)	£400	£408	£408	£408	0.00%
Total estimated cost (£20001 - £30000)	£500	£510	£510	£510	0.00%
Total estimated cost (£30001 - £40000)	£600	£612	£612	£612	0.00%
Total estimated cost (£40001 - £50000)	£700	£714	£714	£714	0.00%

Replacement Windows (dwellings only)	£120	£122	£122	£122	0.00%
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**SAP Energy Assessments (New fees for 2016/2017)**

One off dwelling	£140.00
Multi plots (similar in design)	£175.00 for the first plot £30.00 per plot thereafter up to 10 plots £20.00 per plot up to 50 plots
Individual dwellings on the same plot	£175.00 for the first plot £100.00 per plot thereafter
Flats	£175.00 £50.00 With a minimum charge of £250.00

Conversions	£175.00 for the first plot £100.00 per plot thereafter
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VAT is included in the prices above where applicable.

Regularisation applications are charged at 130% (ie 30% above the standard charge).

For anything outside of the listings above, please contact Building Control for a quotation.

**APPENDIX  
1G**

**DEVELOPMENT SERVICES: LAND CHARGES**

Service Area  
Associate Director

Legal & Governance  
Ian Gibbons

All Land Charges Fees and Charges are Discretionary

Income type	13-14 Financial Year	14-15 Financial Year	15-16 Financial Year	16-17 Financial Year	% Increase
Standard Official Search (LLC1 and Part 1 Con 29)	£120.00	£120.00	£125.00	£137.50	10.00%
Official Certificate of Search (Form LLC1 only)	£25.00	£25.00	£26.00	£28.60	10.00%
<u>Enquiries of Local Authority - Form Con 29</u>					
Part 1 Enquiries - one parcel of land	£95.00	£95.00	£100.00	£110.00	10.00%
Part 2 Optional enquiries (each)	£15.00	£15.00	£15.50	£17.05	10.00%
Each additional solicitor's own enquiry	£20.00	£20.00	£21.00	£23.10	10.00%
Additional parcels of land (each)	£11.50	£11.50	£12.00	£13.20	10.00%
Copy of search	£20.00	£20.00	£21.00	£23.10	10.00%
Copy of Documents - per sheet	£0.10	£0.10	£0.10	£0.10	0.00%



**DEVELOPMENT SERVICES: WASTE & MINERALS**Service Area  
Associate Director**APPENDIX 1G**Development Services  
Alistair Cunningham

These are statutory fees so the fees will remain the same in 2016/17 as in 2015/16.

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
Fee per monitoring visit to active and mineral & landfill site	£331.00	£331.00	£331.00	£331.00	0.00%
Fee per monitoring visit to inactive or dormant site	£110.00	£110.00	£110.00	£110.00	0.00%

Service Area  
Associate Director

Other Public Health & Public Protection  
Frances Chinemana

All Gambling related fees and charges are statutory

Licensing - Gambling Act 2005	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
<b>Regional casino premises licence :</b>				
Maximum non-conversion application fee in respect of provisional statement premises	£8,000.00	£8,000.00	£8,000.00	0.00%
Maximum non-conversion application fee in respect of other premises	£15,000.00	£15,000.00	£15,000.00	0.00%
Maximum annual fee	£15,000.00	£15,000.00	£15,000.00	0.00%
Maximum fee for application to vary licence	£7,500.00	£7,500.00	£7,500.00	0.00%
Maximum fee for application to transfer a licence	£6,500.00	£6,500.00	£6,500.00	0.00%
Maximum fee for application for reinstatement of a licence	£6,500.00	£6,500.00	£6,500.00	0.00%
Maximum fee for application for provisional statement	£15,000.00	£15,000.00	£15,000.00	0.00%
<b>Large casino premises licence :</b>				
Maximum non-conversion application fee in respect of provisional statement premises	£5,000.00	£5,000.00	£5,000.00	0.00%
Maximum non-conversion application fee in respect of other premises	£10,000.00	£10,000.00	£10,000.00	0.00%
Maximum annual fee	£10,000.00	£10,000.00	£10,000.00	0.00%
Maximum fee for application to vary licence	£5,000.00	£5,000.00	£5,000.00	0.00%
Maximum fee for application to transfer a licence	£2,150.00	£2,150.00	£2,150.00	0.00%
Maximum fee for application for reinstatement of a licence	£2,150.00	£2,150.00	£2,150.00	0.00%
Maximum fee for application for provisional statement	£10,000.00	£10,000.00	£10,000.00	0.00%
<b>Small casino premises licence :</b>				
Maximum non-conversion application fee in respect of provisional statement premises	£3,000.00	£3,000.00	£3,000.00	0.00%
Maximum non-conversion application fee in respect of other premises	£8,000.00	£8,000.00	£8,000.00	0.00%
Maximum annual fee	£5,000.00	£5,000.00	£5,000.00	0.00%
Maximum fee for application to vary licence	£4,000.00	£4,000.00	£4,000.00	0.00%
Maximum fee for application to transfer a licence	£1,800.00	£1,800.00	£1,800.00	0.00%
Maximum fee for application for reinstatement of a licence	£1,800.00	£1,800.00	£1,800.00	0.00%
Maximum fee for application for provisional statement	£8,000.00	£8,000.00	£8,000.00	0.00%
<b>Converted casino premises licence :</b>				
	<b>Fees 2014/15</b>	<b>Fees 2015/16</b>	<b>Fees 2016/17</b>	
Annual fee (first & subsequent)	£2,000.00	£2,000.00	£2,000.00	0.00%
Maximum fee for application to vary licence	£1,350.00	£1,350.00	£1,350.00	0.00%
Maximum fee for application to transfer a licence	£1,350.00	£1,350.00	£1,350.00	0.00%
Maximum fee for application for reinstatement of a licence	£1,350.00	£1,350.00	£1,350.00	0.00%
Maximum fee for application for provisional statement	N/A	N/A		
<b>Bingo premises licence :</b>				
Maximum non-conversion application fee in respect of provisional statement premises	£600.00	£600.00	£1,000.00	66.67%
Maximum non-conversion application fee in respect of other premises	£1,500.00	£1,500.00	£1,700.00	13.33%
Maximum annual fee	£600.00	£600.00	£700.00	16.67%
Maximum fee for application to vary licence	£800.00	£800.00	£1,000.00	25.00%
Maximum fee for application to transfer a licence	£500.00	£500.00	£1,000.00	100.00%
Maximum fee for application for reinstatement of a licence	£500.00	£500.00	£1,000.00	100.00%
Maximum fee for application for provisional statement	£1,500.00	£1,500.00	£1,700.00	13.33%
<b>Adult gaming centre premises licence :</b>				
Maximum non-conversion application fee in respect of provisional statement premises	£600.00	£600.00	£1,000.00	66.67%
Maximum non-conversion application fee in respect of other premises	£1,000.00	£1,000.00	£1,200.00	20.00%
Maximum annual fee	£450.00	£450.00	£520.00	15.56%
Maximum fee for application to vary licence	£600.00	£600.00	£700.00	16.67%
Maximum fee for application to transfer a licence	£500.00	£500.00	£1,000.00	100.00%
Maximum fee for application for reinstatement of a licence	£500.00	£500.00	£1,000.00	100.00%
Maximum fee for application for provisional statement	£1,000.00	£1,000.00	£1,200.00	20.00%
<b>Betting premises (track) licence :</b>				
Maximum non-conversion application fee in respect of provisional statement premises	£500.00	£500.00	£1,000.00	100.00%

Maximum non-conversion application fee in respect of other premises	£1,900.00	£1,900.00	£2,300.00	21.05%
Maximum annual fee	£960.00	£960.00	£1,000.00	4.17%
Maximum fee for application to vary licence	£950.00	£950.00	£1,250.00	31.58%
Maximum fee for application to transfer a licence	£480.00	£480.00	£900.00	87.50%
Maximum fee for application for reinstatement of a licence	£480.00	£480.00	£900.00	87.50%
Maximum fee for application for provisional statement	£1,900.00	£1,900.00	£2,300.00	21.05%
<b>Family entertainment centre premises licence :</b>	<b>Fees 2014/15</b>	<b>Fees 2015/16</b>	<b>Fees 2016/17</b>	
Maximum non-conversion application fee in respect of provisional statement premises	£470.00	£470.00	£600.00	27.66%
Maximum non-conversion application fee in respect of other premises	£1,000.00	£1,000.00	£1,200.00	20.00%
Maximum annual fee	£450.00	£450.00	£520.00	15.56%
Maximum fee for application to vary licence	£600.00	£600.00	£700.00	16.67%
Maximum fee for application to transfer a licence	£450.00	£450.00	£520.00	15.56%
Maximum fee for application for reinstatement of a licence	£450.00	£450.00	£520.00	15.56%
Maximum fee for application for provisional statement	£1,000.00	£1,000.00	£1,200.00	20.00%
<b>Betting premises (other) licence :</b>				
Maximum non-conversion application fee in respect of provisional statement premises	£600.00	£600.00	£1,000.00	66.67%
Maximum non-conversion application fee in respect of other premises	£1,500.00	£1,500.00	£1,700.00	13.33%
Maximum annual fee	£450.00	£450.00	£520.00	15.56%
Maximum fee for application to vary licence	£750.00	£750.00	£950.00	26.67%
Maximum fee for application to transfer a licence	£600.00	£600.00	£700.00	16.67%
Maximum fee for application for reinstatement of a licence	£600.00	£600.00	£700.00	16.67%
Maximum fee for application for provisional statement	£1,500.00	£1,500.00	£1,700.00	13.33%
<b>Other Gambling Act fees :</b>				
Fee for an application for a copy of a licence under Section 190(1)	£15.00	£15.00	£15.00	0.00%
Fee to accompany a notification of change of circumstances under Section 186(1)	£25.00	£25.00	£25.00	0.00%
Temporary use notice fee	£250.00	£250.00	£250.00	0.00%
Replacement endorsed copy	N/A see above	N/A see above	N/A see above	
Notification of 2 or less gaming machines	£50.00	£50.00	£50.00	0.00%
Registration of non-commercial small society lotteries - Initial	£40.00	£40.00	£40.00	0.00%
Registration of non-commercial small society lotteries - Renewal	£20.00	£20.00	£20.00	0.00%
Non commercial small society lotteries	£20.00	£20.00	£20.00	0.00%
<b>Gambling Act permit fees</b>				
<b>Occasion on which fee may be payable :</b>				
<b>Licensed Premises Gaming Machine Permit</b>				
Grant	£150.00	£150.00	£150.00	0.00%
Existing operator Grant	£100.00	£100.00	£100.00	0.00%
Variation	£100.00	£100.00	£100.00	0.00%
Transfer	£25.00	£25.00	£25.00	0.00%
Annual Fee	£50.00	£50.00	£50.00	0.00%
<b>Licensed Premises Gaming Machine Permit</b>	<b>Fees 2014/15</b>	<b>Fees 2015/16</b>	<b>Fees 2016/17</b>	
Change of name	£25.00	£25.00	£25.00	0.00%
Copy of Permit	£15.00	£15.00	£15.00	0.00%
<b>Licensed Premises Automatic Notification Process</b>				
On notification	£50.00	£50.00	£50.00	0.00%
<b>Club Gaming Permits</b>				
Grant	£200.00	£200.00	£200.00	0.00%
Grant (Club Premises Certificate holder)	£100.00	£100.00	£100.00	0.00%
Existing operator Grant	£100.00	£100.00	£100.00	0.00%
Variation	£100.00	£100.00	£100.00	0.00%
Renewal	£200.00	£200.00	£200.00	0.00%
Renewal (Club Premises Certificate holder)	£100.00	£100.00	£100.00	0.00%
<b>Club Gaming Permits</b>				
Annual Fee	£50.00	£50.00	£50.00	0.00%
Copy of Permit	£15.00	£15.00	£15.00	0.00%
<b>Club Machine Permits</b>				
Grant	£200.00	£200.00	£200.00	0.00%
Grant (Club Premises Certificate holder)	£100.00	£100.00	£100.00	0.00%
Existing operator Grant	£100.00	£100.00	£100.00	0.00%

Variation	£100.00	£100.00	£100.00	0.00%
Renewal	£200.00	£200.00	£200.00	0.00%
Renewal (Club Premises Certificate holder)	£100.00	£100.00	£100.00	0.00%
Annual Fee	£50.00	£50.00	£50.00	0.00%
Copy of Permit	£15.00	£15.00	£15.00	0.00%
<b>Family Entertainment Centre Gaming Machine Permits</b>				
Grant	£300.00	£300.00	£300.00	0.00%
Renewal	£300.00	£300.00	£300.00	0.00%
Existing operator Grant	£100.00	£100.00	£100.00	0.00%
Change of name	£25.00	£25.00	£25.00	0.00%
Copy of Permit	£15.00	£15.00	£15.00	0.00%
<b>Prize Gaming Permits</b>				
Grant	£300.00	£300.00	£300.00	0.00%
Renewal	£300.00	£300.00	£300.00	0.00%
Existing operator Grant	£100.00	£100.00	£100.00	0.00%
Change of name	£25.00	£25.00	£25.00	0.00%
Copy of Permit	£15.00	£15.00	£15.00	0.00%

#### LICENSING ACT 2003 - STATUTORY FEES & CHARGES

All Licensing Act fees are statutory

Income Type	2014-15 Financial Year Premises or Club premises application and variation	2015-16 Financial Year Premises or Club premises application and variation	2016-17 Financial Year Premises or Club premises application and variation	% Increase
Zero to £4,300 - (Band A)	£100.00	£100.00	£100.00	0.00%
£4,301 to £33,000 - (Band B)	£190.00	£190.00	£190.00	0.00%
£33,001 to £87,000 - (Band C)	£315.00	£315.00	£315.00	0.00%
£87,001 to £125,000 - (Band D)	£450.00	£450.00	£450.00	0.00%
£125,001 and above - (Band E)	£635.00	£635.00	£635.00	0.00%
<b>Licence Type</b>				
Personal Licence	£37.00	£37.00	£37.00	0.00%
Temporary Event Notice	£21.00	£21.00	£21.00	0.00%
<b>Application Type</b>				
To vary licence to specify individual as Premises Supervisor	£23.00	£23.00	£23.00	0.00%
For the Transfer of a Premises Licence	£23.00	£23.00	£23.00	0.00%
Interim Authority Notice following death of Licence Holder	£23.00	£23.00	£23.00	0.00%
For a Provisional Statement where premises is being built etc	£315.00	£315.00	£315.00	0.00%
Right of Freeholder etc to be notified of licensing matters	£21.00	£21.00	£21.00	0.00%
Income Type	2014/15 Financial Year: Annual fee payable on anniversary	2015/16 Financial Year: Annual fee payable on anniversary	2016/17 Financial Year: Annual fee payable on anniversary	
Zero to £4,300 - (Band A)	£70.00	£70.00	£70.00	0.00%
£4,301 to £33,000 - (Band B)	£180.00	£180.00	£180.00	0.00%
£33,001 to £87,000 - (Band C)	£295.00	£295.00	£295.00	0.00%
£87,001 to £125,000 - (Band D)	£320.00	£320.00	£320.00	0.00%
£125,001 and above - (Band E)	£350.00	£350.00	£350.00	0.00%
Income Type	2014/15 Financial Year: Annual fee payable on anniversary	2015/16 Financial Year: Annual fee payable on anniversary	2016/17 Financial Year: Annual fee payable on anniversary	
Zero to £4,300 - (Band A)	£10.50	£10.50	£10.50	0.00%
£4,301 to £33,000 - (Band B)	£10.50	£10.50	£10.50	0.00%
£33,001 to £87,000 - (Band C)	£10.50	£10.50	£10.50	0.00%
£87,001 to £125,000 - (Band D)	£10.50	£10.50	£10.50	0.00%
£125,001 and above - (Band E)	£10.50	£10.50	£10.50	0.00%
<b>Licence Type</b>				
Personal Licence	£10.50	£10.50	£10.50	0.00%

#### Notes

- There is an exemption from the payment of fees in relation to the provision of regulated

- Schools and sixth form colleges are also exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

Licensing - Animals \*

Animal Boarding Licence - initial application	£200.00	£205.00	£225.00	9.76%
Animal Boarding Licence - annual renewal	£168.00	£170.00	£180.00	5.88%
Animal boarding amendment of existing licence	£15.00	£15.00	£20.00	33.33%
Animal Boarding in the home - initial application	£130.00	£135.00	£145.00	7.41%
Animal Boarding in the home - annual renewal	£92.00	£95.00	£100.00	5.26%
Animal Boarding in the home - amendment of existing licence	£15.00	£15.00	£20.00	33.33%
Riding Establishments - initial application	£130.00	£135.00	£145.00	7.41%
Riding Establishments - annual renewal	£92.00	£95.00	£100.00	5.26%
Riding Establishments - amendment of existing licence	£15.00	£15.00	£20.00	33.33%

**LICENSING**

Licensing - Animals \*

Income Type	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
Dangerous Wild Animals	£160.00	£160	£200	25.00%
Dangerous Wild Animals - renewal	£100.00	£100	£120	20.00%
Dangerous Wild Animals - amendment of existing licence	£15.00	£15	£20	33.33%
Pet shops - initial application	£200.00	£205	£225	9.76%
Pet shops - annual renewal	£168.00	£170	£180	5.88%
Pet shops - amendment of existing licence	£15.00	£15	£20	33.33%
Dog breeders - initial application	£200.00	£205	£225	9.76%
Dog breeders - annual renewal	£168.00	£170	£180	5.88%
Dog breeders - amendment of existing licence	£15.00	£15	£20	33.33%
Zoo licensing - initial application	£679.00	£750	£850	13.33%
Zoo licensing - annual renewal (single site)	£424.00	£450	£475	5.56%
Zoo licensing - annual renewal (multiple site) NEW	£600.00	£660	£760	15.15%
Zoo licensing - amendment of existing licence	£15.00	£15	£20	33.33%
* plus vets fees where necessary				
Licensing - Skin piercers				
Skin piercing - initial application (premises & 1 person)	£122.00	£125	£145	16.00%
Skin piercing -additional persons	£15.00	£15	£25	66.67%
Licensing - Sex establishments & SEVs				
Sex Establishments - initial application	£1,408.00	£1,450	£1,700	17.24%
Sex Establishments - fee for annual renewal or transfer	£705.00	£715	£815	13.99%
Sexual Entertainments Venues - Initial application	£2,754.00	£2,800	£3,000	7.14%
Sexual Entertainments Venues - renewal	£1,224.00	£1,300	£1,500	15.38%

**ENVIRONMENTAL SERVICES : LICENSING ACT**

Service Area  
Associate Director

Environment Services  
Tracy Carter

**APPENDIX 1G**

**LICENSING**

All of the fees and charges below are discretionary

Income Type	2013/2014 Financial Year	2014/2015 Financial Year	2015/16 Financial Year	2016/17 Financial Year	% Increase
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Licensing - Street Trading & Collections

Street and house to house collections	FREE	FREE	FREE	FREE	0.00%
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Consent Street Traders - Town Centre Traders

Annual Street Trading Consent - all days of the year including all Bank Holidays	£2,800.00	£2,800.00	£2,950.00	£3,245.00	10.00%
Daily Street Trading Consent - Sunday to Friday including Bank Holidays where these fall on the days included in the consent (per day)	£35.00	£35.00	£37.00	£40.70	10.00%
Daily Street Trading Consent - Saturday (per day)	£35.00	£35.00	£37.00	£40.70	10.00%
Block Street Trading Consent - events for private gain (per day)	£35.00	£35.00	£37.00	£40.70	10.00%
Block Street Trading Consent - where the proceeds will not be used for private gain or will go to a registered charity	No Charge	No Charge	No Charge	No Charge	

Consent Street Traders - All Other Traders

Annual Street Trading Consent - all days of the year including all Bank Holidays	£1,400.00	£1,400.00	£1,500.00	£1,650.00	10.00%
Daily Street Trading Consent - including Bank Holidays where these fall on the days included in the consent (per day)	£15.00	£15.00	£17.00	£18.70	10.00%
Block Street Trading Consent - events for private gain	£40.00	£40.00	£45.00	£49.50	10.00%
Block Street Trading Consent - where the proceeds will not be used for private gain or will go to a registered charity	No Charge	No Charge	No Charge	No Charge	

10% Administration Charge	Charged on all Street Trading fees above.				
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Licensing - Motor salvage operators

Motor Salvage Operators (Registration 3 years)	95	95	95	£104.50	10.00%
Motor Salvage Operators (Certified copy of register entry)	FREE	FREE	FREE	FREE	0.00%
Motor Salvage Operators (Un-Certified copy of register entry)	FREE	FREE	FREE	FREE	0.00%

**SCRAP METAL LICENCE FEES**

Site Licence (3 Years)	N/A	£500.00	£525.00	£577.50	10.00%
Collectors Licence (3 Years)	N/A	£350.00	£370.00	£407.00	10.00%

**PUBLIC PROTECTION SERVICES : LICENSING ACT INCLUDING GAMBLING**

**Service Area  
Associate Director**

**Other Public Health & P  
Frances Chinemana**

<b>Income Type</b>	<b>Charging Basis</b>
Preparation of off-site Emergency Plan for sites that are classified as Top Tier sites under the Control of Major Accident Hazards Regulations.	Per Hour
Preparation of off-site Emergency Plan for sites that are classified as Top Tier sites under the Pipelines Safety Regulations 1996.	Per Hour
Preparing, organising, coordinating and assisting the delivery of an exercise of the off-site plan for Top Tier COMAH sites.	Per Hour
Providing advice to businesses (charge per hour)	Per Hour
Charge for download of Emergency Planning related online information	Per Item
Providing training (per day)	Per Day

# APPENDIX 1G

## Public Protection

2014/2015 Financial Year	2015/16 Financial Year	2016/17 Financial Year	% Increase
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£55.00	£75.00	£85.00	13.33%
		£85.00	New
£55.00	£75.00	£85.00	13.33%

		£25.00	New
		£20.00	New
		£350.00	New



**PUBLIC PROTECTION LA POLLUTION, PRIVATE WATER & CONTAMINATED LAND APPENDIX 1G**

Service Area  
Associate Director

Other Public Health & Public Protection  
Frances Chinemana

**Local Air Pollution Prevention and Control (LAPPC) charges for 2016/17 (yet to be confirmed by DEFRA)**

Income Type	Type of Process	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year TBC	% Increase
Application fee	Standard process	£1,579.00	£1,579.00	£1,579.00	£1,579.00	0.00%
	Additional fee for operating without a permit	£1,137.00	£1,137.00	£1,137.00	£1,137.00	0.00%
	Reduced fee activities (except VRs)	£148.00	£148.00	£148.00	£148.00	0.00%
	PVR I & II combined	£246.00	£246.00	£246.00	£246.00	0.00%
	Vehicle refinishers (VRs)	£346.00	£346.00	£346.00	£346.00	0.00%
	Reduced fee activities: Additional fee for operating with a permit	£68.00	£68.00	£68.00	£68.00	0.00%
	Mobile plant (eg screening and crushing/cement batching etc)	£1,579.00	£1,579.00	£1,579.00	£1,579.00	0.00%
	For the third to seventh applications	£943.00	£943.00	£943.00	£943.00	0.00%
	For the eighth and subsequent applications	£477.00	£477.00	£477.00	£477.00	0.00%

Where an application for any of the above is for a combined Part B and waste application, please add an extra £297 to the above amounts.

Income Type	Type of Process	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial year	2016-17 Financial Year TBC	% Increase
Annual Subsistence charge	Standard process Low	£739.00	£739.00	£739.00	£739.00	0.00%
		(+£99)*	(+£99)*	(+£99)*	(+£99)*	0.00%
	Standard process Medium	£1,111.00	£1,111.00	£1,111.00	£1,111.00	0.00%
		(+£149.00)*	(+£149.00)*	(+£149.00)*	(+£149.00)*	0.00%
	Standard process High	£1,672.00	£1,672.00	£1,672.00	£1,672.00	0.00%
		(+£198.00)*	(+£198.00)*	(+£198.00)*	(+£198.00)*	0.00%
	Reduced fee activities Low/Med/High	£76.00/£151.00/£227.00	£76.00/£151.00/£227.00	£76.00/£151.00/£227.00	£76.00/£151.00/£227.00	0.00%
						0.00%
	PVR I & II combined	£108.00	£108.00	£108.00	£108.00	0.00%
		£216.00	£216.00	£216.00	£216.00	0.00%
		£326.00	£326.00	£326.00	£326.00	0.00%
	Vehicle refinishers Low/Med/High	£218.00	£218.00	£218.00	£218.00	0.00%
		£349.00	£349.00	£349.00	£349.00	0.00%
		£524.00	£524.00	£524.00	£524.00	0.00%
	Mobile screening and crushing plant, for 1st and 2nd permits L/M/H	£618.00	£618.00	£618.00	£618.00	0.00%
		£989.00	£989.00	£989.00	£989.00	0.00%
		£1,484.00	£1,484.00	£1,484.00	£1,484.00	0.00%
	for the third to seventh permits L/M/H	£368.00	£368.00	£368.00	£368.00	0.00%
		£590.00	£590.00	£590.00	£590.00	0.00%
		£884.00	£884.00	£884.00	£884.00	0.00%
	eighth and subsequent permits L/M/H	£189.00	£189.00	£189.00	£189.00	0.00%
		£302.00	£302.00	£302.00	£302.00	0.00%
		£453.00	£453.00	£453.00	£453.00	0.00%
	Late payment fee 1 (new)	£50.00	£50.00	£50.00	£50.00	0.00%

\* 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, please add an extra £99 to the above amounts

Income Type	Type of Process	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year TBC	% Increase
Transfer and surrender	Standard process transfer	£162.00	£162.00	£162.00	£162.00	0.00%
	Standard process partial transfer	£476.00	£476.00	£476.00	£476.00	0.00%
	New operator at low risk reduced fee activity	£75.00	£75.00	£75.00	£75.00	0.00%

	Reduced fee activities: Transfer	£0.00	£0.00	£0.00	£0.00	0.00%
	Reduced fee activities: partial transfer	£45.00	£45.00	£45.00	£45.00	0.00%
Temporary transfer of mobiles	First transfer	£51.00	£51.00	£51.00	£51.00	0.00%
	Repeat transfer	£10.00	£10.00	£10.00	£10.00	0.00%
	Repeat following enforcement or warning	£51.00	£51.00	£51.00	£51.00	0.00%
Substantial change	Standard process	£1,005.00	£1,005.00	£1,005.00	£1,005.00	0.00%
	Standard process where the substantial change results in a new EPR activity	£1,579.00	£1,579.00	£1,579.00	£1,579.00	0.00%
	Reduced fee activities	£98.00	£98.00	£98.00	£98.00	0.00%

**LAPPC mobile plant charges for  
2015/16**

		Subsistence			
Number of permits	Application Fee	Low	Medium	High	
1	£1,579	£618	£989	£1,484	
2	£1,579	£618	£989	£1,484	
3	£943	£368	£590	£884	
4	£943	£368	£590	£884	
5	£943	£368	£590	£884	
6	£943	£368	£590	£884	
7	£943	£368	£590	£884	
8 and over	£477	£189	£302	£453	

**LA-IPPC (Part A2 charges)**

NB - every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation

Income Type	Local Authority Element 2013/14	Local Authority Element 2014/15	Local Authority Element 2015/16	Local Authority Element 2016/17 TBC
Application	£3,218.00	£3,218.00	£3,218.00	£3,218.00
Additional fee for operating without a permit	£1,137.00	£1,137.00	£1,137.00	£1,137.00
Annual Subsistence Low	£1,384.00	£1,384.00	£1,384.00	£1,384.00
Annual Subsistence Medium	£1,541.00	£1,541.00	£1,541.00	£1,541.00
Annual Subsistence High	£2,233.00	£2,233.00	£2,233.00	£2,233.00
Last payment fee (New)	£50.00	£50.00	£50.00	£50.00
Substantial variation	£1,309.00	£1,309.00	£1,309.00	£1,309.00
Transfer	£225.00	£225.00	£225.00	£225.00
Partial transfer	£668.00	£668.00	£668.00	£668.00
Surrender	£668.00	£668.00	£668.00	£668.00

**PRIVATE WATER SUPPLIES\***

Private Water Supplies Fees & Charges statutory maximum fees marked \*\*

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
Single domestic check analysis **	£25.00	£26.00	£25.00	£25.00	0.00%
Single domestic audit analysis	FREE	FREE	FREE	FREE	0.00%
Single domestic sampling cost **	£100.00	£102.00	£100.00	£100.00	0.00%
Single domestic risk assessment	£100.00	£102.00	£100.00	£125.00	25.00%
Single domestic Investigation**	£100.00	£102.00	£100.00	£100.00	0.00%
Single domestic authorised departure **	£100.00	£102.00	£100.00	£100.00	0.00%
<10 m3/day residential check analysis **	£25.00	£26.00	£25.00	£25.00	0.00%
<10 m3/day residential audit analysis				£125.00	
<10 m3/day residential risk assessment	£300 or £150 with completed self assessment	£306 or £153 with completed self assessment	£320 or £160 with completed self assessment	£360 or £180 with safer water pack completed self assessment	12.50%
<10 m3/day residential sampling cost**	£25.00	£25.00	£25.00	£25.00	0.00%
<10 m3/day residential investigation	£100.00	£102.00	£100.00	£100.00	0.00%
<10 m3/day residential authorised departure **	£100.00	£102.00	£100.00	£100.00	0.00%
<10 m3/day commercial check analysis	actual cost*	actual cost*	actual cost*	actual cost*	
<10 m3/day commercial audit analysis	actual cost**	actual cost**	actual cost**	actual cost**	
<10 m3/day commercial risk assessment	£300 or £150 with completed self assessment	£306 or £153 with completed self assessment	£320 or £155 with completed self assessment	£360 or £180 with safer water pack completed self assessment	12.50%
<10 m3/day commercial sampling cost incl collection cost	£100.00	£102.00	£100 + actual costs*	£100 + actual costs*	0.00%
<10 m3/day commercial investigation **	£100.00	£102.00	£100.00	£100.00	0.00%
<10 m3/day commercial authorised departure**	£100.00	£102.00	£100.00	£100.00	0.00%
10 - 100 m3/day check analysis	actual cost*	actual cost*	actual cost*	actual cost*	
10 - 100 m3/day audit analysis	actual cost**	actual cost**	actual cost**	actual cost**	
10 - 100 m3/day sampling cost **	£100.00	£102.00	£100.00	£100.00	0.00%
10 - 100 m3/day risk assessment	£125.00	£128.00	£320	£400 or £200 with safer water pack completed self assessment	25.00%

10 - 100 m3/day investigation **		£100.00	£102.00	£100.00	£100.00	0.00%
10 - 100 m3/day authorised departure **		£100.00	£102.00	£100.00	£100.00	0.00%
100 - 1000 m3/day check analysis		actual cost*	actual cost*	actual cost*	actual cost*	
100 - 1000 m3/day audit analysis		actual cost*	actual cost*	actual cost*	actual cost*	
100 - 1000 m3/day sampling cost **		£100.00	£102.00	£100.00	£100.00	0.00%
					£450 or £225 with safer water pack completed self assessment	
100 - 1000 m3/day risk assessment		£125.00	£128.00	£320.00		40.63%
100 - 1000 m3/day investigation **		£100.00	£102.00	£100.00	£100.00	0.00%
100 - 1000 m3/day authorised departure **		£100.00	£102.00	£100.00	£100.00	0.00%
					£450 or £225 with safer water pack completed self assessment	
Private water distribution networks risk assessments						New
Council safer water publication					£50.00	New

\* Actual costs means the cost of the laboratory analysis as charged to Wiltshire Council.

\*\* Maximum charge permitted by statute

#### **CONTAMINATED LAND / ENVIRONMENTAL PROTECTION**

The Contaminated Land Fees & Charges are discretionary

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% increase
Contaminated land search	£60 for < 1 hour	£75 for < 1 hour	£85 < 1 hour	£95 < 1 hour	11.70%
Contaminated land search	£120 for > 1 hour	£125 for > 1 hour	£128 for > 1 hour	£135 for > 1 hour	5.40%
Verified air quality data	£120 per year of real time or diffusion tube data	£123 per year of real time or diffusion tube data	£130 per year of real time or diffusion tube data	£135 per year of real time or diffusion tube data	3.80%
Public Health funerals charge (where funds in estate)				£2,000 for cremation (to include cost of funeral service)	New

All Pest Control fees are discretionary

Income Type	13-14 Financial Year	14-15 Financial Year	15-16 Financial Year	16-17 Financial Year	% increase
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Pest Control, Domestic

Rodents for up to 3 visits	£58.00	£60.00	£85.00	£85.00	0.00%
Rodents for up to 3 visits - concessionary price*	£29.00	£30.00	£42.00	£42.00	0.00%
Rodents (additional charge per visit if required to complete existing treatment)				£25.00	New
Wasps	£50.00	£50.00	£55.00	£55.00	0.00%
Wasps - concessionary price*	£29.00	£29.00	£29.00	£30.00	3.45%
Wasps additional nest at same time	£10.00	£10.00	£10.00	£10.00	0.00%
Cluster flies including 2 loft spaces	£70.00	£80.00	£85.00	£90.00	5.88%
Cluster flies including 2 loft spaces - concessionary price*	£35.00	£40.00	£42.00	£45.00	7.14%
Cluster flies - each additional loft	£15.00	£15.00	£15.00	£15.00	0.00%
Fleas up to 3 bedrooms	£80.00	£80.00	£85.00	£100.00	17.65%
Fleas up to 3 bedrooms - concessionary price*	£40.00	£40.00	£42.00	£50.00	19.05%
Fleas - each additional bedroom	£15.00	£15.00	£15.00	£15.00	0.00%
Carpet moths (1 bedroom)				£70.00	New
Carpet Moths up to 3 bedrooms	£70.00	£80.00	£85.00	£100.00	17.65%
Carpet Moths up to 3 bedrooms - concessionary price*	£35.00	£40.00	£42.00	£50.00	19.05%
Carpet Moths - each additional bedroom	£15.00	£15.00	£15.00	£15.00	0.00%
Ants up to 3 bedrooms	£70.00	£70.00	£85.00	£100.00	17.65%
Ants up to 3 bedrooms - concessionary price*	£35.00	£35.00	£42.00	£50.00	19.05%
Ants - each additional bedroom	£15.00	£15.00	£15.00	£15.00	0.00%
Mink and rabbits - per hour	£88.00	£88.00	N/A	£95.00	New
Mink and rabbits - per hour concessionary price*	£44.00	£44.00	N/A	£48.00	New
Squirrels (max. of 2 weeks treatment)	£72.00	£74.00	£80.00	£120.00	50.00%
Squirrels (max. of 2 weeks treatment) - concessionary price*	£36.00	£37.00	£40.00	£60.00	50.00%
Squirrels per hour where pest control check the traps	£88.00	£88.00	£90.00	£95.00	5.56%
Cockroaches (2 visits)	£100.00	£100.00	£120.00	£200.00	66.67%
Cockroaches (2 visits) - concessionary price*	£50.00	£50.00	£60.00	£100.00	66.67%
Cockroaches (additional visit)	£55.00	£55.00	£60.00	£70.00	16.67%
Cockroaches (additional visit) - concessionary price*	£29.00	£29.00	£30.00	£35.00	16.67%
Bedbugs 1 Bedroom House	£150.00	£160.00	£180.00	£200.00	11.11%
Bedbugs 2 Bedroom House - concessionary price*	£75.00	£80.00	£90.00	£100.00	11.11%
Bedbugs each additional bedroom	£50.00	£54.00	£60.00	£80.00	33.33%
Bedbugs each additional bedroom - concessionary price*	£25.00	£27.00	£30.00	£40.00	33.33%
Bedbug survey fee		£60.00	£65.00	£65.00	0.00%
Bedbug survey fee - concessionary price*		£30.00	£32.00	£32.00	0.00%
Advice visit fee if no treatment necessary	£29.00	£30.00	£30.00	£30.00	0.00%
Advice visit fee if no treatment necessary - concessionary price*	£29.00	£30.00	£30.00	£30.00	0.00%
Drain smoke test	£15.00	£16.00	£18.00	£20.00	11.11%
Drain CCTV survey			£100.00	£100.00	0.00%
Drain CCTV survey concessionary price*			£50.00	£50.00	0.00%
Visits where no material used				£60.00	New

\* Concessionary prices apply to people receiving council tax reduction

Pest Control, Commercial

Income Type	13-14 Financial Year	14-15 Financial Year	15-16 Financial Year	16-17 Financial Year	% Increase
Rodents per hour	£88.00	£88.00	£90.00	£95.00	5.56%
Squirrels per hour	£88.00	£88.00	£90.00	£95.00	5.56%
Ants / fleas per hour	£88.00	£88.00	£90.00	£95.00	5.56%
Wasps - advance payment	£50.00	£50.00	£50.00	£55.00	10.00%
Wasps per hour	£88.00	£88.00	£90.00	£90.00	0.00%
Bedbugs / cockroaches per hour	£88.00	£88.00	£90.00	£95.00	5.56%
Other Insects per hour	£88.00	£88.00	£90.00	£95.00	5.56%
Call out fee if no treatment necessary	£29.00	£30.00	£35.00	£40.00	14.29%
Multiple Nest Fee in same visit	£10.00	£12.00	£12.00	£12.00	0.00%
Contract rate - new initiative per hour*	£86.00	£86.00	£88.00	£90.00	2.27%

\* An initial set up fee of £90 (equivalent to 1 hour) will be charged for new contracts only

Consumables price list

16-17  
Financial

				year	
Wasp trap (during treatment)				£10.00	New
Wasp trap (with survey fee)				£30.00	New
Drain stopper 4 inch (100mm)				£18.00	New
Drainstopper 6 inch (150 mm)				£22.00	New
Drain non return valve 4 inch (metal)				£400.00	New
Drain non return valve 4 inch (plastic)				£130.00	New
Drain non return valve 6 inch (metal)				£440.00	New
Drain non return valve 6 inch (plastic)				£155.00	New
Fly spray protector				£10.00	New
Moth traps				£3.00	New
Cluster busters				£19.20	New
<b>Odour Control - Odour Counteractant</b>				£6.00	New
Insect identification				£10.00	New

**ENVIRONMENT HACKNEY CARRIAGE INCOME**

Service Area  
Associate Director

**APPENDIX 1G**

Environment Services  
Tracy Carter

Hackney Carriage Fees are all discretionary

Income Type	2013/2014 Financial Year	2014/2015 Financial Year	2015/16 Financial Year	Review of Charges Oct-15	2016/17 Financial Year	% Increase
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Licensing - Hackney Carriages & Private Hire

Hackney Carriage Driver - Initial Licence	£91.00	£91.00	£91.00			
Hackney Carriage Driver - Initial Licence 3 yr licence				£233.00	£241.00	3.43%
Hackney Carriage Driver - Annual Renewal	£71.00	£71.00	£71.00			
Hackney Carriage Driver - Annual Renewal 3 yr licence				£213.00	£220.00	3.29%
Hackney Carriage Vehicle - Initial Licence	£170.00	£170.00	£180.00		£198.00	10.00%
Hackney Carriage Vehicle - Annual Renewal	£170.00	£170.00	£170.00		£187.00	10.00%
Private Hire Driver - initial licence application	£91.00	£91.00	£91.00			
Private Hire Driver - initial licence application 3 yr licence				£233.00	£241.00	3.43%
Private Hire Driver's - Annual Renewal	£71.00	£71.00	£71.00			
Private Hire Driver's - Annual Renewal 3 yr licence				£213.00	£220.00	3.29%
Private Hire Vehicle - initial licence application	£170.00	£170.00	£180.00		£198.00	10.00%
Private Hire Vehicle's - Annual Renewals	£170.00	£170.00	£170.00		£187.00	10.00%
Private Hire Operator	£86.00	£86.00	£86.00			
Private Hire Operator 5 yr licence				£430.00	£445.00	3.49%
Joint HC / PH driver's - Initial licence	£91.00	£91.00	£91.00			
Joint HC / PH driver's - Initial licence 3 yr licence				£233.00	£241.00	3.43%
Joint HC / PH driver's - Renewal	£71.00	£71.00	£71.00			
Joint HC / PH driver's - Renewal 3 yr licence				£213.00	£220.00	3.29%

Administration Charges

DBS check for all drivers licences	£44.00	£44.00	£50.00		£55.00	10.00%
Knowledge Test	£30.00	£30.00	£30.00		£33.00	10.00%
Replacement Badge Charge	£10.00	£10.00	£11.00		£12.00	9.09%
Replacement of lost exterior plate	£18.00	£18.00	£25.00		£27.00	8.00%
Replacement of Internal Window Plate	£9.00	£9.00	£10.00		£11.00	10.00%
Vehicle Transfer (ownership vehicle HCV to PHV, PHV to HCV & Private Hire)	£31.00	£31.00	£35.00		£38.00	8.57%
Cancellation or missed appointment fee					£25.00	N/A

**PUBLIC PROTECTION FOOD SAFETY FEES**Service Area  
Associate Director**APPENDIX 1G**Other Public Health & Public Protection  
Frances Chinemana

All Food Safety Fees are discretionary

Income Type	13-14 Financial Year	14-15 Financial Year	15-16 Financial Year	16-17 Financial Year	% Increase
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Food Safety Certificates

Unfit food - voluntary surrender certificate (up to £1,000 value)	£64.00	£66.00	£76.00	£84.00	10.53%
Unfit food - voluntary surrender certificate (£1,000 to £10,000)	£64.00	£66.00	£80.00	£88.00	10.00%
Unfit food - voluntary surrender certificate (over £10,000)	£86.00	£88.00	£102.00	£112.00	9.80%
Import Certificate (each)	£33.00	£34.00	£39.00	£43.00	10.26%
Export Certificate (each)	£52.00	£65.00	£75.00	£83.00	10.67%
Primary Authority charge (initial 10 hours free) - per hour*	£55.00	£60.00	£65.00	£72.00	10.77%

\*A Primary Authority Partnership is a legally binding agreement between a local authority and a business that provides assured advice, ensures consistency of regulation and reduces duplication of inspections and paperwork across a range of services including food safety, food standards, trading standards and health and safety enforcement.

**PUBLIC PROTECTION: WEIGHTS & MEASURES ACT & CONSUMER PROTECTION**

**APPENDIX 1G**

Service Area  
Associate Director

Other Public Health & Public Protection  
Frances Chinemana

The majority of these fees are statutory

WEIGHTS AND MEASURES ACT 1985, SECTIONS 74, 76, 77 AND 78*	S = Statutory, D = Disc.	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% increase
<b>MEASURING INSTRUMENTS FOR LIQUID FUEL AND LUBRICANTS</b>						
First nozzle tested per site	S	£137.00	£137.00	£137.00	£137.00	0.00%
Each additional nozzle tested	S	£55.00	£55.00	£55.00	£55.00	0.00%
Equipment submitted under the Measuring Instruments (EEC Requirements) Regulations (VAT not charged) - per hour including travel time	S	£46.00	£46.00	£46.00	£46.00	0.00%
<b>Poisons Act</b>						
Initial Registration	S	£32.67	£32.67	£32.67	£32.67	0.00%
Re-registration	S	£17.22	£17.22	£17.22	£17.22	0.00%
Change in details	S	£8.80	£8.80	£8.80	£8.80	0.00%
<b>Explosives</b>						
Stores Licence (First licence application)	S	£178.00	£178.00	£178.00	£178.00	0.00%
Renewal of Licence	S	£83.00	£83.00	£83.00	£83.00	0.00%
Registration to store explosives (First Registration)	S	£105.00	£105.00	£105.00	£105.00	0.00%
Renewal of Registration	S	£52.00	£52.00	£52.00	£52.00	0.00%
Transfer of Licence or Registration	S	£35.00	£35.00	£35.00	£35.00	0.00%
Replacement of Licence or Registration if lost	S	£35.00	£35.00	£35.00	£35.00	0.00%
Supply of Adult Fireworks	S	£500.00	£500.00	£500.00	£500.00	0.00%
<b>Petroleum</b>						
Not exceeding 2,500 litres	S	£42.00	£42.00	£42.00	£42.00	0.00%
Exceeding 2,500 litres and not exceeding 50,000 litres	S	£58.00	£58.00	£58.00	£58.00	0.00%
Exceeding 50,000 litres	S	£120.00	£120.00	£120.00	£120.00	0.00%
Transfer of Licence	S	£8.00	£8.00	£8.00	£8.00	0.00%
Replacement of Licence	S	£20.00	£20.00	£20.00	£20.00	0.00%
File Search	S	£50.00	£50.00	£57.00	£57.00	0.00%

Note

\* All stampings and verifications other than listed below are to be charged at a rate of £55 per hour (including travel time). If support staff are required to effectively complete the visit, an additional charge of £33 per hour will be made.

Trading Standards

File search fees	D	£55.00	£56.00	£57	£63	10.00%
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Buy With Confidence Scheme

Initial application fee for all traders	D	£100.00	£100.00	£100.00	£110	10.00%
Membership fee 1 – 5 employees	D	£110.00	£110.00	£110.00	£121	10.00%
Membership fee 6 – 20 employees	D	£165.00	£165.00	£165.00	£182	10.00%
Membership fee more than 21 employees	D	£220.00	£220.00	£220.00	£242	10.00%



**REGISTRATION: SUMMARY OF FEES & CHARGES****APPENDIX 1G**

Service Area

Business Services

Associate Director

Barry Pirie

Service	S = Statutory, D = Discret'y.	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase - Decrease
Notice of Marriage and Civil Partnership	S	£35.00	£35.00	£35.00	0.00%
Reservation Fee for Marriage, Civil Partnership, Naming or Renewal of Vows Ceremony	D	£35.00	£35.00	£40.00	14.29%
Marriage or Civil Partnership in The Register Office - Stat ceremony	S	£46.00	£46.00	£46.00	0.00%
Marriage/Civil Partnership Ceremony in small registration office ceremony room max 40 Mon - Thu	D	£50.00	£90.00	£120.00	33.33%
Marriage/Civil Partnership Ceremony in small registration office ceremony room (40) Friday	D	£84.00	£90.00	£150.00	66.67%
Marriage/Civil Partnership Ceremony in small registration office ceremony room (40) Sat	D	£84.00	£90.00	£170.00	88.89%
Marriage/Civil Partnership Ceremony in large Registration Office ceremony room (60-70) Mon - Thu	D	£84.00	£100.00	£170.00	70.00%
Marriage/Civil Partnership Ceremony in large Registration Office ceremony room (60-70), Fri	D	£105.00	£150.00	£200.00	33.33%
Marriage/Civil Partnership Ceremony in large Registration Office ceremony room (60-70), Sat	D	£105.00	£150.00	£230.00	53.33%
Marriage Approved Venue - Monday to Friday	D	£395.00	£395.00	£430.00	8.86%
Marriage Approved Venue - Saturday	D	£405.00	£405.00	£435.00	7.41%
Marriage Approved Venue Sunday , Bank Holiday & from 10.00 pm on Christmas Eve & New Year's Eve	D	£470.00	£470.00	£470.00	0.00%
Combination ceremony package includes small stat ceremony, 2nd celebratory ceremony & inspection fee	S & D	N/A	£500.00	£550.00	10.00%
Register Marriage in a Registered Building	S	£86.00	£86.00	£86.00	0.00%
Civil Partnership Registration only in The Register Office, Registration Offices, Members Room	S	£46.00	£46.00	£46.00	0.00%
Civil Partnership Registration only Approved Venue Monday to Friday	D	£110.00	£120.00	£132.00	10.00%
Civil Partnership Registration only Approved Venue Saturday	D	£135.00	£145.00	£160.00	10.34%
Civil Partnership Registration Only Approved Venue Sunday , Bank Holiday & from 10.00 pm on Christmas Eve & New Year's Eve	D	£150.00	£165.00	£182.00	10.30%
Civil Partnership Ceremony Approved Venue Monday to Thu	D	£245.00	£255.00	£255.00	0.00%
Civil Partnership Ceremony Approved Venue Friday	D	£275.00	£285.00	£285.00	0.00%
Civil Partnership Ceremony Approved Venue Saturday	D	£290.00	£305.00	£310.00	1.64%
Civil Partnership Ceremony Approved Venue - Sunday and Bank Holidays	D	£290.00	£305.00	£325.00	6.56%
Conversion of Civil Partnership to Marriage (waived if civil partnership contracted before 29/03/14 and conversion completed before 15/12/15)	S	£45.00	£45.00	£45.00	0.00%
Conversion of Civil Partnership to Marriage - 2 stage procedure - fee for 1st stage checking documents	S	£27.00	£27.00	£27.00	0.00%
Licence for Approved Premises for Marriage or Civil Partnership includes naming and celebration of marriage (formerly renewal of vows) ceremonies (valid for 3 years)	D	£1,500.00	£1,600.00	£1,650.00	3.13%
Licence For Religious Buildings to be Approved Premises for Civil Partnership Registrations	D	£1,500.00	£1,600.00	£1,650.00	3.13%
Fee for Request to Review Decision regarding Approved Venue/Religious Building Licence	D	£225.00	£225.00	£250.00	11.11%
Welcoming Ceremony (Naming) or Celebration of Marriage or CP ceremony at a Registration Office Mon to Fri	D	£100.00	£200.00	£220.00	10.00%
Welcoming Ceremony (Naming) or Celebration of Marriage or CP ceremony at a Registration Office Saturday	D	£205.00	£225.00	£240.00	6.67%
Welcoming Ceremony (Naming) or Celebration of Marriage or CP ceremony in an Approved Venue Mon to Fri	D	£150.00	£200.00	£220.00	10.00%
Welcoming Ceremony (Naming) or Celebration of Marriage or CP ceremony in an Approved Venue Saturday	D	£200.00	£225.00	£245.00	8.89%
Welcoming Ceremony (Naming) or Celebration of Marriage/CP ceremony in an Approved Venue Sun	D	£210.00	£235.00	£260.00	10.64%
Single Event Venue Inspection Fee in a venue not licensed for marriages and civil partnerships in addition to ceremony fee	D	£50.00	£50.00	£50.00	0.00%

Certificate for Birth, Death, Marriage or Civil Partnership on day of event	<b>S</b>	£4.00	£4.00	£4.00	0.00%
Certificate for Birth, Death or Marriage issued by Registrar - register still open	<b>S</b>	£7.00	£7.00	£7.00	0.00%
Certificate for Birth, Death, Marriage or Civil Partnership issued by Superintendent Registrar - register closed	<b>S</b>	£10.00	£10.00	£10.00	0.00%
Postage & admin of certificates to client	<b>D</b>		£1.00	£2.00	100.00%
Express Certificate Fee includes statutory fee above	<b>D</b>	£25.00	£25.00	£25.00	0.00%
While U Wait Certificate Fee includes statutory fee above	<b>D</b>	£30.00	£30.00	£30.00	0.00%
Private Citizenship Ceremony Mon - Thu up to 2 adults and 2 children	<b>D</b>	£75.00	£90.00	£120.00	33.33%
Private Citizenship Ceremony Friday up to 2 adults and 2 children	<b>D</b>			£150.00	N/A
Nationality Checking Service - Adult	<b>D</b>	£55.00	£55.00	£60.00	9.09%
Nationality Checking Service - Child	<b>D</b>	£30.00	£30.00	£30.00	0.00%
Nationality Checking Service - additional appointment fee	<b>D</b>	£30.00	£30.00	£60.00	100.00%
Proof of Life certification	<b>D</b>			£10.00	N/A
Notes					
Statutory Fees set by the General Register Office and approved by the Treasury.					
All registration service fees set by the Council are benchmarked against ten neighbouring authorities.					

**BURIAL and MEMORIAL FEES**

**APPENDIX 1G**

Service Area	Environment Services
Associate Director	Tracy Carter

**Burial and Memorial fees [all discretionary]**

<b>CHARGES apply at Bradford on Avon, Hilperton, Holt, Melksham, Trowbridge, Warminster and Westbury</b>	<b>2013-14 Financial Year</b>	<b>2014-15 Financial Year</b>	<b>2015-16 Financial Year</b>	<b>2016-17 Financial Year</b>	<b>% Increase</b>
<b>BURIALS</b>					
Burial of Body [optimised depth decided by cemetery team]			£664.00	£730.00	9.94%
Burial of Body [non resident in Wiltshire Council area DOUBLE FEE]			£1,328.00	£1,461.00	10.02%
Burial of Body - Single Depth	£525.00	£551.00	See above	See above	
Burial of Body - Double Depth	£575.00	£604.00	See above	See above	
Burial of Body - Triple Depth	£625.00	£656.00			
Burial of child aged 15 years and under [No Charge]	£0.00	£0.00	£0.00	£0.00	
Grave Purchase - Exclusive Right of Burial 40 year term	£515.00	£541.00	£595.00	£655.00	10.08%
Grave Purchase - Exclusive Right of Burial 40 year term - child under 15 years	£260.00	£273.00	£300.00	£330.00	10.00%
Renewal of Exclusive Right of Burial - 10 year term	£110.00	£116.00	£128.00	£141.00	10.16%
<b>ASHES</b>					
Burial or pouring of ashes (cremated remains)	£195.00	£205.00	£225.00	£248.00	10.22%
Burial or pouring of ashes (cremated remains) [non resident in Wiltshire Council area DOUBLE FEE]			£450.00	£495.00	10.00%
Burial of ashes of child under 15 years [No Charge]	£0.00	£0.00	£0.00	£0.00	
Ashes plot purchase - Exclusive Right of Burial 40 year term	£260.00	£273.00	£300.00	£330.00	10.00%
Ashes plot purchase - Exclusive Right of Burial 40 year term - child aged 15 and under	£130.00	£137.00	£151.00	£166.00	9.93%
Renewal of Exclusive Right of Burial - 10 year term	£65.00	£68.00	£75.00	£83.00	10.67%
<b>MEMORIAL CHARGES</b>					
Headstone or Memorial Vase on a base (including initial inscription)	£155.00	£163.00	£179.00	£197.00	10.06%
Flat stone or tablet (including initial inscription)	£155.00	£163.00	£179.00	£197.00	10.06%
Kerb, border or cover stone (including initial inscription)	£245.00	£257.00	£283.00	£311.00	9.89%
Kerb, border or cover stone - child's grave (including initial inscription)	£120.00	£265.00	£291.00	£320.00	9.97%
Additional inscription to existing memorial	£70.00	£74.00	£81.00	£89.00	9.88%
Replacement Memorial (like for like - otherwise charged as per new memorial)	£70.00	£74.00	£81.00	£89.00	9.88%
Concrete base for bench	£435.00	£457.00	P.o.A	P.o.A	
<b>ADDITIONAL CHARGES</b>					
Use of chapel - Bradford on Avon, Trowbridge or Westbury	£100.00	£105.00	£115.00	£127.00	10.43%
Information from burial records	£25.00	£27.00	£30.00	£33.00	10.00%

**LIBRARIES: SUMMARY OF FEES & CHARGES**

Service Area  
Associate Director

Libraries, Heritage & Arts  
Laurie Bell

**APPENDIX 1G**

Libraries fees and charges are discretionary

Income Type	Charge applied from 1 Jan 2013	Charge applied from 1 Jan 2014	Charge applied from 1 Jan 2015	Charge applied from 1 Jan 2016	% Increase	Notes
Membership card replacement (adult)	£1.20	£1.20	£1.20	£1.32	10.00%	
Membership card replacement (child)	£0.60	£0.60	£0.60	£0.66	10.00%	
Reservations (adult stock per item)	£0.80	£0.80	£0.85	£0.94	10.59%	
Out of county charge per item (external reservation) for photocopies from serials +10 per sheet				£2.42		
	£2.20	£2.20	£2.20		10.00%	
Out of county charge per item (external reservation) for books	£3.70	£3.70	£3.70	£4.07	10.00%	1
Renewal fee for BLDSC items only	£2.40	£2.40	£2.40	£2.64	10.00%	
Damaged or lost stock admin fee	£2.10	£2.10	£2.10	£2.31	10.00%	
Superficial damage (not applicable to children's board books)	£0.70	£0.70	£0.70	£0.77	10.00%	
Overdue charge per day library is open (adult books/music)	£0.19	£0.19	£0.20	£0.22	10.00%	
Overdue Children's books and children's audio books	£0.03	£0.03	£0.03	£0.03	0.00%	
Adult audio books hire fee	£1.90	£1.90	£1.90	£2.09	10.00%	2
Adult audio books 12 months subscription	£50.00	£50.00	£50.00	£55.00	10.00%	
Playstation2 & Wii games hire fee (per week)	£3.20	£3.20	£3.20	£3.52	10.00%	
CDs hire fee per week	£1.90	£1.90	£1.90	£2.09	10.00%	3
Language courses hire fee	£3.00	£3.00	£3.00	£3.30	10.00%	
DVDs hire fee per week	£1.90	£1.90	£1.90	£2.09	10.00%	
DVD Gold and Blu-Ray hire fee per week	£3.20	£3.20	£3.20	£3.52	10.00%	
Chamber music per set	£5.00	£5.00	£5.00	£5.50	10.00%	4
Orchestral sets	£30.00	£30.00	£30.00	£33.00	10.00%	
Vocal sets per copy (larger works £1 per copy)	£1.00	£1.00	£1.00	£1.10	10.00%	
Vocal sets per copy - 1 song or 1 anthem	£0.50	£0.50	£0.50	£0.55	10.00%	
String sets and band sets per set	£15.00	£15.00	£15.00	£16.50	10.00%	
Playset per set (full sets)	£7.50	£7.50	£7.50	£8.25	10.00%	
One act plays and sketch sets	£3.75	£3.75	£3.75	£4.13	10.13%	
Video/DVD/CD including sound effects (per week)	£1.90	£1.90	£1.90	£2.09	10.00%	
Music score teaching packs per pack	£3.00	£3.00	£3.00	£3.30	10.00%	
Music and play sets late return per set	£30.00	£30.00	£30.00	£33.00	10.00%	
Single copies of music or play sets late return	£0.20	£0.20	£0.20	£0.22	10.00%	5
Hire of meeting rooms - concessionary charge non-profit organisations (per hour)	£7.00	£7.20	£7.50	£8.25	10.00%	
Use of library space by other than non-profit organisations using IT facilities (per half day or less)	£45.00	£46.00	£50.00	£55.00	10.00%	
Use of library ICT facilities by colleges etc (per half day or less)	£35.00	£36.00	£38.00	£41.80	10.00%	
Standard charge where there is a requirement for caretaking or staff time (per hour)	£30.00	£31.00	£33.00	£36.30	10.00%	
Exhibitions - Salisbury library main gallery (per week)	£102.00	£105.00	£105.00	£115.50	10.00%	6
Salisbury Young/Creasey Galleries (per week)	£75.00	£77.00	£77.00	£84.70	10.00%	
Salisbury Portico gallery (per week)	£85.00	£87.50	£87.50	£96.25	10.00%	
Salisbury workshops (per day)	£17.50	£18.00	£19.00	£20.90	10.00%	
Other libraries - exhibitions in meeting rooms (per week)	£50.00	£51.50	£51.50	£56.65	10.00%	
Other libraries - exhibitions elsewhere in building (per week)	£37.50	£38.50	£38.50	£42.35	10.00%	
Exhibition previews	£32.00	£33.00	£33.00	£36.30	10.00%	
Photocopies (per A4 copy)	£0.10	£0.10	£0.10	£0.11	10.00%	7
Photocopies (per A3 copy)	£0.10	£0.10	£0.10	£0.11	10.00%	
Copies produced by staff and sent by mail or fax to remote customers 1-10 copies minimum charge (10p per copy thereafter)	£5.00	£5.00	£5.00	£5.50	10.00%	
Screen prints from computer terminals - black and white (per copy)	£0.10	£0.10	£0.10	£0.11	10.00%	
Screen prints from computer terminals - colour where facility available (per copy)	£0.55	£0.55	£0.55	£0.61	10.91%	
Prints from Microforms per single copy A4	£1.30	£1.30	£1.30	£1.43	10.00%	
Prints from Microforms per single copy A3	£1.90	£1.90	£1.90	£2.09	10.00%	
Paper copy of scanned photographs - 1 image on A4 on CD or photographic paper (each)	£5.25	£6.20	£6.20	£6.82	10.00%	

Paper copy of scanned photographs - 1 image on A4 on photocopy paper (each)	£1.60	£5.25	£5.50	£6.05	10.00%
Reproduction fee for photograph from Wiltshire Libraries & Heritage archive (Wiltshire Historic Print and Photograph collection)	£25.00	£30.00	£30.00	£33.00	10.00%
Sending faxes per sheet (UK)	£1.20	£1.20	£1.20	£1.32	10.00%
Sending faxes per sheet (European)	£2.30	£2.30	£2.30	£2.53	10.00%
Sending faxes per sheet (rest of the world)	£3.40	£3.40	£3.40	£3.74	10.00%
Completing questionnaires (no relevance to Wiltshire Libraries & Heritage)	£55.00	£57.00	£60.00	£66.00	10.00%
Completing questionnaires if relevant	£30.00	£31.00	£32.50	£35.75	10.00%
Consultancy fees/parcel carrying on Wiltshire Library vans per parcel	£42.00	£43.00	£45.00	£49.50	10.00%
Research - first 30 minutes free subsequent research on same topic per 30 minutes	£30.00	£31.00	£32.50	£35.75	10.00%

8  
9  
10

NOTES

- 1 Increased by 7% in 2013
- 2 Increased by 6% in 2013
- 3 CD and DVD hire prices were increased in 2013 and are set as high as the market will tolerate
- 4 Wiltshire music and playset hire charges are amongst the highest nationally, increases would reduce demand and income
- 5 Increased by 11% 2013
- 6 Gallery space in Salisbury library is now managed by the Arts Service
- 7 Copy charges are set to compete with other local service providers
- 8 increased by 9% in 2013
- 9 Increased by 5% in 2013
- 10 increased by 3% in 2013

**HERITAGE SERVICES: SUMMARY OF FEES & CHARGES**

 Service Area  
 Associate Director

 Libraries, Heritage & Arts  
 Laurie Bell

**APPENDIX 1G**

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
Photocopies A3 black & white	£0.60	£0.60	£0.60	£0.66	10.00%
Photocopies A4 black & white	£0.55	£0.55	£0.55	£0.61	10.91%
Photocopies A3 colour	£1.50	£1.50	£1.50	£1.65	10.00%
Photocopies A4 colour	£1.00	£1.00	£1.00	£1.10	10.00%
Computer screen prints black/greyscale	£0.15	£0.20	£0.20	£0.22	10.00%
Computer screen prints colour	£0.55	£0.60	£0.60	£0.66	10.00%
Prints from Microforms A4	£1.10	£0.90	£0.90	£0.99	10.00%
Prints from Microforms A3	£1.60	£1.40	£1.40	£1.54	10.00%
Cost of prints made by staff A4	£1.60	£1.60	£2.00	£2.20	10.00%
Cost of prints made by staff A3	£2.10	£2.10	£2.50	£2.75	10.00%
Sale of duplicate microfiche (per fiche)	£2.60	£2.70	£2.70	£2.97	10.00%
Archive Certificates - Marriages *	£10.00	£10.00	£10.00	£10.00	0.00%
Archive Certificates - Baptisms *	£12.00	£12.00	£12.00	£12.00	0.00%
Photographs - 1 digital image emailed	£5.15	£6.00	£6.00	£6.60	10.00%
Photographs - saved to CD	£6.20	£6.20	£6.50	£7.15	10.00%
Digital image printed on A4 photographic paper		£7.50	£7.50	£8.25	10.00%
Digital image printed on 6" x 4" photographic paper		£5.00	£5.00	£5.50	10.00%
Reproduction Fee	£30.00	£30.00	£30.00	£33.00	10.00%
UK and World rights, minimum	£55.00	£55.00	£65.00	£71.50	10.00%
Moving images - reproduction and use		By negotiation	By negotiation		
Facility fee for filming & location work - by negotiation, minimum		£50.00	£100.00	£110.00	10.00%
Membership card replacement	£1.20	£1.20	£1.20	£1.32	10.00%
Damaged Stock - hardback	£22.00	£22.00	£22.00	£24.20	10.00%
Damaged Stock - paperback	£12.00	£12.00	£12.00	£13.20	10.00%
Research Fee - 1/2 hour	£15.00	£15.00	£15.00	£16.50	10.00%
Research Fee - hour	£30.00	£30.00	£30.00	£33.00	10.00%
Premium Service (subject to staff availability, per hr)	£50.00	£50.00	£50.00	£55.00	10.00%
Photography by customers - daily fee	£6.50	£6.50	£8.50	£9.35	10.00%
Photography by customers - annual fee	£60.00	£60.00	£80.00	£88.00	10.00%
Photography by customers - half year fee	£33.00	£33.00	£44.00	£48.40	10.00%
Pay-per-view wills (per record)	£5.00	£5.00	£5.00	£5.50	10.00%
Wills - copy from CD A4 BW	£1.10	£1.10	£1.10	£1.21	10.00%
Wills - copy from CD A4 BW copied by staff	£1.60	£1.60	£2.00	£2.20	10.00%
Wills - copy from CD A4 colour	£1.60	£1.60	£1.60	£1.76	10.00%
Wills - copy from CD A4 colour copied by staff	£2.00	£2.00	£2.50	£2.75	10.00%
Scanning and e-mailing text per page	£1.00	£1.00	£1.00	£1.10	10.00%
External talks (one speaker)	£40.00	£45.00	£75.00	£82.50	10.00%
Single WSHC lecture ticket (no concessions)		£3.50	£3.50	£3.85	10.00%
Minimum charge for sending items by post	£5.00	£5.00	£7.00	£7.70	10.00%
Minimum charge premium service for scanning and emailing documents in one day	£7.50	£7.50	£10.00	£11.00	10.00%
Conservation and Museums Advisory rates as follows:					
Conservation (archives and objects):					
• work for fee paying clients £35 per hour	£35.00	£35.00	£38.00	£41.80	10.00%
Archaeology:					
• £35 an hour to Swindon BC for the archaeological advice	£35.00	£35.00	£40.00	£44.00	10.00%
• £60 an hour for a commercial HER enquiry	£60.00	£60.00	£65.00	£71.50	10.00%
• £150 for Higher Level Stewardship consultation, (this cost is set at a nationally agreed level by Natural England)	£150.00	£150.00	£150.00	£165.00	10.00%

\* = Fixed charges from Diocese

HIGHWAYS STREETWORKS EXCEPT SECTION 74

Service Area  
Associate Director

Highways  
Parvis Khansari

APPENDIX 1G

Income Type	S = Statutory, D = Disc.	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
<b>New Roads &amp; Street Works Act</b>						
Sample Inspection - per unit of inspection	S	£50.00	£50.00	£50.00	£50.00	0%
Investigatory Works 3rd party- per unit of inspection	S	£68.00	£68.00	£68.00	£68.00	0%
Defect Inspections - per unit of inspection	S	£47.50	£47.50	£47.50	£47.50	0%
Street Works Licence (Section 50) Issue of licence for new apparatus - Capitalised Fee	D	£100.00	£100.00	£105.00	£116.00	10%
Street Works Licence (Section 50) Issue of licence for new apparatus - Administration Fee	D	£105.00	£105.00	£110.00	£121.00	10%
Street Works Licence (Section 50) Issue of licence for new apparatus - Inspection Fee	S	£150.00	£150.00	£150.00	£150.00	0%
Authorisation of works on existing apparatus - Administration fee	S	£75.00	£75.00	£75.00	£75.00	0%
Authorisation of works on existing apparatus - Inspection fee	S	£150.00	£150.00	£150.00	£150.00	0%
Street Works Licence (Section 50) Issue of licence for new apparatus - Additional Inspection Fee	S	£0.00	£0.00	£50.00	£50.00	0%
Urgent Street Works Licence (Section 50) Issue of licence for new apparatus - Addiotional Administration Fee (less than 3 days notice)	D	£0.00	£0.00	£100.00	£110.00	10%
Street Works Licence (Section 50) Issue of retrospective licence for new apparatus - Additional Administration Fee	D	£0.00	£0.00	£135.00	£149.00	10%
		<b>2013-14 Financial Year</b>	<b>2014-15 Financial Year</b>	<b>2015-16 Financial Year</b>	<b>2016-17 Financial Year</b>	<b>% Increase</b>
<b>Temporary Traffic Orders*</b>						
Road Closure & Traffic Restrictions - anything done by the local traffic authority in connection with or in consequence of the making of an order	D		£1,000	£1,050	£1,155.00	10%
Emergency/Urgent Closure Notices	D		£160	£170	£187.00	10%
Re-enactment Order	D		£360	£380	£418.00	10%
Extension to order in place	D		£160	£170	£187.00	10%
<b>Signals Switch off Costs*</b>						
Including hooding over	D		£480	£510	£561.00	10%
Not including hooding over	D		£279	£295	£325.00	10%
Charge for additional visit on same application			£0	£210	£231.00	10%

**HIGHWAYS STREET WORKS: SECTION 74 FEES AND CHARGES**

Service Area

Associate Director

Highways

Parvis Khansari

**APPENDIX 1G**

The maximum chargeable fees are statutory and therefore the 2016/17 fees are anticipated to be the same as those for 2015/16

**Table 1: Charges in relation to works occupying the carriageway during period of overrun**

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year
	Maximum chargeable fees applicable before discount Days 1-3	Maximum chargeable fees applicable each subsequent day	Maximum chargeable fees applicable each subsequent day	Maximum chargeable fees applicable each subsequent day
Traffic sensitive or protected street not in road categories 2,3 or 4	£5,000	£10,000	£10,000	£10,000
Other Street not in road categories 2,3 or 4	£2,500	£2,500	£2,500	£2,500
Traffic sensitive or protected street in road category 2	£3,000	£8,000	£8,000	£8,000
Other Street in road category 2	£2,000	£2,000	£2,000	£2,000
Traffic sensitive or protected street in road category 3 or 4	£750	£750	£750	£750
Other Street in road category 2	£250	£250	£250	£250

**Table 2: Charges in relation to works Outside the carriageway during period of overrun**

Income Type	2012/13 and 2013/14 Charges - Maximum fee chargeable	2015-16 Financial Year	2016-17 Financial Year
Street not in road category 2,3 or 4	£2,500	£2,500	£2,500
Street in road category 2	£2,000	£2,000	£2,000
Street in road category 3 or 4	£250	£250	£250



HIGHWAYS DEVELOPMENT CONTROL: TRAFFIC COUNTS

Service Area  
Associate Director

Highways  
Parvis Khansari

APPENDIX 1G

All these Fees & Charges are discretionary

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year
Automatic Traffic Count - Standard charge	£60.00	£70.00	£75.00	£83.00
Automatic Traffic Count - plus per site per week	£40.00	£35.00	£40.00	£44.00
Manual Traffic Count - Standard charge plus as follows:-	£60.00	£70.00	£75.00	£83.00
2013 or 2014 Traffic Count - Single site 12 hours or more	-	£100.00	£105.00	£116.00
2013 or 2014 Traffic Count - Cordon 12 hours	-	£200.00	£210.00	£231.00
2013 or 2014 Traffic Count - Cordon 3 hours (ped/cycle)	-	£120.00	£125.00	£138.00
2012 Traffic Count - Single site 12 hours or more	£100.00	£80.00	£85.00	£94.00
2012 Traffic Count - Cordon 12 hours	£200.00	£160.00	£170.00	£187.00
2012 Traffic Count - Cordon 3 hours (ped/cycle)	£120.00	£80.00	£85.00	£94.00
2011 Traffic Count - Single site 12 hours or more	£80.00	£80.00	£85.00	£94.00
2011 Traffic Count - Cordon 12 hours	£160.00	£160.00	£170.00	£187.00
2011 Traffic Count - Cordon 3 hours (ped/cycle)	£80.00	£80.00	£85.00	£94.00
2010 Traffic Count - Single site 12 hours or more	£60.00	£60.00	£65.00	£72.00
2010 Traffic Count - Cordon 12 hours	£120.00	£120.00	£125.00	£138.00
2010 Traffic Count - Cordon 3 hours (ped/cycle)	£60.00	£60.00	£65.00	£72.00
2009 Traffic Count - Single site 12 hours or more	£40.00	£60.00	£65.00	£72.00
2009 Traffic Count - Cordon 12 hours	£80.00	£120.00	£125.00	£138.00
2009 Traffic Count - Cordon 3 hours (ped/cycle)	£40.00	£60.00	£65.00	£72.00
Before 2009 Traffic Count - Single site 12 hours or more	£20.00	£25.00	£30.00	£33.00
Before 2009 Traffic Count - Cordon 12 hours	£40.00	£50.00	£55.00	£61.00
Before 2009 Traffic Count - Cordon 3 hours (ped/cycle)	£20.00	£25.00	£30.00	£33.00
Trend or seasonality series (as available)		£150.00	£160.00	£176.00
Other data		Price On Application	Price On Application	Price On Application

**GYPSIES, TRAVELLERS AND HOUSING**Service Area  
Associate Director**APPENDIX 1G**Adult Care Commissioning, Safeguarding & Housing  
James Cawley

All non HRA Housing fees and charges are discretionary

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
Rent per traveller pitch per week (old site)	£53.89	£55.61	£56.83	£57.34	0.90%
Rent per traveller pitch per week (new site, old tenant)		£55.61	£62.47	£68.71	9.99%
Rent per traveller pitch per week (new site, old tenant - transitional rate)		£55.61	£56.83	£64.45	13.41%
Rent per traveller pitch per week (new site, new tenant)		£55.61	£85.00	£85.77	0.91%
Service charge per week Thingley Site	£2.22	£2.29	£3.41	Under Review	
Service charge per week Fair Haven Site	£0.52	£0.54	£0.69	Under Review	
Service charge per week Lode Hill site	£1.19	£1.23	£1.40	Under Review	
Service charge per week Oak Tree Field site	£1.51	£1.56	£3.44	Under Review	
Service charge per week Dairy House site	£0.83	£0.86	£1.17	Under Review	

## Kingsbury Hostel

Flats and Crash Pads	£69.09	£71.30	£74.87	£82.35	9.99%
Bungalow now x 3 as room rather than one unit	£94.01	£97.02	£94.24	£103.66	10.00%

Note

Increased private sector leasing rentals up to a maximum of 5% due to many properties already being at the local Housing Allowance level.

Service Charge for Gypsy and traveller sites are being reviewed for 15-16 alongside the capital programme and will follow.

## HOME TO SCHOOL TRANSPORT

## APPENDIX 1G

Service Area  
Associate Director

Transport  
Parvis Khansari

	Proposed from September 2013	Proposed from September 2014	% Increase -Decrease	Proposed from September 2015	% Increase -Decrease	Proposed from September 2016	% Increase -Decrease
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## Spare Seats (TERM)

Primary - under 3 miles per Term*	£70.00	£73.00	4.29%	£77.00	5.48%	£85.00	10.39%
Primary - over 3 miles per Term	£100.00	£105.00	5.00%	£110.00	4.76%	£121.00	10.00%
Secondary - under 3 miles per Term	£91.00	£96.00	5.49%	£101.00	5.21%	£111.00	9.90%
Secondary - over 3 miles per Term	£114.00	£120.00	5.26%	£126.00	5.00%	£139.00	10.32%
Post 16 - under 3 miles per Term	£117.00	£123.00	5.13%	£150.00	21.95%	£165.00	10.00%
Post 16 - over 3 miles per Term	£187.00	£196.00	4.81%	£210.00	7.14%	£231.00	10.00%
Lavington (Steeple Ashton) per Term	£160.00	£189.00	18.13%	£200.00	5.82%	£220.00	10.00%
Lavington (Devizes) per Term				£165.00		£182.00	10.30%

## Under 16

	Annual	8 Inst
Grammars	£676.00	£84.50

## Post 16

	Annual	8 Inst
EMA Rate – Annual	£148.00	£156.00
Full Rate – Annual	£425.00	£446.00
		19.50
		1x79.00
		7x78.00

Note \* - a reduced price for Primary Under 3 miles has been suggested to encourage more usage of vehicles

\* applies to new applicant under 16s (yr7 to 11) only. Post-16 students at grammar school will be subject to the standard or lower rate post-16 charge.

**HIGHWAYS: SKIPS & SCAFFOLDS**Service Area  
Associate Director**APPENDIX 1G**Highways  
Parvis Khansari

Income Type	S = Statutory, D = Disc.	2013-14 Financial Year	2014-15 Financial Year	% Increase	2015-16 Financial Year	% Increase	2015-16 Financial	% Increase
Consideration of request to place skip, scaffold, hoarding or deposit of material on the highway: 3 working days notice given	D	£43.00	£45.00	5%	£48.00	6.7%	£53.00	10.4%
Consideration of request to place skip, scaffold, hoarding or deposit of material on the highway: 3 working days notice not given	D	£53.00	£55.00	4%	£58.00	5.5%	£64.00	10.3%

**SHOPMOBILITY, MARKETS, EVENTS & ENFORCEMENT FEES & CHARGES**

**APPENDIX 1G**

Service Area  
Associate Director

Environment Services  
Tracy Carter

All these fees and charges are discretionary

Description	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016 - 17 Financial Year	% Increase
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**SHOPMOBILITY**

Annual Membership Fee	£5.00	£5.00	£7.00	£8.00	14.29%
Daily Equipment Hire Rate	£2.50	£3.00	£3.00	£3.50	16.67%

**GENERAL MARKETS**

Continental Markets per day	£325.00	£190.00	£200.00	£220.00	10.00%
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**Daily Market Charges**

Devizes, Marlborough - per metre	£6.32	£6.50	£6.70	£7.10	5.97%
Devizes, Marlborough - per vehicle	£4.52	£4.52	£4.75	£5.00	5.26%
Devizes Outdoor - electricity	£2.08	£2.08	£2.15	£2.21	3.00%
BoA, Warminster - per metre	£6.32	£6.50	£6.70	£7.10	5.97%
Corsham, Melksham, Amesbury, Calne, Wilton - per metre	£4.45	£4.50	£4.65	£4.79	3.01%
Chippenham (Saturday) - per metre	£7.31	£7.50	£7.70	£8.16	5.97%
Chippenham (Friday) - per metre	£6.29	£6.50	£6.70	£7.10	5.97%
Trowbridge - per metre	£6.32	£6.50	£6.70	£7.10	5.97%

Note: Minimum charge is based on 3 metres

**Shambles Indoor Market, Devizes (all daily charges - except business units)**

Standard, Per Bay (except Friday)	£25.22	£25.22	£25.50	£27.00	5.88%
Standard, Electricity Charge	£2.08	£2.08	£2.15	£2.15	0.00%
Standard, Vehicle Charge	£4.52	£4.52	£4.75	£5.00	5.26%
Antiques, Per Bay	£24.96	£24.96	£25.00	£26.50	6.00%
Antiques, Electricity Charge	£2.08	£2.08	£2.15	£2.15	0.00%
Friday Market charge per bay	£10.30	£10.00	£10.50	£11.13	6.00%
Hire Rate, Summer - per day	£87.86	£87.96	£60.00	£63.60	6.00%
Hire Rate, Winter - per day	£110.36	£110.36	£74.00	£78.45	6.01%
Single Business Unit (Per week)			£80.00	£80.00	0.00%
Double Business Unit (Per week)			£150.00	£150.00	0.00%

**FARMERS MARKET CHARGE**

Daily Charge (Up to 5 stalls)	Nil	Nil	£25.00	£25.75	3.00%
Daily Charge (Over 5 stalls - Under 15 stalls)	Nil	Nil	£50.00	£51.50	3.00%
Daily Charge (15 stalls and over)	Nil	Nil	£75.00	£77.25	3.00%

**COMMUNITY MARKET CHARGE**

Daily Charge (Up to 5 stalls)	Nil	Nil	£25.00	£25.75	3.00%
Daily Charge (Over 5 stalls - Under 15 stalls)	Nil	Nil	£50.00	£51.50	3.00%
Daily Charge (15 stalls and over)	Nil	Nil	£75.00	£77.25	3.00%

**EVENTS**

Use of Council Land per day	£180.00	£190.00	£200.00	£220.00	10.00%
Administration Fee	£25.00	£25.00	£25.00	£25.00	0.00%

**ENFORCEMENT**

Vehicle Access - dropped kerb fee	£100.00	£105.00	£110.00	£121.00	10.00%
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**DOG RELATED FEES**

**Stray Dogs Charges**

Stray Dog Administration Fee	£10.00	£11.00	£15.00	£16.50	10.00%
Kennel Charge (1 Day)	Nil	Nil	Nil	Nil	0.00%
Kennel Charge (2 Days)	£12.50	£15.00	£15.00	£16.50	10.00%
Kennel Charge (3 Days)	£25.00	£30.00	£30.00	£33.00	10.00%
Kennel Charge (4 Days)	£37.50	£45.00	£45.00	£49.50	10.00%
Kennel Charge (5 Days)	£50.00	£60.00	£60.00	£66.00	10.00%
Kennel Charge (6 Days)	£62.50	£75.00	£75.00	£82.50	10.00%
Kennel Charge (7 Days)	£75.00	£90.00	£90.00	£99.00	10.00%
Kennel Charge (8 Days)	£87.50	£105.00	£105.00	£115.50	10.00%

**STREET TRADING CONSENT**

**Town Traders**

Annual Street Trading Consent - all days of the year, including Bank Holidays	N/A	£2,800	£2,950	£3,245	10.00%
Daily Street Trading Consent - All days of the week, including Bank Holidays where these fall on the days included in the consent.	N/A	£35.00	£37.00	£40.70	10.00%
Block Street Trading Consent	N/A	£35.00	£37.00	£220.00	494.59%

**All other Traders**

Annual Street Trading Consent - all days of the year, including Bank Holidays	N/A	£1,400	£1,500	£1,650	10.00%
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Daily Street Trading Consent - All days of the week, including Bank Holidays	N/A	£15.00	£17.00	£18.70	10.00%
Block Street Trading Consent	N/A	£40.00	£45.00	£220.00	388.89%

10% Administration Charge	Charged on all Street Trading fees above.				
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**SCRAP METAL LICENCE FEES**

Site Licence (3 Years)	N/A	N/A	£500.00	£550.00	10.00%
Collectors Licence (3 Years)	N/A	N/A	£350.00	£385.00	10.00%

**FLEET SERVICES FEES & CHARGES**

 Service Area  
 Associate Director

 Environment Services  
 Tracy Carter

**APPENDIX 1G**

Income Type	S = Statutory, D = Disc.	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
<b>Fleet Services - MOTs</b>						
Staff / services such as police / ambulances - class 4, standard car	D	£45.00	£45.00	£45.00	£50.00	11.11%
Staff / services such as police / ambulances - class 5, 13-16 seat minibus	D	£45.00	£45.00	£45.00	£50.00	11.11%
Staff / services such as police / ambulances - class 7 Good Vehicles between 3 tonnes and 3.5 tonnes	D	£45.00	£45.00	£45.00	£50.00	11.11%
Public - class 4, standard car	D	£45.00	£45.00	£45.00	£50.00	11.11%
Public - class 5, 13-16 seat minibus	D	£50.00	£50.00	£50.00	£55.00	10.00%
Public - class 7 Good Vehicles between 3 tonnes and 3.5 tonnes	D	£50.00	£50.00	£50.00	£55.00	10.00%

**Fleet Services - Other Chargeable Services Provided**

Fleet Lifting Operations & Lifting Equipment Regulations (LOLER) - per examination	D	£60.00	£60.00	£60.00	£66.00	10.00%
Fleet Driver Training - Minibus Driver Awareness Scheme - per person per day	D	£85.00	£85.00	£85.00	£94.00	10.59%
Fleet Vehicles for hire to schools, community groups and voluntary groups. Cost per vehicle per day includes insurance, excludes driver, excludes fuel	D	£65.00	£65.00	£65.00	£72.00	10.77%
Fleet Section 19 Permits*	S	£12.00	£12.00	£12.00	£12.00	0.00%

**Note\***

Under the Section 19 Permit Scheme, non-profit making organisations concerned with education, religion, social welfare, recreation and other activities of benefit to the community can transport passengers without the need to obtain a Public Service Vehicle

**HIGHWAY RECORDS FEES**

Service Area Environment Services  
Associate Director Tracy Carter

**APPENDIX 1G**

All Highways Records Fees and Charges are Discretionary

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase	Notes
Public Path Order recharges - hourly rate	£28.57	£1700 administrative and advertising flat rate	£1785 administrative and advertising flat rate	£1875 administrative and advertising flat rate	5.00%	Mileage, Advertising fees, site works etc are an additional, actual cost charge.
Highways Information - hourly rate	£47.71	£50.00	£52.50	£57.75	10.0%	
Highways and Rights of Way - hourly rate	£64.13	£67.50	£71.00	£78.10	10.0%	
Public Rights of Way only - hourly rate	£32.83	£34.50	£36.25	£39.88	10.0%	
Common Land and Village Green - per enquiry	£16.42	£17.25	£18.15	£19.97	10.0%	
Highways Act 1980 S.31 Statutory declarations and deposited plans	New in 2014/15	£265 + 65 for each additional land parcel	£280 + £68.25 for each additional land parcel	£308 + £75.00 for each additional land parcel	10.0%	



**SEWAGE DISPOSAL CHARGE & PUBLIC CONVENIENCES**

Service Area

Associate Director

Highways

Parvis Khansari

**APPENDIX 1G**

Income Type	S = Statutory, D = Disc.	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
Sewerage Disposal						
Septic Tank empty up to 1,800 gallons	D	£163.80	£167.10	£170.00	£187.00	10%
Public Conveniences						
Use of Public Conveniences per visit	D	£0.20	£0.20	£0.20	£0.20	0%

**ALLOTMENTS FEES & CHARGES**Service Area  
Associate DirectorEnvironment Services  
Tracy Carter**APPENDIX 1G**

Allotments fees and charges are discretionary

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
Deposit (refundable at end of tenancy, less costs for repairs/clearance etc)	£50.00	£50.00	£50.00	£55.00	10.0%
Minimum Charge	£25.00	£25.00	£26.25	£28.88	10.0%

**ROAD SAFETY DRIVER CYCLE TRAINING**

Service Area  
Associate Director

Highways  
Parvis Khansari

**APPENDIX 1G**

At the present time it is not planned to increase these fees and charges in the 2013/14 Financial Year.

Income Type	S = Statutory, D = Disc.	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
SAGE (Safer Driving with Age)	D	-	£35.00	£40.00	£44.00	10%
National Driver Alertness Course	D	£160.00	£160.00	£168.00	£185.00	10%
National Standard Instructor Training (4 days)	D	£500.00	£500.00	£525.00	£578.00	10%
National Standards Refresher Course	D	£50.00	£50.00	£55.00	£61.00	11%
National Standards Bike Maintenance	D	£95.00	£95.00	£100.00	£110.00	10%
Pass Plus	D	£80.00 (total cost £150.00 to Wiltshire Council course subsidised by £70.00)	£80.00 (total cost £150.00 to Wiltshire Council course subsidised by £70.00)	£85.00	£94.00	11%
Bikeability Level 2	D	£5.00	£5.00	£5.00	£6.00	20%
Bikeability Level 3	D	£1.00	£1.00	£1.00	£1.00	0%
Scooter Skills (Primary School)	D	£2.00	£2.00	£2.00	£2.00	0%
NCP (cycling proficiency)	D	£1.00	N/A			

**STREET NAMING & NUMBERING**Service Area  
Associate Director**APPENDIX 1G**Information Services  
Barry Pirie

Street Naming &amp; Numbering fees and charges are discretionary

Income Type	2013/2014 Financial Year	2014/2015 Financial Year	2015/16 Financial Year	2016/17 Financial Year	% Increase
House Naming / Renaming	£50.00	£50.00	£52.50	£57.75	10.00%
New Developments - first address	£110.00	£110.00	£115.50	£127.05	10.00%
New Developments - each additional address	£40.00	£40.00	£42.00	£46.20	10.00%

**FOOD HYGIENE TRAINING COURSES: FEES & CHARGES****APPENDIX 1G**

Service Area Human Resources & Org Development  
 Associate Director Barry Pirie

The organisational learning & development fees are all discretionary

Income Type	2013-14 Financial Year	2014-15 Financial Year	2015-16 Financial Year	2016-17 Financial Year	% Increase
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**Food hygiene training**

Food Hygiene course - Level 2 Award (per person)	£75.00	£75.00	£80.00	£88.00	10.00%
Food Hygiene course - Level 2 Award (group of 8-15 at client venue)	£580.00	£580.00	£640.00	£704.00	10.34%
Cancellation charge - more than 14 days notice	50% of course fee	50% of course fee	50% of course fee	50% of course fee	
Cancellation charge - less than 14 days notice	100% of course fee	100% of course fee	100% of course fee	100% of course fee	

All Dog Warden Fees are Discretionary

Dog Warden / Animal Welfare

Income Type	2013/2014 Financial Year	2014/2015 Financial Year	2015/16 Financial Year	2016/17 Financial Year	% Increase
Stray Dog Administration Fee	£10.00	£11.00	£15.00	£17.00	13.33%
Kennel Charge (1 Day)	Nil	Nil	Nil	Nil	0.00%
Kennel Charge (2 Days)	£12.50	£15.00	£15.00	£17.00	13.33%
Kennel Charge (3 Days)	£25.00	£30.00	£30.00	£33.00	10.00%
Kennel Charge (4 Days)	£37.50	£45.00	£45.00	£50.00	11.11%
Kennel Charge (5 Days)	£50.00	£60.00	£60.00	£66.00	10.00%
Kennel Charge (6 Days)	£62.50	£75.00	£75.00	£83.00	10.67%
Kennel Charge (7 Days)	£75.00	£90.00	£90.00	£99.00	10.00%
Kennel Charge (8 Days)	£87.50	£105.00	£105.00	£116.00	10.48%

## EXTRACT OF SCHOOLS FORUM MINUTES 14 JANUARY 2016

### 8 Schools Funding Settlement and Budget 2016-17

Grant Davis presented the Schools Funding Settlement and Budget 2016-2017.

Mr Davis informed the meeting that in December the EFA had announced that colleagues in early years and the high needs sector would be included in the Settlement and Budget too.

Mr Davis continued that there had been no additional details given about the devolved formula capital and that Pupil Premium would continue at its current level; he drew the meeting's attention to page 13 of the agenda supplement here and commented that in the County of Wiltshire there was over £14 million awarded in 2015-16 in pupil premium.

There were no movements in the rates for pupil premium for 2016-17 year and therefore, the 2015-16 rates would continue to apply for the 2016-17 year,

It was also explained that Service Pupil data was not correctly aligned with census data, as Service Pupil data had been compiled from January data, as opposed to October data and thus, Mr Davis advised those present that this data could be used to note any discrepancies.

Mr Davis then directed the meeting's attention to the Dedicated Schools Grant (DSG) and noted the allocation that had been received for 2016-17. He commented that the EFA had agreed that a new national formula for funding would be provided and that, if so, this formula would be made public in the spring, however, this date remained ambiguous. Mr Davis then reassured that if a new formula was to be provided, the SFWG would convene to discuss this change.

In terms of the DSG settlement, it was explained that fairer funding money was being continued for 2016-2017 and a ministerial statement had confirmed that this money would form a part of baseline funding.

It was noted that the total DSG Funding for 2016-17 was £311.246 million.

#### **High Needs:**

Mr Davis outlined that there had been a significant decrease in the high needs block; however, this was due to how the EFA defined high needs and that, in cash terms, there had only been a slight decrease. Mr Davis highlighted that the High Needs Block was indicative and that comparative work needed to be done between 2015-16 and 2016-17.

Attention was drawn to the fact that the 2015-16 allocation of funding for the High Needs Block (HNB) prior to deductions was £37.308 and Mr Davis stressed that this figure was provisional and indicative, as it had been based

upon 2015-16 data. He assured members that funding appeared to have decreased, however, in real terms there appeared to be no legitimate decrease and thus, the EFA's manner of reporting the data could be used to explain why funding appeared to have decreased.

Mr Davis added that an additional £97.5 million for High Needs funding had been allocated by the EFA and that Wiltshire's share in this was £823,000.

It was stated that the EFA paid into recoupment for SEND academies and that the UTC in Salisbury represented a free school. For maintained special schools the EFA paid 6.116 million directly, hence, why the figure for the HNB had been reduced.

### **Early Years:**

Mr Davis reminded those present that at the Schools Forum meeting in March 2015, members had agreed the rates for 3 and 4 year olds as a single, private and voluntary rate. Mr Davis then drew the meeting's attention to the table on page 16 of the agenda supplement and noted that no discussion about this had taken place at the last reference group. He also reminded the meeting that the given rates of £3.81 would apply from 1 April 2016.

It was explained that 2 year old funding was originally at £5.43 and that the Department of Education had published figures at £4.97 an hour and that this figure had been implemented. Mr Davis highlighted that in June 2016 additional funding would be allocated based on data compiled from the January census, in order to ensure that the Schools Forum would be funded accurately.

### **Schools Block:**

Mr Davis informed the meeting that £260.15 million was an increase and had been based on the fact that there had been an increase in pupil numbers.

Mr Davis noted that the Schools Forum budget deadline was the following week and that AWPU rates would be continued with, subject to any discussions that were had by the Schools Forum members present. Mr Davis informed the meeting that total funding quantum's for EAL Prior Attainment and Deprivation had remained unchanged and that MFG costs would be met through formulaic 'capping' and therefore, the Schools Forum appeared to be sustainable for the current year. In other words, the School Funding would be affordable.

Mr Davis noted that a Falling Rolls Fund was not proposed for the 2105-16 year.

It was explained that the HNB had seen an increase in £92.5 million and this was, in part, due to a national increase, however, Wiltshire had fared considerably well in this area – receiving £823,000 of this new national increase. Mr Davis proposed that extra funding allocated remain in the HNB and thus, that £823,000 be proportioned to the HNB.

Mr Davis highlighted that in terms of the High Needs provision cost savings had been presented last March and that members of the SFWG had been looking at these savings and that most of these savings had been achieved and were in



line with the budget, apart from with the independent specialist schools. Mr Davis informed the meeting that Susan Tanner could answer any questions on this matter.

The £311.624 million was the provisional allocation from the EFA and the allocation that the Forum would be working towards for the current year. Mr Davis also commented that there was a DSG reserve of £1.4 million.

Mr Davis also reminded those present that the Schools Forum had previously decided to fund term-time only payments through the DSG and some indicative payments not exceeding £100,000 were left to be paid to individuals that had retired or moved abroad.

It was noted that cost savings had been made, yet, cost pressures themselves had increased.

Having been put to the meeting it was

**Resolved:**

- i. That any increase in DSG (from Jan early years census) be allocated to the EYSFF budget, to support the increase in population and thus, take up of places**
- ii. That there should be no change to the hourly rate for 2 year old places**
- iii. That the agreed hourly rate for 3 & 4 year olds be implemented from April 2016**
- iv. That the agreement needs to be reached for the assumptions, used in calculating the delegated budget (which is detailed in paragraph 31 of this Report)**
- v. That the extra £0.823m allocated for the High Needs Block, to stay within the High Needs Block**
- vi. That the overall Schools Budget be set at: £311.246 million, as allocated by the EFA**

The Chairman then invited Mrs Susan Tanner to present a report on SEN Block.

Mrs Tanner explained that savings had been made and that all savings targets had or would be achieved, which would equate to £1.48 million worth of savings. However, she noted that the problem the Forum faced was that it did not appear as though any savings had been made, because the equivalent amount had been spent in other areas; including independent school places and Named Pupil Allowances (NPAs).

The meeting was made aware of how there had been a significant increase in NPAs and that measures to address this were being considered, including:

- Issuing a new banding structure for SENs
- By introducing the band 0 – this was explained as what the Forum would expect the school to have in place and to have provided for the pupil, before any application for funding could be applied for

Mrs Tanner advised that, hopefully, these new implementations would help to address the current overspend.

The meeting was informed that the SFWG had vigorously investigated this overspend and had thus, requested that all placements to independent special schools be reviewed. Mrs Tanner advised the meeting that the current system may not have been working at its optimum for some pupils, hence why an additional increase in pupils had been placed in independent special schools.

It was discussed that, occasionally, special needs are unusual and that in these instances children would need additional specialised provision; which would mean that children would have to be placed in independent special schools out of County. It was noted that such packages are very expensive and thus, for those pupils at the lower end of this spectrum, reviews should take place.

A case was highlighted as where there were a number of pupils in a special school that were not being provided with a service better than they would have received in a mainstream school and thus, it was argued that there was a clear need to review the SEN school places.

Further discussion was had over the fact that there are, usually, tribunal losses and that the Forum could learn from past tribunal cases, in order to learn how to decrease the number of cases brought. It was stressed that once a pupil had gone to an independent special school, the chance of returning the pupil back into the mainstream sector had been known to be virtually impossible. It was advised that between the year groups of year 6 to year 7, a pupil could be changed from the independent to the mainstream sector and the same could be said with pupils entering into the sixth form.

The meeting was informed that savings were not able to be made in the specialist sector, but that this was an area that was being looked into such as; by special school's buyers looking into decreasing the costs. It was then made clear that the results of the analysis would be given at the next Schools Forum meeting.

Mrs Tanner confirmed that at the next meeting a basket of proposals would be offered to the Schools Forum over how to ensure savings in the HNB. Mrs Tanner explained that she could pinpoint a list of areas of concern and then the Schools Forum would be able to evaluate how areas could be changed.

It was noted that the SFWG and the SEN working group would meet again, as soon as reasonably possible; in order to discuss the fact that the HNB was overspending.

The meeting was informed that, although the HNB had been given additional funding, the HNB had overspent and thus, savings had been wiped out and replaced with a deficit.

Mrs Tanner stated that she would work on the analysis for the budget. Grant Davis commented that he would arrange a SFWG and SENWG joint meeting date, at the close of the Schools Forum meeting.

**MINUTES OF WILTSHIRE COUNCIL'S HOUSING BOARD**

**HELD ON MONDAY 25 JANUARY 2016**

**AT 1.00 PM IN THE BOARD ROOM, SALISBURY CHURCHFIELDS DEPOT,  
STEPHENSON'S ROAD, SALISBURY, WILTSHIRE, SP2 7NP**

**Present:**

**Board Members: Councillor Richard Clewer (Chairman)**

**Robert Chapman**

**Cindy Creasy**

**Jacqui Evans**

**Lorraine Le-Gate**

**Emma Powell**

**Councillor Ian Tomes**

**Council Officers: Janet O'Brien (Head of Housing – Strategy and Assets),  
Nicole Smith (Head of Housing – Operations and People),  
Leanne Sykes (Principal Accountant), Dot Krona (Resident  
Engagement Manager), Guy Tribbeck (Tenancy Services  
Manager), Ian Seeckts (Governance and Scrutiny Officer)**

**Apologies:** Angela Britten (Tenant Member, WCHB), James Cawley  
(Associate Director – Adult Care Commissioning, Safeguarding  
and Housing), Simon Haugh (System Support and Performance  
Manager), Councillor Fred Westmoreland (Councillor Member,  
WCHB)

## **Open Session**

### **1. Welcome, housekeeping and apologies**

The Chairman welcomed all to the meeting, noted apologies received and confirmed there were no planned fire drills.

### **2. Minutes of AGM, Previous Meeting both held on Monday 30 November 2015 and Away-Day #2 held on Thursday 7 January 2016**

The minutes were agreed. Regarding Away-Day #2, The Friary desktop exercise was confirmed as relating to the whole of The Friary and it was understood that Councillor Tomes would be involved.

### **3. Matters Arising**

Aster, GreenSquare and Selwood are discussing changing their tenure mix; members took the view that Aster is considering this more seriously than other providers; this is understood to be because of the 1% per annum rent reduction for 4 years. This may result in lower levels of rental properties and increased levels of sale or shared ownership properties. All are considering developing less. Providers' establishing 'sister' companies was discussed and how this can circumvent some of the rules. Board membership is linked to the local government electoral cycle; each 4 year appointment ends in 2017. A review of how the Board functions and its achievements will likely be conducted.

### **4. Budget Update (2015/16, Q3)**

The Principal Accountant gave a presentation on the above topic, which covered the 2015/16 Q3 figures and Budget Setting for the year 2016/17. Members' attention was drawn to the profiled budget of £11.437 million and the actual to date of £10.291 million, giving a variance of £1.146 million. Revenue is still being reported on line and work is ongoing regarding coding of capital and revenue items. It is anticipated that there will be a slightly higher amount returned to reserves than forecast. Discussing capital budgets, members noted the budget of £12.2 million and the current spend is £7.7 million; forecasting is also on line and due to the review, there may be an under-spend.

In 2017/18, it is expected that the service will be in a better position in respect of reporting figures.

For the 2016/17 budget, the following were highlighted:

- 1% rent reduction per annum reduces rental income budget by £395.5 thousand and increasing garage rents by CPI plus 1% (which equates to 0.9%) increases rental income budget by £2.9 thousand.
- This reduces the rental income budget for 2016/17 by £392.6 thousand.

- Increase service charges by CPI plus 1% (which equates to 0.9%) – a review of service charges is being undertaken and the outcomes will be reported back to the Board to inform decisions regarding service charges for 2017/18 and beyond.
- The changes would reduce the amount returned to reserves by £392.6 thousand (which reduces the amount returned to reserves from £1,497,900 to £1,105,300).

Increase in pensions and national insurance amounts are to be factored in and the report updated. This information was unavailable at the time of producing the report. The figure is understood to be £130.7 thousand, resulting in a further reserve reduction to £974,600 (this figure was clarified as the actual amount expected to be returned to reserves next year). Budget lines for 2016/17 are expected to be amended, once the review is completed.

Explaining to tenants the reasons for increasing service charges was discussed, given falling utilities costs and some concern was expressed about the overall review outcomes and their implications along with timescales. Officers assured Board members that they would prioritise the review and explained that this would take at least another 3 – 6 months, given the need to balance managing the business operations alongside conducting the review. This would be reported back to the Board. Some regret was expressed about previous freezes, as this was viewed as merely a deferred increase. For repairs and maintenance, members had previously been told of a profiling issue, which the service confirmed was still the case, however some items that have been coded against the repairs line incorrectly when it should have been charged to capital, have been moved, resulting in the figure reducing. The 30 Year Business Plan will be reviewed; resource has been approved by the Associate Director – Finance. Members welcomed the service scrutinising the HRA and SAP was confirmed as the recording system used by the finance team.

**The Chairman thanked the Principal Accountant and the Board agreed the following:**

**To receive an updated report with pensions and national insurance figures.**

**To receive the updated budget lines for 2016/17 at its May 2016 meeting.**

**To receive, in 3 months, a report on or an update regarding the HRA, impact of the changes, and if available at that time, a first draft of options and savings proposed for 2017/18 and priorities.**

## **5. 2015/16 Q3 Performance Report**

In the absence of the System Support and Performance Manager, the Chairman took the item and provided a comment from a non-attending Board member around the 'Percentage of tenants satisfied with planned maintenance' being 100%. This

number was suggested as inaccurate, perhaps due to tenants not providing fair feedback, a low response rate which was understood to usually be around 20% and the feedback exercise being paper based, rather than similar to the newly introduced telephone survey for 'Percentage of new tenants satisfied with the lettings service overall', which is not performed by the Neighbourhood Officer involved with the letting, but an independent Lettings Officer.

'Percentage of Stage 1 complaints upheld (fully or substantially)' referred to those in favour of the complainant and proposed targets for the year 2016/17 will be presented at the May 2016 meeting; the percentage of rent due and arrears, are impacted by when the payment is received.

**(Note after Board meeting:** Payment by Direct Debit is available to tenants for collection on five dates during the month. Due to the nature of collection, the Direct Debits have an effect on our arrears figures and throughout the month inflate the arrears totals.

For example, those that choose the 28 of each month are always in arrears (from 1 to 4 weeks) depending on the position in the month. Collection is made to calculate a zero balance by 31 March. Therefore, the last collection on 28 March ensures the account has a zero balance at the end of the rent year.

This affects all accounts that are not collected on the 1 of each month, which will always be in credit. Accounts with a Direct Debit Collection of 8 will show 3 weeks in credit / 1 week arrears, 15 will show 2 weeks credit / 2 weeks arrears and so on, as illustrated in the following table.

DD Collection Day	Effect on Rent Account			
	Week 1	Week 2	Week 3	Week 4
1	Credit	Credit	Credit	Credit
8	Arrears	Credit	Credit	Credit
15	Arrears	Arrears	Credit	Credit
21	Arrears	Arrears	Arrears	Credit
28	Arrears	Arrears	Arrears	Arrears / Zero balance

Whilst these are technically arrears as the Direct Debit payment is never guaranteed, we do expect the vast majority to be received. If we classify these committed payments as non-arrears they have an interesting reducing effect on our arrears figures.

This effect is negated at year end as all direct debits account are reduced to a zero balance presuming full payment and no returned or cancelled mandates. Any arrears present on Direct Debit accounts are included in the total arrears figures.)

Members noted the positive overall picture and took the view that this was a significant improvement on previous years.

**The Chairman thanked the officers present and the Board agreed the following:**

**For the Head of Housing – Assets and Strategy to investigate how the Planned Maintenance feedback is captured.**

**For the Boards' praise to be passed on to officers.**

#### **6. Resident Engagement – Elderly Accommodation Council's Report**

The Resident Engagement Manager referred to her report and explained that the Elderly Accommodation Council's report is based on a game that the Resident Engagement Officer and Neighbourhood Officer, both assigned to sheltered housing, took to our properties. Residents played the card game which asks questions around the residents' lifestyle, their home and the services they receive; this can be performed individually or in a group; the results are added to a sheet which is provided to EAC, which in turn provides its findings to the service in the form of individual reports for each scheme and a summary document, all of which had already been circulated to the Board. Reports have been shared with the schemes and the findings are the views and perceptions of our residents. Officers have then met with residents to find a solution to any problems. Some residents gave low markings for having a poor view or a lack of shops in the locality, which the service has zero control over and in turn could skew the figures somewhat. Concerns around security at Castle Meadow, is likely due to a general needs home in the middle which was a former wardens property; there are 2 residents and a noted level of anti-social behaviour which sometimes impacts on residents; members were informed that some residents have inadvertently created or encouraged some of the anti-social behaviour, due to paying the 2 residents to perform certain jobs for them.

An action plan has been produced to address concerns, including working with Health Trainers who will be visiting our properties to encourage people to sign up and engage in exercise classes; art classes are being arranged and a 'Casserole Club' is being established, whereby residents cook an extra meal which is delivered to someone else in the community, who may be unable to cook for themselves or be socially isolated. This will be publicised during the next round of Local Housing Panel (LHP) meetings and the service has also met with the Adult Social Care Commissioner for Older Peoples' Services.



16 schemes participated; some schemes, for example Graham House, chose not to. Repeating the exercise this year was suggested as a way to encourage people to participate and compare and contrast the findings, 1 year on. 1 of the schemes was highly commended and the service has been invited to an awards show in February 2016; the service also won a Legal and General award.

Members noted that service and consultations figures were quite low; clarifying the responsibilities of the service and the 'Help to Live at Home' provider will be addressed through discussions with the Adult Social Care Commissioner for Older Peoples' Services. It was expected that Housing Support Officers, under the 'Help to Live at Home' service, would have been providing a number of these services.

**The Chairman thanked the Resident Engagement Officer and the Board agreed the following:**

**For the activity to be conducted again, although after November 2016.**

**7. Housing Assurance Panel (HAP) – Management Response to the HAP's 'Introduction to a Tenancy' Report – Update**

The Tenancy Services Manager referred to his report and drew members' attention to the table in the appendix. Producing a DVD of the Tenants Handbook was relatively inexpensive, however content was considered less than engaging. The handbook is reviewed on a quarterly basis; a live link will be placed on the website, hopefully within 1 month. When communal sign-ups are in place, the service is minded to introduce a promotional DVD explaining what the incoming resident can expect of the service as its landlord, although it is some way off realising this at the moment. A pilot is underway about sign-ups being in the office, this will continue until March 2016. Decorating all properties would be exceptionally expensive and figures presented only relate to the schedule of rates, that is, the figures do not take account of re-plastering, etc. It was suggested that reviewing the Voids and / or Letting Standard, may be helpful. For the tenant 'mix' document, the service does not have reliable data that would be representative; the service was not persuaded that this recommendation could be implemented; some nervousness was expressed by Board members, as had been the case on previous occasions. Including refuse dates in the 'Welcome Pack' has been adopted and implemented. Members discussed the appropriateness of redecorating an entire property if it was a 'hard-to-let' property and whether this would encourage their being let; it may also be helpful in encouraging those under-occupying to move to a smaller property, if it is well decorated; extending the handyman service was also discussed.

**The Chairman thanked the Tenancy Services Manager.**

**8. Risk Register and Minutes of the Working Group**

The Chairman took the item and the Governance and Scrutiny Officer explained that the latest Risk Register had been supplied to the Head of Business Change,



Performance and Governance, and that feedback from the Corporate team was awaited. The Chairman highlighted that until such comments were received, there was little to be discussed; members were informed that the flooding item on the Risk Register may need to be amended, once comments are received.

**The Chairman moved to the next item, with the Board's agreement.**

## **9. Complaints – Comparison with other Providers**

The Chairman took the item in the absence of the System Support and Performance Manager and Board members noted that the service appeared to be performing well in comparison to its peers; although it was noted that it is difficult to establish if the figures suggested Aster's overall performance was worse than Housing Services, or if Aster were simply better at capturing complaints compared to Housing Services. Members discussed the level of complaints that the service upheld, compared these to other providers and were satisfied that the service appeared to be performing well.

**The Board agreed the following:**

**To take no further action; it was not necessary for the HAP to conduct a scrutiny on 'Complaints', at this time.**

## **10. Under and Over Occupation**

Presenting her report, the Head of Housing – Operations and People asked for any questions from Board members and sought clarification over what the intention was to do with the information requested. Members explained that this was a part of the overall Asset Management Strategy and about the best use of stock. Some data is captured at the beginning of a tenancy, however due to the changing nature of a household it is unlikely that our data is reflective of households at the current time. Most people who wanted to move, were understood to have moved already; those that have not, are understood to be prepared to make up the rent or benefit shortfall. The majority of people under occupying were of pensionable age and therefore not impacted by current changes, however they have been reminded that their overall utilities costs would likely be higher in a larger property. When an individual who is struggling financially, is known by us, we take action to assist that person; some people choose not to contact the service and we are therefore unaware of them, except when identified via tenancy inspections, which are infrequent. When identified, members enquired if alternatives are presented; the service does identify sheltered accommodation and general needs, from a list they have each week, to try and encourage residents to move to more appropriate accommodation.

Downsizing from a 3 bedroom property to a 2 bedroom property is only possible if the person has an identified need for 2 bedrooms; that is, if they have a 1 bedroom need, they would not be able to make such a move, at this time, however a policy change is being considered for those of state retirement age, given they would have the opportunity to stay in that property for longer. Members were advised that in

approximately 2 weeks, the situation may change. Allowing any person of state retirement age to bid on a 2 bedroom property was a Key Decision for the Council; it had to be added to the Cabinet Forward Work Plan for 28 days, followed by another Paper as it would be a Cabinet Member Delegated Decision, therefore it is currently on our website for a 7 day period, after which we need to permit 7 further days for any challenges, and then it can be adopted.

The policy change was considered due to a surplus of 2 bedroom bungalows which were difficult to let, as were some 2 bedroom sheltered housing; it is the priority of the council to look at allocating an older person a property that they could stay in, for the long term. Whether this would encourage more people into the system was discussed by members; the requirement for a need to be established and for a local connection will remain in place. Financial incentives to encourage people to move property have not been utilised for some time. The feasibility of knocking 1 bedroom properties together, to create a 2 bedroom property was discussed; there are considerable costs associated with this, for example, the cost of the work, the rental loss and the debt already attached.

Regarding Discretionary Housing Payment (DHP), it was explained that not every person cited would be in receipt of this, although some would be; originally people were given 6 – 12 months to address their circumstances and members noted that the rules around this are being tightened as it is not intended to be an ongoing payment, however the officers can award the payment for longer, if they deem it appropriate. Targeting assistance to those in receipt of DHP was discussed; the service uses 'Who's Home' to identify people with a tenancy discrepancy, which can include occupancy issues. The service does not currently seek out those in receipt of DHP for additional support. Members were concerned about the implications of welfare changes; officers reminded members that the changes are wider than simply those in receipt of benefit and that taking a view of the overall situation is sensible.

**The Chairman thanked the Head of Housing – Operations and People and the Board agreed the following:**

**To receive a report about the impact of Welfare Reform, in the future.**

**For the Board to prioritise what work it expects the service to do, including but not limited to, preparing budgets.**

#### **11. Wiltshire Council's Housing Board – Work Plan**

The Chairman asked members for their comments on the work plan and the Board took the view that it was a broad brush document with headlines, which required the work of the Heads of Service to be included as supporting elements, for example, the Housing Strategy, HRA Business Plan and Asset Management Strategy, with timescales of when the Heads of Service expect to complete certain work. Members

were informed of the Housing Partnership Board being extremely critical of the time it is taking to produce the Housing Strategy.

**The Board agreed the following:**

**To receive what the Heads of Service consider are the main 5 priorities, at its May 2016 meeting.**

### **Private Session**

#### **12. Procurement Panel**

The Chairman took the item and Board members were asked for their input into the report, prior to it going to Cabinet, and were asked to consider tenant input; the document was confirmed as a draft which had not yet been presented to Cabinet. Members discussed that the Associate Director – Adult Care Commissioning, Safeguarding and Housing had invited the Board to be represented in the procurement process, at a previous meeting. Members were unsure if they had been provided with the document already. (**Note after Board meeting:** the document was circulated on 19 January 2016 and the email explained this was with a view to incorporating Board member input.) Cabinet approved the WoS decision 'in principle', but further work was to be undertaken; the Board considered that 'going live' in June 2017 may be ambitious; current contracts can be extended.

**The Board agreed the following:**

**For Board members to read the document, consider their views and supply their comments to the Governance and Scrutiny Officer, by 29 January 2016.**

**For the Associate Director – Adult Care Commissioning, Safeguarding and Housing to:**

- **Confirm the expected Board input.**
- **Explain how tenants will be involved in the process.**

#### **13. Restructure Proposals**

The Head of Housing – Strategy and Assets and the Head of Housing – Operations and People referred to their report and attached structure charts, and explained that Housing Services' officers now sit under one of them, except for the System Support and Performance Manager and the Governance and Scrutiny Officer, both of whom now sit below the Head of Business Change, Performance and Governance. Heads of Service manage elements of the general fund and HRA. All 3 Heads of Service report directly to the Associate Director – Adult Care Commissioning, Safeguarding and Housing.

**The Chairman thanked the Head of Housing – Strategy and Assets and the Head of Housing – Operations and People and the Board agreed the following:**

**To de-list Restructure Proposals from all future agendas.**

**14. Any other business**

Using 'Right to Buy' receipts by a set deadline is proving challenging, due to stringent rules, for example only being allowed to use 30% of the money received and not being permitted to mix the money with grant funding; if this proves to be the case, then the monies will have to be paid to central Government.

4 council owned sites, were discussed, which the service wants to offer to housing associations to build extra care housing on. Regarding the Salisbury site, the service is trying to negotiate an extra care housing scheme through a developer, which will be council owned, however the service wants to have the option to utilise a Salisbury care home site, should the project be unsuccessful.

**The Chairman thanked the Head of Housing – Strategy and Assets and the Board agreed the following:**

**To receive a brief update paper on 'Right to Buy' receipts and their use.**

**15. Date of Next Meeting**

Members noted the next meeting is on Monday 21 March 2016, it is to be held in the Board Room at the Salisbury Churchfields Depot and it is due to start at 1pm.

The meeting ended at 2.40pm.

## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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### MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 3 FEBRUARY 2016 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### **Present:**

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Jon Hubbard, Cllr Gordon King, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr Jeff Osborn, Cllr Tony Trotman, Cllr John Walsh and Cllr Bridget Wayman

#### **Also Present:**

Cllr David Jenkins, Cllr Baroness Scott of Bybrook O.B.E, Cllr Allison Bucknell, Cllr Fleur de Rhé-Philipe, Cllr Dick Tonge, Cllr Stuart Wheeler, Cllr Christopher Williams, Cllr Keith Humphries, Cllr Alan MacRae, Cllr Toby Sturgis, Cllr John Thomson, Cllr Roy While and Cllr Philip Whitehead

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#### 12 **Apologies**

Apologies were received from Councillor Howard Greenman.

#### 13 **Declarations of Interest**

There were no declarations.

#### 14 **Chairman's Announcements**

There were no announcements.

#### 15 **Public Participation**

There were no statements or questions submitted.

#### 16 **Date of Next Meeting**

The date of the next meeting was confirmed as the extraordinary meeting to consider opposition budget amendments on 12 February 2016.

The next ordinary meeting was confirmed as 1 March 2016.

17 **Procedure of Meeting**

Members noted the proposed meeting structure.

18 **Wiltshire Council's Financial Plan Update 2016/17**

The draft Wiltshire Council Financial Plan Update for 2016/17 was presented by Councillor Dick Tonge, Cabinet Member for Finance and Michael Hudson, Associate Director of Finance, ahead of its submission to Cabinet on 9 February and Full Council on 23 February 2016.

Details of proposed investments and savings were outlined within the context of continued reductions in the government revenue support grant to the council, increases in service costs particularly in relation to vulnerable people, as well as the impact of the savings implemented through previous budgets.

The Committee, along with other members in attendance including the Chairman of the Financial Planning Task Group and members of the Executive, discussed the proposed budget, and clarification was sought on several issues from the attending Cabinet Members and Corporate Leadership Team, with full details contained in the report as appended to these minutes. Particular focus was given to service budget proposals, in particular how savings would be achieved, clarification over grant funding for area boards and priority areas for further investment, along with other topics as detailed in the appended report.

At the conclusion of debate, it was,

**Resolved:**

**For the comments of the Committee be reported to and considered by Cabinet and Council.**

19 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.55 am)

The Officer who has produced these minutes is Kieran Elliott (Senior Democratic Services Officer), of Democratic & Members' Services, direct line (01225) 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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**Wiltshire Council**

**APPENDIX**

**Cabinet  
9 February 2016**

**Council  
23 February 2016**

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## **Special Meeting of the Overview and Scrutiny Management Committee Report on the Draft 2016/17 Budget**

### **Purpose of report**

1. To report to Cabinet and Full Council a summary of the main issues discussed at the special meeting of the Overview and Scrutiny Management Committee held on 3 February 2016.

### **Background**

2. This special meeting of the Overview and Scrutiny Management Committee provided an opportunity for non-executive councillors to question the Cabinet Member for Finance and the Associate Director for Finance on the draft 2016/17 budget before it is considered at Cabinet on 9 February 2016 and Full Council on 23 February 2016.
3. The Cabinet Member for Finance, supported by the Associate Director of Finance, were in attendance along with the Leader of the Council and members of the Executive and Corporate Leadership Team to provide clarification and answer queries raised by the Committee.
4. In addition to the Budget Papers as available on the website, a briefing from the Cabinet Member open to all members was held on 2 February to provide key details on the Financial Plan. The same briefing was provided as public events held in Trowbridge, Salisbury, Chippenham and Devizes.
5. Details had included:
  - Council Tax to be increased by 1.99%, plus a 2% Social Care Levy.
  - The continuing reductions in grant funding from central government, being 16.3% for the next financial year.
  - Increases in investment for the most vulnerable, older and young people.
  - Details of service changes required to achieve the £25.254m savings proposed.

### **Main issues raised during questioning and debate**

6. The Chairman invited the Chairman of the Financial Planning Task Group and the Select Committee Chairmen to lead off discussion, with a focus on budget proposals and their implications for services, before opening up to general queries.

### **Financial Planning Task Group**

7. The Chairman of the Financial Planning Task Group noted the work of the Task Group in tracking key spends for the council over the course of the financial year,

and detailed the comments from the Task Group following their meeting with the Cabinet Member for Finance on 29 January, as included as an annex to this report. The Cabinet Member thanked the Task Group for their work across the year.

8. The Committee also discussed the proposed rise in Council Tax and introduction of a Social Care Levy, noting that the levels of debt due to non-payment of these should be periodically reviewed by the Financial Planning Task Group.

#### Health Select Committee

9. The Committee noted the high proportion of older Wiltshire residents and the focus therefore given to health services and social care in the budget.
10. The level of savings required of 'Other Public Health and Public Protection' were raised, in respect of delivering prevention schemes.
11. The need for continued close working with partners such as the Wiltshire Clinical Commissioning Group (CCG) to drive integration and identify efficiencies and improvements was noted.
12. In response to queries on whether potential procurement savings within the health budget had been investigated, it was stated it had, but that many contracts had seven year terms and were currently in the middle of their operational periods.
13. The Committee sought expanded details of the proposed savings under 'Adult Social Care Operations' as outlined in the budget book. The Cabinet Member for Health and Adult Social Care, Councillor Keith Humphries, stated he would circulate a detailed breakdown of the proposed savings to the Health Select Committee.

#### Children's Select Committee

14. The Committee discussed the increased pressures upon Children's Services, such as the impact of Special Guardianship Orders, which offer an option for children needing permanent care, increasing to just over 200 young people. It was recognised that taking into account the totality of the service there was an increase in funding, although around £3.6M in savings had been identified.
15. It was noted that in the past the Children's Select Committee and Safeguarding Children and Young People Task Group had expressed concern at the level of dependency upon agency workers, and that significant savings had been identified with the reduction in that dependency.
16. A commitment to reducing the numbers of Looked After Children in residential or out of county placements was detailed. Increasing the proportion of placements within Wiltshire and with foster carers would provide savings as well as typically being beneficial for the young people.
17. In response to queries arising from the report, it was stated that there would be further updates to clarify the separation between Area Boards' locally held young people's funds and Local Youth Network (LYN) grants, as requested by the Financial



Planning Task Group. Further clarification on this matter would be presented to Cabinet and Council.

18. The Cabinet Member for Communities, Campuses, Area Boards and Broadband also confirmed that all Area Board grants would face a reduction of 10% in the proposed budget, but that any unspent LYN grant funds would be carried over to the next financial year. The Committee welcomed the clarification, as this would enable those in receipt of grants to plan accordingly for future years.
19. Other topics discussed included pressures on Special Education Needs and Early Years Grant Funding, and how the council would manage the market to ensure the level of provision of free child care as set out by central government.

#### Environment Select Committee

20. The Committee assessed details of the Highways and Waste budgets, and in particular the need to monitor both closely given the new contracts that had been put in place for both service areas. The Cabinet Member also clarified new wording in respect of the report of the Financial Planning Task Group's report comment on Highways. The amended wording is reflected in the appended Task Group report.
21. Details were sought on economic development in respect of the Local Enterprise Partnership and associated planned capital programme expenditure. It was stated there had been no reduction, but that some funding had been spread over several years to match when the projects would be delivered,.
22. The Committee sought details of the impact of the proposed budget on housing and rents and other associated issues. It was stated these issues had been raised and answered at the meeting of the Wiltshire Council Housing Board on 25 January and the minutes would be circulated to the Committee.
23. The level of public health grant allocated for leisure services was discussed, and it was confirmed that those areas currently without a bricks and mortar health and wellbeing centre (formerly campus) would not be excluded from those funds.
24. The predicted increase in income from Planning was noted as well as the need to ensure that any savings through efficiencies and restructuring would not affect the council's capacity to achieve the predicted increase in income.
25. Other topics raised included details of service savings and potential staff reductions in Enforcement. It was clarified these were vacant posts that would not be filled, and not therefore a further reduction in the current level of enforcement activity.

#### General Enquiries and Observations

26. The Committee noted that a schedule of all amendments to the budget papers would be presented to Cabinet and Council to track any alterations before and after its own deliberations.
27. The Committee encouraged the Select Committees to continue to monitor the progress of service areas within their remits.

28. Other topics raised included reiterating the requirement for all proposals and amendments to take into account the key priorities of the council's Business Plan, and the progression of negotiations in respect of delegation of council assets and services to Salisbury City Council, and it was stated that any delays to this process would not have an impact on the predicted budget for the next financial year.

## **Conclusion**

29. That Cabinet and Council take into account the comments from the Overview and Scrutiny Management Committee and the Financial Planning Task Group in considering the update to the Financial Plan 2016/17.

### **Councillor Simon Killane Chairman of the Overview and Scrutiny Management Committee**

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Report Author: Kieran Elliott, Senior Democratic Services Officer 01225 718504 or [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk) and Marie Gondlach, Senior Scrutiny Officer, 01225 713597 or [marie.gondlach@wiltshire.gov.uk](mailto:marie.gondlach@wiltshire.gov.uk) and Adam Brown, Senior Scrutiny Officer, 01225 718038 or [adam.brown@wiltshire.gov.uk](mailto:adam.brown@wiltshire.gov.uk)

Annex 1- Report of the Financial Planning Task Group

## Overview and Scrutiny Management Committee

3 February 2016

**Report of the Financial Planning Task Group – 29 January 2016:  
Financial Plan Update 2016/17**

Issue	Response / Comments
(page and paragraphs numbers refer to the <a href="#">Budget report</a> )	
<b>Budget Setting Process</b>	
<p><b>Budget setting process for 2016/17</b></p> <ul style="list-style-type: none"> <li>• Public consultation</li> <li>• Financial Planning Task Group 29 Jan</li> <li>• Councillor briefing 2 Feb</li> <li>• OSMC meeting 3 Feb</li> <li>• OSMC meeting 12 Feb (opposition budget)</li> </ul>	<p>A robust approach over several months involving the political and corporate leadership.</p> <p>The outcome from three stages of scrutiny should mean that full Council is informed when it comes to the debate.</p>
<b>Revenue Budget 2015/16</b>	
<p>(Page 7)</p> <p>The 2015/16 revised revenue budget of £314.983 million is forecast to be balanced (para 3.2)</p> <p>The capital, Housing Revenue Account (HRA) and schools budgets are also on target to be balanced (para 3.3)</p>	<p>The Task Group will scrutinise the final outturn figures once available.</p>
<b>Specific budget areas 2016/17</b>	
<p>(Page 8)</p> <p><b>Action 2 - Stimulate economic growth:</b> “The budget continues the commitment to invest in growing and protecting our economy, with £0.582 million in 2016/17 invested in continuing the support for Action Wiltshire.”</p>	<p>It was noted that the Economy and Planning budget line (page 48) shows a reduction of £0.590M from 2015/16.</p> <p>This breaks down into £0.316M savings from ‘Employees’ and ‘Supplies and Services’ and a £0.263 increase in Gross Income.</p>

<p>(page 9)</p> <p><b>Action 3 – Area Boards and working with communities</b></p>	<p>The cabinet member confirmed that the one-off young people’s funds held by Area Boards (sometimes known as Locally Held Funds) will not be touched. For unspent annual Local Youth Network (LYN) grants only funding for specific projects can be carried over to the new financial year.</p> <p>Further clarity will be provided at OS Management Committee on 3 February.</p> <p>Members requested greater accounting separation between these two funding streams.</p>
<p>(page 15)</p> <p><b>Better Care Plan</b>  “Locally Wiltshire’s Better Care Fund has been uplifted by £0.9 million, however the budget for the £28 million is still being finalised. We have thus assumed £10.277 million allocated in 2015/16 will continue to be allocated to Wiltshire Council in 2016-17.”</p>	<p>It was noted that the final Better Care Fund allocation would be discussed at the Joint Commissioning Board on 4<sup>th</sup> February.</p>
<p>(page 15-17)</p> <p><b>Social Care Levy</b>  “this report proposes that the Council implement this new Levy for 2016/17 at 2%.”  (para 6.12)</p> <p><b>Council tax</b>  “this report recommend a 1.99% increase in the Council Tax for 2016/17. (para 6.13)</p>	<p>No increase in debt due to non-payment of council tax has been assumed against the proposed 1.99% council tax rise and 2% social care levy. The council has good protection systems in place, a very high proportion of direct debits for council tax and one of the highest collection rates in the country (over 18 months). In addition currently no local economic factors point to a significant downturn in residents’ ability to pay. For example, Wiltshire has a high employment rate.</p>
<p>(page 18)</p> <p><b>Government Funding – Future Years’ negotiation</b>  “the Secretary of State invited councils to approach DCLG to negotiate settlements with the potential for greater retention locally of business rates (NNDR), although on the understanding of greater responsibilities... Regular updates will be given to Council.” (para 6.17)</p>	<p>Further announcements on the final DCLG settlements are expected on 4<sup>th</sup> February.</p> <p>The Financial Planning Task Group requests to be kept informed on the outcomes of negotiations and will report back to the OS Management Committee.</p>

<p>(page 19)</p> <p>“Overall the pressures of £24.965 million will be funded in part by the additional £11.559 million raised by Council Tax and £4.322 million from the 2% Social Care Levy. That leaves a gap of £9.084 million.” (para 17.3)</p>	<p>It was clarified that the £11.559M refers to additional council tax income, and a further £4.322M from the 2% Social Care Levy.</p>
<p>(page 20)</p> <p><b>Adult Social Care</b> See table</p> <p><b>Savings summary table</b> £3.837M saving are to be found from ‘Older People’</p>	<p>The £1.4M increase in the cost of ‘forensic mental health’ cases is due to an increase in the number of cases and a greater onus on providing care services.</p> <p>It was reported the proposed savings were realistic with delivery of initiatives to reduce the use of expensive residential care, including HomeFirst, Help To Live At Home and Extra Care.</p>
<p>(page 22)</p> <p><b>Highways</b> “The county highways network and street scene services are a priority. The ability to attract inward investment for a thriving economy and to ensure citizens and residents live and work in well maintained private and public space means that we will increase expenditure by £3.350m.” (para 7.9)</p>	<p>“the growth in the Highways budget is to reverse some of the reductions that have been made over last few years and to enable previously reported increase in future costs following the introduction of the new contract for Highways and Streetscene.</p>
<p>(page 22)</p> <p><b>Waste</b> “The County has seen on average a growth in its residential properties by 2% each year for the last three years. It forecasts that this will continue into 2016/17. Whilst individual houses can be added to rounds, where whole estates are being developed and sold this creates added pressures and needs for new bins and rounds, as well as costs of disposal. As such the Council has estimated it needs to divert £0.900m of monies raised from Council Tax to Waste services to fund this growth, so that there is a direct link between income raised and costs incurred.” (para 7.10)</p>	<p>It was reported that reviews to waste collection rounds, extra income from garden waste fees and other income streams such as third party subsidies would contribute to the proposed net savings of £0.505M (see Service Budget Summary page 48).</p>

<p>(page 23)</p> <p><b>Housing</b></p> <p>“An extra £250,000 has been identified to assist with the funding of deposits and offers to private landlords to secure suitable alternative accommodation as well as with our homeless prevention work to better manage the increased workloads and support that housing officers will need to provide to those households impacted by Welfare Reform.” (para 7.14)</p>	<p>The £0.250M has been included to reflect an increasing risk of homelessness due to the impacts of Welfare Reform.</p> <p>Further details of how these funds would be used and managed were requested for the OS Management Committee meeting.</p>
<p>(page 25)</p> <p><b>Other pressures</b></p> <p>“Increased demand has an impact on ‘back office’ services through increased costs, for example additional legal / advocacy for child protection... As a result additional funding has been directed to Legal (£0.4m)” (para 7.17)</p>	<p>Previous years have seen increased demand for legal services due to rising numbers of court cases and reduced income due to a national challenge to the charging of land search fees.</p> <p>The proposed investment will provide a prudent level of in-house legal advice and reduce the need to pay for external legal advice.</p>
<p>(page 25)</p> <p><b>Fees and Charges</b></p> <p>“Exceptions to this are for Garden Waste where a 5% increase is proposed.” (para 8.2)</p>	<p>The Waste Service Changes Task Group is looking at the impact of the introduction of fees for garden waste collections and will now need to consider the 5% increase if agreed.</p>
<p>(page 26)</p> <p><b>Capital Programme borrowing</b></p> <p>“The total 4 year [capital] programme thus requires circa £100.164 million of borrowing ... borrowing in 2016/17 has been reduced to just £1 million. There is an assumed £99.164 million over the following three years at this stage (2017-20)...</p> <p>...The total capital financing budget in 2017/18 is anticipated to be around £26m or circa 8% of the Councils net budget, up from 5% in 2014/2015.” (para 8.7)</p>	<p>The levels of borrowing projected are included as a cost pressure under future years’ calculations.</p> <p>Interest rates will continue to be monitored to determine the appropriate times to borrow.</p> <p>The task group will continue to monitor the council’s levels of borrowing.</p>
<p>(page 32)</p> <p><b>Savings</b></p> <p><b>Voluntary Sector grants</b></p>	<p>As was already agreed in 2014, Voluntary and Community Sector (VCS) grants will be reduced by 10% for the second year running. All funded VCS groups were written to and advised of this 2-year reduction.</p>

<p>(page 38)</p> <p><b>General Fund Reserve</b>  “...the current forecast outturn is circa £10 million. This means the General Fund Reserve is in line with the revised recommended level, and future use of these funds are seen as a matter of last recourse given the low levels compared to other councils.”</p>	<p>The task group noted that the council has low levels of reserves compared to other councils and will continue to monitor this as a risk.</p>
<p>(page 38)</p> <p><b>11. Assessment of Reserves</b>  See table</p>	<p>The task group noted that proposal to add £1M to the General Fund Reserve (GFR) in 2018.</p> <p>It was reported that at present the council carries the risk for any potential decrease in the collection of Business Rates and until the future position is known it has been considered prudent to plan an increase in the funds held in reserve.</p>
<p>(page 48)</p> <p><b>Service Budget summary</b>  See table</p> <p><b>Other Public Health &amp; Public Protection in Public Health and Protection:</b>  2016/17 £2.904M budget reduced by £0.398M.</p> <p><b>Early Help in Operational Children’s Services</b> are asked to save £0.504M</p> <p><b>Library Heritage and Arts</b> shows a reduced budget from £3.671M to £2.912M = £0.759M reduction.</p>	<p>These proposed reductions to 2016/17 budgets would be achieved mostly through staff restructuring.</p> <p>These proposed reductions to 2016/17 budgets would be achieved mostly through staff restructuring.</p> <p>Of the £0.842M proposed savings from Libraries, Heritage and Arts, £0.547M would be from ‘Supplies and Services’.</p>

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**Cllr Glenis Ansell, Chairman of the Financial Planning Task Group**

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## **GROUP LEADERS MEETING WITH TRADE UNION REPRESENTATIVES**

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### **DRAFT MINUTES OF THE GROUP LEADERS MEETING WITH TRADE UNION REPRESENTATIVES MEETING HELD ON 4 FEBRUARY 2016 AT NORTH WILTSHIRE ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

##### **Councillors:**

Councillor Jane Scott, Leader of the Council, Conservative Group Leader  
Councillor Ernie Clark, Independent Group representative  
Councillor Gordon King, Liberal Democratic Group representative  
Councillor Ricky Rogers, Labour Group representative  
Councillor Dick Tonge, Cabinet member for Finance  
Councillor John Thomson, Deputy Lead of the Council

##### **Union Representatives:**

Alan Tomala, UNITE  
Sue Anderson, UNISON  
John Hawkins - ATL  
Jane Hunt - Unison

##### **Officers:**

Dr Carlton Brand, Corporate Director  
Maggie Rae, Corporate Director  
Michael Hudson, Associate Director - Finance  
Barry Pirie, Associate Director - People and Business Services  
Robin Townsend, Associate Director – Corporate Services  
Liz Creedy, Head of Service – Corporate Support  
Joanne Pitt, Head of Service - Human Resources Services  
Will Oulton, Senior Democratic Services Officer

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#### **1 Welcome and Introductions**

The Leader welcomed all those present to the meeting who in turn introduced themselves.

#### **2 Apologies**

Apologies had been received from Cllr Glenis Ansell. Cllr Gordon King attended as a substitute; and from Carol Vallely of the GMB.

#### **3 Notes of the Last Meeting**

The notes of the last meeting held on 5 February 2015 were received and noted.

#### 4 **Wiltshire Council Financial Plan Update 2016/17**

The Leader opened the session by reemphasising that the funding settlement from Central Government had been difficult. Normally, if there are to be changes to the way the settlement is calculated, there would be a consultation period, but this time the Government had not consulted which had left many in Local Government unhappy. The final settlement had not yet been agreed, and there had been significant political pressure applied, including lobbying from local MPs, to ask the Government to reach a more equitable settlement for Wiltshire and other rural Counties. It was anticipated that the settlement would be agreed by the 10 February 2016.

The Leader went on to say, that the approach that the Council was continuing to take was seeing how better to deliver services, and redeploy staff, so that services to the community would be maintained and that the scale of redundancies could be reduced. It was acknowledged that to protect services parish and town councils would be asked to do more, and volunteering would have to be encouraged.

With regard to redundancies, the Council was anticipating that these would total approximately 200 posts. The Council would prioritise agency staff, and seek to reduce the consultancy bill. It would be the Council's policy to seek to retrain and retain staff to reduced involuntary redundancies.

Cllr Dick Tonge, Cabinet Member for Finance, outlined the financial position for the next year and emphasised where certain income was ring-fenced and where the budgetary pressures were likely to be. The Council had to prioritise spending on helping the most vulnerable which meant, inevitable, that spending cuts would be focused on unring-fenced discretionary services. He went onto explain how officers had taken account of new house building when calculating council tax income, and outlined changes to the way exemptions were applied to empty homes. Council tax would be increased by 2% and that an additional 2% would be levied to fund social care, but it was acknowledged that this, in itself, would not be able to meet social care demands; so that approximately £25 million of savings was required.

In response to a question from Alan Tomala, The Leader stated that the way the government grant to Councils had been calculated had fundamentally changed, and that the details of some specific grants, such as for Public Health and the Better Care Fund, had not been finalised.

Cllr Tonge emphasised that County Councils, across the country, had had a larger proportional reduction. He stated that he would let the Unions know when the settlement had been reached,

In response to a question from Alan Tomala, The Leader stated that whilst it was hoped to minimise the impact on frontline services, she couldn't promise

that there wouldn't be any impact. For instance, it was likely that response times to customer contacts may not be as prompt as in the past, as staff workloads increased. The Leader went on to emphasise that the Council would prefer to minimise levels of service in a particular area rather than cut services altogether. The Council would seek to reduced management costs and protect the vulnerable.

In response to a question from John Hawkins, Cllr Tonge stated that some of the press reports on the proposed changes to the way NNDR income was distributed had been unhelpful and had lead to some misconceptions amongst the wider public.

*Admin note: Below is a link to some government guidance, referred to in the meeting, which may help to clarify the proposal.*

<https://www.gov.uk/government/publications/key-information-for-local-authorities-provisional-local-government-finance-settlement-2016-to-2017>

Sue Anderson referred to an official response by Unison, appended to these minutes. In her presentation, she acknowledged and appreciated that the Council was facing cost pressures and demand for services. She stated, though, that staff found it difficult to accept changes to their agreed terms and conditions, as many staff were already working harder and longer. Furthermore, many staff were feeling extremely tired and stressed, and further changes could only exacerbate this. Retaining favourable terms and conditions was key to recruiting and retaining the staff needed.

In response to a specific point about increases to certain areas of expenditure, Carlton Brand stated that the use of the wording 'improvement' was misleading and that the increase in expenditure was to maintain existing levels of service. Maggie Rae stated that the Corporate Leadership Team did not take lightly any proposals to change terms and conditions for staff, and it was acknowledged that these were subject to further negotiation with the unions.

In response to a question from Cllr Ricky Rogers, Carlton Brand stated that many contracts had below inflation rate increase built in and some, for instance in highways, would actually decrease.

Carlton Brand went on to say that he would share with the Unions what the net position was for staff numbers, as there had been recruitment as well as redundancies. Maggie Rae went on to state that the Council was hoping to offer, albeit to a limited number staff, bursaries to retain in social work, an area of recruitment need for the Council.

Sue Anderson highlighted the difficulty in taking up opportunities for redeployment for people at risk of redundancy, as the window available is often relatively short. Michael Hudson stated that if the Council was able to secure a four year settlement, it would be better able to plan workforce change.

The Leader reaffirmed this view, and stated that whilst there was likely to be a continued reduction in the Government Grant to Councils, that if Councils had more control over Council Tax rates and NNDR income, then the Council would be able to better plan its own finances.

In response to a question from Sue Anderson, the Leader acknowledged that it would be preferable that the Council agreed a position on terms and conditions with the Unions to cover a four year period, which would give both sides some stability.

Sue Anderson reemphasised that many staff were feeling frustrated and insecure about their positions within the Council which has wider impacts on their overall quality of life. The Leader acknowledged that uncertainty could have a detrimental impact on staff, and that she hoped that with a four year settlement, the Council would be able to offer greater certainty to staff in the future.

Cllr Gordon King acknowledged that this was a painful time for some staff, and also hoped that a clear financial outlook would add in planning.

In response to a question from Alan Tomala, Maggie Rae stated that the Council was proposing to change the way a person's income is taken into account when calculating the rate they should pay for the adult social care. The Council, whilst performing this reassessment, would be assisting individuals to access any benefit entitlements, so that their income was maximised. This was coupled with the Council's drive to improve older people's health so that they could better look after themselves, thereby reducing the call on the Council's services.

In response to a question from John Hawkins, the Leader stated that some budgets had gone down and some up, and that this was done on the basis of then needs in certain area. She did not advocate giving departments arbitrary cut targets that bore no relation to the Council's Business Plan.

In response to a question from Sue Anderson, Michael Hudson stated that some budget had been made available to service areas that had not been able to meet their incoe needs through fees and charges. This was done so that these departments would not be unduly disadvantaged in comparison to other departments that were no reliant on fees and charges income.

In response to a question from Sue Anderson, Carlton Brand stated that the number of agency staff employed at the Chippenham depot was higher than the others, but that this was done due to the uncertainty over the letting of particular waste contracts, and that some agency staff were cheaper than permanent employees.

In response to a question from Sue Anderson, Barry Pirie stated the Council was unlikely to use savings derived from the reduction in the use of agency staff to fund the prevention of changes to staff terms and conditions.

The Leader thanked the Union representatives, and the other Councillors, for attending the meeting, and asked that senior officers keep Cabinet members briefed with regard to the continued negotiations with Union representatives.

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### **Wiltshire Council Proposed Budget – UNISON Response**

The Council has stated they need to find £2.5m of savings from the T&C's of staff in order to make the Budget balance. On top of this there are also 200 redundancies proposed.

Over the last few years staff have seen their pay fall drastically in real terms, and seen their duties and responsibilities increase as the number of staff has diminished.

We believe that any proposals to cut T&C's further will only serve to demoralise staff and impact on productivity, at a time when there is a need for all staff to perform to their highest abilities in order to provide the appropriate level of services to the community.

We believe that there are alternative ways of achieving this saving, and that they would be not result in the detriment of service provision to the people of Wiltshire.

The proposed budget shows that there is an increase of £3.350m increase in spending on Contract Payments and Third Parties.

Within this, there are various elements of spending, and we believe that it is possible to find almost the entire £2.5m savings from a number of these elements. The specific areas are:

Improve street sweeping - £0.410m

Improve litter collection - £0.880m

Improve grounds maintenance - £0.720m

Better play area maintenance - £0.190m

These four areas give a total of £2.2m. It is important to note that these areas of spend are not to maintain the current service provision, but are around 'improvements'.

Whilst a desire to make improvements is admirable, the reality is that at a time when the authority is face large cuts to grants, and pressures on expenditure, it is not possible to make improvements on a large scale.

We welcome the investment and improvements that are planned in areas such as social care, but feel that the above improvements do not represent 'value for money' when compared against the impact of cutting terms and conditions.

The fact that those areas of expenditure are being made to outside bodies and private companies only serves to compound the feeling of staff that they are not being valued appropriately.

The lack of any detail as to what or how the increased expenditure will actually be used for is also a cause for concern. The council will not have direct control of this expenditure, instead it is being handed to others to manage.

Whilst adopting the above proposal would not cover the entire £2.5m, there are other areas of expenditure that could be looked at to add to this, though we also recognise some of the proposed spending in this area are needed.

However, if the Council were to decide that they were not prepared to look at any other areas of expenditure to find this remaining sum, it would still make any conversation with members about terms and conditions a lot easier to have, as they would see that efforts have been made to further mitigate against the scale of such cuts.

Yours sincerely,



**Sue Anderson**  
**Secretary, Wiltshire UNISON**




## CABINET

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EXTRACT FROM THE MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 9 February 2016.

### 22 Treasury Management Strategy 2016/17

 Councillor Dick Tonge, Cabinet Member for Finance, presented a report which asked Cabinet to consider and recommend that Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2016-17. In his presentation, Cllr Tonge highlighted the small number of changes proposed to be made from the previously approved strategy and mentioned the changes made during the year by Cabinet and now incorporated into the strategy.

#### Resolved

To recommend to Council that it:

- a) **adopt the Prudential and Treasury Indicators (Appendix A) and approve the proposed changes to the additional maturity indicator and Upper Limits on the Maturity Structure of Borrowing, Trl 5 (paragraphs 28 to 31 of Appendix A);**
- b) **adopt the Annual Investment Strategy (Appendix B), including the ratification of the removal of the minimum requirement for high credit quality relating to support ratings (previously in paragraph 28), following the changes to Fitch ratings implemented by them in respect of “bail-in”, as approved, via delegated authority to the Associate Director, Finance, Revenues & Benefits and Pensions;**
- c) **delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
- d) **authorise the Associate Director, Finance, Revenues & Benefits and Pensions to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;**
- e) **agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and**
- f) **agree that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term**


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**deposits and delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to select such funds.**

Reason for Decision:

To enable the Council to agree a Treasury Management Strategy for 2016-17 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

**23 Wiltshire Council's Financial Plan 2016/17**

 The Leader invited Councillor Dick Tonge, Cabinet Member for Finance, to present the Financial Plan and associated reports which detailed the draft proposals for Cabinet's consideration for onward recommendation to the Budget and Council tax setting meeting of Council on 23 February 2016 with a view to setting the Council's budget for 2016/17.

In her introduction, the Leader emphasised the need to find more savings due to changing demand and the reduction in grant funding from Central Government and stressed the importance of economic development and job creation;. The Leader thanked the officers for their work on developing a draft budget that aligned with corporate priorities.

Cllr Tonge, in his presentation, highlighted the detail in the report; that the largest proportion of money was allocated to supporting the most vulnerable in our society; that the budget was focused on protecting front line services that delivered the Business Plan; that it was proposed to increase the Council Tax for the first time in six years; that the Council would look to maximise efficiencies; and that a nationally mandated rent reduction would need to be taken into account.

Cllr Simon Killane, Chair of the Overview & Scrutiny Management Committee, outlined the process by which non-executive Councillors had been involved, and referred to the report of the Committee's meeting on 3 February which had scrutinised the budget proposals.

Cllr Glenis Ansell, Chairman of the Financial Planning Task Group, outlined how major issues would be tracked, including libraries, Adult Social Care and spending on agency workers. She emphasised the importance of building relationships between members of her group and the Cabinet members. The Group had asked for greater clarity with regard to Local Youth Network funding, deposits for those renting and possible reductions in grants to the voluntary sector. The Group would also review, in 6 month's time, the impact of the changes in Council tax to the debt levels.

Cllr Jon Hubbard, Chairman of the Children's Select Committee, clarified that whilst he had been able to comment on the budget, his Committee had not had

a meeting at the appropriate time to contribute to the budget considerations as a committee.

Cllr Tonge in response to an issue raised by Cllr Caswill over what constituted a front line service, clarified that a front-line service was a service used by the public. The Leader added that the Council was being clear to the public that, to enable the continued protection of the vulnerable, some support services had to be cut meaning that, for instance, response times to correspondence would not always be as swift as before.

In response to an issue raised by Cllr Caswill, Michael Hudson, Section 151 Officer, stated that the fees and charges policy agreed by council two years ago set out the process by which fees and charges were set, In relation to apparent significant increases, he added that this was a reflection that charges may not have increased for some time or where fees were set by statute. .

In response to an issue raised by Cllr Caswill, Cllr Laura Mayes stated that Early Years Help referred to support given to children at various ages, not just in early years; and that the family intervention service was being brought completely in house, allowing the Council to make efficiencies in this area and reach more children. This would be achieved through changes in the management of the service rather than reductions in front-line services.

In response to an issue raised by Cllr Caswill, Cllr Stuart Wheeler and Cllr Alison Bucknell stated that managers were being supported to help officers manage stress; that members would continue to monitor the situation.

Corporate Directors Maggie Rae and Carlton Brand highlighted that more emphasis, through the Healthy Workplace Charter, was being placed on staff taking more responsibility for their own health and wellbeing; that staff surveys provided useful monitoring information, with the last staff survey indicating positive results, the monitoring of sickness and stress levels which compared favourably against the average; and that appraisals were a key tool in focusing and prioritising work to reduce stress.

Michael Hudson, Section 151 Officer, stated that he had reviewed the proposals made by different service areas and clarified that plans would be in place to achieve the savings required. Corporate Directors Maggie Rae and Carolyn Godfrey gave examples of where savings could be made that didn't affect staffing levels.

Cllr Caswill stated that he remained concerned that some service reviews may result in some services being stopped, and referenced in his opinion, the decision of the Council to stop providing public toilets.

The Leader stated he was incorrect, and that the Council had never said it would stop providing toilets. The Council was, however, looking to see what

would be the best level of local governance to provide this service which involved discussions with town and parish councils.

Some towns and parishes had expressed an interest in taking on this service in their respective areas. As a result, discussions had been held with towns and parishes on this issue. The results of this discussion would then be considered.

In response to a request from Cllr Hubbard for a transcript of what had been said, the Leader replied that she did not believe that her comments were in conflict with what had been communicated by Wiltshire Council

In response to an issue raised by Cllr Caswill, the Leader reassured members that changes to the Councils policy framework would be subject to public consultation, and consideration by Scrutiny, Cabinet and Council as appropriate.

In response to an issue raised by Cllr Caswill, Cllr Philip Whitehead explained that the Council had piloted the removal of some white-lines for safety reasons, but that it was still the policy to paint white lines on roads where required.

In response to an issue raised by Cllr Gordon King, the Leader confirmed that there had not yet been a detailed announcement about possible changes to the Government Grant. Officers would be asked to provide an update to Members when the matter was clearer.

In response to an issues raised by Cllr Bridget Wayman, Chair of the Environment Select Committee, Cllr Jonathon Seed stated that the flood/drainage budget remained unchanged.

## **Resolved**

**To recommend to Council that it:**

- a. Endorses the update of the Financial Plan for 2016/17.**
- b. Approve the investment and savings proposals summarised at Sections 7 and 9 respectively of this report and at Appendix 1, to provide a net revenue budget for 2016/17 of £313.585 million.**
- c. To vote separately:**
  - i. To increase Wiltshire Council's element of the Band D Council tax for 2016/17 by 1.99% to £1,246.76, as calculated in accordance with statute, as set out in Section 10 of this report.**
  - ii. To introduce a Social Care Levy of 2% to contribute to funding Adult Care pressures, raising £4.322 million.**

- iii. **To set the Council's total net expenditure budget for 2016/17 at £313.585 million.**
- iv. **To set a 1% reduction for social dwelling rents.**
- v. **To set the Housing Revenue Account (HRA) Budget for 2016/17 as set out at Appendix 1F of this report.**
- vi. **That all other service charges related to the HRA be increased by CPI plus 1%, including garage rents.**
- vii. **To approve the Capital programme proposed at Appendix 1E of this report.**
- viii. **To set the changes in fees and charges set out in detail at Section 8 of and at Appendix 1G of this report.**

Reason for Decision:

To enable Council to:

- Set its revenue, capital, housing revenue accounts, fees and charges, levels of reserves and resultant Council Tax for 2016/17 and to issue Council Tax and rent bills.
- Provide the Council with a strong business and financial plan for sustainable delivery for 2015-17.

These decisions were published on the 15 February 2016 and will come into force on 23 February 2016.
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The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)  
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