

BUDGET PAPERS 2017/18

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AGENDA

1 **Wiltshire Council Financial Plan Update 2017/18** (Pages 3 - 210)

Report by the Corporate Directors: Dr Carlton Brand and Carolyn Godfrey; 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 since publication on 24 January 2017 and considered by the Overview and Scrutiny Management Committee on 1 February and Cabinet on 7 February.

If you have any trouble in accessing these documents, please the officer listed above.

Report (Pages 3-48)

Appendices

- 1) Cabinet's Updated Business and Financial plans 2013-15, which includes budget proposals for 2017/18 and budget book:

Appendix 1A – Financial Plan Update 2016-2021 (Page 49)

Appendix 1B – Service Budget Summary (Pages 50-52)

Appendix 1C – 2017/18 Individual Service Budget Books (Pages 73-114)

Appendix 1D – Assumptions used to set the budget (Pages 54-57)

Appendix 1E – Capital Programme (Pages 58-59)

Appendix 1F – Housing Revenue Account (Page 60)

Appendix 1G – Fees and Charges (Pages 115-168)

Appendix 1H – Public Health Grant Planned Expenditure (Pages 62-63)

- 2) General Fund Reserves Assessment (Pages 64-71)

- 3) Engagement Feedback (Pages 169-210)

- i. Schools Forum – 12 January 2017 (Pages 169-186)

- ii. Tenants Panel – 30 January 2017 (Pages 187-194)

- iii. Financial Planning Task Group – 27 January 2017 (Pages 195-199)

- iv. Overview and Scrutiny Management – 1 February (Pages 200-205) and 14 February 2017 (To Follow)

- v. Group Leaders JCC – 3 February 2017 (Pages 206-210)

Wiltshire Council

Council

21 February 2017

Wiltshire Council's Financial Plan Update 2017/18

EXECUTIVE SUMMARY

This is a covering report, providing an assessment to Council to set a budget for 2017/18 and the impact on Council Tax, Social Care Levy, rents, fees and charges, the capital programme, schools overall budgets, as well as Council reserves.

Due to the scale of cuts in the Government Settlement Funding Allocation (SFA) Grant in 2017/18 (-17.6%), the increasing demand on some of our services, inflation, and the living wage, the Council continues to face significant pressure in setting its budget for 2017/18.

The proposals focus on continuing to protect services that deliver the Business Plan priorities, in particular protecting those who are most vulnerable. To this end Council agreed in October 2016 in setting a four year financial plan that it would increase Council Tax by 1.99% as well as a 2% increase in the Social Care Levy. Since then DCLG has announced changes to allow a further 1% increase in the Adult Social Care Levy in 2017/18 and 2018/19. A further 1% Social Care Levy will raise c£2.3 million. Despite funding changes this still leaves a projected shortfall in 2017/18 budget of £13.331 million. Saving proposals to close this gap come mainly from a range of changes in policies, reductions in posts, procurement, efficiencies and other initiatives already approved by Cabinet. The savings proposals are set out in the Budget Book at Appendix 1C for each service.

The Housing Revenue Account budget sees continued proposals to reduce social housing rent by 1%, with other fees increasing by 2%.

The Capital budget sees a continued investment in the future infrastructure of the County to build strong and resilient communities, protecting the ongoing investment in the economy, more homes and community hub centres. In 2017/18 the Council plans to invest £131.5 million in capital projects, with £38.7 million in the economy and transport, £3.7 million in broadband, £6.4 million in campuses and community hubs and £40.9 million in housing, all of which help stimulate the local economy. The ongoing commitment to invest in Highways will see £24 million spent on road and bridges repair and maintenance in 2017/18. Aligned to the Business Plan, the budget also safeguards the commitment to Military Civil Integration and creating and protecting jobs across the County.

Reasons for Proposals

To enable Council to:

- Set its revenue, capital, housing revenue accounts, fees and charges, levels of reserves and resultant Council Tax and Social Care Levy for 2017/18, as well as to issue Council Tax and rent bills.
- Provide the Council with a strong business and financial plan for sustainable delivery for 2017-18.

PROPOSALS

It is proposed that Council:

- a. Endorses the update of the Financial Plan for 2017/18.
- 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 2017/18 of £311.351 million.
- c. To vote separately:
 - i. Set the Council's total net expenditure budget for 2017/18 at £311.351 million.
 - ii. Revise the Social Care Levy proposed to Council in October 2016 and propose a further 1% increase to 3%, with the Council Tax increase remaining in line with Council's October decision, at 1.99%.
 - iii. To delegate to the Section 151 Officer in consultation with Group Leaders how to resolve any changes arising from the Final Settlement announcement, expected after Council has considered this report. It is proposed that any underfunding or additional monies will be dealt with via the General Fund Reserves.
 - iv. Approve the Capital programme proposed at Appendix 1E of this report.
 - v. Set the changes in fees and charges set out in detail at Section 8 of and at Appendix 1G of this report.
 - vi. Set a 1% reduction for social dwelling rents.
 - vii. Set the Housing Revenue Account (HRA) Budget for 2017/18 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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DRAFT NO DECISIONS TAKEN

Wiltshire Council's Financial Plan Update 2017/18

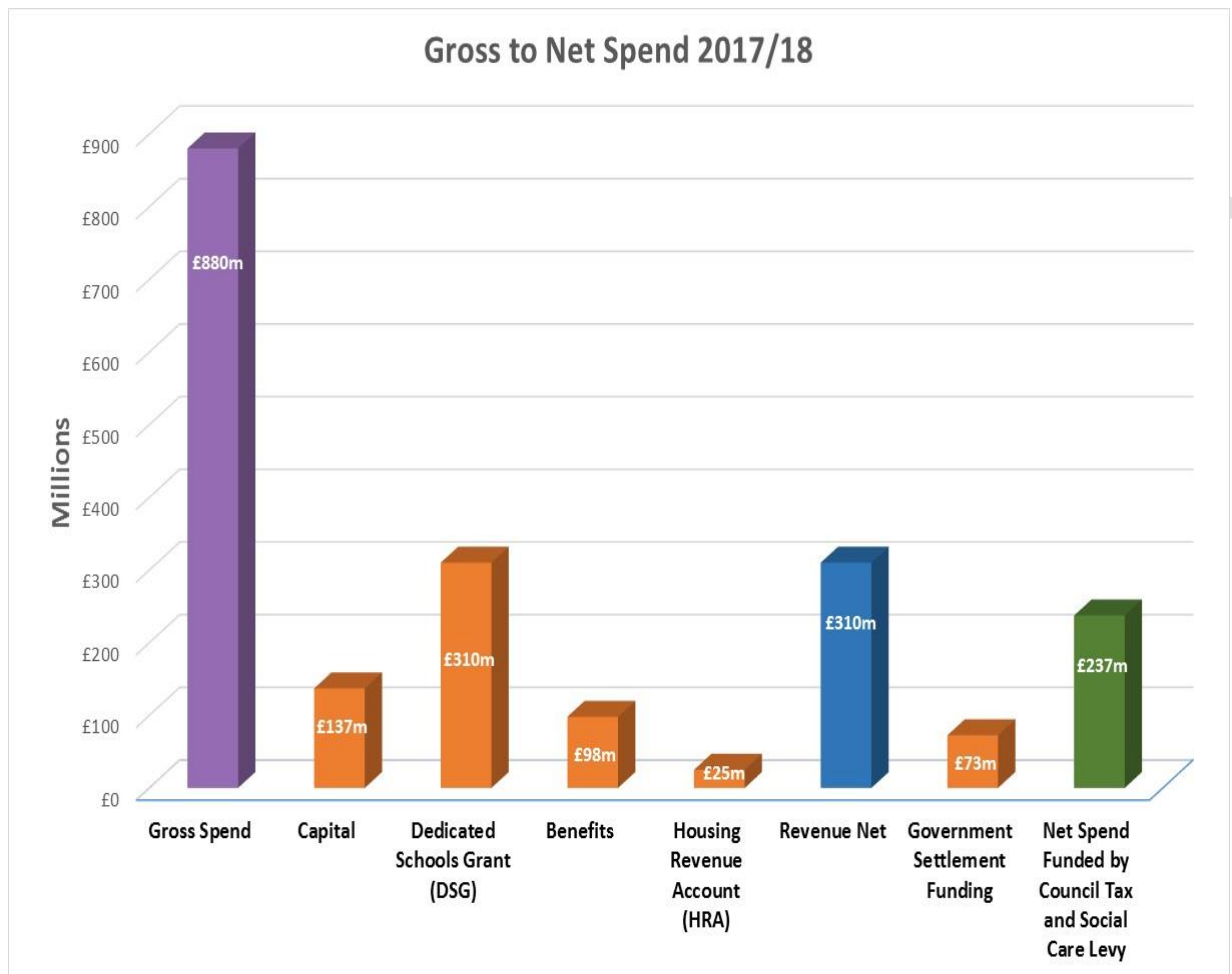
1. Purpose of Report

- 1.1. This is a covering report, providing an assessment of draft proposals to Council to set a budget for 2017/18 and the impact on Council Tax, Social Care Levy, 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. Feedback was presented to Cabinet for consideration, and from that there were a small number of amendments set out in more detail at section 5.3 of this report. The minutes from those meetings are attached at Appendix 3.
- 1.3 Council is asked to consider the findings from the Overview and Scrutiny Management Committee, as well as other feedback from meetings, including the Schools Forum, Tenants Panel and Trade Unions. Minutes of these meetings attached at Appendix 3.
- 1.4 Council is asked to debate and approve the budget, rents, fees and charges, capital programme, schools overall budget as well as the 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. As a result, Members and officers have been updating the Financial Plan to present to Council in order to set its element of the 2017/18 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 £237 million, as shown below:



2.3 Last year the Council faced a continued increase in the 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 final year's performance, savings and investment proposals of its plans. Latest projections to be reported to Cabinet on 7 February 2017 ([Link – Item 18](#)) identify a forecast year-end balanced budget after action.

2.4 The national and local circumstances have been appraised against the Council's Business and Financial Plans, and there are no changes proposed to the Business 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 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 2016/17 – **Section 3**
- b) Changes to the financial plan assumption reported to Council last year – **Section 4**
- c) The feedback from engagement on the proposals – **Section 5**
- d) The level of funding available for 2017/18 – **Section 6**
- e) The level of investment required for delivering the Business Plan in 2017/18 – **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 2017/18 and future years – **Section 12**
- k) Consideration of other factors and professional advice – **Sections 13 to 18**

3. **2016/17 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. Various management actions and Member decisions throughout the year have been taken to deliver this position. This included a likely drawdown of £1 million from General Fund reserves as planned in support of additional funding for Safeguarding Children services. The latest forecast at Period 9 (December 2016) as set out at Cabinet on 7 February agenda ([Link – Item 18](#)), reports after actions a forecast year-end balanced budget.

3.2 As a result of action it is forecast that the 2016/17 revised revenue budget of £313.950 million will be balanced and that there will be no further need to draw on reserves. This movement on reserves is reflected in later sections within this report.

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 2016/17 respectively, which as noted in Section 3 is on schedule to be delivered. The following year (2017/18) was projected in February 2015, based on certain assumptions and plans. This report focuses on 2017/18 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 October 2016.
- 4.3 The key changes have arisen due to revisions to the forecast for the increased level of demand for care for the vulnerable, including adults and children with complex care and special educational needs and the impact of Central Government decisions around the apprenticeship levy.
- 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 maintenance each year since 2014 in order to improve Wiltshire's roads. A Local Government Association (LGA) Peer Review of Highways undertaken in 2016 praised the level and quality of the service within the budget available. Some of the key conclusions included:
 - Highways has a strong political and officer leadership with effective local delivery and decision making
 - The service has a lean structure, with effective contracts and supply chain in place

2017/18 will see continued investment in roads, with £21 million spent maintaining Wiltshire's roads that is £7 million more than the funding provided by Central Government. This investment has seen the backlog improve and more than 20,500 potholes repaired. There have been nearly 19,856 issues reported via the Wiltshire App in 2016 and 6,600 potholes repaired from those reports.

In addition a further £0.3 million of revenue will be invested in Highways to provide additional capacity for the Council to drive the improvements to the A303 in the coming years.

Wiltshire is also due to receive £2.946 million of the Government's recently announced £185 million National Productivity Investment capital Fund, although the conditions of this grant have still to be confirmed its aim is to reduce congestion at key locations, upgrade or improve the maintenance of local highway assets across England, to improve access to employment and housing, to develop economic and job creation opportunities.

- **Action 2 - Stimulate economic growth**: As a key priority for the Council, there is a continued commitment to invest to grow and protect the local economy. In 2017/18 £0.483 million will be invested in continuing the support for Action for Wiltshire. In 2017/18 we will invest £7 million of UK Government and European funding as well as £2.6 million of our own capital in delivering the first phase of Porton Science Park, and £2.4 million (SME Growth ESIF grant, £1.2m grant, £1.2m match) has been secured to provide business support to small to medium sized enterprises, and sector support to businesses in the life sciences which is a priority sector in Wiltshire. We will continue to support apprenticeships and skills development, and help those excluded or marginalised in the labour market. All of this investment 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 2016).

We have a continued commitment to the Swindon and Wiltshire Local Enterprise Partnership (SWLEP), delivering its Strategic Economic Plan (SEP), Local Growth Fund (LGF), Higher Futures skills programme, and working with partners to deliver growth and more jobs. £8.8m was secured to ease congestion on the A350 in Chippenham, this work is now complete, and £16m has been secured to redevelop Chippenham Railway Station.

Through the LEP we have bid into LGF Round 3 for a number of projects around Wiltshire and the LEP has prioritised Skills projects and projects to the South of the county. We await the outcome.

Provisional data suggests that there were over 5,310 apprenticeship starts in Wiltshire in the academic year 2015/16. This is a 19.5% increase on the previous year. The national average for the same period is just 2.6%. If the data is confirmed Wiltshire would be a local authority area with the second largest growth in apprenticeship starts in the Country.

We also have a significant capital programme of investment with a focus on ensuring local businesses benefit from the provision of health and wellbeing centres, community hubs and housing programmes. This includes £17 million invested over the last four years to improve broadband speed and access in Wiltshire, more than 83,000 homes are now connected and work is due to conclude in 2017 that will result in over 91% of the County having access to a superfast fibre broadband service.

- **Action 3 – Area Boards and working with communities:** The budget retains a general capital grant of £0.8 million to be distributed to the eighteen community area boards, as in previous years. Every £1 allocated secures £5 of investment in local communities and in the last four years (Business Plan period) £8 million was awarded supporting 2,645 community based projects.

In addition, local grants for Highways (CATG) and youth activities will also be allocated. This investment has allowed the council to progress significant investment locally in infrastructure, and to develop more locally owned and innovative delivery of services such as youth activities. The new approach to delivering locally based youth activities allowed significant savings to be made in previous years and in 2016/17 further improvements were delivered. More than 15,000 young people are now accessing activities, compared to 4,500 under previous arrangements. It is proposed that a further £0.05 million is reduced from this budget, on the basis that sufficient funds remain to deliver the current range of activities.

The delivery of the new health and wellbeing centres (community campuses) and community hub at Calne has seen a huge uplift in both leisure and library users and volunteers supporting the delivery of services. The library service now has 866 volunteers helping to keep all 31 libraries open and in some cases for longer hours.

Working collaboratively and innovatively with Town and Parish councils and communities we are devolving services that are best delivered locally. January 2017 saw the first major devolvement of net £0.088 million of services in Salisbury and it is expected that closer working with local communities will be a key priority in the council's future business plan and actions. Additionally, 126 Community Asset Transfers have been implemented.

- **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.

Last year's GCSE results saw 61% of those taking exams getting five or more A-C Grades. That is 8% more than the national average. Alongside this both the number of Wiltshire schools rated as good or outstanding by OfStED and the proportion of Wiltshire children attending those schools continues to improve. With 95.1% of children at good or outstanding secondary schools, that is a 3.9% point increase on the same period 2015, and the highest in the South West.

There is a strong correlation between achievement in the early years and children's future life chances. For younger children, we are working closely with early years providers and primary schools to ensure that more children achieve a good level of development at the end of the Early Years Foundation Stage (end of Reception Year). This year, the percentage of children in Wiltshire achieving a good level of development rose above the national average for the first time. In relation to broader learning and development, the Council's work is also having an impact with 10,000 4-11 year olds taking part in the Big Friendly Read Challenge. Over 6,000 completed the challenge by reading six or more books. This is a 3% increase on last year.

- **Action 5 – Protecting the vulnerable:** Both Adults and Children's care is a key priority for the Council and these services have therefore seen significant investment.

Adult care - In the last 12 months the Council has seen the level of care broadly stay the same over the last 12 months. However, there has been a significant increase in the complexity and cost of care as more people live longer resulting in more specialised care.

In the same period the Council has worked with providers to react, plan and fund the national living wage (NLW) increases to ensure the provider market is able to provide high quality services. In 2016/17 the impact of the NLW was £0.5 million more than forecast and is set to rise again in 2017/18.

The Council has also worked closely with its NHS partners to improve the whole system of care, and in the last 12 months there has been a 1% improvement in the percentage of people discharged from Hospital to rehabilitation who are still at home after 91 days (84.9% in 2016/17 to date still living at home compared with 83.9% in 2015/16). This means they remain independent for longer, avoiding more costly residential care. As a result of work with our partners through the Better Care Plan Wiltshire successfully reduced the number of permanent admissions to nursing and residential homes and over the last 12 month period with 200 fewer admissions.

However, Adult Care faces continued projected cost pressures arising from ongoing increases in demand and complexity of cases of £8.6 million in 2017/18. This is a recognised national issue and led to the introduction by Government of the Social Care Levy, this discussed in more detail at Paragraphs 6.9 and 6.10. Given that this is a priority area and the ongoing demand and rises in costs the October Council agreed a levy of 2% is set in 2017/18. Following further allowance by Government to recognise the rising costs of adult care, the Secretary of State for the Department for Communities and Local Government (DCLG) announced on 15th December the scope to bring forward planned three year increases totalling 6% to two years, that is 3% in 2017/18 and 2018/19 with no Levy in 2019/20.

This is proposed in the recommendations to Council and will increase the base income budget increasing by £6.8 million this will mean the service will still need to continue to make changes to contain demand. We continue to work closely with the CCG and other health partners to implement an effective system wide approach.

Children with special educational needs and adults with learning disabilities - 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 new statutory requirements for the 18-25 age group which also impact on transport demand. Overall the pressures forecast for 2017/18 in these areas are £2.5 million. Of that £1 million is relating to Children transitioning to Adult Care. The Council sees this as a key priority and is thus diverting resources and investing in these services in 2017/18. Looking forward the Council is working closely with schools and the NHS to ensure that costs are prevented and value for money is achieved.

Children in care - 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](#)). A two year campaign to improve the recruitment and retention of social workers has been successful in reducing vacancy rate and cutting agency costs. Over 180 permanent workers and managers have been recruited between August 2014 and July 2016. Links with higher education providers and targets support for newly qualified social workers has also helped to halve staff turnover in children's service and promote retention rates in the Safeguarding and Assessments Team to 94%.

In 2016/17 the numbers of children cared for are at the higher end of the range with pressures of high cost placements continuing. The strategy to address the issues are well developed and being embedded in practice. As a result in 2017/18 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 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 develop more local placements in county, as well as further efficiencies in its structures.

- **Action 6 – Investing in Housing:** The Council is in its final year of its 4 year plan to invest £45.8 million in modernising and maintaining affordable and social housing. There has been £34.807m allocated from the Housing Revenue Account which is being match funded with £4.760m Government Grants, £0.632m Right to Buy receipts and £2.250m Commuted Sums over a 4 year period (2015-19) to fund a New Housing Build Programme to deliver 226 new affordable homes including 157 extra care apartments.

The Homes4Wiltshire policy is a partnership between Wiltshire Council and social housing providers to manage access to affordable housing options. The new allocation system and register went live in February 2015. The register is divided into four bands based on need with band one representing the highest need. Officers will always prioritise applicants who would be assessed as Band 1 as these households would be in urgent housing need, and who would be either homeless, in hospital or not able to return home or have an urgent medical or welfare need.

In the 18 months between April 2015 and October 2016 the total number on the register has increased by 18% with the largest increase (23%) in band three. Within the same time frame there has been a 4% reduction in the number in the two highest need bands on the register.

One of the service's priorities was to increase the number on the Open Market Register (those with no identified housing need), to identify those households who are not able to access owner occupation outright but who would be interested in our shared ownership models which would assist more people into owner occupation. In the same 18 month period the households in this band had increased by 64% to just under 400.

- **Action 7 – Military Civilian Integration:** The Council is working in partnership with the MOD to ensure the successful army basing programme in Wiltshire. This includes the MOD build of some 900 additional family houses, significant new development within its camps across Salisbury Plain (technical facilities, single living accommodation, offices, messes etc.) plus the provision, with MOD section 106 funding of an additional 1,125 school places, highway measures and community facilities. Integration of the military and civilian communities will be key to its success. Over the next two years 4,000 service personnel and their families are expected to be rebased in the county. The Council has continued to invest officer time and capacity into the delivery of this programme and in 2016 an LGA Peer review commended the work (as reported to Cabinet – January 2017: [Link - Item 7](#)). The review regarded the council's management of the Army Basing Programme as exemplary, suggesting that it be showcased in an LGA led seminar in 2017, recognising the strong leadership provided by Wiltshire Council, the extensive stakeholder consultation and the appointment of a competent team to manage the programme.

- **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 2016/17 examples of this delegating land included George Lane Public Conveniences, Marlborough; Lakeside Pleasure Grounds, Warminster – including Smallbrook Meadows; Playing Fields, Urchfont; and Open Space Land at Minety. As already noted the Council has also recently finalised 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. Additionally 126 Community Asset Transfers have taken place.
- **Action 9 – Community Campus / Hub Centres:** £80 million was allocated for investment between 2014 to 2020 to improve the provision of locally based services to communities across Wiltshire. In 2017/18 £6 million is projected to be spent to continue this work. Three health and wellbeing (campus) buildings have been completed in Corsham, Salisbury and Tisbury, along with smaller community hub models being delivered in Calne and Malmesbury. The delivery of the hub at Calne has resulted in a greater community return and increased usage of this central community facility.

Work is currently underway to assess the feasibility to progress the delivery of community hubs in Royal Wotton Bassett, Tidworth, and Devizes.

- **Action 10 – Public Health:** Over the last three years nearly £40 million has been spent on improving public health in Wiltshire. Over the last 12 months this has seen significant improvement with more than 15,000 local people are now trained to be Dementia Friends, the levels of children who are overweight or obese in Reception Year in Wiltshire reduced to 20.3% in 2015 from 22.1% in 2014 and our Health and Wellbeing Board winning a national award for the success we've had in delivering more effective, joined up health and social care services in Wiltshire. The Public Health service has also supported areas of prevention carried out across the council, such as leisure activities. Further details can be found in the Public Health Annual Report that was presented to Cabinet in December 2016 ([Link - Item 143](#)). With the growing focus on prevention in both children's and adults care this is becoming a growing focus for these funds to both improve the lives of Wiltshire residents and stem some of the rises in costs seen. So in 2017/18 greater focus will be placed on using these funds on these areas.

The Public Health Grant funding of £18.269 million will be directed to care through early intervention and prevention to reduce higher future health demands on the council and improve health outcomes for the Wiltshire population. The way these monies are allocated will be shown in Appendix 1H when the level of grant is known. It is assumed this will be a nil impact on the council's revenue.

- **Action 11 – Realigning Resources:** This report identifies that a gross £13.331 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 £2.344 million to fund the nationally agreed pay increase in pay and the new Apprenticeship Levy. The Council is investing in apprenticeships in response to the Levy. Over the last three years the Council has employed 49 apprentices, with one recently winning national recognition for her work.

In addition work is ongoing to implement job families that is simplifying job design, enabling efficiencies and the ability to respond to change quicker to create a motivated, empowered and engaged workforce.

A further allowance of £0.570 million is included to cover the cost of pensions arising out of the 2016 actuarial revaluation of Wiltshire's Pension Fund to ensure the scheme remains viable. The latest valuation saw an improvement in the funding of the scheme up from 68% to 76% funded.

- 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 2017/18.

5. Engagement

- 5.1 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 Passenger Transport. Where appropriate this approach will continue in 2017/18;
- A series of meetings were scheduled to be held with various groups to discuss and scrutinise proposals. These include meetings with Trade Unions, local businesses and with staff as appropriate to restructure proposals are ongoing. Feedback was given at February Cabinet.

- 5.2 The budget was also scrutinised by the Overview and Scrutiny Management Committee and actions and comments were considered at Cabinet. There were only minor grammatical changes arising.

5.3 In addition, Cabinet proposed a number of further amendments to the draft budget considered at Overview and Scrutiny Management Committee. It is noted that these amendments net to nil and have no impact on the proposed net expenditure or council tax levels. They were:

Revenue Budget:				Capital Budget:			
Investment		Funding		Investment		Funding	
2016/17 £m		2016/17 £m		2016/17 £m		2016/17 £m	
1. Visit Wiltshire - to amend the planned reduction and limit it to £50,000	0.050	A. Reducing staff posts, not printing the Your Wiltshire magazine, a further reduction in print costs and securing income through digital and other advertising opportunities.	-0.175	1. As Revenue proposals aside see B. By managing the Property Preventative Maintenance budget to ensure that the planned programme of works focuses on capital improvement as appropriate to ensure longer life, it is possible to fund works from Capital.	0.200	i. Funded from the Capital whole life programme set within the current proposed capital programme.	-0.200
2. Extend the opening hours at Churchfields, Stanton St Quintin and Trowbridge Household Recycling Centres by 1 day	0.175	B. Managing the Property Preventative Maintenance budget to ensure that the planned programme of works focuses on capital improvement as appropriate to ensure longer life, it is possible to fund works from Capital.	-0.200				
3. Wiltshire Parent Carers Council - employment of another full time member of staff (extending the times when the phone line can be operational).	0.050						
4. Invest a further £0.1m into learning and development	0.100						
Total invest	0.375	Total Funding	-0.375	Total invest	0.200	Total Funding	-0.200
Balance	0.000			Balance	0.000		

5.4 Consultation was also undertaken on the HRA with the Housing Board (30th January 2017) and on School's budget provision with the County's Schools Forum (12th January 2017). The minutes of these meetings will be attached at Appendix 3. There were no specific issues arising from these minutes that impact on the consideration of setting the Council's budget.

5.5 In addition five public meeting took place in September on the four year plan that the 2017/18 budget is based on. These took place in Salisbury, Devizes, Chippenham, Trowbridge and Marlborough.

6. Level of Funding

6.1 The Council draws its funding from two main sources – local taxation and Government grants. The Council's Government funding for 2017/18 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 (SFA)**

6.3 In 2010, the Government simplified the funding for local authorities to one main grant – the 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 In December 2015 the Government launched a six month period of engagement with local councils as part of a four year offer, whereby councils could accept or reject a proposed four year settlement. As part of that Wiltshire Full Council in October ([Link - Item 7](#)) accepted the certainty of the four year settlement. As such the funding for 2017-21 is as follows:

Wiltshire					
		2016-17	2017-18	2018-19	2019-20
	Settlement Funding Assessment	87.71	72.31	63.66	57.39
	of which:				
	Revenue Support Grant	34.73	18.29	8.05	0.00
	Baseline Funding Level	52.98	54.02	55.62	57.39
	Tariff/Top-Up	-18.31	-18.67	-19.22	-19.83
	Tariff/Top-Up adjustment	0.00	0.00	0.00	-2.24
	Safety Net Threshold	49.01	49.97	51.44	53.09
	Levy Rate (p in £)	0.26	0.26	0.26	0.26

- 6.5 As can be seen this is a 17.6% reduction in the SFA from 2016/17 (£86.71m down to £72.31m).

	2016/17 £m	2017/18 £m	15/16 to 16/17 Change £m	15/16 to 16/17 Change %
RSG (including 2013/14 to 2016/17 Council Tax Freeze Grants)	34.736	18.290	-16.446	-47
Baseline Funding	52.980	54.020	+1.040	+2%
Total	87.716	72.310	-15.406	-17.6

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

- 6.6 Going forward there are plans developing to radically overhaul this grant funding, further details are set out later in this report at Paragraph 6.16.
- 6.7 The final settlement is likely to be confirmed 22nd February 2017, so after Full Council considers this report. Whilst indications suggest that there is not likely to be any new announcement or changes, and the delay is simply to accommodate the additional work load on Parliament arising from the Brexit legislation, the risk and any response to changes needs to be considered by Council in setting the Council Tax. Previous changes have been marginal, that is less than £100,000 and we have no reason to believe there will be any significant changes that cannot be dealt with (+ or -) by the General Fund Reserves. This is discussed further in paragraph 11.5. As a result it will be necessary to delegate any adjustments arising from any announcement to the Section 151 Officer, in consultation with Group Leaders, with any additional monies received from final settlements, unless ring-fenced, being set aside in General Fund reserves. It must also be noted that at the time of issuing this report further details on a number of grants are still to be confirmed, and notification on the final Education Services Grant (ESG) will not be known until 31st March 2017.

➤ **Ring fenced grants**

6.8 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) - £330.806 million:** This is set out in more detail in Section 8 of this report.
- **Education Services Grant (ESG) -** This grant will cease from September 2017. The element of ESG that relates to the statutory duties that the local authority has in respect of all schools (maintained and academy) has been moved in to Dedicated Schools Grant from April 2017. This amounts to £1.005 million. The element that relates to the local authority's duties for maintained schools only ceases from September 2017. The Council will receive transitional funding in 2017-18 estimated at £0.820 million in addition to a new grant to support specific school improvement activities (£0.304m). To support this valuable service and maintain effective partnerships and outcomes with our schools the Council is investing £0.5 million into School Improvement as a result.
- **Public Health – £18.269 million:** The prioritisation of the spend is driven by local assessment of need, and as part of that. A statement of intended spend will then be attached at Appendix 1H.
- **Better Care Fund (BCF) –** Locally Wiltshire Council's BCF element has remained constant and the budget for the £28 million reported to Cabinet on 7th February 2017. We have thus assumed £10.277 million allocated in 2016/17 will continue to be allocated to Wiltshire Council in 2017/18.
- **Transition Scheme and Rural Grant –** in the 2016/17 final settlement announcement Government set out a new un-ringfenced Transition Scheme (2016-18). This is £2.8 million in 2017/18. The Rural Grant is £3 million. Both are assumed as supporting services and included in the Council's overall funding. In addition, any unspent monies from these grants receipted in 2016/17 will be used to offset the budget pressures in 2017/18, and have been assumed in full to reduce the projected shortfall to £13.331 million.
- **Adult Social Care Grant –** alongside the Social Care Levy announcements the Secretary of State provided for a one off grant to further support the rising cost of care. Wiltshire received an allocation of £1.8m. This is not new monies as it is funded from reductions to our New Homes Bonus of £1.9m. As such the Council has been lobbying the DCLG Secretary of State to address this matter.

➤ **Social Care Levy**

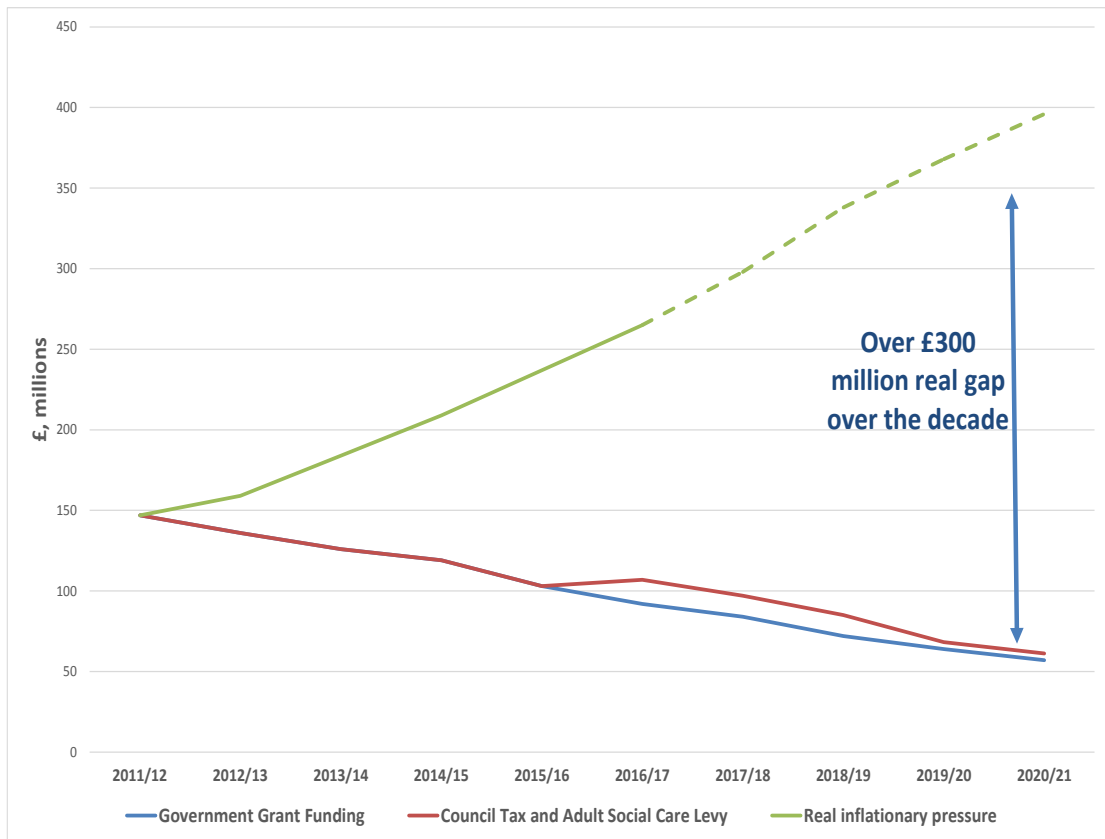
- 6.9 Given the continued pressures of demand, the increasing cost of caring for the elderly and the likely impact of the National Living Wage (announced by the former Chancellor of the Exchequer in July 2015) the 2015 Autumn Statement (25th November 2015) set out a new local freedom for councils for four years 2016-2020 to raise a separate ring fenced Social Care Levy of up to 2% on every household to support services to adult residents. For Wiltshire this equated to £4.322 million in 2016/17.
- 6.10 In the 2017/18 Provisional Settlement announcement the Secretary of State for the DCLG set out a new flexibility that the remaining 6% across the remaining years (i.e. 2% each year 2017-2020) could be taken in the first two years. That is a Levy of 3% in 2017/18 and 2018/19 with 0% in 2019/20. This was to reflect the significant pressures faced by care providers up and down the country. This is the proposed approach in Wiltshire. This is because as set out in more detail at Appendix 1D, the overall cost pressures facing Wiltshire's Adult Care Services still exceeds 3%. As such Full Council agreed in October 2016 to continue to apply an annual 2% levy in 2017/18 to help address these cost and demand pressures in order to protect the vulnerable in the County. With the further announcement it is proposed that this be increased by a further 1%.
- 6.11 The total forecast pressures facing Adult Social Care in 2017/18, set out in more detail at section 7.4, from demand and inflation facing these services is £8.6 million. In addition the service faces pressures in 2017/18 arising from the need to fund the 2016/17 overspend (£1.7 million) that will be carried forward and represent caseload above the new demand within the £8.6 million forecast. The service also needs to plan for future years as the £1.8 million ASC Grant for 2017/18 is a one off fund only, and by taking 3% Levy in 2017/18 mean no additional income can be raised in 2019/20 when demand is still forecast to increase. Given these future unfunded pressures the Service is also seeking to make savings in 2017/18 in order to ensure the sustainability of the service in line with a longer funding position. This is to ensure that where costs continue to be forecast to exceed funding, that ASC are working on prevention and efficiencies in order that other service across the Council are not having to be reduced in order to fund this pressure.

Council Tax

- 6.12 The Council has seen an increase in both the number of properties in the County subject to Council Tax and the levels of collection. October 2016 Full Council approved that Council Tax levels were increased in 2017/18 by 1.99%, which will yield on the total tax base as set by Cabinet in December ([Link - item 146](#)) £5.800 million. The level of Council Tax collected has remained high, however it is not proposed to change the level provided for bad debt. Cabinet agreed to make changes to the Council Tax Reduction scheme at their December meeting, this has to be confirmed by Council. At this stage the impact is difficult to project and as such as agreed by Cabinet in December 2016 no adjustment has been made in forecasting any changes to collection levels, however other savings will result
- 6.13 Overall therefore it is projected that in 2017/18 £5.8 million more will be raised from Council Tax as shown in Section 10 of this report.
- 6.14 In addition a review of 2016/17 council tax and NNDR collection rates has identified that there is £2 million of additional income above projection. As a result, after allowing for Police and Fire allocations, £1.546m will be used to in 2017/18 as part of the redistribution of the forecast collection fund surplus.

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

- 6.15 The remaining three years of the SFA four year settlement shows that the amount of cash funding from central Government is set to continue to fall significantly (a further £30.32m by 2020 - that is £102m or 64% 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 £100.3m (that will be £311m in the decade). To manage this there is a need for future increases in Council Tax and the Adult Social Care Levy to avoid significant reductions in front line services.

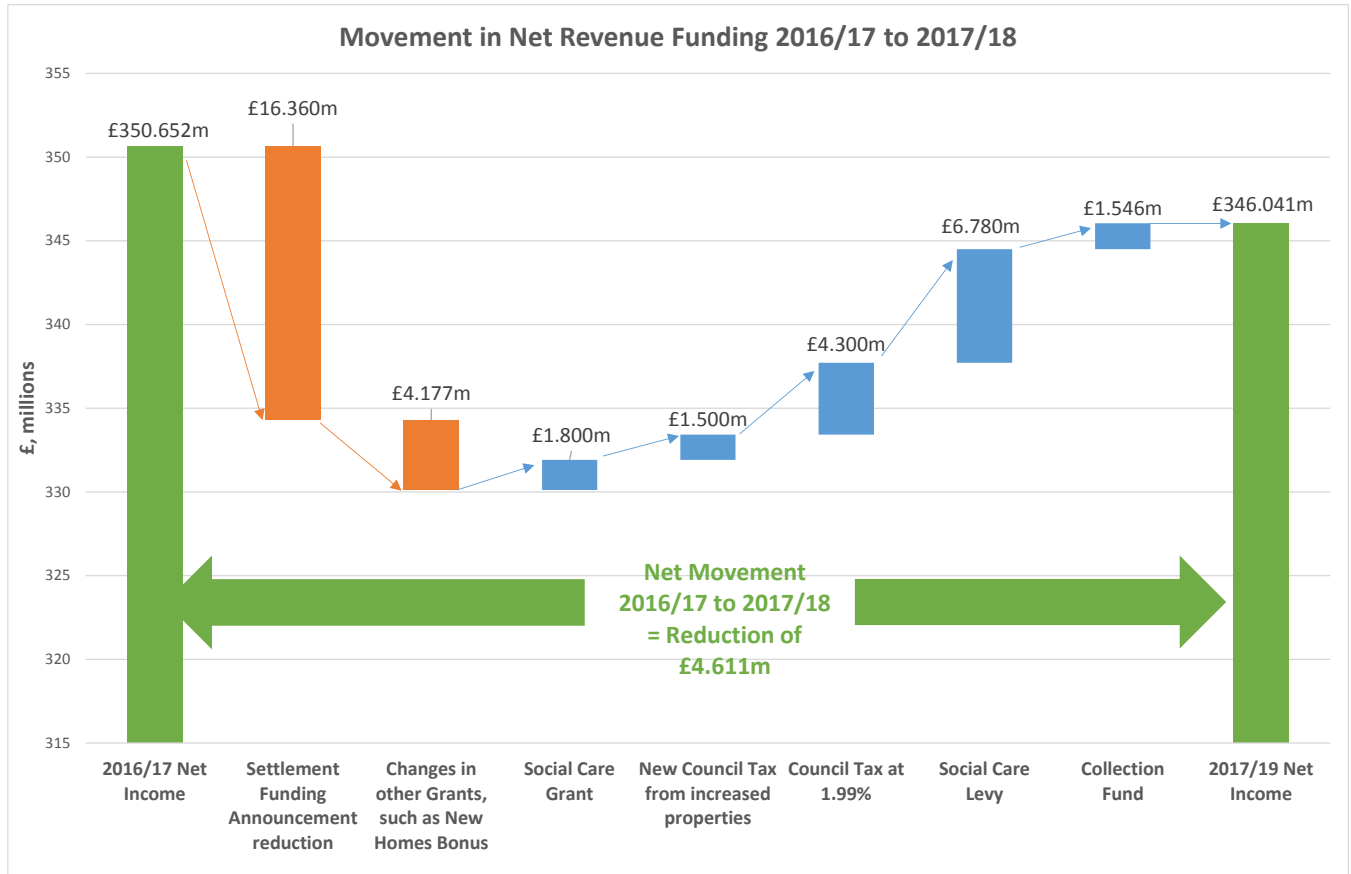


➤ **Government Funding – Future Years’ negotiation**

- 6.16 Government has commenced a review of local government funding and the localisation of National Non-Domestic Rates (NNDR or Business Rates). Work on this review has been ongoing during 2016 and Wiltshire has been an active contributor to shaping this work to the Council’s response to consultations. At this stage work is still being carried out to resolve formula and allocation issues, and it is not expected that any changes will be consulted on again until mid-way through 2017 at the earliest.
- 6.17 The key issue to resolve is how money is allocated across the country and for what services – the Needs Based Allocation of Resources. It is hoped that this will see the county’s rurality and care needs reflected which may see a reduction in the tariff (amount central government retain from Wiltshire’s NNDR collected to distribute to other areas). However, at this stage no change has been made to the Medium Term Financial Plan given the uncertainty of the outcome of Government’s review. Council will continue to be updated of any changes which at this stage are forecast to occur circa 2020.

➤ **Overall Funding levels**

6.18 After adjusting for movements in grant, proposed levels of Council Tax and the proposed new Social Care Levy, the net impact is that the Council projects it will have £346.041 million of funds available, that is a net decrease from 2016/17 of £4.611 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.

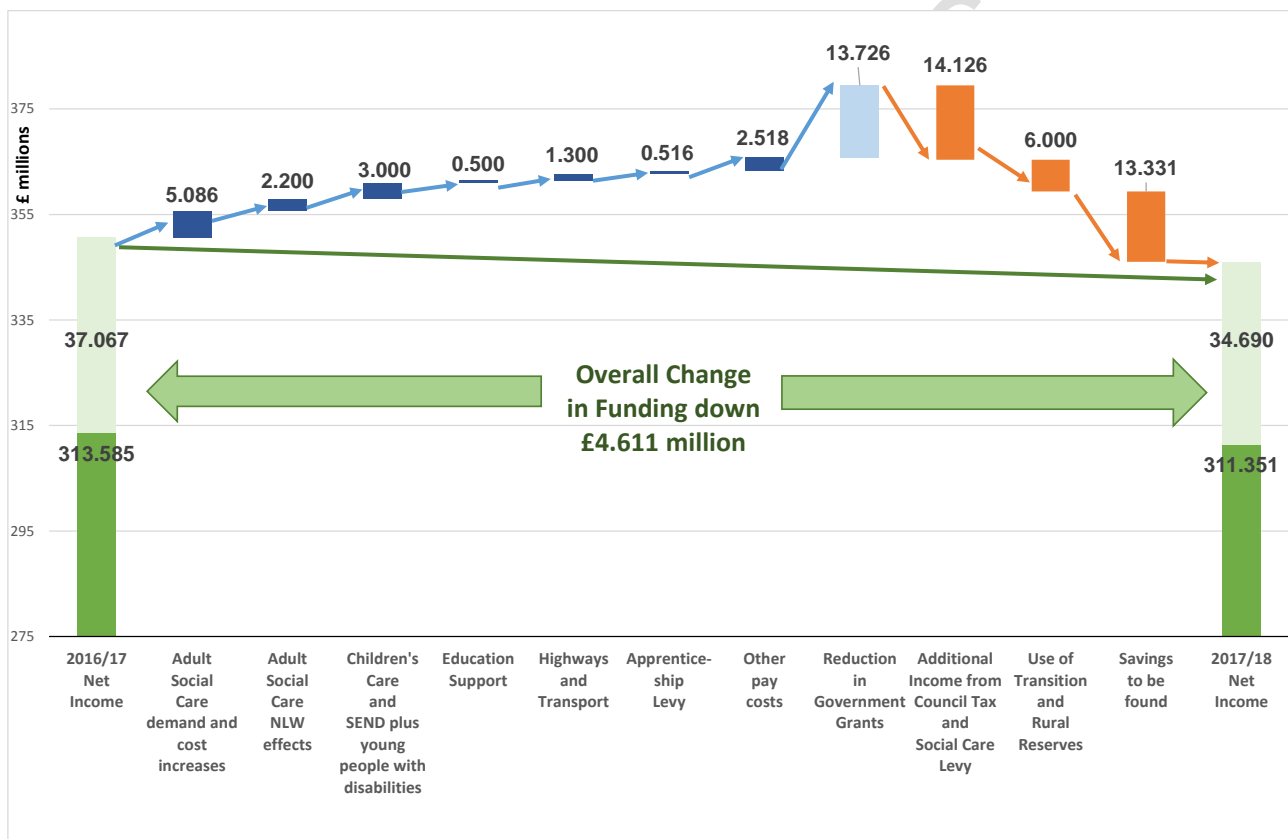
7. Level of investment and changes to the original plan

7.1 Changes to assumptions on both income and spend have occurred since the Medium Term Financial Plan was reported to Council in February and October 2016. The comparison is summarised at Appendix 1A. The net level of pressures has changed very slightly from the forecast financial plan reported to Council in October 2016 (£13.0 million to £13.331 million).

7.2 The £12.580 million increase in Council Tax and Social Care Levy is to directly fund investment of £15.120 million in the Council’s priorities:

- protecting the vulnerable, both adults and children;
- investing in our environment and roads

7.3 Overall the gross pressures and change in funding of £33.714 million will be funded in part by the additional £5.800 million raised by Council Tax; £6.780 million from the 3% Social Care Levy and £6 million from Transition Scheme and Rural Grant reserves. After accounting for the net reduction in Government Grant that leaves a net savings to find of £13.331 million. 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 3

➤ **Adult Social Care**

7.4 Overall the forecast increased cost pressures for caring for older people and people with disabilities, including transition costs as individuals move from Children's care into Adult Care, for 2017/18 is £8.6 million as follows:

Description of pressure	2016/17 £m	2017/18 £m	Comments
Additional demographic and complexity / acuity for over 65s	1.9	1.6	It is forecast care will increase by 1% (£0.6m) in 2017/18. But complexity for over 85s in particular will give rise to higher costs for these in care (c£1m).
Learning Disabilities and those transitioning from Children to Adults care	1.8	1.0	There is an ongoing increase in life expectancy and related care needs as children move into Adult Care that needs to be provided for. In 2017/18 this is expected to be in excess of 15 cases.
Greater cost of mental health packages of care and increased numbers	1.4	1.0	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 2017/18.
Impact of the National Living Wage (NLW) and 1% pay award, plus contract inflation	1.6	3.6	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 2017/18.
Full year impact of placements from out of hospital	1.3	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.
Total	7.8	8.6	

- 7.5 As set out above, the pressure on Adult's with learning and special educational needs continues to increase with pressures arising from increasing numbers cared for, as well as increases in the cost of both transport and care. The rise in numbers in adult care has in part come from more young people transitioning into adult care, as well as adults with disabilities living longer. This often leads to higher complexity of care needs costs of care increase with complexity. Overall the increased cost pressure of these factors is projected at £1m in 2017/18.
- 7.6 In addition to these pressures the service faces an ongoing issue of care increasing and by taking the additional 1% ASC Levy above that approved in October 2016 by Council, there will be no levy in 2019/20. That means that the service has to continue to manage its demand and costs now. This need is also great due to the fact that the Adult Social Care Grant of £1.8m is a one off, and the service faces a forecast overspend at Period 9 of £1.7m which will need be addressed in 2017/18. As such the service is proposing savings to manage these pressures and focus on preventative actions. Adding these pressures (£3.4m, i.e. £1.8m + £1.7m) means that the service will fund new demand from the ASC Levy and grant, but look at £3.4m of savings to maintain a sustainable service going forward.
- 7.7 Thus after taking account of the ability to raise a new Social Care Levy and ring fencing that and the one off Adult Social Care Grant of £1.8m there is still a need for Adult Social Care to make savings as part of the medium term financial plan. This pressure will need to be managed through efficiencies and effective placement and savings as set out at the Budget Book in Appendix 1C.

➤ ***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 £1.5m of additional funds in these areas to meet the forecast pressures in 2017/18.

➤ ***Children's Safeguarding***

- 7.9 The Council continues to face pressures to ensure children are safe. The level of staffing to case ratio has improved with the Council's commitment to caseloads not exceeding 18. This has seen a significant improvement in recruitment and the use of agency staffing has reduced. In addition, whilst case numbers have remained on average stable over the last year at just above 420, 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 2018. As such £0.5m of cost pressures still exist.

➤ **Highways**

7.10 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 is vital to the Council's business plan. Over the last few years the Council has used one off funding such as s106 to support the provision of these services. As both this funding reduces and the importance of this service to the business plan is recognised there is a need to reprioritise £1.0m to maintain the current level of service going into 2017/18. In addition, the Council will need to provide additional capacity to manage the improvements to the A303, and as such the budget proposals include £0.3 million of investment to meet this essential need that will unlock greater potential in employment and tourism to the County.

➤ **Pay and related costs**

7.11 It has been assumed that a number of factors will place significant pressures on the Councils pay and pension costs in 2017/18, although that is less than 2016/17, as follows:

Description	2016/17 Pressure £m	2017/18 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 1% increase for senior managers and c2.2% for lower paid staff.	1.089	1.258
2 Pensions – The latest (2016) actuarial plan for Wiltshire Pension fund includes an annual stepped increase of 1% p.a. The effect of this in 2017/18 is:	2.416	0.570
3 National Insurance changes introduced in 2016/17	2.755	0
4 Apprenticeship Levy – From April 2017 the Government has introduced a levy on all organisations with more than a £3 million pay bill. Whilst the scheme then enables credits facilitate accredited training it is forecast that this initiative will have a cost pressure going forward from 2017/18 on the Council of:	0	0.516
Total	5.998	2.344

7.12 The 1% pay increases, pensions and apprenticeship levy pressures will be funded from savings within services set out at section 9 and Appendix 1C of this report.

➤ **Early years**

7.13 The key pressure on the early years' budget for 2017-18 will be the implementation of the new entitlement for 30 hours free childcare for children of eligible working parents from September 2017 including supporting providers to deliver this in a sustainable way. Following a consultation on early years funding the government has implemented a new national funding formula for early years. Wiltshire has received an increase in funding however still finds itself on the funding floor for the new allocations. Schools forum has reviewed the current local Early Years Single Funding Formula to ensure it is compliant with the new requirements and agreed 98% pass through of funding from the Early Years Block (DSG) to providers exceeding the national minimum requirement of 93% for 2017-18.

➤ **Other pressures**

7.14 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 hubs. In addition we are starting to see increases in inflation projections. At this stage no provision has been made although budget monitoring in 2017/18 will maintain a review of this position and any in-year action needed.

7.15 In Legal services however there has been an increase in demand for time, reduced income and additional costs for holding elections no longer funded by Government. As a result additional funding has been directed to Legal (£0.750m). Again this will be funded from savings across the Council and not from the increase in Council Tax.

➤ **Looking forwards**

7.16 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 service 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 Fees and 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 +5% to +10% to reflect the significant reduction (-17.6%) 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 Leisure services where Cabinet agreed to introduce a range of pricing, which equated to an average 3% increase in December 2016 ([Link - Item 149](#)).
- 8.3 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

- 8.4 Cabinet's proposed Capital Programme for 2017/18 is attached at Appendix 1E, along with the indicative sources of funding available. The programme for 2017/18 proposes a total value of £131.5 million of works. This maintains a longer term capital programme previously reported to Council in the region of £400 million. The programme is largely built up from Government and other grants received or due to be received. This amount is forecast to be £104.8 million in 2017/18 (including carried forward from 2016/17). In some cases grant allocations for 2017/18 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 2017/18.
- 8.5 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 £9.8 million in 2017/18 received to fund part of the planned expenditure. This has assumed that all known receipts are achieved and applied to the current Capital Programme.
- 8.6 The total programme for 2017/18 thus requires circa £17 million of borrowing to fund the whole £131.509 million programme in that year. Given the financial pressures on the revenue fund, this borrowing assumption in 2017/18 has been assessed as affordable within the current provision for financing.

- 8.7 The other major driver of borrowing increases is the 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.
- 8.8 By maintaining a prudent and low borrowing forecast for 2017/18 it has a positive knock on impact to the general fund expenditure as regards the cost of repaying borrowing. The reduction in Capital financing budgets planned in 2017/18 will reduce the Capital financing budget largely in 2017/18 and 2018/19. Due to this improved management of cash flow, receipts and project management we anticipate that this will actually mean our cost of borrowing remains constant in 2017/18 at £21.899 million. Although once the first phase of the programme is complete in circa 2018, additional revenue will be required in order to service the potential new debt. A further update on this and the programme is expected to go to Council in late summer 2017.
- 8.9 To mitigate any future 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)**
- 8.10 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.
- 8.11 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 2017/18**

- 8.12 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 former Chancellor of the Exchequer's announcement in his 2015 Autumn statement rents will be reduced by 1% per annum for the next four years (from April 2016 to March 2020) rather than increased by Consumer Price Index (CPI) plus 1% as was assumed prior to this announcement. This continues to have a significant impact on the HRA, with £0.359 million less revenue than predicted in the 30 Year Financial Plan in 2017/18, 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 repairs and maintenance.
- 8.13 The effect in 2017/18 for Wiltshire Council following this Government policy is to reduce the average formula or target rent by 1%. This equates to an average actual rent reduction of £0.90 per week. This will now apply to all properties in 2017/18. For 2 bedroom properties the average 2016/17 rent (Social and Sheltered) is currently £89.25 per week (52 week rent) which will fall to an average of £88.34 for 2017/18. For 3 bedroom properties the fall would be from £97.31 to £96.32.

- **Garage rents and Service Charges 2017/18**

- 8.14 It is proposed to increase garage rents by 2% (CPI as at January 2017 of 1.6% plus 0.4%). This is following on from a freeze in garage rents between 2010/11 to 2013/14.
- 8.15 Service charges including those for sheltered accommodation (many of which are for utilities) are also proposed to increase by 2%, the same increase as garage rents.
- 8.16 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.

- **Budget impacts**

- 8.17 The proposed budget 2017/18 decreases the amount the HRA returns to reserves for 2017/18 from £0.975 million to £0.592 million. This is a decrease of £0.383 million on the amount in 2016/17. This is due to the reduction in income from the 1% reduction in rents and to cover pay increase at 1%.

8.18 The HRA budgets are being reviewed and realigned to ensure accurate budgets, profiles and reporting, this will be complete for 2017/18 but should have no impact on the HRA bottom line. Details of the revised budget are shown below, and in detail at Appendix 1F:

2015/16 Actual Outturn	Service	2016/2017 Budget	2017/2018 Proposed Budget
£		£	£
92,184	HRA Expenditure	250,000	250,000
13,835,148	Provision for Bad Debt	13,986,000	13,986,000
5,779,609	Capital Financing Costs	5,959,500	5,979,000
	Repairs and Maintenance		
477,060	Supervision & Management	270,400	254,300
	Special		
2,976,950	Supervision & Management	3,242,900	3,263,800
23,160,951	General	23,708,800	23,733,100
	Housing Income		
(164,471)	Interest	(140,000)	(140,000)
(25,313,206)	Rents	(24,544,000)	(24,184,900)
(25,477,677)		(24,684,000)	(24,324,900)
(2,316,726)	Total Housing Revenue Account	(975,200)	(591,800)

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 2017/18 the programme is aiming at delivering 225 new kitchens and 146 new bathrooms, a substantial increase on previous years.

- **Schools**

8.20 A one year Dedicated Schools Grant (DSG) settlement has been allocated for 2017/18. The government is also consulting on the implementation of a national funding formula for schools which will define funding levels from 2018-19 and beyond. DSG has been allocated in three separate blocks for 2017/18. 2017-18 will be the final year that funding can be moved between the blocks as from 2018-19 the national funding formula will cause the schools block to be ringfenced. The total provisional DSG allocation for Wiltshire is £330.806 million broken down as follows:

	£m
Schools Block – final allocation based on October 2016 school census	260.780
Early Years Block – provisional allocation based on January 2016 census	24.722
High Needs Block – provisional allocation based on baseline data agreed with EFA (final data still to be updated)	45.304
Total	330.806

8.21 The settlement represents a cash increase of £13.604m compared with 2016-17. It should be noted that some of the increase relates to the transfer of responsibilities in to DSG and therefore is not real growth in funding (for example see earlier paragraph on ESG funding). The blocks have been rebased compared with previous years to reflect current spend patterns, new responsibilities and increases in funding. All of the funding changes and additional responsibilities have been reported to Schools Forum. The government has now published its proposals in relation to a national funding formula for schools and whilst overall Wiltshire would see a small increase in funding, school budgets in Wiltshire will continue to be under pressure under the new formula.

8.22 The Early Years block will be updated after the start of the financial year for the January 2017 census and again after the end of the financial year for the January 2018 census. The funding allocation for early years includes funding to meet the additional entitlement for children of working parents to 30 hours free child care from September 2017. Wiltshire is one of the lowest funded authorities for early years and the implementation of the additional entitlement will be an increased cost pressure for providers.

- 8.23 The final value of the High Needs Block will be confirmed in March 2017. Wiltshire has requested additional post 16 place funding at Wiltshire College to meet increased demand and to continue to enable more needs to be met locally.
- 8.24 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 confirmed its previous decision that the cost of the MFG will be met through limiting the gains for those schools who would receive increases in funding through any formulaic changes. Formulaic changes to schools budgets have been kept to a minimum in 2017-18 to give stability prior to the implementation of the national formula in future years.
- 8.25 Schools Forum met on 12th January and agreed to recommend a budget for schools of £330.806 million. The budget has been approved at a more detailed level than in previous years to meet revised guidance from the Department for Education (DfE). 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 £4.611m plus a net pressure on costs and services requiring investment and reprioritisation of £15.120 million. The proposal is to use £6.000 million of Transition and Rural Ear Marked Reserves as shown in previous sections. In addition there is a 2017/18 Income target (£0.4m) that marginally reduces the impact of the fall in government grant. This means there is a need to find £13.331 million of savings (£4.611m - £0.400m + £15.120m - £6.000m).
- 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 four corporate targets totalling of £5.025 million to be allocated to services for: income and debt management of £0.400m; reducing administration of £0.800 million; procurement reviews of £0.250 million; and £3.575 million to be allocated in relation to a staffing target. 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 increased financial contributions from customers for Adult care support. (£0.750m) , a further reduction in VCS Grants (£0.400m) and savings from the Waste Contract (£0.300m); Children’s Centres (£0.136m))	1.586
Service decisions (per full list at Appendix 1C)	6.720
Corporate targets being allocated (paragraph 9.9)	5.025
Total	13.331

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 £4.405 million of decrease is required to meet pressures set out at paragraph 7.13.

9.7 This will give a total pay bill, subject to any other proposals, of £138.810 million, which is 44.6% of the net budget.

	Revised 2015/2016 £m	Growth & Investment £m	Salary Savings & Efficiencies £m	Proposed 2016/2017 £m
Employees	143.215	2.344	(4.405)	138.810

Savings and Efficiencies	(4.405)
Other	(8.926)
Total pay and related savings as above	(13.331)

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 SFA reduction of 17.6%.

9.9 There are four corporate target savings allocated out to services within the Plan. This totals £5.025 million:

- A target of £3.575 million of staff savings are still being finalised. These cover all areas of the organisation both in terms of grades and services. The main focus though is on reducing growth in previous years where improvement has now been seen, administration and in areas with high management costs. More details will be consulted on before the start of the financial year. Current outline plans suggest the savings will exceed the target, however the figure is felt prudent allowing for timing of implementation which may negate a full year impact.
- There is a target to continue to reduce spend on goods and supplies through improved corporate procurement - £0.250 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 2017/18. 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.
- A small amount of £0.400 million remains to be allocated following the introduction of the council's new Income Strategy in October 2016, reviews are underway to assess how both income and provisions for bad debt, alongside effective treasury management can yield more income deliver this target.
- Further appraisal of administration will target £0.800 million of savings from a review of administrative staffing operational structures including vacancies, staff turnover and recruitment.

9.10 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 2017/18 reflected in this report is therefore:

	<u>£m</u>	<u>£m</u>
2016/17 Revised Base Budget		313.585
Plus		
<i>Medium term financial plan - Net demand and inflation (Section 7)</i>	15.120	
		<u>328.705</u>
Less		
<i>Net Savings & Income (as set out at Section 9):</i>		(13.331)
<i>Net movement in other grants</i>		(4.023)
		<u>311.351</u>
Net budget requirement		311.351
Financed by		
• SFA (paragraphs 6.3 to 6.8)		(72.501)
• Social Care Levy at 3% (paragraphs 6.10 to 6.12)		(11.107)
• Collection Fund Surplus (paragraph 6.14)		(1.565)
Amount to be found from the Collection fund through Council Tax		(226.178)
Gap remaining		0

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 1st 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%
- 2017-18 1.99%

10.5 October 2016 Council agreed that for 2017/18 there will be a 1.99% increase in Council Tax. 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 second 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 £225 to the average household in 2017/18, and when compounded over the last seven years equates to a saving of £935.

10.7 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 2017/18 from Council Tax of (£226.202) million.

10.8 The Council has agreed that the average Band D tax base of 177,805.08 for 2017/18 ([Link - Item 146](#)). The Council Tax Requirement has been identified as £237.304 million (this is inclusive of the social care levy); The Band D Council Tax proposed for 2017/18 is thus £1,334.63 (£237.304 million divided by 177,805.08 tax base).

10.9 Across the bandings that equates to the following:

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
889.75	1,038.05	1,186.34	1,334.63	1,631.21	1,927.80	2,224.38	2,669.26





10.10 The precept for Wiltshire Police and Wiltshire Fire and Rescue Service has yet to be finalised and approved for 2017/18, and as such no change to the Council Tax element for these precepts has yet been made in this report. It is hoped these figures will be available for Cabinet.

10.11 In Wiltshire there are 252 parishes and town councils. Each of these bodies has precepting powers and we are currently waiting to hear back from all of these bodies. Given the scale of the number of such councils, the detailed affect for each will be set out in an appendix to Council to show the movement for each parish and town on top of that for Wiltshire Council, the Fire and Police organisations.

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 2016/17, 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:

	Year ended 31 st March			
	2017 £ million	2018 £ million	2019 £ million	2020 £ million
General Fund Reserve risk assessment – Appendix 2	7.7	10.9	11.2	12.6
Current Projections (see Para 11.5)	11.2	11.2	11.2	12.6
Reserves sufficient				

11.3 The Council's General Fund estimated reserve at 31 March 2016 based on the forecast outturn, at Section 3 of this report from the current forecast outturn is circa £11.2 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.

11.4 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.
- The four year settlement agreed with DCLG has to some extent lessened the risk raised in previous years regarding the uncertainty over future years funding. However, there remains a lack of clarity regarding business rates retention and risk. As such an element of risk has been included to provide for a shortfall in NNDR funding in the coming and future years.
- Corporate targets have been provided for to reflect the fact that a number remain in progress at this stage. Whilst there are plans and where vacancies, turnover and removing agency staff this will be the first task giving immediate savings, for some areas there will not be a full year saving as staff consultations will be needed.
- A new provision has been introduced for Information Governance risks and associated fines, although the level of risk due to mitigating plans and actions has been assessed as low.

11.5 As set out at paragraph 6.7 there is also a risk due to the fact the Final Settlement is not announced until post Full Council. However, a provision is included for this in the Reserves assessment and the likelihood of such a risk is still deemed low. As such, based on the assessment at Appendix 2 there is no further call on reserves in 2017/18 although there is no scope for more to be released. 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 2017/18 and beyond.

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

	31 st March			
	2017 £ million	2018 £ million	2019 £ million	2020 £ million
Opening General Fund Reserve	12.206	11.206	11.206	11.206
Contribution to / (from) general fund reserves	(1.000)	0.000	0.000	1.404
Closing General Fund Reserve	11.206	11.206	11.206	12.610
Contribution to / (from) earmarked Transition and Rural reserves for General Revenue	0.000	(6.000)	0.000	0.000

11.7 The static assumption in the General Fund Reserve position in 2018/19 will be kept under continual review as part of the budget monitoring process. The additional £1.4m in 2019/20 is based largely on the uncertainty of certain factors given the further away that year is, and will likewise need updating.

11.8 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 2017/18 in line with the Financial Plan. This again is provided for in the four year Financial Plan.

Reserve	31/03/2016	Estimated Movement	31/03/2017	Estimated Movement	31/03/2018	Estimated Movement	31/03/2019	Estimated Movement	31/03/2020
Locally Managed Schools	(8,636)	1,000	(7,636)	1,000	(6,636)	1,000	(5,636)	1,000	(4,636)
Insurance Reserve	(3,311)	0	(3,311)	0	(3,311)	0	(3,311)	0	(3,311)
PFI Reserve	(4,304)	170	(4,134)	170	(3,964)	170	(3,794)	170	(3,624)
Elections Reserve	(330)	0	(330)	330	0	(165)	(165)	(165)	(330)
Revenue Grants	(5,694)	0	(5,694)	0	(5,694)	0	(5,694)	0	(5,694)
Area Boards	(60)	60	0	0	0	0	0	0	0
Digital Inclusion	(183)	183	0	0	0	0	0	0	0
PFI Housing	(2,980)	150	(2,830)	150	(2,680)	150	(2,530)	150	(2,380)
Action 4 Wiltshire	(165)	64	(101)	51	(50)	50	0	0	0
Wiltshire Foundation Trust	(14)	(13)	(27)	27	0	0	0	0	0
Single Voice of the Customer	(700)	0	(700)	700	0	0	0	0	0
	(26,377)	1,614	(24,763)	2,428	(22,335)	1,205	(21,130)	1,155	(19,975)

11.9 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 Four year Settlement first announcement on 18th December 2015 set out an indicative four year settlement for 2016-20. This was agreed by Full Council to accept in October 2016, and sees the Revenue Support Grant part of the Council's funding reduce to nil by 2020. The settlement will mean Wiltshire's funding will have been reduced by 35% / £30.32 million, before decisions on Council Tax or Social Care Levy, from 2016 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
Settlement Funding Assessment	87.71	72.31	63.66	57.39

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,

12.3 As part of the Government's longer term review of local government funding, the DCLG Secretary of State is negotiating 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 Wiltshire has taken an active part in those negotiation and discussions to shape how the new scheme will look and work.

12.4 It is not expected that the outcome of this review, or changes arising from it will be known until closer to 2019 or even in that year. 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 2017/18.

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 remains in place for one more year, and this as well as the pay inflation of 1% and Apprenticeship Levy have 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 2017/18 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 2017/18, 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 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 2017/18 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 2017/18, to maintain tight financial control.

18.4 In assessing the assumptions in the setting of the 2017/18 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 2017/18 will be the eighth budget set for the new unitary Wiltshire Council. The economic downturn has started to be reversed although growth is sector specific.

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 Conclusions

19.1 The Council's business plan, supported by its financial plan 2014-18 and the budget for 2017/18 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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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 2017/18 and budget book**
 - Appendix 1A – Financial Plan Update 2016-21**
 - Appendix 1B – Service Budget summary**
 - Appendix 1C – 2017/18 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**
 - Appendix 1H – Public Health Grant planned expenditure**
- 2- General Fund Reserves assessment**
- 3 - Engagement Feedback**
 - I. Schools Forum – 12 January 2017**
 - II. Tenants Panel – 30 January 2017**
 - III. Finance Task Group – 27 January 2017**
 - IV. Overview and Scrutiny Management Committee – 1 & 14 February 2017 (14 Feb to follow)**
 - V. Group Leaders with Trade Unions JCC – 3 February 2017**

Cabinet proposed update to the Financial Plan 2016-2021

<i>MTFS 4 Year Financial Model</i> (indicative - incorporating Projected Government Spending Reductions)	2016-2017 Approved Financial Plan	2017-2018	2018-2019	2019-2020	2020-2021
	£m	£m	£m	£m	£m
Income / Funding					
Council Tax Requirement	(220.402)	(226.202)	(233.091)	(240.189)	(247.499)
Social Care Levy	(4.322)	(11.102)	(18.087)	(18.087)	(18.087)
RSG/ Formula Grant	(34.726)	(18.290)	(8.050)	0.000	0.000
Rates Retention	(54.135)	(54.211)	(55.854)	(57.530)	(59.256)
Collection Fund		(1.546)	(1.559)	(1.568)	(1.439)
Total Funding (= A)	(313.585)	(311.351)	(316.641)	(317.374)	(326.281)
Total Projected Expenditure	£m	£m	£m	£m	£m
Total Adult Care and Housing	138.306	143.595	146.748	149.905	155.063
Total Childrens	60.510	64.149	65.188	65.729	66.272
Total Finance, HR and Business Services	31.268	31.392	31.269	31.147	31.026
Total Other Central Support Services	16.090	16.236	16.374	16.514	16.655
Total Economy, Development and Transport	31.712	33.147	33.250	33.355	33.461
Total Waste and Environment	36.855	36.939	38.010	39.082	40.155
Total Public Health & Protection	3.127	3.233	3.300	3.368	3.438
Movement to/from Reserves	0.000	(6.000)	0.000	0.000	0.000
Capital Financing	23.999	23.999	25.999	27.999	29.999
Pension Backfunding	7.009	7.579	8.206	8.896	9.655
Flood and Carbon Reduction Levies	0.850	0.850	0.850	0.850	0.850
Restucture and contingency	0.926	0.926	0.926	0.926	0.926
Specific Grants					
Public Health grants (shown net in model)					
Parish Council Local Council Tax Support	0.121	0.000	0.000	0.000	0.000
New Homes Bonus	(17.880)	(16.039)	(9.518)	(6.139)	(2.536)
Educational Support Grant	(3.593)	(1.774)	0.000	0.000	0.000
NHS Funding for social care	(9.402)	(9.402)	(11.502)	(15.002)	(15.002)
Adult Social Care Support Grant	0.000	(1.800)	0.000	0.000	0.000
Rural Support Grant	(3.296)	(2.661)	(2.047)	(2.661)	0.000
Transition Grant	(3.017)	(3.014)	0.000	0.000	0.000
Non assigned items					
NLW		2.327	7.260	12.263	18.266
Inflation - general (not split to services)		1.000		3.000	4.000
Assume Balance Gap Delivered Year Before		0.000	(13.331)	(37.672)	(51.858)
Councils Projected Budget Requirement (= B)	313.585	324.682	340.982	331.560	340.370
Income / Expenditure GAP before Cost Reduction Plan (C= B-A)	0.000	13.331	24.341	14.186	14.089
INDICATIVE COST REDUCTION PLAN					
Total Plan		(13.331)	(24.341)	(14.186)	(14.089)
TOTAL COST REDUCTION PLAN		(13.331)	(24.341)	(14.186)	(14.089)

Service Budget summary (page 1 of 3)
1B

Appendix

Service Line	Final 2015-16 Net Base Budget	Revised 2016- 17 Net Base Budget	Total Growth	Total Savings	Other Movements	Base Budget after savings 2017-18	Change 2016-17 to 2017-18	Change 2016- 17 to 2017-18
	£m	£m	£m	£m	£m	£m	£m	%
Adult Social Care Operations								
Older People	50.260	58.154	5.130	(1.510)		61.774	3.620	6%
Other Vulnerable Adults (now closed)	9.664	0.000	0.000	0.000		0.000	0.000	
Mental Health	19.861	21.107	1.482	0.000		22.589	1.482	7%
Learning Disability	41.841	43.040	0.253	(1.104)		42.189	(0.851)	(2%)
Adult Care Commissioning & Housing								
Resources, Strategy & Commissioning	4.021	9.688	0.715	(0.285)		10.118	0.430	4%
Housing Services	4.126	4.181	0.020	0.000		4.201	0.020	0%
Public Health & Public Protection								
Public Health Grant spend	14.587	18.269	0.000	0.000	(0.450)	17.819	(0.450)	(2%)
Public Health Grant	(14.587)	(18.269)	0.000	0.000	0.450	(17.819)	0.450	(2%)
Other Public Health & Public Protection	2.949	2.457	0.031	(0.175)		2.313	(0.144)	(6%)
Leisure	0.580	0.166	0.064	(0.100)		0.130	(0.036)	(22%) (*)
Operational Children's Services								
Children's Social Care	31.422	34.674	1.639	(0.250)		36.063	1.389	4%
0-25 Service: Disabled Children & Adults	12.878	15.423	1.583	(0.300)		16.706	1.283	8%
Early Help	2.163	1.891	0.043	(0.200)		1.734	(0.157)	(8%)
Commissioning, Performance, School Effectiveness								
School Effectiveness	2.003	1.724	0.027	(0.100)		1.651	(0.073)	(4%)
Safeguarding	1.362	1.485	0.013	(0.100)		1.398	(0.087)	(6%)
Funding Schools	0.000	0.000	0.000	0.000		0.000	0.000	
Commissioning and Performance	7.495	7.346	0.525	(1.039)	0.050	6.882	(0.464)	(6%)
Economy and Planning								
Economy and Planning	4.208	3.967	0.080	(0.287)	0.050	3.810	(0.157)	(4%) (*)
Highways and Transport								
Highways	13.921	17.047	0.751	(0.287)		17.511	0.464	3%
Transport	17.437	17.151	0.611	(0.150)		17.612	0.461	3%
Car Parking	(6.103)	(6.107)	0.013	(0.165)		(6.259)	(0.152)	2%
Waste and Environment								
Waste	32.135	32.826	0.057	(1.003)	0.175	32.055	(0.771)	(2%)
Environment Services	4.630	3.986	0.027	(0.050)		3.963	(0.023)	(1%)
Communities & Communications								
Communications and Marketing	1.235	1.538	0.012	(0.200)	(0.175)	1.175	(0.363)	(24%)
Libraries, Heritage & Arts	5.327	4.471	0.053	(0.175)		4.349	(0.122)	(3%)

(*) – Reduction in net base budget due to additional income

Service Budget summary (page 2 of 3)

Appendix 1B

Service Line	Final 2015-16 Net Base Budget	Revised 2016- 17 Net Base Budget	Total Growth	Total Savings	Other Movements	Base Budget after savings 2017-18	Change 2016-17 to 2017-18	Change 2016- 17 to 2017-18
	£m	£m	£m	£m	£m	£m	£m	%
Corporate Function, Procurement & Programme Office								
Corporate Function & Procurement	5.308	7.351	0.068	(0.450)		6.969	(0.382)	(5%)
Finance								
Finance, Revenues & Benefits & Pensions	2.668	3.117	0.058	0.000		3.175	0.058	2%
Revenues & Benefits - Subsidy	0.000	(0.500)	0.000	0.000		(0.500)	0.000	
Legal & Governance								
Legal & Governance	2.353	2.048	0.786	0.000		2.834	0.786	38%
People & Business Services								
HR & Organisational Development	3.205	3.430	0.042	(0.103)	0.100	3.469	0.039	1%
Business Services	3.552	1.710	0.026	(0.100)		1.636	(0.074)	(4%)
Strategic Asset & Facility Management	12.279	12.201	0.029	(0.496)	(0.200)	11.534	(0.667)	(5%)
Information Services	10.291	9.653	0.048	(0.138)		9.563	(0.090)	(1%)
Corporate Directors								
Corporate Directors	0.730	0.827	0.007	0.000		0.834	0.007	1%
Members	2.006	2.016	0.001	(0.025)		1.992	(0.024)	(1%)
Councils Net Spend on Services								
	305.807	318.068	14.194	(8.792)	0.000	323.470	5.402	2%
Movement To/ From Reserves								
Movement To/ From Reserves	0.957	0.000	0.000	0.000		0.000	0.000	
Capital Financing	23.199	23.999	0.000	0.000	0.000	23.999	0.000	0%
Backfunded Pensions & Flood Defence Levy & Carbon Levy	8.790	7.859	0.986	0.000		8.845	0.986	13%
Redundancy Costs	3.396	1.396	0.000	0.000		1.396	0.000	0%
Contingency	(1.040)	(0.670)	(0.060)	0.486	(0.400)	(0.644)	0.026	(4%)
Use of Earmarked Reserves	0.000	0.000	0.000	0.000	(6.000)	(6.000)	(6.000)	
Staffing & Management Savings target	0.000	0.000	0.000	(3.575)	0.000	(3.575)	(3.575)	
Other Corporate Savings Target	0.000	0.000	0.000	(1.450)	0.000	(1.450)	(1.450)	
Corporate Investment & Costs								
	35.302	32.584	0.926	(4.539)	(6.400)	22.571	(10.013)	(31%)

Service Budget summary (page 3 of 3)

Appendix 1B

Service Line	Final 2015-16	Revised 2016-17	Total Growth	Total Savings	Other Movements	Base Budget after savings 2017-18	Change 2016-17 to 2017-18	Change 2016-17 to 2017-18
	Net Base Budget	Net Base Budget						
Parish Council Local Council Tax Support	0.521	0.121	0.000	0.000	(0.121)	0.000	(0.121)	(100%)
New Homes Bonus	(14.451)	(17.880)	0.000	0.000	1.841	(16.039)	1.841	(10%)
Rural Services Grant	0.000	(3.296)	0.000	0.000	0.635	(2.661)	0.635	(19%)
Educational Support Grant	(4.442)	(3.593)	0.000	0.000	1.819	(1.774)	1.819	(51%)
NHS Funding for social care	(7.754)	(9.402)	0.000	0.000	0.000	(9.402)	0.000	0%
Adults social Care Grant	0.000	0.000	0.000	0.000	(1.800)	(1.800)	(1.800)	
Transitional Grant	0.000	(3.017)	0.000	0.000	0.003	(3.014)	0.003	(0%)
Un-ringfenced Specific Grants	(26.126)	(37.067)	0.000	0.000	2.377	(34.690)	2.377	(6%)
Councils Budget Requirement	314.983	313.585	15.120	(13.331)	(4.023)	311.351	(2.234)	(1%)
Funding	Funding	Funding			Funding Movement	Funding	Funding Movement	Funding
Council Tax Requirement	(208.843)	(220.402)			(5.800)	(226.202)	(5.800)	3%
Social Care Levy	0.000	(4.322)			(6.780)	(11.102)	(6.780)	157%
Council Tax Freeze Grant 2015-16	(2.248)	0.000			0.000	0.000	0.000	
RSG/ Formula Grant	(51.350)	(34.726)			16.436	(18.290)	16.436	(47%)
Rates Retention	(52.542)	(54.135)			(0.076)	(54.211)	(0.076)	0%
Collection Fund					(1.546)	(1.546)	(1.546)	
Total Funding	(314.983)	(313.585)			2.234	(311.351)	2.234	
GAP (Funding v Budget Requirement)	0.000	0.000				0.000	(0.000)	

Reconciliations	2016/17 £m	2017/18 £m	Difference £m
Other grants	37.067	34.690	2.377
Movement in net budget requirement	313.585	311.351	2.234
Overall funding movement	350.652	346.041	4.611

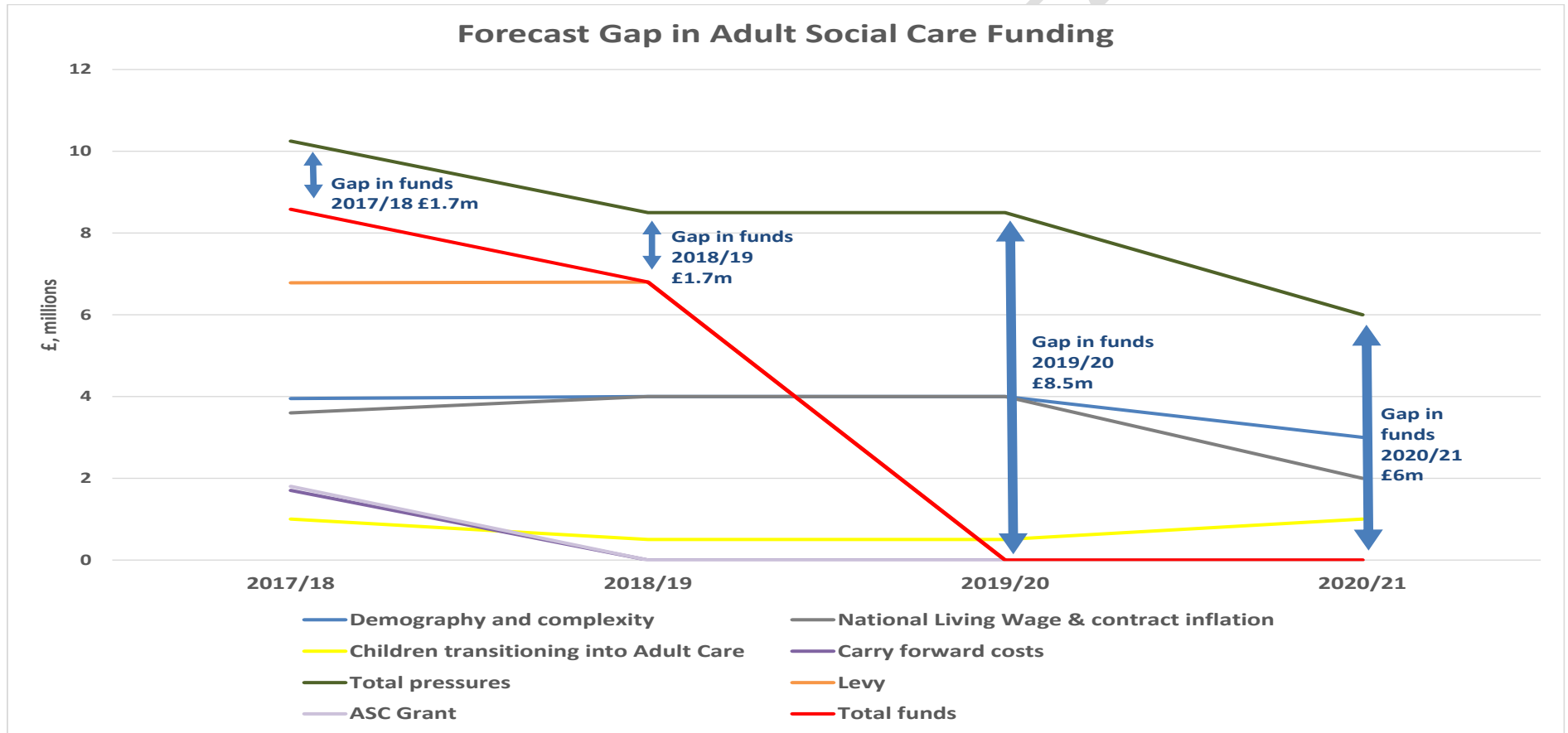
See full book in excel spreadsheet attached

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

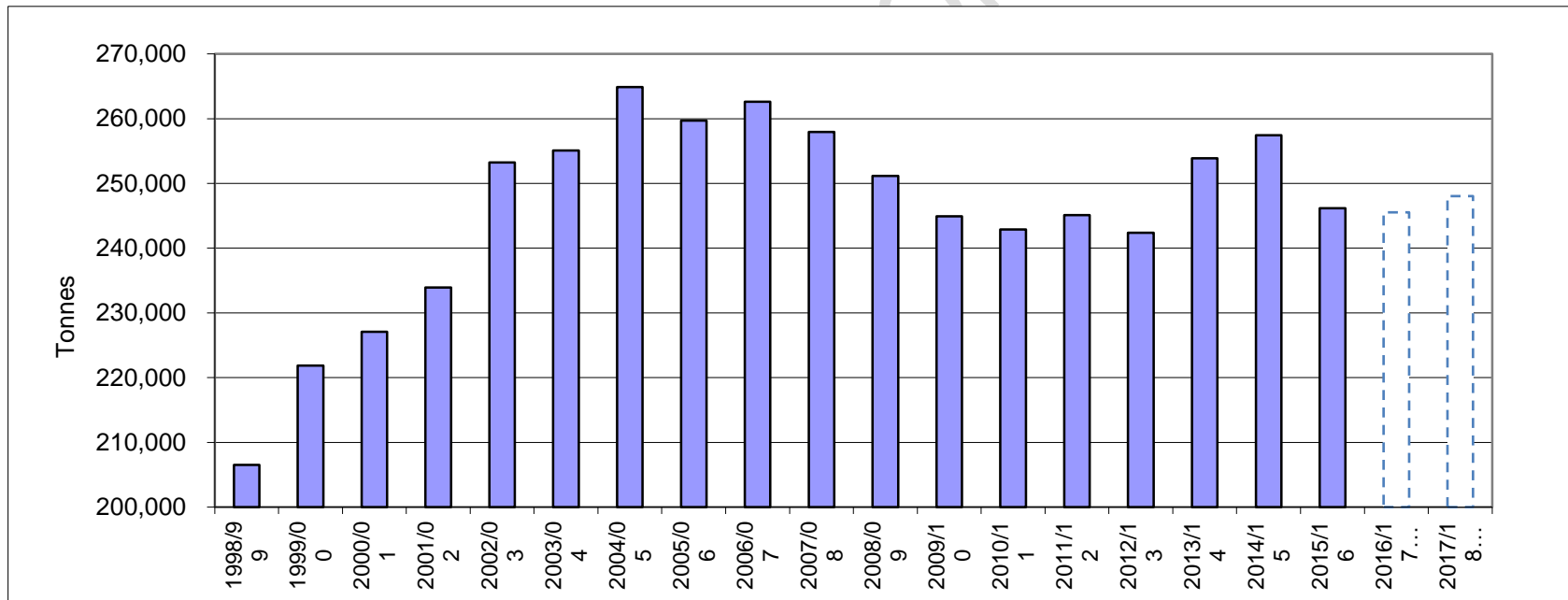
- **Pay** – 1 per cent average pay award for all groups of employees, unless specifically noted as an exception.
- **General Inflation** – In general an inflation pressure of zero per cent has been applied to costs unless there is specific evidence of higher/lower increases due to contractual commitments. At present CPI is 1.6% and Bank of England forecast is for a rise to around 2 to 2.5% by the end of the year. Given some of the uncertainties this has not been addressed but this will be monitored during the year.
- **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. Some services such as Highways are experiencing professional trade indices levels around 3.5%
- **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.
- **Demand** – Projections have been based on prior year trends and known or anticipated movement in 2017/18, specifically:
 - **Child care** placements have varied during the year with a slight increase. The age profile also suggests potential slight increases, as does at risk caseload. As such a further £0.5 million has been included in growth for 2017/18.

- **Adult Social Care** – The graph following highlights that despite a further increase in the Levy of 1% and one off ASC Grant is still below the expected running costs arising from increases in demography and complexity of caseloads, with later years giving rise to significant gaps.



- **Waste** – The total waste managed by the Council fell from a peak of almost 265,000 tonnes in 2004-05 to a low of 242,400 tonnes in 2012-13. Since this time waste has grown again to a second peak of 257,453 tonnes in 2014/15, followed by a significant fall of 4.4% in 2015/16. This reflects a reduction in garden waste collected following the introduction of charges (June 2015) and a reduction in tonnes of waste delivered to household recycling centres following the reduction in opening hours (July 2015). Based on figures to November 2016, the Council is projecting a reduction for the current year (2016/17) of 0.3%, giving a total of 245,500 tonnes. Applying the underlying growth rate of 1.02% gives a projected total for 2017/18 of 248,000 tonnes.

Waste growth since 1998-99



Year	MSW (Tonnes)	% YoY increase	Year	MSW (Tonnes)	% YoY increase
2005/06	259,703	-2.0%	2012/13	242,393	-1.1%
2006/07	262,601	1.1%	2013/14	253,894	4.7%
2007/08	257,972	-1.8%	2014/15	257,453	1.4%
2008/09	251,143	-2.6%	2015/16	246,186	-4.4%
2009/10	244,933	-2.5%	2016/17 F'cast	245,500	-0.3%
2011/12	245,112	0.9%	2017/18 F'cast	248,000	1.0%

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 2017/18 spending requirements and savings proposals as set out in this report. They do not include a funded pay award assumed at 1 per cent, and will thus need to be found on top of other savings.
- Assumed 1 per cent increase in employer's superannuation rates for 2017/18 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

Capital Programme, page 1 of 2

Appendix 1E

Scheme Name	Budget 2016/17	Budget 2017/18	Total Programme Budget	Financing 2017/18				
				Grants & Contributions	HRA	Receipts	Borrowing	Total Financing
				£	£	£	£	£
Carbon Reduction	201,376.00		201,376.00					0.00
Oil to Biomass	320,828.00		320,828.00					0.00
Other Economic Development Schemes	0.00		0.00					0.00
SEP	0.00	0.00	0.00				0.00	0.00
Chippenham Station HUB	1,972,143.00	8,000,000.00	9,972,143.00	8,000,000.00				8,000,000.00
A350 Dualling Chippenham Bypass		2,232,800.00	2,232,800.00	2,232,800.00				2,232,800.00
Porton Science Park	4,828,896.00	3,804,429.00	8,633,325.00	1,723,583.29			2,080,845.71	3,804,429.00
Corsham Mansion House	1,869,100.00	600,000.00	2,469,100.00	600,000.00				600,000.00
A350 West Ashton/Yarnbrook Junction Improvements			0.00					0.00
M4 Junction 17			0.00					0.00
Bowerhill Portal Way Improvements Works	78,517.00		78,517.00					0.00
Integrated Transport	2,977,035.00	2,681,000.00	5,658,035.00	2,681,000.00				2,681,000.00
Additional Borrowing required to take total Structural Maintenance to £21m	5,856,937.00	4,263,000.00	10,119,937.00				4,263,000.00	4,263,000.00
Structural Maintenance Grant Funded	13,942,904.00	13,147,000.00	27,089,904.00	13,147,000.00				13,147,000.00
Pothole fund government - grant	866,000.00		866,000.00					0.00
Wiltshire Online	5,010,443.00	686,168.00	5,696,611.00	369,168.00		317,000.00		686,168.00
Wiltshire Ultrafast Broadband		3,000,000.00	3,000,000.00	3,000,000.00				3,000,000.00
Farmers Roundabout	18,096.00	430,000.00	448,096.00	430,000.00				430,000.00
Health and Well Being Centres (Formerly Campus) - Live Schemes	10,154,160.00	6,391,867.00	16,546,027.00				6,391,867.00	6,391,867.00
Area Boards grants	1,041,245.00	800,000.00	1,841,245.00				800,000.00	800,000.00
Fitness Equipment for Leisure Centres	0.00	0.00	0.00				0.00	0.00
Churchyards & Cemeteries	0.00		0.00					0.00
Start up units in Market Hall Dezives		0.00	0.00				0.00	0.00
Upgrade Facilities at City Hall		0.00	0.00				0.00	0.00
Highway flooding prevention and Land Drainage schemes	1,286,470.00	500,000.00	1,786,470.00				500,000.00	500,000.00
Bridges	1,521,323.00	3,000,000.00	4,521,323.00	3,000,000.00				3,000,000.00
Waste Services	300,000.00	0.00	300,000.00				0.00	0.00
Fleet Vehicles			0.00					0.00
Sarum Academy Salisbury	60,002.00		60,002.00					0.00
Basic Need	13,342,955.00	21,503,866.00	34,846,821.00	21,503,866.00				21,503,866.00
Schools Maintenance & Modernisation	7,734,159.00	5,647,160.00	13,381,319.00	5,647,160.00				5,647,160.00
Devolved Formula Capital	777,697.00	765,365.00	1,543,062.00	765,365.00				765,365.00
Access and Inclusion	0.00	0.00	0.00				0.00	0.00
Other Projects New Schools	963,829.00	431,177.00	1,395,006.00	431,177.00				431,177.00

Capital Programme, page 2 of 2

Appendix 1E

Scheme Name	Budget 2016/17	Budget 2017/18	Total Programme Budget	Financing 2017/18				
				Grants & Contributions	HRA	Receipts	Borrowing	Total Financing
				£	£	£	£	£
School Expansion & Replacements	1,305,866.00	400,000.00	1,705,866.00	400,000.00				400,000.00
Early Years and Childcare	139,727.00		139,727.00					0.00
Army Rebasing	50,647.00		50,647.00					0.00
Salisbury CCTV	490,463.00		490,463.00					0.00
Disabled Facilities Grants	2,563,526.00	1,000,000.00	3,563,526.00	1,000,000.00				1,000,000.00
Housing Grants (Private Sector e.g. Energy Efficiency)	0.00	0.00	0.00				0.00	0.00
Gypsy and Traveller sites	25,000.00	0.00	25,000.00				0.00	0.00
Council House Building Programme	11,000,000.00	28,758,058.00	39,758,058.00		28,758,058.00			28,758,058.00
Sheltered Housing	313,424.00		313,424.00					0.00
Affordable Housing (including Commuted Sums)	733,763.00		733,763.00					0.00
Adult Social Care	57,847.00	2,884,062.00	2,941,909.00	2,884,062.00				2,884,062.00
HRA refurbishment of council stock	12,100,000.00	8,213,200.00	20,313,200.00		8,213,200.00			8,213,200.00
Universal Infant Free School Meals Capital	60,131.00		60,131.00					0.00
Public Health	380,560.00		380,560.00					0.00
Buildings Planned Maintenance (non CAOD)	3,246,332.00	2,000,000.00	5,246,332.00				2,000,000.00	2,000,000.00
Whole Life Building and Equipment Refresh	0.00	500,000.00	500,000.00				500,000.00	500,000.00
Rural Estates	15,000.00	250,000.00	265,000.00				250,000.00	250,000.00
Leisure Centres & Libraries - Capital Works Requirement	0.00	0.00	0.00				0.00	0.00
Hub Programme Office Rationalisation	26,432.00		26,432.00					0.00
Operational Estate	116,095.00		116,095.00					0.00
Depot Strategy	0.00		0.00					0.00
ICT Schemes	6,546,218.00	3,850,000.00	10,396,218.00			3,683,000.00	167,000.00	3,850,000.00
Cross Departmental Initiatives System Developments	50,000.00	0.00	50,000.00			0.00		0.00
Learning Management System	32,800.00		32,800.00					0.00
Organisational Change	0.00	5,000,000.00	5,000,000.00			5,000,000.00		5,000,000.00
Digitisation	0.00	770,000.00	770,000.00			770,000.00		770,000.00
Total Capital Programme	114,377,946.00	131,509,152.00	245,887,098.00	67,815,181.29	36,971,258.00	9,770,000.00	16,952,712.71	131,509,152.00

Housing Revenue Account

2015/16 Actual Outturn	Service	2016/2017 Budget	2017/2018 Proposed Budget
£		£	£
92,184	HRA Expenditure	250,000	250,000
13,835,148	Provision for Bad Debt	13,986,000	13,986,000
5,779,609	Capital Financing Costs	5,959,500	5,979,000
	Repairs and Maintenance		
477,060	Supervision & Management	270,400	254,300
	Special		
2,976,950	Supervision & Management	3,242,900	3,263,800
23,160,951	General	23,708,800	23,733,100
	Housing Income		
(164,471)	Interest	(140,000)	(140,000)
(25,313,206)	Rents	(24,544,000)	(24,184,900)
(25,477,677)		(24,684,000)	(24,324,900)
(2,316,726)	Total Housing Revenue Account	(975,200)	(591,800)

Appendix 1G – Fees and Charges

See attached spreadsheet

DRAFT NO DECISIONS TAKEN

Public Health Grant planned expenditure (page 1 of 2)

	Planned Expenditure 2016-17							Total
	WC Leisure	WC Other Public Health & Public Protection	WC Other Services	WC overheads	WC management	Pooled Partnerships	External	
Sexual health services - STI testing and treatment (prescribed functions)							1,480,000	1,480,000
Sexual health services - Contraception (prescribed functions)							868,017	868,017
Sexual health services - Advice, prevention and promotion (non-prescribed functions)							217,004	217,004
NHS health check programme (prescribed functions)							368,000	368,000
Health protection - Local authority role in health protection (prescribed functions)						9,000	31,000	40,000
NCMP (prescribed functions)							60,000	60,000
Public health advice (prescribed functions)		5,000					601,281	606,281
Obesity - adults	222,000	20,000					0	242,000
Obesity - children	63,000	4,500					0	67,500
Physical activity - adults	274,000						323,000	597,000
Physical activity - children	278,000						0	278,000
Substance misuse - Drug misuse - adults						2,249,813	0	2,249,813
Substance misuse - Alcohol misuse - adults						886,290	0	886,290
Substance misuse - (drugs and alcohol) - youth services						272,705	0	272,705
Smoking and tobacco - Stop smoking services and interventions							92,400	92,400
Smoking and tobacco - Wider tobacco control							39,600	39,600
Children 5-19 public health programmes							1,054,575	1,054,575
Miscellaneous public health services - Children's 0-5 services (prescribed functions)							5,138,000	5,138,000
Miscellaneous public health services - Children's 0-5 services - Other (non-prescribed functions)							2,000	2,000
Miscellaneous public health services							553,683	553,683
Public Health Management Costs	363,000	46,000	0	57,749	2,674,290	0	15,000	3,156,039
TOTAL PUBLIC HEALTH	1,200,000	75,500	0	57,749	2,674,290	3,417,808	10,843,560	18,268,907

Public Health Grant planned expenditure (page 2 of 2)

	Changes 2017-18							
	WC Leisure	WC Other Public Health & Public Protection	Other WC Services	WC overheads	WC management	Pooled Partnerships	External	Total
Sexual health services - STI testing and treatment (prescribed functions)	0	0	0	0	0	0	-78,000	-78,000
Sexual health services - Contraception (prescribed functions)	0	0	0	0	0	0	-184,922	-184,922
Sexual health services - Advice, prevention and promotion (non-prescribed functions)	0	0	0	0	0	0	-47,730	-47,730
NHS health check programme (prescribed functions)	0	0	0	0	0	0	-28,800	-28,800
Health protection - Local authority role in health protection (prescribed functions)	0	0	0	0	0	0	-2,000	-2,000
NCMP (prescribed functions)	0	0	0	0	0	0	0	0
Public health advice (prescribed functions)	0	-5,000	0	0	0	0	-168,111	-173,111
Obesity - adults	0	0	300,000	0	0	0	0	300,000
Obesity - children	0	-4,500	300,000	0	0	0	0	295,500
Physical activity - adults	0	0	0	0	0	0	-136,000	-136,000
Physical activity - children	0	0	0	0	0	0	0	0
Substance misuse - Drug misuse - adults	0	0	0	0	0	-87,983	0	-87,983
Substance misuse - Alcohol misuse - adults	0	0	0	0	0	-34,660	0	-34,660
Substance misuse - (drugs and alcohol) - youth services	0	0	0	0	0	-10,665	0	-10,665
Smoking and tobacco - Stop smoking services and interventions	0	0	0	0	0	0	-45,640	-45,640
Smoking and tobacco - Wider tobacco control	0	0	0	0	0	0	-19,560	-19,560
Children 5-19 public health programmes	0	0	0	0	0	0	-21,575	-21,575
Miscellaneous public health services - Children's 0-5 services (prescribed functions)	0	0	0	0	0	0	450,000	450,000
Miscellaneous public health services - Children's 0-5 services - Other (non-prescribed functions)	0	0	200,000	0	0	0	-2,000	198,000
Miscellaneous public health services	0	0	102,500	0	0	0	-174,260	-71,760
Public Health Management Costs	-363,000	-46,000	0	-57,749	-284,300	0	0	-751,049
TOTAL PUBLIC HEALTH	-363,000	-55,500	902,500	-57,749	-284,300	-133,308	-458,598	-449,955

General Fund Reserve Risk Assessment

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Comments	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%				2016/17 £,000s	2017/18 £,000s	2018/19 £,000s	2019/20 £,000s
			High = 51% - 100%							
1	2016/17	Potential use of reserves to meet reduction in Business Rates	Low	10%	The forecasts for 2016/17 are near final and suggest a balanced position so low risk. For 2017/18 with the revaluation in 2017 the issue is likely to be one for later years and appeals giving rise to differences and potential calls on reserves, as such the later years are medium risks at this stage.	3,000	300			
	2017/18		Low	20%		7,000		1,400		
	2018/19		Medium	30%		7,000			2,100	
	2019/20		Medium	30%		7,000				2,100
2	2016/17	The future years funding settlement is even worse than anticipated	Low	0%	We now have an agreed 4 year settlement covering this period. There is still some uncertainty over other grants and the funding settlement, but as the balances are low the level of risk also low the level provided is likewise.	-	-			
	2017/18		Low	0%		-		-		
	2018/19		Low	10%		5,000			500	
	2019/20		Low	10%		5,000				500
3	2016/17	Corporate savings not delivered	Low	10%	2016/17 is in Period 10 at time of assesment so low risk. The 2017/18 Proposals identify £5.025m of corporate targets. Plans are in place however for prudence a third are provided for. At this stage the later years have assumed the same level of targets but a lower risks due to time period to plan for	500	50			
	2017/18		Medium	33%		5,025		1,658		
	2018/19		Low	25%		5,000			1,250	
	2019/20		Low	25%		5,000				1,250

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Comments	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%				2016/17 £,000s	2017/18 £,000s	2018/19 £,000s	2019/20 £,000s
			High = 51% - 100%							
4	2016/17	National Living Wage increases unfunded	Low	0%	This has been provided for in investments and is a low risk in 2017/18. Later year rates or any policy changes have yet to be determined which is why the risk in percentage terms increases. However, as the scheme is fairly well structured the risk is still classed as low.	0	-			
	2017/18		Low	5%		1,000		50		
	2018/19		Low	20%		2,000			400	
	2019/20		Low	20%		5,000				1,000
5	2016/17	Above assumed inflationary increases in non-pay and utilities greater than already provided for	Low	-	The risk in 2016/17 is time past. The risk for 2017/18 is lower due to latest projections and the fact that assumptions are in line with Bank of England in setting the budget. Later years are considered a higher risks due to current economic uncertainties based on Bank of England assumptions around key events occurring over the next few years that may or may not influence rates and price indices.	-	-			
	2017/18		Low	10%		5,000		500		
	2018/19		Medium	30%		5,000			1,500	
	2019/20		Medium	30%		5,000				1,500
6	2016/17	Increase in pay costs above pay settlement / assumptions	Low	-	2017/18 is unlikely to be outside of the national discussions. However, the risk has been increased for later years linked to risk 5 and the economic uncertainties of prices and inflation pressures.	-	-			
	2017/18		Low	5%		1,600		80		
	2018/19		Medium	30%		1,600			480	
	2019/20		Medium	30%		1,600				480
7	2016/17	Adult Social care costs increase due to greater than forecast demand or complexity	Medium	50%	The increase in 2016/17 was greater in NLW and other inflation cost terms. Although the reserves were not used. This risk is lessened in 2017-19 as greater provision has been made in investments and reprioritisations under the current proposals. 2019/20 may though be a higher risk with a greater pressure on care provider markets, NLW and capacity.	3,000	1,500			
	2017/18		Low	20%		3,000		600		
	2018/19		Low	20%		3,000			600	
	2019/20		Medium	40%		3,000				1,200

No.	Year	Risk Event	Low = 0% - 25%		Risk %	Comments	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%	High = 51% - 100%				2016/17 £,000s	2017/18 £,000s	2018/19 £,000s	2019/20 £,000s
8	2016/17	Service savings not delivered / identified	Low		15%	2016/17 is in Period 10 at time of assessment so low risk. There is a risk that service savings are not delivered from 1st April 2017 and as such that risk has been increased. However, all actions should continue to meet that date and mitigate this risk and reduce it early in 2017/18. Later years risks should be managed by service planning and the MTFP.	5,000	750			
	2017/18		Medium		30%		7,000	2,100			
	2018/19		Low		10%		5,000		500		
	2019/20		Low		10%		5,000			500	
9	2016/17	Partnership liability gives rise to grant clawback guarantees	Low		5%	Limited exposure and no proposals at this stage to expand or increase that risk.	1,000	50			
	2017/18		Low		5%		1,000	50			
	2018/19		Low		10%		1,000		100		
	2019/20		Low		5%		1,000			50	
10	2016/17	Insurance liability / claims premiums / level of deductibles rise above	Low		-	Whilst the level of liability has been reviewed in the proposals the level of risk based on previous years and risk assessment suggests remains low risk.	-	-			
	2017/18		Low		10%		2,000	200			
	2018/19		Low		10%		1,000		100		
	2019/20		Low		10%		1,000			100	
11	2016/17	The level of funds within the self insurance fund is unable to cover a catastrophic incident affecting our buildings, including schools.	Low		10%	As risk 10	2,500	250			
	2017/18		Low		20%		2,500	500			
	2018/19		Low		20%		2,500		500		
	2019/20		Low		20%		2,500			500	

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Comments	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%				2016/17 £,000s	2017/18 £,000s	2018/19 £,000s	2019/20 £,000s
			High = 51% - 100%							
12	2016/17	H & S breaches resulting in legal action.	Low	10%	Low caseloads and mitigating practices upto date	200	20			
	2017/18		Low	10%		200		20		
	2018/19		Low	10%		200			20	
	2019/20		Low	10%		200				20
13	2016/17	Employment tribunal	Low	5%	Low caseloads and mitigating practices upto date	1,000	50			
	2017/18		low	5%		1,000		50		
	2018/19		low – 20%	5%		1,000			50	
	2019/20		low – 20%	5%		1,000				50
14	2016/17	Levies from partner organisations could exceed increases in matched funding	Low	10%	Low risks due to limited exposure.	400	40			
	2017/18		Low	10%		450		45		
	2018/19		Low	10%		500			50	
	2019/20		Low	10%		550				55

No.	Year	Risk Event	Low = 0% - 25%		Risk %	Comments	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%	High = 51% - 100%				2016/17 £,000s	2017/18 £,000s	2018/19 £,000s	2019/20 £,000s
15	2016/17	Additional revenue funding to meet additional costs arising from capital borrowing	Low		15%	Low risk in 2017/18 due to forecasts of need. Later years may increase due to further reviews of the programme or receipts not materialising / being delayed.	1,000	150			
	2017/18		Medium		30%		3,000		900		
	2018/19		Medium		30%		3,000			900	
	2019/20		Low		20%		3,000				600
16	2016/17	Major fraud	Low		5%	Low caseloads and mitigating practices upto date	100	5			
	2017/18		Low		5%		100		5		
	2018/19		Low		5%		100			5	
	2019/20		Low		5%		100				5
17	2016/17	LG Pension Scheme – employer contribution increase above budget	Low		0%	Low risk as latest valuations set rates for next three years.	-	-			
	2017/18		Low		0%		0	-	-		
	2018/19		Low		0%		2,000		-	-	
	2019/20		Low		0%		2,000			-	-

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Comments	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%				2016/17 £,000s	2017/18 £,000s	2018/19 £,000s	2019/20 £,000s
			High = 51% - 100%							
18	2016/17	Failure to collect debt beyond provision	Low	10%	Risk lowered due to improved practices in more commercial strategy approved by Council in 2016.	1,000	100			
	2017/18		Low	10%		1,000		100		
	2018/19		Low	10%		1,000			100	
	2019/20		Low	10%		1,000				100
19	2016/17	Adverse winter increases call	Low	20%	Lower risk in 2016/17 due to period remaining in financial year. Future years held at medium due to inability to forecast with any accuracy.	2,000	400			
	2017/18		Medium	30%		2,000		600		
	2018/19		Medium	30%		2,000			600	
	2019/20		Medium	30%		2,000				600
20	2016/17	Unforeseen events / contingency	Low	15%	Lower risk in 2016/17 due to period remaining in financial year. Future years held at medium due to inability to forecast with any accuracy.	5,000	750			
	2017/18		Low	15%		2,000		300		
	2018/19		Medium	50%		2,000			1,000	
	2019/20		Medium	75%		2,000				1,500

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Comments	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%				High = 51% - 100%	2016/17 £,000s	2017/18 £,000s	2018/19 £,000s
21	2016/17	Fluctuation in borrowing costs/interest receipts.	Low	1%	Low risk 2016-18 based on latest Bank of England forecast and Treasury Management Strategy. Later years increased risk due to market uncertainty based again on Bank of England commentary.	-1,000	10			
	2017/18		Medium	25%		-1000		100		
	2018/19		Medium	50%		-1000			500	
	2019/20		Medium	50%		-1,000				500
22	2016/17	Waste recycling performance does not improve resulting in Landfill Tax liabilities above budget	Low	5%	Current and forecast tonnage reviews at Appendix 1D reviewed and early years assessed as low risk of variance.	1,000	50			
	2017/18		Low	5%		1,000		50		
	2018/19		Low	10%		1,500			150	
	2019/20		Medim	30%		1,000				300
23	2016/17	Sensitivity for safeguarding and looked after children additional costs	Medium	50%	Previous years and the nature of the service suggest this remains as medium in first three years. Plans continue to be developed to continual improve the service and preventative measures so final years risk reduced, but will continue to be monitored.	3,000	1,500			
	2017/18		Medium	50%		2,000		1,000		
	2018/19		Medium	30%		1,000			300	
	2019/20		Low	10%		1,000				100

No.	Year	Risk Event	Low = 0% - 25%	Risk %	Comments	Potential Net Financial Impact £,000s	Reserve Requirement			
			Medium = 26% - 50%				2016/17	2017/18	2018/19	2019/20
			High = 51% - 100%				£,000s	£,000s	£,000s	£,000s
24	2016/17	Partnerships and contractors adversely affected by the economic client that affects the viability of an existing contract.	Low	10%	As above reference to Bank of England data suggests there is a risk, but lack of any certainty or how it would impact Wiltshire suggests low risk remains at this stage.	2,000	200			
	2017/18		Low	10%		2,000		200		
	2018/19		Low	10%		2,000			200	
	2019/20		Low	15%		2,000				300
25	2016/17	Year end overspend	Medium	50%	2016/17 noted actions underway and no plans at this stage to draw down further but still included as a risk. All years set at medium risk based on continued pressures on local authority budgets, and increasing demand in services such as care. Given the period to plan to avoid overspends 2017/18 is rated a higher risk only on the basis of ability to respond than later years.	3,000	1,500			
	2017/18		Medium	50%		1,000		500		
	2018/19		Medium	25%		1,000			250	
	2019/20		Medium	25%		1,000				250
26	2016/17	Information Governance risks give rise to costs in terms of fines	Low	0%	An external review of Information Governance has identified a number of actions that are being addressed. These will strengthen the control environment and reduce the risk of fines.	1,000	-			
	2017/18		Low	5%		1,000		50		
	2018/19		Low	5%		1,000			50	
	2019/20		Low	5%		1,000				50
TOTALS						7,655	10,858	11,205	12,610	

Engagement Feedback

DRAFT NO DECISIONS TAKEN

DRAFT WILTSHIRE COUNCIL BUDGET BOOK SUMMARY 2017/2018 NO DECISIONS MADE

Wiltshire Council Service Area	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Adult Social Care Operations					
Adults 18+	58.154	5.130	(1.510)	0.000	61.774
Mental Health	21.107	1.482	0.000	0.000	22.589
Learning Disabilities	43.040	0.253	(1.104)	0.000	42.189
Adult Care Commissioning & Housing					
Resources, Strategy & Commissioning	9.688	0.715	(0.285)	0.000	10.118
Housing Services	4.181	0.020	0.000	0.000	4.201
Public Health & Public Protection					
Public Health Grant	0.000	0.000	0.000	0.000	0.000
Other Public Health & Public Protection	2.457	0.031	(0.175)	0.000	2.313
Leisure	0.166	0.064	(0.100)	0.000	0.130
Operational Children's Services					
Children's Social Care	34.674	1.639	(0.250)	0.000	36.063
0-25 Service: Disabled Children & Adults	15.423	1.583	(0.300)	0.000	16.706
Early Help	1.891	0.043	(0.200)	0.000	1.734
Commissioning, Performance & School Effectiveness					
School Effectiveness	1.724	0.027	(0.100)	0.000	1.651
Safeguarding	1.485	0.013	(0.100)	0.000	1.398
Funding Schools	0.000	0.000	0.000	0.000	0.000
Commissioning & Performance	7.346	0.525	(1.039)	0.050	6.882
Economy & Planning					
Economy & Planning	3.967	0.080	(0.287)	0.050	3.810
Highways & Transport					
Highways	17.047	0.751	(0.287)	0.000	17.511
Transport	17.151	0.611	(0.150)	0.000	17.612
Car Parking	(6.107)	0.013	(0.165)	0.000	(6.259)
Waste & Environment					
Waste	32.826	0.057	(1.003)	0.175	32.055
Environment Services	3.986	0.027	(0.050)	0.000	3.963
Communities & Communications					
Communications	1.538	0.012	(0.200)	(0.175)	1.175
Libraries, Heritage & Arts	4.471	0.053	(0.175)	0.000	4.349
Corporate Function, Procurement & Programme Office					
Corporate Function, Procurement & Programme Office	7.351	0.068	(0.450)	0.000	6.969
Finance					
Finance, Revenues & Benefits & Pensions	3.117	0.058	0.000	0.000	3.175
Revenues & Benefits - Subsidy	(0.500)	0.000	0.000	0.000	(0.500)
Legal & Governance					
Legal & Governance	2.048	0.786	0.000	0.000	2.834
People & Business Services					
Human Resources & Organisational Development	3.430	0.042	(0.103)	0.100	3.469
Business Services	1.710	0.026	(0.100)	0.000	1.636
Strategic Asset & Facilities Management	12.201	0.029	(0.496)	(0.200)	11.534
Information Services	9.653	0.048	(0.138)	0.000	9.563
Corporate Directors					
Corporate Directors	0.827	0.007	0.000	0.000	0.834
Members	2.016	0.001	(0.025)	0.000	1.992
Corporate					
Movement To/ From Reserves	0.000	0.000	0.000	0.000	0.000
Capital Financing	23.999	0.000	0.000	0.000	23.999
Restructure and Contingency	0.726	(0.060)	(4.539)	(6.400)	(10.273)
General Government Grants	(37.067)	0.000	0.000	2.377	(34.690)
Corporate Levys	7.859	0.986	0.000	0.000	8.845
Budget Requirement	313.585	15.120	(13.331)	(4.023)	311.351
HRA Budget	(0.975)	0.383	0.000	0.000	(0.592)

BUDGET BOOK 2017/2018

GENERAL FUND SUMMARY

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	143.215	2.344	(4.405)	0.050	141.204
Premises	16.930	0.000	(0.050)	(0.200)	16.680
Transport	5.220	0.000	(0.250)	0.000	4.970
Supplies and Services	116.941	12.776	(3.250)	3.823	130.290
Contract Payments / Third Party	212.020	0.000	(2.118)	0.175	210.077
Transfer Payments and recharges	419.340	0.000	0.000	0.000	419.340
Gross Expenditure	913.666	15.120	(10.073)	3.848	922.561
Gross Income	(600.081)	0.000	(3.258)	(7.871)	(611.210)
Gross Income	(600.081)	0.000	(3.258)	(7.871)	(611.210)
Net Base Budget	313.585	15.120	(13.331)	(4.023)	311.351
HRA Budget	(0.975)	0.383	0.000	0.000	(0.592)

DRAFT NO DECISIONS TAKEN

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Carolyn Hamblett
Adult Social Care Operations
Adults 18+

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	8.018	0.180			8.198
Premises	0.016				0.016
Transport	0.219		(0.100)		0.119
Supplies and Services	0.110	3.300	(0.660)		2.750
Contract Payments / Third Party	55.851	1.650			57.501
Transfer Payments and Recharges	11.064				11.064
Gross Expenditure	75.278	5.130	(0.760)	0.000	79.648
Gross Income	(17.124)		(0.750)		(17.874)
Gross Income	(17.124)	0.000	(0.750)	0.000	(17.874)
Net Base Budget	58.154	5.130	(1.510)	0.000	61.774

Breakdown of Growth

Adults growth	3.300
Salary growth	0.080
Apprenticeship Growth	0.100
Growth related to effect of national living wage on adults contracts	1.650
Total Growth	5.130

Breakdown of Savings

Reduce staff transport costs through reduced numbers of journeys between hubs and greater use of lync and conference calling	(0.100)
Focus more preventative work from across the council and health to ensure that more people are able to live better and independently without care intervention thus reducing demand	(0.660)
Full Year net effect of Adult Social Care charging policy agreed by Cabinet in June 2016	(0.750)
Total Savings	(1.510)

Breakdown of Other

Total Breakdown of Other	0.000
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Signed:
Cabinet Member

Signed:
Corporate Director

Signed:
Associate Director

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Carolyn Hamblett
Adult Social Care Operations
Mental Health

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	3.257	0.032			3.289
Premises	0.002				0.002
Transport	0.073				0.073
Supplies and Services	2.441	1.100			3.541
Contract Payments / Third Party	18.349	0.350			18.699
Transfer Payments and Recharges	0.402				0.402
Gross Expenditure	24.524	1.482	0.000	0.000	26.006
Gross Income	(3.417)				(3.417)
Gross Income	(3.417)	0.000	0.000	0.000	(3.417)
Net Base Budget	21.107	1.482	0.000	0.000	22.589

Breakdown of Growth

Salary growth	1.100
National Living Wage	0.032
	0.350

Total Growth 1.482

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

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Carolyn Hamblett
Adult Social Care Operations
Learning Disabilities

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	5.299	0.053	(0.104)		5.248
Premises	0.022				0.022
Transport	0.073				0.073
Supplies and Services	0.259				0.259
Contract Payments / Third Party	37.672	0.200	(1.000)		36.872
Transfer Payments and Recharges	3.027				3.027
Gross Expenditure	46.352	0.253	(1.104)	0.000	45.501
Gross Income	(3.312)				(3.312)
Gross Income	(3.312)	0.000	0.000	0.000	(3.312)
Net Base Budget	43.040	0.253	(1.104)	0.000	42.189

Breakdown of Growth

Salary growth	0.053
National Living wage	0.200
Total Growth	0.253

Breakdown of Savings

Review the level of costs for Learning Disability to bring in line with neighbouring authorities	(1.000)
Review respite care provision to reduce costs and integrate with health care	(0.075)
Review current Shared Lives Service and exploring other options such as links with neighbouring authorities	(0.029)
Total Savings	(1.104)

Breakdown of Other

Total Breakdown of Other	0.000
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Signed:
Cabinet Member

Signed:
Corporate Director

Signed:
Associate Director

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

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

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	3.011	0.029	(0.260)		2.780
Premises	0.008				0.008
Transport	0.051				0.051
Supplies and Services	6.023	0.686	(0.025)		6.684
Contract Payments / Third Party	1.934				1.934
Transfer Payments and Recharges	0.199				0.199
Gross Expenditure	11.226	0.715	(0.285)	0.000	11.656
Gross Income	(1.538)				(1.538)
Gross Income	(1.538)	0.000	0.000	0.000	(1.538)
Net Base Budget	9.688	0.715	(0.285)	0.000	10.118

Breakdown of Growth

Salary growth 0.029
Adult Care growth (to split) 0.686

Total Growth 0.715

Breakdown of Savings

Review Hearing & Vision Services (social care) currently provided both in house and through voluntary sector looking for options for delivery To secure efficiencies from redesigning back office approvals, payments and review processes. (0.025)

Assess scope for greater efficiencies in commissioning teams across the council's Adults, Children & Public Health Teams (0.235)

Total Savings (0.285)

Breakdown of Other

Total Breakdown of Other 0.000

Signed:
Cabinet Member

Signed:
Corporate Director

Signed:
Associate Director

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

James Cawley
Adult Care Commissioning & Housing
Housing Services

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	1.948	0.020			1.968
Premises	0.921				0.921
Transport	0.043				0.043
Supplies and Services	4.042				4.042
Contract Payments / Third Party	2.045				2.045
Transfer Payments and Recharges	(0.357)				(0.357)
Gross Expenditure	8.642	0.020	0.000	0.000	8.662
Gross Income	(4.461)				(4.461)
Gross Income	(4.461)	0.000	0.000	0.000	(4.461)
Net Base Budget	4.181	0.020	0.000	0.000	4.201

Breakdown of Growth

Salary growth 0.020

Total Growth 0.020

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 _____

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Frances Chinemana
Public Health & Public Protection
Public Health Grant

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	2.495				2.495
Premises	0.000				0.000
Transport	0.059				0.059
Supplies and Services	15.711			(0.450)	15.261
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.004				0.004
Gross Expenditure	18.269	0.000	0.000	(0.450)	17.819
Gross Income	(18.269)			0.450	(17.819)
Gross Income	(18.269)	0.000	0.000	0.450	(17.819)
Net Base Budget	0.000	0.000	0.000	0.000	0.000

Breakdown of Growth

Total Growth 0.000

Breakdown of Savings

Total Savings 0.000

Breakdown of Other

Public Health Grant 0.450
Public Health Spend (0.450)

Total Breakdown of Other 0.000

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Cabinet Member

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Corporate Director

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Associate Director

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

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

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	3.089	0.031	(0.125)		2.995
Premises	0.012				0.012
Transport	0.100		(0.050)		0.050
Supplies and Services	0.214				0.214
Contract Payments / Third Party	0.005				0.005
Transfer Payments and Recharges	(0.056)				(0.056)
Gross Expenditure	3.364	0.031	(0.175)	0.000	3.220
Gross Income	(0.907)				(0.907)
Gross Income	(0.907)	0.000	0.000	0.000	(0.907)
Net Base Budget	2.457	0.031	(0.175)	0.000	2.313

Breakdown of Growth

Salary growth	0.031
Total Growth	<u>0.031</u>

Breakdown of Savings

Efficiencies from a review of services and structures in Public Health & Protection	(0.100)
Assess scope for greater efficiencies in commissioning teams across the council's Adults, Children & Public Health Teams	(0.025)
Reduce staff transport costs through reduced numbers of journeys between hubs and greater use of lync and conference calling	(0.050)
Total Savings	<u>(0.175)</u>

Breakdown of Other

Total Breakdown of Other	<u>0.000</u>
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Corporate Director

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Frances Chinemana
Public Health & Public Protection
Leisure

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	6.709	0.064			6.773
Premises	0.158				0.158
Transport	0.041				0.041
Supplies and Services	0.694				0.694
Contract Payments / Third Party	0.358				0.358
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	7.960	0.064	0.000	0.000	8.024
Gross Income	(7.794)		(0.100)		(7.894)
Gross Income	(7.794)	0.000	(0.100)	0.000	(7.894)
Net Base Budget	0.166	0.064	(0.100)	0.000	0.130

Breakdown of Growth

Salary growth	0.064
Total Growth	<u>0.064</u>

Breakdown of Savings

Increased income from Cabinet's decision in December 2015 regarding 3% average uplift to Leisure fees	(0.100)
Total Savings	<u>(0.100)</u>

Breakdown of Other

Total Breakdown of Other	<u>0.000</u>
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 Cabinet Member

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 Corporate Director

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 Associate Director

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Terence Herbert
Operational Children's Services
Childrens Social Care

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	14.343	0.139			14.482
Premises	0.000				0.000
Transport	0.493				0.493
Supplies and Services	1.739	1.500	(0.100)		3.139
Contract Payments / Third Party	20.274		(0.150)		20.124
Transfer Payments and Recharges	0.230				0.230
Gross Expenditure	37.079	1.639	(0.250)	0.000	38.468
Gross Income	(2.405)				(2.405)
Gross Income	(2.405)	0.000	0.000	0.000	(2.405)
Net Base Budget	34.674	1.639	(0.250)	0.000	36.063

Breakdown of Growth

Salary growth	0.139
Childrens Social Care Growth	1.500
Total Growth	1.639

Breakdown of Savings

Increase the proportion of placements for Looked After Children (LAC) to be made with in house carers and reduce use of independent agencies and residential placements	(0.150)
Increased external income target and reduced activity budget reflecting new ways of working with young people	(0.100)
Total Savings	(0.250)

Breakdown of Other

Total Breakdown of Other	0.000
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Cabinet Member

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Corporate Director

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

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

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	8.344	0.083	(0.100)		8.327
Premises	0.020				0.020
Transport	0.198				0.198
Supplies and Services	23.855	1.500			25.355
Contract Payments / Third Party	8.494				8.494
Transfer Payments and Recharges	(0.182)				(0.182)
Gross Expenditure	40.729	1.583	(0.100)	0.000	42.212
Gross Income	(25.306)		(0.200)		(25.506)
Gross Income	(25.306)	0.000	(0.200)	0.000	(25.506)
Net Base Budget	15.423	1.583	(0.300)	0.000	16.706

Breakdown of Growth

Salary growth	0.083
Childrens SEN growth	1.500
Total Growth	1.583

Breakdown of Savings

Greater efficiencies across Statement of Educational Needs Transport Budget	(0.100)
Trade Education Psychology Service (non-core service)	(0.200)
Total Savings	(0.300)

Breakdown of Other

Total Breakdown of Other	0.000
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Corporate Director _____

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Associate Director _____

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Terence Herbert
Operational Children's Services
Early Help

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	4.299	0.043	(0.200)		4.142
Premises	0.047				0.047
Transport	0.188				0.188
Supplies and Services	3.478				3.478
Contract Payments / Third Party	0.160				0.160
Transfer Payments and Recharges	(1.087)				(1.087)
Gross Expenditure	7.085	0.043	(0.200)	0.000	6.928
Gross Income	(5.194)				(5.194)
Gross Income	(5.194)	0.000	0.000	0.000	(5.194)
Net Base Budget	1.891	0.043	(0.200)	0.000	1.734

Breakdown of Growth

Salary growth 0.043

Total Growth 0.043

Breakdown of Savings

Alignment of Early Help activity (0.200)

Total Savings (0.200)

Breakdown of Other

Total Breakdown of Other 0.000

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Julia Cramp
Commissioning, Performance & School Effectiveness
School Effectiveness

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	2.765	0.027			2.792
Premises	0.073				0.073
Transport	0.049		(0.050)		(0.001)
Supplies and Services	0.959				0.959
Contract Payments / Third Party	0.002				0.002
Transfer Payments and Recharges	0.009				0.009
Gross Expenditure	3.857	0.027	(0.050)	0.000	3.834
Gross Income	(2.133)		(0.050)		(2.183)
Gross Income	(2.133)	0.000	(0.050)	0.000	(2.183)
Net Base Budget	1.724	0.027	(0.100)	0.000	1.651

Breakdown of Growth

Salary growth	0.027
Total Growth	<u>0.027</u>

Breakdown of Savings

Review of schools traded services with uplift in prices	(0.050)
Reduce staff transport costs through reduced numbers of journeys between hubs and greater use of lync and conference calling	(0.050)
Total Savings	<u>(0.050)</u>

Breakdown of Other

Total Breakdown of Other	<u>0.000</u>
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Associate Director _____

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Julia Cramp
Commissioning, Performance & School Effectiveness
Safeguarding

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	1.502	0.013	(0.100)		1.415
Premises	0.036				0.036
Transport	0.030				0.030
Supplies and Services	0.093				0.093
Contract Payments / Third Party	0.005				0.005
Transfer Payments and Recharges	0.105				0.105
Gross Expenditure	1.771	0.013	(0.100)	0.000	1.684
Gross Income	(0.286)				(0.286)
Gross Income	(0.286)	0.000	0.000	0.000	(0.286)
Net Base Budget	1.485	0.013	(0.100)	0.000	1.398

Breakdown of Growth

Salary growth	0.013
Total Growth	<u>0.013</u>

Breakdown of Savings

Efficiencies from a review of current minute taking arrangements for the recording of Adult Care and Child Protection conferences

	(0.100)
Total Savings	<u>(0.100)</u>

Breakdown of Other

Total Breakdown of Other	<u>0.000</u>
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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Julia Cramp
Commissioning, Performance & School Effectiveness
Funding Schools

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	0.818				0.818
Premises	0.285				0.285
Transport	0.000				0.000
Supplies and Services	7.491				7.491
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	271.063				271.063
Gross Expenditure	279.657	0.000	0.000	0.000	279.657
Gross Income	(279.657)				(279.657)
Gross Income	(279.657)	0.000	0.000	0.000	(279.657)
Net Base Budget	0.000	0.000	0.000	0.000	0.000

Breakdown of Growth

Total Growth 0.000

Breakdown of Savings

Total Savings 0.000

Breakdown of Other

Total Breakdown of Other 0.000

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Julia Cramp
Commissioning, Performance & School Effectiveness
Commissioning & Performance

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	5.571	0.025	(0.025)	0.050	5.621
Premises	0.021				0.021
Transport	0.089				0.089
Supplies and Services	22.614	0.500			23.114
Contract Payments / Third Party	4.001		(0.161)		3.840
Transfer Payments and Recharges	(0.689)				(0.689)
Gross Expenditure	31.607	0.525	(0.186)	0.050	31.996
Gross Income	(24.261)		(0.853)		(25.114)
Gross Income	(24.261)	0.000	(0.853)	0.000	(25.114)
Net Base Budget	7.346	0.525	(1.039)	0.050	6.882

Breakdown of Growth

Salary growth 0.025
Childrens Commissioning & Performance growth 0.500

Total Growth 0.525

Breakdown of Savings

Use of Grants (0.853)
Planned Children's Centre Savings already agreed (0.136)
Planned changes to Short Breaks Scheme as consulted on with Parents and Carers (0.025)
Assess scope for greater efficiencies in commissioning teams across the council's Adults, Children & Public Health Teams (0.025)

Total Savings (1.039)

Breakdown of Other

Extending the times when the parent carer phone line are operational 0.050

Total Breakdown of Other 0.050

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Alistair Cunningham
Economy & Planning
Economy & Planning

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	8.027	0.080	(0.045)		8.062
Premises	0.231				0.231
Transport	0.186				0.186
Supplies and Services	1.991		(0.135)	0.050	1.906
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.215				0.215
Gross Expenditure	10.650	0.080	(0.180)	0.050	10.600
Gross Income	(6.683)		(0.107)		(6.790)
Gross Income	(6.683)	0.000	(0.107)	0.000	(6.790)
Net Base Budget	3.967	0.080	(0.287)	0.050	3.810

Breakdown of Growth

Salary growth	0.080
Total Growth	0.080

Breakdown of Savings

Additional grant income for Economic Development work	(0.100)
Reduce Visit Wiltshire contract	(0.100)
Reduce Wiltshire Wildlife Trust Contract	(0.022)
Remove 1 vacant post	(0.020)
Planning consultation process efficiencies (Parish/Towns)	(0.013)
Charge for minerals and waste searches external	(0.007)
S106 and other similar external fund administration review	(0.025)
Total Savings	(0.287)

Breakdown of Other

Reinvestment in Visit Wiltshire to promote the County	0.050
Total Breakdown of Other	0.050

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Corporate Director _____

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Associate Director _____

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Parvis Khansari
Highways & Transport
Highways

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	5.195	0.051			5.246
Premises	0.968				0.968
Transport	0.118				0.118
Supplies and Services	0.934	0.700			1.634
Contract Payments / Third Party	12.489		(0.287)		12.202
Transfer Payments and Recharges	(0.914)				(0.914)
Gross Expenditure	18.790	0.751	(0.287)	0.000	19.254
Gross Income	(1.743)				(1.743)
Gross Income	(1.743)	0.000	0.000	0.000	(1.743)
Net Base Budget	17.047	0.751	(0.287)	0.000	17.511

Breakdown of Growth

Salary growth	0.051
Highways growth	0.700
Total Growth	0.751

Breakdown of Savings

Close remaining non-transferred Churchyard Toilets	(0.005)
Park and Ride buildings and toilets - Assess leasing out the buildings to fund maintenance/property costs	(0.050)
Review Play Areas provision and transfer to Town and Parish Councils	(0.030)
Community Asset Transfers (CAT) figures for Salisbury CAT, others cost neutral	(0.088)
Review salt delivery arrangements to Parish and Town Councils	(0.050)
Management fee charge to Commuted Sums	(0.030)
Reduce non-essential bridge maintenance	(0.016)
Community Toilet Scheme	(0.018)
Total Savings	(0.287)

Breakdown of Other

Total Breakdown of Other	0.000
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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Parvis Khansari
Highways & Transport
Transport

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	1.009	0.011			1.020
Premises	0.000				0.000
Transport	0.025				0.025
Supplies and Services	0.123	0.600			0.723
Contract Payments / Third Party	17.617		(0.150)		17.467
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	18.774	0.611	(0.150)	0.000	19.235
Gross Income	(1.623)				(1.623)
Gross Income	(1.623)	0.000	0.000	0.000	(1.623)
Net Base Budget	17.151	0.611	(0.150)	0.000	17.612

Breakdown of Growth

Salary growth	0.011
Transport growth	0.600
Total Growth	0.611

Breakdown of Savings

Further consideration of public transport routes that exceed the £3.50 per passenger trip, as defined in the Cabinet paper of October 2016, as well as additional income collected on specific post 16 contracts

	(0.150)
Total Savings	(0.150)

Breakdown of Other

Total Breakdown of Other	0.000
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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Parvis Khansari
Highways & Transport
Car Parking

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	1.234	0.013			1.247
Premises	0.075				0.075
Transport	0.000				0.000
Supplies and Services	0.250				0.250
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	1.559	0.013	0.000	0.000	1.572
Gross Income	(7.666)		(0.165)		(7.831)
Gross Income	(7.666)	0.000	(0.165)	0.000	(7.831)
Net Base Budget	(6.107)	0.013	(0.165)	0.000	(6.259)

Breakdown of Growth

Salary growth 0.013

Total Growth 0.013

Breakdown of Savings

Review parking provision across the council (0.165)

Total Savings (0.165)

Breakdown of Other

Total Breakdown of Other 0.000

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Tracy Carter
Waste & Environment
Waste

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	6.500	0.057			6.557
Premises	0.039				0.039
Transport	0.020				0.020
Supplies and Services	0.343				0.343
Contract Payments / Third Party	32.008		(0.370)	0.175	31.813
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	38.910	0.057	(0.370)	0.175	38.772
Gross Income	(6.084)		(0.633)		(6.717)
Gross Income	(6.084)	0.000	(0.633)	0.000	(6.717)
Net Base Budget	32.826	0.057	(1.003)	0.175	32.055

Breakdown of Growth

Salary growth	0.057
Total Growth	0.057

Breakdown of Savings

New Fees & Charges - Introduce charging for certain materials at HRC	(0.215)
Increase charges	(0.200)
Continued review of Household Recycling Centre operating procedures	(0.025)
Cease acceptance of tyres other than car and small van tyres at household recycling centres	(0.009)
Waste collection contract efficiency savings	(0.300)
Review of bulky household waste collection charges	(0.100)
Remove subsidy for bulky household waste collections for those in receipt of means tested benefits	(0.018)
Charge for delivery of replacement residual waste bins, other than those damaged during collection.	(0.100)
Cease waste and recycling collections from inaccessible properties	(0.030)
Remove remaining bring sites	(0.006)
Total Savings	(1.003)

Breakdown of Other

Extend the opening hours at some HRCs	0.175
Total Breakdown of Other	0.175

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Associate Director

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Tracy Carter
 Waste & Environment
 Environment Services

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	2.510	0.027			2.537
Premises	0.185				0.185
Transport	2.424		(0.050)		2.374
Supplies and Services	0.422				0.422
Contract Payments / Third Party	0.037				0.037
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	5.578	0.027	(0.050)	0.000	5.555
Gross Income	(1.592)				(1.592)
Gross Income	(1.592)	0.000	0.000	0.000	(1.592)
Net Base Budget	3.986	0.027	(0.050)	0.000	3.963

Breakdown of Growth

Salary growth	0.027
Total Growth	<u>0.027</u>

Breakdown of Savings

Further reduce corporate Fleet	(0.050)
Total Savings	<u>(0.050)</u>

Breakdown of Other

Total Breakdown of Other	<u>0.000</u>
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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Laurie Bell
Communities & Communications
Communications

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	1.170	0.012			1.182
Premises	0.008				0.008
Transport	0.010				0.010
Supplies and Services	0.470		(0.200)	(0.175)	0.095
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	(0.040)				(0.040)
Gross Expenditure	1.618	0.012	(0.200)	(0.175)	1.255
Gross Income	(0.080)				(0.080)
Gross Income	(0.080)	0.000	0.000	0.000	(0.080)
Net Base Budget	1.538	0.012	(0.200)	(0.175)	1.175

Breakdown of Growth

Salary growth	0.012
Total Growth	<u>0.012</u>

Breakdown of Savings

Review the provision of corporate marketing aligned to council priorities and income generation	(0.200)
Total Savings	<u>(0.200)</u>

Breakdown of Other

Reduction in the level of spend on third party marketing and printing	(0.175)
Total Breakdown of Other	<u>(0.175)</u>

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Laurie Bell
Communities & Communications
Libraries, Heritage & Arts

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	5.163	0.053			5.216
Premises	0.021				0.021
Transport	0.094				0.094
Supplies and Services	1.030		(0.175)		0.855
Contract Payments / Third Party	0.008				0.008
Transfer Payments and Recharges	(0.400)				(0.400)
Gross Expenditure	5.916	0.053	(0.175)	0.000	5.794
Gross Income	(1.445)				(1.445)
Gross Income	(1.445)	0.000	0.000	0.000	(1.445)
Net Base Budget	4.471	0.053	(0.175)	0.000	4.349

Breakdown of Growth

Salary growth	0.053
Total Growth	<u><u>0.053</u></u>

Breakdown of Savings

Review revenue funding grant for youth activities to Area Boards based on unspent locally raised funds	(0.050)
Review the current provision of the Melksham lunch club and opportunities for better VFM service	(0.075)
Review the model for community support	(0.050)
Total Savings	<u><u>(0.175)</u></u>

Breakdown of Other

Total Breakdown of Other	<u><u>0.000</u></u>
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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Robin Townsend
Corporate Function, Procurement & Programme Office
Corporate Function, Procurement & Programme Office

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	6.823	0.068			6.891
Premises	0.400				0.400
Transport	0.302				0.302
Supplies and Services	1.960		(0.450)		1.510
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	(0.093)				(0.093)
Gross Expenditure	9.392	0.068	(0.450)	0.000	9.010
Gross Income	(2.041)				(2.041)
Gross Income	(2.041)	0.000	0.000	0.000	(2.041)
Net Base Budget	7.351	0.068	(0.450)	0.000	6.969

Breakdown of Growth

Salary growth	0.068
Total Growth	<u>0.068</u>

Breakdown of Savings

Review VCSE partnership arrangements	(0.400)
Review insurance provision and rebalance risk following assessment	(0.050)
Total Savings	<u>(0.450)</u>

Breakdown of Other

Total Breakdown of Other	<u>0.000</u>
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Signed:
 Cabinet Member _____

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 Corporate Director _____

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 Associate Director _____

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Michael Hudson
Finance
Finance, Revenues & Benefits & Pensions

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	6.631	0.058			6.689
Premises	0.000				0.000
Transport	0.059				0.059
Supplies and Services	8.158				8.158
Contract Payments / Third Party	0.015				0.015
Transfer Payments and Recharges	0.661				0.661
Gross Expenditure	15.524	0.058	0.000	0.000	15.582
Gross Income	(12.407)				(12.407)
Gross Income	(12.407)	0.000	0.000	0.000	(12.407)
Net Base Budget	3.117	0.058	0.000	0.000	3.175

Breakdown of Growth

Salary growth	0.058
Total Growth	<u>0.058</u>

Breakdown of Savings

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

Total Breakdown of Other	<u>0.000</u>
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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Michael Hudson
Finance
Revenues & Benefits - Subsidy

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
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	111.386				111.386
Gross Expenditure	111.386	0.000	0.000	0.000	111.386
Gross Income	(111.886)				(111.886)
Gross Income	(111.886)	0.000	0.000	0.000	(111.886)
Net Base Budget	(0.500)	0.000	0.000	0.000	(0.500)

Breakdown of Growth

Total Growth 0.000

Breakdown of Savings

Total Savings 0.000

Breakdown of Other

Total Breakdown of Other 0.000

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Ian Gibbons
Legal & Governance
Legal & Governance

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	3.808	0.036			3.844
Premises	0.001				0.001
Transport	0.039				0.039
Supplies and Services	0.438	0.750			1.188
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.094				0.094
Gross Expenditure	4.380	0.786	0.000	0.000	5.166
Gross Income	(2.332)				(2.332)
Gross Income	(2.332)	0.000	0.000	0.000	(2.332)
Net Base Budget	2.048	0.786	0.000	0.000	2.834

Breakdown of Growth

Salary growth	0.036
Legal growth	0.750
Total Growth	0.786

Breakdown of Savings

Total Savings	0.000
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Breakdown of Other

Total Breakdown of Other	0.000
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 Cabinet Member _____

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 Associate Director _____

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Barry Pirie
People & Business Services
Human Resources & Organisational Development

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	4.785	0.042	(0.053)		4.774
Premises	0.006				0.006
Transport	0.060				0.060
Supplies and Services	0.681			0.100	0.781
Contract Payments / Third Party	0.040				0.040
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	5.572	0.042	(0.053)	0.100	5.661
Gross Income	(2.142)		(0.050)		(2.192)
Gross Income	(2.142)	0.000	(0.050)	0.000	(2.192)
Net Base Budget	3.430	0.042	(0.103)	0.100	3.469

Breakdown of Growth

Salary growth	0.042
Total Growth	<u>0.042</u>

Breakdown of Savings

HR Schools Trading mechanism to be revised to cap costs borne by the council	(0.050)
Remove vacant posts	(0.053)
Total Savings	<u>(0.103)</u>

Breakdown of Other

Invest in learning and development, alongside other investments in staff, including apprenticeships	0.100
Total Breakdown of Other	<u>0.100</u>

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Corporate Director _____

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Associate Director _____

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Barry Pirie
People & Business Services
Business Services

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	2.490	0.026	(0.050)		2.466
Premises	0.000				0.000
Transport	0.027				0.027
Supplies and Services	0.068				0.068
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	2.585	0.026	(0.050)	0.000	2.561
Gross Income	(0.875)		(0.050)		(0.925)
Gross Income	(0.875)	0.000	(0.050)	0.000	(0.925)
Net Base Budget	1.710	0.026	(0.100)	0.000	1.636

Breakdown of Growth

Salary growth	0.026
Total Growth	0.026

Breakdown of Savings

Registration increased Income Following improved IT and E Access to services such as registrars and benefits later in 2017/18 review and seek a slight reduction in front desk opening hours at main hubs	(0.050)
	(0.050)
Total Savings	(0.100)

Breakdown of Other

Total Breakdown of Other	0.000
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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Barry Pirie
People & Business Services
Strategic Asset & Facilities Management

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	2.925	0.029	(0.050)		2.904
Premises	12.794		(0.050)	(0.200)	12.544
Transport	0.036				0.036
Supplies and Services	0.871		(0.096)		0.775
Contract Payments / Third Party	0.056				0.056
Transfer Payments and Recharges	(0.079)				(0.079)
Gross Expenditure	16.603	0.029	(0.196)	(0.200)	16.236
Gross Income	(4.402)		(0.300)		(4.702)
Gross Income	(4.402)	0.000	(0.300)	0.000	(4.702)
Net Base Budget	12.201	0.029	(0.496)	(0.200)	11.534

Breakdown of Growth

Salary growth	0.029
Total Growth	<u><u>0.029</u></u>

Breakdown of Savings

Adopt a commercial charging approach for all occupiers of our properties and seek more opportunities to lease spare capacity	(0.300)
Efficiencies from a review of all property and build activity across the council	(0.050)
Review County Hall and Monkton Park restaurant facility / subsidy	(0.050)
Reduced NADIR bill as a result of Business Rates Consultation	(0.050)
Planning consultation process efficiencies (Parish/Towns)	(0.022)
Planning consultation process efficiencies	(0.024)
Total Savings	<u><u>(0.496)</u></u>

Breakdown of Other

Extra funding of Property Preventative Maintenance from Capital	(0.200)
Total Breakdown of Other	<u><u>(0.200)</u></u>

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Barry Pirie
People & Business Services
Information Services

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	5.107	0.048	(0.004)		5.151
Premises	0.000				0.000
Transport	0.024				0.024
Supplies and Services	6.587		(0.134)		6.453
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.001				0.001
Gross Expenditure	11.719	0.048	(0.138)	0.000	11.629
Gross Income	(2.066)				(2.066)
Gross Income	(2.066)	0.000	0.000	0.000	(2.066)
Net Base Budget	9.653	0.048	(0.138)	0.000	9.563

Breakdown of Growth

Salary growth	0.048
Total Growth	<u>0.048</u>

Breakdown of Savings

Printer reduction	(0.080)
Stop new spending on off the shelf applications	(0.040)
Stop rolling out Motel phones	(0.004)
No new equipment/IT service for non-Wiltshire staff	(0.010)
Reduce overtime ban. All maintenance in-hours	(0.004)
Total Savings	<u>(0.138)</u>

Breakdown of Other

Total Breakdown of Other	<u>0.000</u>
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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Robin Townsend
Corporate Directors
Corporate Directors

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	0.688	0.007			0.695
Premises	0.033				0.033
Transport	0.005				0.005
Supplies and Services	0.128				0.128
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	0.854	0.007	0.000	0.000	0.861
Gross Income	(0.027)				(0.027)
Gross Income	(0.027)	0.000	0.000	0.000	(0.027)
Net Base Budget	0.827	0.007	0.000	0.000	0.834

Breakdown of Growth

Salary growth	0.007
Total Growth	<u><u>0.007</u></u>

Breakdown of Savings

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

Total Breakdown of Other	<u><u>0.000</u></u>
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 Cabinet Member _____

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 Associate Director _____

BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Robin Townsend
Corporate Directors
Members

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	0.077	0.001			0.078
Premises	0.009				0.009
Transport	0.085				0.085
Supplies and Services	1.845		(0.025)		1.820
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	2.016	0.001	(0.025)	0.000	1.992
Gross Income	0.000				0.000
Gross Income	0.000	0.000	0.000	0.000	0.000
Net Base Budget	2.016	0.001	(0.025)	0.000	1.992

Breakdown of Growth

Salary growth	0.001
Total Growth	<u>0.001</u>

Breakdown of Savings

Remove Councillors subsidy for IT	(0.025)
Total Savings	<u>(0.025)</u>

Breakdown of Other

Total Breakdown of Other	<u>0.000</u>
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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Michael Hudson
Corporate
Movement To/ From Reserves

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
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	0.000				0.000
Gross Expenditure	0.000	0.000	0.000	0.000	0.000
Gross Income	0.000				0.000
Gross Income	0.000	0.000	0.000	0.000	0.000
Net Base Budget	0.000	0.000	0.000	0.000	0.000

Breakdown of Growth

Total Growth 0.000

Breakdown of Savings

Total Savings 0.000

Breakdown of Other

Total Breakdown of Other 0.000

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Michael Hudson
Corporate
Capital Financing

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	0.000				0.000
Premises	0.000				0.000
Transport	0.000				0.000
Supplies and Services	0.080				0.080
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	24.777				24.777
Gross Expenditure	24.857	0.000	0.000	0.000	24.857
Gross Income	(0.858)				(0.858)
Gross Income	(0.858)	0.000	0.000	0.000	(0.858)
Net Base Budget	23.999	0.000	0.000	0.000	23.999

Breakdown of Growth

Total Growth 0.000

Breakdown of Savings

Total Savings 0.000

Breakdown of Other

Total Breakdown of Other 0.000

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Corporate Director

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Michael Hudson
Corporate
Restructure & Contingency

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	0.596		(3.289)		(2.693)
Premises	0.000				0.000
Transport	0.000				0.000
Supplies and Services	0.718	2.140	(1.250)		1.608
Contract Payments / Third Party	0.000	(2.200)			(2.200)
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	1.314	(0.060)	(4.539)	0.000	(3.285)
Gross Income	(0.588)			(6.400)	(6.988)
Gross Income	(0.588)	0.000	0.000	(6.400)	(6.988)
Net Base Budget	0.726	(0.060)	(4.539)	(6.400)	(10.273)

Breakdown of Growth

Growth adjustment	(0.060)
Total Growth	(0.060)

Breakdown of Savings

Efficient Administration of payments and income management	(0.600)
Active treasury management. Payment up front before service for most items to reduce bad debt.	
Revised Income Subsidy policies	(0.400)
Procurement review of contracts	(0.250)
Review of staffing operational structures including vacancies, staff turnover and recruitment	(3.089)
Review of staffing operational structures for policy, performance, finance and risk including vacancies, staff turnover and recruitment	(0.200)
Total Savings	(4.539)

Breakdown of Other

Use of Reserves	(6.000)
Income	(0.400)
Total Breakdown of Other	(6.400)

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Michael Hudson
Corporate
General Government Grants

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	0.000				0.000
Premises	0.000				0.000
Transport	0.000				0.000
Supplies and Services	0.121			4.298	4.419
Contract Payments / Third Party	0.000				0.000
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	0.121	0.000	0.000	4.298	4.419
Gross Income	(37.188)			(1.921)	(39.109)
Gross Income	(37.188)	0.000	0.000	(1.921)	(39.109)
Net Base Budget	(37.067)	0.000	0.000	2.377	(34.690)

Breakdown of Growth

Total Growth 0.000

Breakdown of Savings

Total Savings 0.000

Breakdown of Other

New homes bonus 1.841
 Parish Council Tax Support (0.121)
 Educational Support Grant 1.819
 Adult Social Care Grant (1.800)
 Rural Support Grant 0.635
 Transition Grant 0.003

Total Breakdown of Other 2.377

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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

Michael Hudson
Corporate
Corporate Levys

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	7.009	0.986			7.995
Premises	0.539				0.539
Transport	0.000				0.000
Supplies and Services	0.000				0.000
Contract Payments / Third Party	0.600				0.600
Transfer Payments and Recharges	0.000				0.000
Gross Expenditure	8.148	0.986	0.000	0.000	9.134
Gross Income	(0.289)				(0.289)
Gross Income	(0.289)	0.000	0.000	0.000	(0.289)
Net Base Budget	7.859	0.986	0.000	0.000	8.845

Breakdown of Growth

Pension Back Funding	0.570
Apprenticeship growth	0.416
Total Growth	0.986

Breakdown of Savings

Total Savings	0.000
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Breakdown of Other

Total Breakdown of Other	0.000
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BUDGET BOOK 2017/2018

ASSOCIATE DIRECTOR:
SERVICE AREA:
SERVICE:

James Cawley
Housing Revenue Account (HRA)
Housing Revenue Account (HRA)

	Revised 2016/2017 (£m)	Growth & Investment (£m)	Savings & Efficiencies (£m)	Other (£m)	Proposed 2017/2018 (£m)
Employees	3.105	0.040			3.145
Premises	5.041				5.041
Transport	0.142				0.142
Supplies and Services	0.870				0.870
Contract Payments / Third Party	0.012				0.012
Transfer Payments and Recharges	15.562				15.562
Gross Expenditure	24.732	0.040	0.000	0.000	24.772
Gross Income	(25.707)	0.343			(25.364)
Gross Income	(25.707)	0.343	0.000	0.000	(25.364)
Net Base Budget	(0.975)	0.383	0.000	0.000	(0.592)

Breakdown of Growth

Salary growth 0.040
 Rent adjustment due to rent capping 0.343

Total Growth 0.383

Breakdown of Savings

Total Savings 0.000

Breakdown of Other

Total Breakdown of Other 0.000

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 Associate Director

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WASTE MANAGEMENTService Area
Associate DirectorWaste
Tracy Carter

All Waste Management Fees and Charges are discretionary

Income Type	Year	2017-18 Financial Year	% Increase
Commercial Waste Collection and Disposal (CWDC) and Non-Domestic Household Waste Collection and Disposal (HWCD)			
<u>Size of Bin (litres)</u>			
1100 litres - price per lift	£19.35	£20.32	5.01%
770 litres - price per lift	£16.04	£16.84	4.99%
660 litres - price per lift	£14.74	£15.48	5.02%
500 litres - price per lift	£12.99	£13.64	5.00%
360 litres - price per lift	£11.41	£11.98	5.00%
240 litres - price per lift	£10.04	£10.54	4.98%
180 litres - price per lift	£9.20	£9.66	5.00%
120 litres - price per lift	£8.37	£8.79	5.02%
Sack - price per lift	£3.32	£3.49	5.12%
Commercial Waste Collection only (CWCO) and Non-Domestic Household Waste Collection only (HWCO)			
<u>Size of Bin (litres)</u>			
1100 litres - price per lift	£9.22	£9.68	4.99%
770 litres - price per lift	£8.95	£9.40	5.03%
660 litres - price per lift	£8.65	£9.08	4.97%
500 litres - price per lift	£8.38	£8.80	5.01%
360 litres - price per lift	£8.10	£8.51	5.06%
240 litres - price per lift	£7.81	£8.20	4.99%
180 litres - price per lift	£7.53	£7.91	5.05%
120 litres - price per lift	£7.26	£7.62	4.96%
Sack - price per lift	£2.42	£2.54	4.96%

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

Income Type	Year	2017-18 Financial Year	% Increase
PILOT Chargeable Recycling Service - CARDBOARD (South only) Commercial Cardboard Collection & Treatment and Non-Domestic Household Cardboard Collection and Treatment			
<u>Size of Bin (litres)</u>			
1100 litres - price per lift	£11.22	£11.78	4.99%
660 litres - price per lift	£9.87	£10.36	4.96%
240 litres - price per lift	£8.25	£8.66	4.97%
120 litres - price per lift	£7.47	£7.84	4.95%
Sack - price per lift	£2.53	£2.66	5.14%
PILOT Chargeable Recycling Service - CARDBOARD (South only) Commercial Cardboard Collection only and Non-Domestic Household Cardboard Collection only			
<u>Size of Bin (litres)</u>			
1100 litres - price per lift	£9.22	£9.68	4.99%
660 litres - price per lift	£8.65	£9.08	4.97%
240 litres - price per lift	£7.81	£8.20	4.99%
120 litres - price per lift	£7.26	£7.62	4.96%

Sack - price per lift	£2.42	£2.54	4.96%
PILOT Chargeable Recycling Service - DRY RECYCLING (East only) Commercial Dry Recycling Collection & Treatment and Non-Domestic Household Dry Recycling Collection & Treatment			
<u>Size of Bin (litres)</u>			
240 litres - price per lift	£8.77	£9.21	5.02%
180 litres - price per lift	£8.32	£8.74	5.05%
55 litres (black box) - price per lift	£2.80	£2.94	5.00%

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

Income Type	Year	2017-18 Financial Year	% Increase
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)			
<u>Size of Bin (litres)</u>			
240 litres - price per lift	£7.81	£8.20	4.99%
180 litres - price per lift	£7.53	£7.91	5.05%
55 litres (black box) - price per lift	£2.42	£2.54	4.96%
Garden Waste Bin			
bin**	£42.00	£44.00	4.76%

Bulky Household Waste Collection			
Charge per item	£11.74	£12.33	5.03%
Discounted charge per item*	£5.87	£6.16	4.94%
1 to 4 items Full Price	NA	NA	
1 to 4 items Discounted Charge*	NA	NA	
5 to 8 items Full Price	NA	NA	
5 to 8 items Discounted Charge*	NA	NA	
9 to 12 items Full Price	NA	NA	
9 to 12 items Discounted Charge*	NA	NA	

Income Type	2016-17 Financial Year	2017-18 Financial Year	% Increase
HRC Permits for VCSE organisations (re-use)			
<u>VCSE Permits</u>			
6 visits	£44.00	£46.20	5.00%
12 visits	£70.00	£73.50	5.00%

Food Waste Digesters			
Food Waste Digester	25	42	68.00%

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

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

DRAFT NO DECISIONS TAKEN

TOWN & COUNTRY PLANNING (FEES FOR APPLICATIONS AND DEEMED APPLICATIONS (AMENDMENT)(ENGLAND))

Service Area Development Services
Associate Director 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 2017/18 fees are the same as those that applied in 2016/17.

Income Type	Description	Details	2016-17 Financial year	2017-18 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	0.00%
		The site area exceeds 2.5 hectares Subject to a maximum fee of	£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	0.00%
		where applications relates to 2 or more dwellings	£339	£339	0.00%
	Erection of New Dwelling or Dwellings	Under 50 Dwellings Per each dwelling	£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	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	0.00%	
FULL PLANNING PERMISSION (Non-Residential Development)	Erection of Buildings other than agricultural (offices, shops, industrial, etc)	Per Gross Floor area:	£195	£195	0.00%
		Under 40 sq m (or no floor space created)			
		40-75 sq m	£385	£385	0.00%
		Over 75 sq m-3,750 sq m per each 75 sq m or part thereof	£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	0.00% 0.00%
		Under 465 sq m	£80	£80	0.00%
		465 - 540 sq m	£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	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	0.00% 0.00%
		Under 465 sq m	£80	£80	0.00%
	Plant or Machinery	Over 465 sq m	£2,150	£2,150	0.00%
		Site area under 5 hectares Per each 0.1 hectare or part thereof	£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	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	0.00%	
	Site area under 7.5 hectares	£385	£385	0.00%	
	Site area over 7.5 hectares	£28,750	£28,750	0.00%	
The carrying out of any operations connected with exploratory drilling for oil or natural gas	Per each 0.1 hectare or part thereof				

		and an additional £115 for each 0.1 hectare or part thereof. Over 7.5 hectares, subject to a maximum fee of	£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	0.00%
		Site area over 15 hectares and an additional £115 for each 0.1 hectare or part thereof	£29,112	£29,112	0.00%
		Over 15 hectares subject to a maximum fee of	£65,000	£65,000	0.00%
	Engineering and other Operations not coming within any of the above categories	Per 0.1 hectare or part thereof of Site Area	£195	£195	0.00%
		Subject to a maximum fee of	£1,690	£1,690	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	Site area under 15 hectares Per each 0.1 hectare or part thereof	£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	0.00%
		Over 15 hectares subject to a maximum fee of	£65,000	£65,000	0.00%
CHANGE OF USE land or buildings	Other than those stated in above categories		£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	0.00%
Renewal of Temporary Permission	Retention of Building or works on land without compliance		£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	0.00%
	Where development has not begun or where the time for beginning development has not expired:-Major		£575	£575	0.00%
	Where development has not begun or where the time for beginning development has not expired:-Other		£195	£195	0.00%
REMOVAL or VARIATION of Condition			£195	£195	0.00%
NON-MATERIAL AMENDMENT to Planning Permission	• Householder		£28	£28	0.00%
NON-MATERIAL AMENDMENT to planning Permission	• Other		£195.00	£195.00	0.00%
ADVERTISEMENT	Business Advertisements/Directional Signs		£110.00	£110.00	0.00%
ADVERTISEMENT	Other Advertisements		£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	0.00%
PRIOR NOTIFICATION - Telecommunication Equipment	Determination of whether prior approval is required for telecommunication equipment		£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		£28.00	£28.00	0.00%
	Non-Householder Applications		£97.00	£97.00	0.00%

DEVELOPMENT SERVICES: PRE-APPLICATION FEES

Service Area

Development Services

Associate Director

Alistair Cunningham

All pre application fees are discretionary

Income Type	16-17 Financial Year	17-18 Financial Year	% Increase
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Enquiries whether planning permission is required*

Permitted Development - Written Response	£33.00	£34.70	5.15%
Permitted Development - Certificate of Lawfulness Application - Householder	£75.00	£78.80	5.07%

Property History searches

Full Planning history report showing all decisions based on a geographical area	£38.50	£40.40	4.94%
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Enquiries seeking pre-submission advice on residential properties*

Household extensions alterations and improvements - per written request	£66.00	£69.30	5.00%
Listed Building Consent (LBC)	£66.00	£69.30	5.00%

Removal/variation of conditions	£66.00	£69.30	5.00%
1-9 Dwellings (25% of the planning application fee)	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	£110.00	£115.50	10.00%
•2 – 4 Residential Units	£275.00	£288.80	5.02%
•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	£550.00	£577.50	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	£825.00	£866.25	10.00%
•100 or more Residential Units	£1,100.00		

•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			
		£1,155.00	10.00%

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

Non residential Listed Building Consent	£66.00	£69.30	5.00%
Advertisement per written request	£38.50	£40.40	4.94%
Less than 999m2 gross floor area	n/a	n/a	
1000-9999m2 gross floor area and local scale waste facilities	£825.00	£866.30	5.01%
Over 1000m2 gross floor area and strategic scale waste facilities - (includes initial meeting)	£1,100.00	£1,155.00	5.00%
Any new quarry or mine and any extensions to existing sites where extraction area is more than 15 hectares (includes initial meeting)	£605.00	£635.30	5.01%
All other quarry proposals	£220.00	£231.00	5.00%
Changes of use of land or buildings	£165.00	£173.30	5.03%
Additional meeting (if required and considered necessary by the officer)	n/a	n/a	

Note*

BUILDING CONTROL FEES & CHARGES

Service Area
Associate Director

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	2016-17 Financial Year	2017-18 Financial Year	% Increase
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New Dwellings Standard Charges

(up to 300m2) Standard Charge 1 Dwelling	£816	£816	0.00%
(up to 300m2) Standard Charge 2 Dwellings	£1,122	£1,122	0.00%
(up to 300m2) Standard Charge 3 Dwellings	£1,428	£1,428	0.00%
(up to 300m2) Standard Charge 4 Dwellings	£1,734	£1,734	0.00%
(up to 300m2) Standard Charge 5 Dwellings	£2,040	£2,040	0.00%
(up to 300m2) Standard Charge 6 Dwellings	£2,295	£2,295	0.00%
(up to 300m2) Standard Charge 7 Dwellings	£2,550	£2,550	0.00%
(up to 300m2) Standard Charge 8 Dwellings	£2,805	£2,805	0.00%
(up to 300m2) Standard Charge 9 Dwellings	£3,060	£3,060	0.00%
(up to 300m2) Standard Charge 10 Dwellings	£3,315	£3,315	0.00%

Small Domestic Buildings Extensions and Loft Conversions Standard Charges

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

Calculation of Charges for all other building work Standard Charges

Total estimated cost (£0 - £1000)	£128	£128	0.00%
Total estimated cost (£1001 - £2000)	£204	£204	0.00%
Total estimated cost (£2001 - £5000)	£255	£255	0.00%
Total estimated cost (£5001 - £10000)	£306	£306	0.00%
Total estimated cost (£10001 - £15000)	£357	£357	0.00%
Total estimated cost (£15001 - £20000)	£408	£408	0.00%
Total estimated cost (£20001 - £30000)	£510	£510	0.00%
Total estimated cost (£30001 - £40000)	£612	£612	0.00%
Total estimated cost (£40001 - £50000)	£714	£714	0.00%
Replacement Windows (dwellings only)	£122	£122	0.00%

SAP Energy Assessments (New fees in 2016/2017)

Income type	2016-17 Financial Year	2017-18 Financial Year	% Increase
One off dwelling	£140.00	£140.00	0.00%
Multi plots (similar in design)	£175.00 for the first plot	£175.00 for the first plot	0.00%
	£30.00 per plot thereafter up to 10 plots	£30.00 per plot thereafter up to 10 plots	0.00%
	£20.00 per plot up to 50 plots	£20.00 per plot up to 50 plots	0.00%
Individual dwellings on the same plot	£175.00 for the first plot	£175.00 for the first plot	0.00%
	£100.00 per plot thereafter	£100.00 per plot thereafter	0.00%
Flats	£175.00 £50.00	£175.00 £50.00	0.00%
	With a minimum charge of £250.00	With a minimum charge of £250.00	0.00%
Conversions	£175.00 for the first plot	£175.00 for the first plot	0.00%
	£100.00 per plot thereafter	£100.00 per plot thereafter	0.00%

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.

DRAFT NO DECISIONS TAKEN

DEVELOPMENT SERVICES: LAND CHARGES

Service Area
Associate Director

Legal & Governance
Ian Gibbons

All Land Charges Fees and Charges are Discretionary

Income type	16-17 Financial Year	17-18 Financial Year	% Increase
Standard Official Search (LLC1 and Part 1 Con 29)	£137.50	£144.40	5.02%
Official Certificate of Search (Form LLC1 only)	£28.60	£30.00	4.90%
<u>Enquiries of Local Authority - Form Con 29</u>			
Part 1 Enquiries - one parcel of land	£110.00	£115.50	5.00%
Part 2 Optional enquiries (each)	£17.05	£17.90	4.99%
Each additional solicitor's own enquiry	£23.10	£24.30	5.19%
Additional parcels of land (each)	£13.20	£13.90	5.30%
Copy of search	£23.10	£24.30	5.19%
Copy of Documents - per sheet	£0.10	£0.10	0.00%

DRAFT NO DECISIONS TAKEN

DEVELOPMENT SERVICES: WASTE & MINERALS

Service Area
Associate Director

Development Services
Alistair Cunningham

These are statutory fees so the fees will remain the same in 2017/18 as in 2016/17.

Income Type	2016-17 Financial Year	2017-18 Financial Year	% Increase
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Fee per monitoring visit to active and mineral & landfill site	£331.00	£331.00	0.00%
Fee per monitoring visit to inactive or dormant site	£110.00	£110.00	0.00%

DRAFT NO DECISIONS TAKEN

PUBLIC PROTECTION SERVICES : LICENSING ACT INCLUDING GAMBLING

Service Area

Other Public Health & Public Protection

Associate Director

Frances Chinemana

All Gambling related fees and charges are statutory

Licensing - Gambling Act 2005	2016-17 Financial Year	2017-18 Financial Year	% Increase
Regional casino premises licence :			
Maximum non-conversion application fee in respect of provisional statement premises	£8,000.00	£8,000.00	0.00%
Maximum non-conversion application fee in respect of other premises	£15,000.00	£15,000.00	0.00%
Maximum annual fee	£15,000.00	£15,000.00	0.00%
Maximum fee for application to vary licence	£7,500.00	£7,500.00	0.00%
Maximum fee for application to transfer a licence	£6,500.00	£6,500.00	0.00%
Maximum fee for application for reinstatement of a licence	£6,500.00	£6,500.00	0.00%
Maximum fee for application for provisional statement	£15,000.00	£15,000.00	0.00%
Large casino premises licence :			
Maximum non-conversion application fee in respect of provisional statement premises	£5,000.00	£5,000.00	0.00%
Maximum non-conversion application fee in respect of other premises	£10,000.00	£10,000.00	0.00%
Maximum annual fee	£10,000.00	£10,000.00	0.00%
Maximum fee for application to vary licence	£5,000.00	£5,000.00	0.00%
Maximum fee for application to transfer a licence	£2,150.00	£2,150.00	0.00%
Maximum fee for application for reinstatement of a licence	£2,150.00	£2,150.00	0.00%
Maximum fee for application for provisional statement	£10,000.00	£10,000.00	0.00%

DRAFT NO DECISIONS TAKEN

Small casino premises licence :			
Maximum non-conversion application fee in respect of provisional statement premises	£3,000.00	£3,000.00	0.00%
Maximum non-conversion application fee in respect of other premises	£8,000.00	£8,000.00	0.00%
Maximum annual fee	£5,000.00	£5,000.00	0.00%
Maximum fee for application to vary licence	£4,000.00	£4,000.00	0.00%
Maximum fee for application to transfer a licence	£1,800.00	£1,800.00	0.00%
Maximum fee for application for reinstatement of a licence	£1,800.00	£1,800.00	0.00%
Maximum fee for application for provisional statement	£8,000.00	£8,000.00	0.00%
Converted casino premises licence :			
	Fees 2016/17	Fees 2017/18	
Annual fee (first & subsequent)	£2,000.00	£2,000.00	0.00%
Maximum fee for application to vary licence	£1,350.00	£1,350.00	0.00%
Maximum fee for application to transfer a licence	£1,350.00	£1,350.00	0.00%
Maximum fee for application for reinstatement of a licence	£1,350.00	£1,350.00	0.00%
Maximum fee for application for provisional statement	N/A	N/A	
Bingo premises licence :			
Maximum non-conversion application fee in respect of provisional statement premises	£1,000.00	£1,000.00	0.00%
Maximum non-conversion application fee in respect of other premises	£1,700.00	£1,700.00	0.00%
Maximum annual fee	£700.00	£720.00	2.80%
Maximum fee for application to vary licence	£1,000.00	£1,050.00	5.00%
Maximum fee for application to transfer a licence	£1,000.00	£1,000.00	0.00%
Maximum fee for application for reinstatement of a licence	£1,000.00	£1,000.00	0.00%
Maximum fee for application for provisional statement	£1,700.00	£1,700.00	0.00%
Adult gaming centre premises licence :			
New - Application fee	£1,200.00	£1,250.00	4.2%

Maximum non-conversion application fee in respect of provisional statement premises	£1,000.00	£1,000.00	0.00%
Maximum non-conversion application fee in respect of other premises	£1,200.00	£1,200.00	0.00%
Maximum annual fee	£520.00	£550.00	5.77%
Maximum fee for application to vary licence	£700.00	£750.00	7.14%
Maximum fee for application to transfer a licence	£1,000.00	£1,025.00	2.50%
Maximum fee for application for reinstatement of a licence	£1,000.00	£1,000.00	0.00%
Maximum fee for application for provisional statement	£1,200.00	£1,200.00	0.00%
Betting premises (track) licence :			
Maximum non-conversion application fee in respect of provisional statement premises	£1,000.00	£950.00	-5.00%
Maximum non-conversion application fee in respect of other premises	£2,300.00	£2,300.00	0.00%
Maximum annual fee	£1,000.00	£1,000.00	0.00%
Maximum fee for application to vary licence	£1,250.00	£1,250.00	0.00%
Maximum fee for application to transfer a licence	£900.00	£900.00	0.00%
Maximum fee for application for reinstatement of a licence	£900.00	£900.00	0.00%
Maximum fee for application for provisional statement	£2,300.00	£2,300.00	0.00%
Family entertainment centre premises licence :			
	Fees 2016/17	Fees 2017/18	
Maximum non-conversion application fee in respect of provisional statement premises	£600.00	£650.00	8.33%
Maximum non-conversion application fee in respect of other premises	£1,200.00	£1,250.00	4.17%
Maximum annual fee	£520.00	£550.00	5.77%
Maximum fee for application to vary licence	£700.00	£750.00	7.14%
Maximum fee for application to transfer a licence	£520.00	£570.00	9.62%
Maximum fee for application for reinstatement of a licence	£520.00	£570.00	9.62%

Maximum fee for application for provisional statement	£1,200.00	£1,250.00	4.17%
Betting premises (other) licence :			
Maximum non-conversion application fee in respect of provisional statement premises	£1,000.00	£1,000.00	0.00%
Maximum non-conversion application fee in respect of other premises	£1,700.00	£1,700.00	0.00%
Maximum annual fee	£520.00	£520.00	0.00%
Maximum fee for application to vary licence	£950.00	£950.00	0.00%
Maximum fee for application to transfer a licence	£700.00	£700.00	0.00%
Maximum fee for application for reinstatement of a licence	£700.00	£700.00	0.00%
Maximum fee for application for provisional statement	£1,700.00	£1,700.00	0.00%
Other Gambling Act fees :			
Fee for an application for a copy of a licence under Section 190(1)	£15.00	£15.00	0.00%
Fee to accompany a notification of change of circumstances under Section 186(1)	£25.00	£25.00	0.00%
Temporary use notice fee	£250.00	£250.00	0.00%
Replacement endorsed copy	N/A see above	N/A see above	
Notification of 2 or less gaming machines	£50.00	£50.00	0.00%
Registration of non-commercial small society lotteries - Initial	£40.00	£40.00	0.00%
Registration of non-commercial small society lotteries - Renewal	£20.00	£20.00	0.00%
Non commercial small society lotteries	£20.00	£20.00	0.00%
Gambling Act permit fees			
Occasion on which fee may be payable :			
Licensed Premises Gaming Machine Permit			
Grant	£150.00	£150.00	0.00%
Existing operator Grant	£100.00	£100.00	0.00%
Variation	£100.00	£100.00	0.00%

	£25.00	£25.00	0.00%
	£50.00	£50.00	0.00%
	Fees 2016/17	Fees 2017/18	
	£15.00	£15.00	0.00%
Licensed Premises Automatic Notification Process			
On notification	£50.00	£50.00	0.00%
Club Gaming Permits			
Grant	£200.00	£200.00	0.00%
Grant (Club Premises Certificate holder)	£100.00	£100.00	0.00%
Existing operator Grant	£100.00	£100.00	0.00%
Variation	£100.00	£100.00	0.00%
Renewal	£200.00	£200.00	0.00%
Renewal (Club Premises Certificate holder)	£100.00	£100.00	0.00%
Club Gaming Permits			
Annual Fee	£50.00	£50.00	0.00%
Copy of Permit	£15.00	£15.00	0.00%
Club Machine Permits			
Grant	£200.00	£200.00	0.00%
Grant (Club Premises Certificate holder)	£100.00	£100.00	0.00%
Existing operator Grant	£100.00	£100.00	0.00%
Variation	£100.00	£100.00	0.00%
Renewal	£200.00	£200.00	0.00%
Renewal (Club Premises Certificate holder)	£100.00	£100.00	0.00%

DRAFT NO DECISIONS TAKEN

Annual Fee	£50.00	£50.00	0.00%
Copy of Permit	£15.00	£15.00	0.00%
Family Entertainment Centre Gaming Machine Permits			
Grant	£300.00	£300.00	0.00%
Renewal	£300.00	£300.00	0.00%
Existing operator Grant	£100.00	£100.00	0.00%
Change of name	£25.00	£25.00	0.00%
Copy of Permit	£15.00	£15.00	0.00%
Prize Gaming Permits			
Grant	£300.00	£300.00	0.00%
Renewal	£300.00	£300.00	0.00%
Existing operator Grant	£100.00	£100.00	0.00%
Change of name	£25.00	£25.00	0.00%
Copy of Permit	£15.00	£15.00	0.00%

LICENSING ACT 2003 - STATUTORY FEES & CHARGES

All Licensing Act fees are statutory

Income Type	2016-17 Financial Year	2017-18 Financial Year	% Increase
	Premises or Club premises application and variation	Premises or Club premises application and variation	
Zero to £4,300 - (Band A)	£100.00	£100.00	0.00%
£4,301 to £33,000 - (Band B)	£190.00	£190.00	0.00%
£33,001 to £87,000 - (Band C)	£315.00	£315.00	0.00%
£87,001 to £125,00 - (Band D)	£450.00	£450.00	0.00%

£125,001 and above - (Band E)	£635.00	£635.00	0.00%
Licence Type			
Personal Licence	£37.00	£37.00	0.00%
Temporary Event Notice	£21.00	£21.00	0.00%
Application Type			
To vary licence to specify individual as Premises Supervisor	£23.00	£23.00	0.00%
For the Transfer of a Premises Licence	£23.00	£23.00	0.00%
Interim Authority Notice following death of Licence Holder	£23.00	£23.00	0.00%
For a Provisional Statement where premises is being built etc	£315.00	£315.00	0.00%
Right of Freeholder etc to be notified of licensing matters	£21.00	£21.00	0.00%

Income Type	2016/17 Financial Year: Annual fee payable on anniversary	2017/18 Financial Year: Annual fee payable on anniversary	
Zero to £4,300 - (Band A)	£70.00	£70.00	0.00%
£4,301 to £33,000 - (Band B)	£180.00	£180.00	0.00%
£33,001 to £87,000 - (Band C)	£295.00	£295.00	0.00%
£87,001 to £125,00 - (Band D)	£320.00	£320.00	0.00%
£125,001 and above - (Band E)	£350.00	£350.00	0.00%

Income Type	2016/17 Financial Year: Annual fee payable on anniversary	2017/18 Financial Year: Annual fee payable on anniversary	
Zero to £4,300 - (Band A)	£10.50	£10.50	0.00%
£4,301 to £33,000 - (Band B)	£10.50	£10.50	0.00%
£33,001 to £87,000 - (Band C)	£10.50	£10.50	0.00%

DRAFT NO DECISIONS TAKEN

£87,001 to £125,00 - (Band D)	£10.50	£10.50	0.00%
£125,001 and above - (Band E)	£10.50	£10.50	0.00%
Licence Type			
Personal Licence	£10.50	£10.50	0.00%

Notes

provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required for those activities.

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- 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	£225.00	£245.00	8.89%
Animal Boarding Licence - annual renewal	£180.00	£185.00	2.78%
Animal boarding amendment of existing licence	£20.00	£20.00	0.00%
Animal Boarding in the home - New application 1- 5 dogs	£145.00	£150.00	3.45%
Animal Boarding in the home - annual renewal 1- 5 dogs	£100.00	£105.00	5.00%
Animal Boarding in the home - New application 6 + dogs	N/A	£180.00	New
Animal Boarding in the home - annual renewal 6 + dogs	N/A	£135.00	New
Dog Creche - New application 1-10 dogs		£150.00	New
Dog Creche annual renewal 1- 10 dogs		£105.00	New
Dog Creche - New Application 10 + dogs		£180.00	New

Dog Creche - annual renewal 10 + dogs		£135.00	New
Dual licence - Dog Creche / Home Boarding New		£225:00	New
Dual licence - annual renewal		£180:00	New
Animal Boarding in the home - amendment of existing licence	£20.00	£20.00	0.00%
Riding Establishments - initial application	£145.00	£150.00	3.45%
Riding Establishments - annual renewal	£100.00	£105.00	5.00%
Riding Establishments - amendment of existing licence	£20.00	£20.00	0.00%
Performing Animals Act	£60.00	£66.00	10.0%

LICENSING

Licensing - Animals *

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Income Type	2016-17 Financial	2017-18 Financial Year	% Increase
Dangerous Wild Animals	£200	£220	10.00%
Dangerous Wild Animals - renewal	£120	£140	16.67%
Dangerous Wild Animals - amendment of existing licence	£20	£20	0.00%
Pet shops - initial application	£225	£235	4.44%
Pet shops - annual renewal	£180	£190	5.56%
Pet shops - amendment of existing licence	£20	£20	0.00%
Dog breeders - initial application	£225	£240	6.67%
Dog breeders - annual renewal	£180	£195	8.33%
Dog breeders - amendment of existing licence	£20	£20	0.00%
Dual Licence - Pet Shop / Dog Breeding	N/A	£425	0.0%
Dual Licence - renewal	N/A	£350	0.0%
Zoo licensing - initial application	£850	£850	0.00%
Zoo licensing - annual renewal (single site)	£475	£475	0.00%
Zoo licensing - annual renewal (multiple site) NEW	£760	£760	0.00%
Zoo licensing - amendment of existing licence	£20	£20	0.00%
<i>* plus vets fees where necessary</i>			

<u>Licensing - Skin piercers</u>			
Skin piercing - initial application (premises & 1 person)	£145	£150	3.45%
Skin piercing -additional persons	£25	£30	20.00%
Additional activity to existng registration		£60	New
Transfer of Premises Registration		£150	New
Change of address for personal registration		£10.50	New
<u>Licensing - Sex establishments & SEVs</u>			
Sex Establishments - initial application	£1,700	£1,700	0.00%
Sex Establishments - fee for annual renewal or transfer	£815	£820	0.61%
Sexual Entertainments Venues - Initial application	£3,000	£3,000	0.00%
Sexual Entertainments Venues - renewal	£1,500	£1,500	0.00%

DRAFT NO DECISIONS TAKEN

ENVIRONMENTAL SERVICES : LICENSING ACTService Area
Associate DirectorEnvironment Services
Tracy Carter**LICENSING**

All of the fees and charges below are discretionary

Income Type	2016/17 Financial Year	2017/18 Financial Year	% Increase
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Licensing - Street Trading & Collections

Street and house to house collections	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	£3,245.00	£3,569.50	10.00%
Daily Street Trading Consent - Sunday to Friday including Bank Holidays where these fall on the days included in the consent (per day)	£40.70	£42.70	4.91%
Daily Street Trading Consent - Saturday (per day)	£40.70	£42.70	4.91%
Block Street Trading Consent - events for private gain (per day)	£40.70	£42.70	4.91%
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	

Consent Street Traders - All Other Traders

Annual Street Trading Consent - all days of the year including all Bank Holidays	£1,650.00	£1,732.50	5.00%
Daily Street Trading Consent - including Bank Holidays where these fall on the days included in the consent (per day)	£18.70	£19.60	4.81%
Block Street Trading Consent - events for private gain	£49.50	£52.00	5.05%
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	

10% Administration Charge			
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Licensing - Motor salvage operators

Motor Salvage Operators (Registration 3 years)	£104.50	£109.70	4.98%
Motor Salvage Operators (Certified copy of register entry)	FREE	FREE	0.00%
Motor Salvage Operators (Un-Certified copy of register entry)	FREE	FREE	0.00%

SCRAP METAL LICENCE FEES

Site Licence (3 Years)	£577.50	£606.40	5.00%
Collectors Licence (3 Years)	£407.00	£427.40	5.01%

PUBLIC PROTECTION SERVICES : LICENSING ACT INCLUDING GAMBLING

Service Area

Other Public Health & Public Protection

Associate Director

Frances Chinemana

Income Type	Charging Basis	2016/17 Financial Year	2017/18 Financial Year	% Increase
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	£85.00	£85.00	0.0%
Preparation of off-site Emergency Plan for sites that are classified as Top Tier sites under the Pipelines Safety Regulations 1996.	Per Hour	£85.00	£85.00	0.0%
Preparing, organising, coordinating and assisting the delivery of an exercise of the off-site plan for Top Tier COMAH sites.	Per Hour	£85.00	£85.00	0.0%
Providing advice to businesses (charge per hour)	Per Hour	£25.00	£25.00	0.0%
Charge for download of Emergency Planning related online information	Per Item	£20.00	£20.00	0.0%
Providing training (per day)	Per Day	£350.00	£350.00	0.0%

DRAFT NO DECISIONS TAKEN

PUBLIC PROTECTION LA POLLUTION, PRIVATE WATER & CONTAMINATED LAND

Service Area

Other Public Health & Public Protection

Associate Director

Frances Chinemana

Local Air Pollution Prevention and Control (LAPPC) charges for 2017/18 (yet to be confirmed by DEFRA)

Income Type	Type of Process	2016-17 Financial Year	2017-18 Financial Year	% Increase
Application fee	Standard process	£1,579.00	£1,579.00	0.00%
	Additional fee for operating without a permit	£1,137.00	£1,137.00	0.00%
	Reduced fee activities (except VRs)	£148.00	£148.00	0.00%
	PVR I & II combined	£246.00	£246.00	0.00%
	Vehicle refinishers (VRs)	£346.00	£346.00	0.00%
	Reduced fee activities: Additional fee for operating with a permit	£68.00	£68.00	0.00%
	Mobile plant (eg screening and crushing/cement batching etc)	£1,579.00	£1,579.00	0.00%
	For the third to seventh applications	£943.00	£943.00	0.00%
	For the eighth and subsequent applications	£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	2016-17 Financial Year	2017-18 Financial Year TBC	% Increase
Annual Subsistence charge	Standard process Low	£739.00 (+£99)*	£739.00 (+£99)*	0.00%
	Standard process Medium	£1,111.00 (+£149.00)*	£1,111.00 (+£149.00)*	0.00%
	Standard process High	£1,672.00 (+£198.00)*	£1,672.00 (+£198.00)*	0.00%
	Reduced fee activities Low/Med/High	£76.00/£151.00/ £227.00	£76.00/£151.00/ £227.00	0.00%
	PVR I & II combined	£108.00 £216.00 £326.00	£108.00 £216.00 £326.00	0.00%
	Vehicle refinishers Low/Med/High	£218.00 £349.00 £524.00	£218.00 £349.00 £524.00	0.00%
	Mobile screening and crushing plant, for 1st and 2nd permits L/M/H	£618.00 £989.00 £1,484.00	£618.00 £989.00 £1,484.00	0.00%
	for the third to seventh permits L/M/H	£368.00 £590.00 £884.00	£368.00 £590.00 £884.00	0.00%
	eighth and subsequent permits L/M/H	£189.00 £302.00 £453.00	£189.00 £302.00 £453.00	0.00%
	Late payment fee 1 (new)	£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	2016-17 Financial Year	2017-18 Financial Year TBC	% Increase
Transfer and surrender	Standard process transfer	£162.00	£162.00	0.00%
	Standard process partial transfer	£476.00	£476.00	0.00%
	New operator at low risk reduced fee activity	£75.00	£75.00	0.00%
	Reduced fee activities: Transfer	£0.00	£0.00	0.00%
	Reduced fee activities: partial transfer	£45.00	£45.00	0.00%
Temporary transfer of mobiles	First transfer	£51.00	£51.00	0.00%
	Repeat transfer	£10.00	£10.00	0.00%
	Repeat following enforcement or warning	£51.00	£51.00	0.00%
Substantial change	Standard process	£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	0.00%
	Reduced fee activities	£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 2016/17 TBC	Local Authority Element 2017/18 TBC	% Increase
Application	£3,218.00	£3,218.00	£3,218.00	0.00%
Additional fee for operating without a permit	£1,137.00	£1,137.00	£1,137.00	0.00%
Annual Subsistence Low	£1,384.00	£1,384.00	£1,384.00	0.00%
Annual Subsistence Medium	£1,541.00	£1,541.00	£1,541.00	0.00%
Annual Subsistence High	£2,233.00	£2,233.00	£2,233.00	0.00%
Last payment fee (New)	£50.00	£50.00	£50.00	0.00%
Substantial variation	£1,309.00	£1,309.00	£1,309.00	0.00%
Transfer	£225.00	£225.00	£225.00	0.00%
Partial transfer	£668.00	£668.00	£668.00	0.00%
Surrender	£668.00	£668.00	£668.00	0.00%

PRIVATE WATER SUPPLIES*

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

Income Type	2016-17 Financial Year	2017-18 Financial Year	% Increase
Single domestic check analysis **	£25.00	£25.00	0.00%
Single domestic audit analysis	FREE	FREE	0.00%
Single domestic sampling cost **	£100.00	£100.00	0.00%
Single domestic risk assessment	£125.00	£125.00	0.00%
Single domestic Investigation**	£100.00	£100.00	0.00%
Single domestic authorised departure **	£100.00	£100.00	0.00%
<10 m3/day residential check analysis **	£25.00	£25.00	0.00%
<10 m3/day residential audit analysis	£125.00	£125.00	0.00%
	£360 or £180 with safer water pack completed self assessment	£380 or £190 with safer water pack completed self assessment	5.50%
	£25.00	£25.00	0.00%
	£100.00	£100.00	0.00%

		£100.00	£100.00	0.00%
		actual cost*	actual cost*	
<10 m3/day commercial risk assessment		£360 or £180 with safer water pack completed self assessment	£380 or £190 with safer water pack completed self assessment	5.50%
<10 m3/day commercial sampling cost incl collection cost		£100 + actual costs*	£100 + actual costs*	0.00%
<10 m3/day commercial investigation **		£100.00	£100.00	0.00%
<10 m3/day commercial authorised departure**		£100.00	£100.00	0.00%
10 - 100 m3/day check analysis		actual cost*	actual cost*	
10 - 100 m3/day audit analysis		actual cost*	actual cost*	
10 - 100 m3/day sampling cost **		£100.00	£100.00	0.00%
10 - 100 m3/day risk assessment		£400 or £200 with safer water pack completed self assessment	£420 or £210 with safer water pack completed self assessment	5.00%
10 - 100 m3/day investigation **		£100.00	£100.00	0.00%
10 - 100 m3/day authorised departure **		£100.00	£100.00	0.00%
100 - 1000 m3/day check analysis		actual cost*	actual cost*	
100 - 1000 m3/day audit analysis		actual cost*	actual cost*	
100 - 1000 m3/day sampling cost **		£100.00	£100.00	0.00%
100 - 1000 m3/day risk assessment		£450 or £225 with safer water pack completed self assessment	£460 or £230 with safer water pack completed self assessment	2.20%
100 - 1000 m3/day investigation **		£100.00	£100.00	0.00%
100 - 1000 m3/day authorised departure **		£100.00	£100.00	0.00%
Private water distribution networks risk assessments		£450 or £225 with safer water pack completed self assessment	£460 or £230 with safer water pack completed self assessment	2.20%
Council safer water publication		£50.00	£55.00	10.00%

* 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	Type of Process	2016-17 Financial	2017-18 Financial Year	% increase
Contaminated land search		£95 < 1 hour	£100 < 1 hour	5.2%
Contaminated land search		£135 for > 1 hour	£140 > 1 hour	3.7%
Verified air quality data		£135 per year of real time or diffusion tube data	£140 per year of real time or diffusion tube data	3.7%
Public Health funerals charge (where funds in estate)		£2,000 for cremation (to include cost of funeral service)	£2,100 for cremation (to include cost of funeral service)	5.0%
Public Health funerals charge (where funds in estate) (burial)			£4000 for burial (to include cost of funeral service)	New

PUBLIC PROTECTION PEST CONTROL

Service Area
Associate Director

Other Public Health & Public Protection
Frances Chinemana

All Pest Control fees are discretionary

Income Type	16-17 Financial Year	17-18 Financial Year	% increase
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Pest Control, Domestic

Rodents for up to 3 visits	£85.00	£90.00	5.88%
Rodents for up to 3 visits - concessionary price*	£42.00	£45.00	7.14%
Rodents (additional charge per visit if required to complete	£25.00	£26.00	4.00%
Rodents (additional charge per visit if required to complete existing treatment) - concessionary price*	£12.50	£13.00	4.00%
Wasps	£55.00	£55.00	0.00%
Wasps - concessionary price*	£30.00	£36.00	20.00%
Wasps additional nest at same time	£10.00	£10.00	0.00%
Cluster flies including 2 loft spaces	£90.00	£94.00	4.44%
Cluster flies including 2 loft spaces - concessionary price*	£45.00	£61.00	35.56%
Cluster flies - each additional loft	£15.00	£16.00	6.67%
Fleas up to 3 bedrooms	£100.00	£110.00	10.00%
Fleas up to 3 bedrooms - concessionary price*	£50.00	£71.00	42.00%
Fleas - each additional bedroom	£15.00	£16.00	6.67%
Carpet moths (1 bedroom)	£70.00	£75.00	7.14%
Carpet Moths up to 3 bedrooms	£100.00	£117.00	17.00%
Carpet Moths up to 3 bedrooms - concessionary price*	£50.00	£71.00	42.00%
Carpet Moths - each additional bedroom	£15.00	£16.00	6.67%
Ants up to 3 bedrooms	£100.00	£110.00	10.00%
Ants up to 3 bedrooms - concessionary price*	£50.00	£71.00	42.00%
Ants - each additional bedroom	£15.00	£16.00	6.67%
Mink and rabbits - per hour	£95.00	£98.00	3.16%
Mink and rabbits - per hour concessionary price*	£48.00	£64.00	33.33%
Squirrels (max. of 2 weeks treatment)	£120.00	£125.00	4.17%
Squirrels (max. of 2 weeks treatment) - concessionary price*	£60.00	£81.00	35.00%
Squirrels per hour where pest control check the traps	£95.00	£98.00	3.16%
Cockroaches (2 visits)	£200.00	£220.00	10.00%
Cockroaches (2 visits) - concessionary price**	£100.00	£143.00	43.00%
Cockroaches (additional visit)	£80.00	£85.00	6.25%
Cockroaches (additional visit) - concessionary price*	£40.00	£55.00	37.50%
Bedbugs 1 Bedroom House	£200.00	£220.00	10.00%
Bedbugs 2 Bedroom House - concessionary price**	£100.00	£143.00	43.00%
Bedbugs each additional bedroom	£80.00	£85.00	6.25%
Bedbugs each additional bedroom - concessionary price*	£40.00	£55.00	37.50%
Bedbug survey fee	£65.00	£70.00	7.69%
Bedbug survey fee - concessionary price**	£32.00	£45.00	40.63%
Advice visit fee if no treatment necessary	£30.00	£35.00	16.67%
Advice visit fee if no treatment necessary - concessionary price*	£30.00	£35.00	16.67%

Drain smoke test	£20.00	£25.00	25.00%
Drain CCTV survey	£100.00	£110.00	10.00%
Drain CCTV survey concessionary price*	£50.00	£71.00	42.00%
Visits where no material used	£60.00	£60.00	0.00%

* Concessionary prices apply to people receiving council tax reduction

** 35% reduction for non public health pests reduced from 50% reduction in 2016/17

Pest Control, Commercial

Income Type	16-17 Financial Year	17-18 Financial Year	% Increase
Rodents per hour	£95.00	£98.00	3.16%
Squirrels per hour	£95.00	£98.00	3.16%
Ants / fleas per hour	£95.00	£98.00	3.16%
Wasps - advance payment	£55.00	£55.00	0.00%
Wasps per hour	£90.00	£98.00	8.89%
Bedbugs / cockroaches per hour	£95.00	£98.00	3.16%
Other Insects per hour	£95.00	£98.00	3.16%
Call out fee if no treatment necessary	£40.00	£45.00	12.50%
Multiple Nest Fee in same visit	£12.00	£12.00	0.00%
Contract rate - new initiative per hour*	£90.00	£92.00	2.22%
Invoice fee if not commercial		£35	New

* 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	17-18 Financial Year	% increase
Wasp trap (during treatment)	£10.00	£12.00	20.00%
Wasp trap (with survey fee)	£30.00	£35.00	16.67%
Drain stopper 4 inch (100mm)	£18.00	£20.00	11.11%
Drain stopper 4 inch (100mm) fitted		£55.00	New
Drainstopper 6 inch (150 mm)	£22.00	£25.00	13.64%
Drainstopper 6 inch (150 mm) fitted		£60.00	New
Drain non return valve 4 inch (metal)	£400.00	£440.00	10.00%
Drain non return valve 4 inch (plastic)	£130.00	£160.00	23.08%
RatWall 4 inch fitted		£170.00	New
Drain non return valve 6 inch (metal)	£440.00	£500.00	13.64%
Drain non return valve 6 inch (plastic)	£155.00	£162.80	5.03%
RatWall 6 inch fitted		£210.00	New
Fly spray protector	£10.00	£11.00	10.00%
Moth traps	£3.00	£3.50	16.67%
Cluster busters	£19.20	£20.00	4.17%
Odour Control - Odour Counteractant	£6.00	£6.50	8.33%
Insect identification	£10.00	£12.00	20.00%

PUBLIC PROTECTION FOOD SAFETY FEES

Service Area
Associate Director

Other Public Health & Public Protection
Frances Chinemana

All Food Safety Fees are discretionary

Income Type	16-17 Financial Year	17-18 Financial Year	% Increase
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Food Safety Certificates

Unfit food - voluntary surrender certificate (up to £1,000 value)	£84.00	£90.00	7.14%
Unfit food - voluntary surrender certificate (£1,000 to £10,000)	£88.00	£110.00	25.00%
Unfit food - voluntary surrender certificate (over £10,000)	£112.00	£125.00	11.61%
Import Certificate (each)	£43.00	£45.00	4.65%
Export Certificate (each)	£83.00	£100.00	20.48%
Food Safety Premises Endorsement for Export Certificate**		£55.00	New
Primary Authority charge (initial 10 hours free) - per hour*	£72.00	£80.00	11.11%

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

*To include officer travel time and customer to arrange disposal by approved contractor
**This declaration does not attest, nor does it imply that any food products have been individually inspected and declared as safe and fit for human consumption by the competent food authority
*** 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.

DRAFT - NO DECISIONS TAKEN

PUBLIC PROTECTION: WEIGHTS & MEASURES ACT & CONSUMER PROTECTION

Service Area

Other Public Hea Other Public Health & Public Protection

Associate Director

Frances Chinemæ Frances Chinemana

The majority of these fees are statutory

WEIGHTS AND MEASURES ACT 1985, SECTIONS 74, 76, 77 AND 78*	S = Statutory, D = Disc.	2016-17 Financial Year	2017-18 Financial Year	% increase
MEASURING INSTRUMENTS FOR LIQUID FUEL AND LUBRICANTS				
First nozzle tested per site	S	£137.00	£150.00	9.5%
Each additional nozzle tested	S	£55.00	£60.00	9.1%
Equipment submitted under the Measuring Instruments (EEC Requirements) Regulations (VAT not charged) - per hour including travel time	S	£46.00	£50.00	8.7%
Poisons Act				
Initial Registration	S	£32.67	£32.67	0.0%
Re-registration	S	£17.22	£17.22	0.0%
Change in details	S	£8.80	£8.80	0.0%
Explosives				
Stores Licence (First licence application)	S	£178.00	£185.00	3.9%
Renewal of Licence	S	£83.00	£86.00	3.6%
Registration to store explosives (First Registration)	S	£105.00	£109.00	3.8%
Renewal of Registration	S	£52.00	£54.00	3.8%
Transfer of Licence or Registration	S	£35.00	£36.00	2.9%
Replacement of Licence or Registration if lost	S	£35.00	£36.00	2.9%
Supply of Adult Fireworks	S	£500.00	£500.00	0.0%
Petroleum				
Not exceeding 2,500 litres	S	£42.00	£42.00	0.0%
Exceeding 2,500 litres and not exceeding 50,000 litres	S	£58.00	£58.00	0.0%
Exceeding 50,000 litres	S	£120.00	£120.00	0.0%
Transfer of Licence	S	£8.00	£8.00	0.0%
Replacement of Licence	S	£20.00	£20.00	0.0%
File Search	S	£57.00	£60.00	5.3%

Note

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	£63	£70	11.6%
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Buy With Confidence Scheme

Initial application fee 1 -5 employees *	D	£110	£125	13.6%
Initial application fee 6 - 20 employees *			£167	New
Initial application fee more than 21 employees *			£208	New
Membership fee 1 – 5 employees *	D	£121	£250	106.6%
Membership fee 6 – 20 employees *	D	£182	£375	106.6%
Membership fee more than 21 employees *	D	£242	£500	106.6%

* For 2017/18 these fees are set nationally

REGISTRATION: SUMMARY OF FEES & CHARGES

Service Area

People and Business

Associate Director

Barry Pirie

	S = Statutory, D = Discret'y.	2016-17 Financial	2017-2018 Financial	% Increase -Decrease
Notice of Marriage and Civil Partnership	S	£35.00	£35.00	0.00%
Reservation Fee for Marriage, Civil Partnership, Naming or Renewal of Vow	D	£40.00	£40.00	0.00%
Marriage or Civil Partnership in The Register Office - Stat ceremony	S	£46.00	£46.00	0.00%
Marriage/Civil Partnership Ceremony in small registration office ceremony	D	£120.00	£150.00	25.00%
Marriage/Civil Partnership Ceremony in small registration office ceremony	D	£150.00	£175.00	16.67%
Marriage/Civil Partnership Ceremony in small registration office ceremony	D	£170.00	£200.00	17.65%
Marriage/Civil Partnership Ceremony in large Registration Office ceremony	D	£170.00	£200.00	17.65%
Marriage/Civil Partnership Ceremony in large Registration Office ceremony	D	£200.00	£220.00	10.00%
Marriage/Civil Partnership Ceremony in large Registration Office ceremony	D	£230.00	£250.00	8.70%
Marriage/Civil Partnership in an Approved Venue Monday to Friday	D	£430.00	£430.00	0.00%
Marriage/Civil Partnership in an Approved Venue Saturday	D	£435.00	£450.00	3.45%
Marriage/Civil Partnership in an Approved Venue Sunday	D	£470.00	£480.00	2.13%
Marriage/Civil Partnership in an Approved Venue Bank Holiday	D		£500.00	New charge
Combination ceremony package includes small stat ceremony, 2nd celebr	S & D	£550.00	£550 - £800	0% to 45.4%*
Register Marriage in a Registered Building	S	£86	£86	0.00%
Civil Partnership Registration only in The Register Office	S	£46.00	£46.00	0.00%
Conversion of Civil Partnership to Marriage	S	£45.00	£45.00	0.00%
Conversion of Civil Partnership to Marriage - 2 stage procedure - fee for 1st	S	£27	£27	0.00%
Conversion of Civil Partnership to Marriage - Registration only in an Appro	S & D	£120	£150	25.00%
Conversion of Civil Partnership to Marriage - Registration only in an Approved Venue Saturday			£175	New charge
Conversion of Civil Partnership to Marriage - Registration only in an Approved Venue Sunday			£200	New charge
Conversion of Civil Partnership to Marriage - Registration only in an Approved Venue Bank Holiday			£250	New charge
Licence for Approved Premises for Marriage or Civil Partnership includes r	D	£1,650.00	£1,650.00	0.00%
Licence For Religious Buildings to be Approved Premises for Civil Partnersh	D	£1,650.00	£1,650.00	0.00%
Single inspection fee for Non-licensed venues hosting combination cerem	D	£50.00	£60.00	20.00%
Fee for Request to Review Decision regarding Approved Venue/Religious	D	£250.00	£250.00	0.00%
Welcoming Ceremony (Naming) or Celebration of Marriage or CP ceremon	D	£220.00	£225.00	2.27%

Welcoming Ceremony (Naming) or Celebration of Marriage or CP ceremony	D	£220.00	£250.00	13.64%
Welcoming Ceremony (Naming) or Celebration of Marriage or CP ceremony	D	£245.00	£270.00	10.20%
Welcoming Ceremony (Naming) or Celebration of Marriage/CP ceremony	D	£260.00	£300.00	15.38%
Certificate for Birth, Death, Marriage or Civil Partnership on day of event	S	£4.00	£4.00	0.00%
Certificate for Birth, Death or Marriage issued by Registrar - register still open	S	£7.00	£7.00	0.00%
Certificate for Birth, Death, Marriage or Civil Partnership issued by Superintendent Registrar	S	£10.00	£10.00	0.00%
Postage & admin of certificates to client	D	£2.00	£2.00	0.00%
Express Certificate Fee includes statutory fee Mon - Fri	D	£25.00	£25.00	0.00%
While U Wait Certificate Fee Tue - Fri	D	£30.00	£30.00	0.00%
Private Citizenship Ceremony Mon - Thu up to 2 adults and 2 children	D	£120.00	£120.00	0.00%
Private Citizenship Ceremony Friday up to 2 adults and 2 children	D	£150.00	£150.00	0.00%
Nationality Checking Service - Adult	D	£60.00	£65.00	8.33%
Nationality Checking Service - Child	D	£30.00	£35.00	16.67%
Nationality Checking Service - additional appointment	D	£60.00	£65.00	8.33%
Proof of Life certification	D	£10.00	£10.00	0.00%

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.

An increase overall of 5.41% help attain the income generation target of an additional £50K for 2017/18

*Dependent upon package chosen which can include rehearsal and Bank Holiday ceremonies

DRAFT NO DECISIONS TAKEN

BURIAL and MEMORIAL FEES

Service Area	Environment Services
Associate Director	Tracy Carter

Burial and Memorial fees [all discretionary]

CHARGES apply at Bradford on Avon, Hilperton, Holt, Melksham, Trowbridge, Warminster and Westbury	2016-17 Financial Year	2017-18 Financial Year	% Increase
BURIALS			
Burial of Body [optimised depth decided by cemetery team]	£730.00	£767.00	5.07%
Burial of Body [non resident in Wiltshire Council area DOUBLE FEE]	£1,461.00	£1,534.00	5.00%
Burial of Body - Single Depth	See above		
Burial of Body - Double Depth	See above		
Burial of Body - Triple Depth			
Burial of child aged 15 years and under [No Charge]	£0.00	£0.00	
Grave Purchase - Exclusive Right of Burial 40 year term	£655.00	£688.00	5.04%
Grave Purchase - Exclusive Right of Burial 40 year term - child under 15 years	£330.00	£347.00	5.15%
Renewal of Exclusive Right of Burial - 10 year term	£141.00	£148.00	4.96%
ASHES			
Burial or pouring of ashes (cremated remains)	£248.00	£260.00	4.84%
Burial or pouring of ashes (cremated remains) [non resident in Wiltshire Council area DOUBLE FEE]	£495.00	£520.00	5.05%
Burial of ashes of child under 15 years [No Charge]	£0.00	£0.00	
Ashes plot purchase - Exclusive Right of Burial 40 year term	£330.00	£347.00	5.15%
Ashes plot purchase - Exclusive Right of Burial 40 year term - child aged 15 and u	£166.00	£174.00	4.82%
Renewal of Exclusive Right of Burial - 10 year term	£83.00	£87.00	4.82%
MEMORIAL CHARGES			
Headstone or Memorial Vase on a base (including initial inscription)	£197.00	£207.00	5.08%
Flat stone or tablet (including initial inscription)	£197.00	£207.00	5.08%
Kerb, border or cover stone (including initial inscription)	£311.00	£327.00	5.14%
Kerb, border or cover stone - child's grave (including initial inscription)	£320.00	£336.00	5.00%
Additional inscription to existing memorial	£89.00	£93.00	4.49%
Replacement Memorial (like for like - otherwise charged as per new memorial)	£89.00	£93.00	4.49%
Concrete base for bench	P.o.A	P.o.A	
ADDITIONAL CHARGES			
Use of chapel - Bradford on Avon, Trowbridge or Westbury	£127.00	£133.00	4.72%
Information from burial records	£33.00	£35.00	6.06%

LIBRARIES: SUMMARY OF FEES & CHARGES

Service Area
Associate Director

Libraries, Heritage & Arts
Laurie Bell

Libraries fees and charges are discretionary

Income Type	Charge applied from 1 Jan 2016	Charge applied from 1 Jan 2017	% Increase	Notes
Membership card replacement (adult)	£1.32	£1.39	5.30%	
Membership card replacement (child)	£0.66	£0.69	4.55%	
Reservations (adult stock per item)	£0.94	£0.99	5.32%	
Out of county charge per item (external reservation) for photocopies from serials +10 per sheet	£2.42	£2.54	4.96%	
Out of county charge per item (external reservation) for books	£4.07	£4.27	4.91%	1
Renewal fee for BLDSC items only	£2.64	£2.77	4.92%	
Damaged or lost stock admin fee	£2.31	£2.43	5.19%	
Superficial damage (not applicable to children's board books)	£0.77	£0.81	5.19%	
Overdue charge per day library is open (adult books/music)	£0.22	£0.23	4.55%	
Overdue Children's books and children's audio books	£0.03	£0.03	0.00%	
Adult audio books hire fee	£2.09	£2.19	4.78%	2
Adult audio books 12 months subscription	£55.00	£57.75	5.00%	
Playstation2 & Wii games hire fee (per week)	£3.52	£3.70	5.11%	
CDs hire fee per week	£2.09	£2.19	4.78%	3
Language courses hire fee	£3.30	£3.47	5.15%	
DVDs hire fee per week	£2.09	£2.19	4.78%	
DVD Gold and Blu-Ray hire fee per week	£3.52	£3.70	5.11%	
Chamber music per set	£5.50	£5.78	5.09%	4
Orchestral sets	£33.00	£34.65	5.00%	
Vocal sets per copy (larger works £1 per copy)	£1.10	£1.16	5.45%	
Vocal sets per copy - 1 song or 1 anthem	£0.55	£0.58	5.45%	
String sets and band sets per set	£16.50	£17.33	5.03%	
Playset per set (full sets)	£8.25	£8.66	4.97%	
One act plays and sketch sets	£4.13	£4.34	5.08%	
Video/DVD/CD including sound effects (per week)	£2.09	£2.19	4.78%	
Music score teaching packs per pack	£3.30	£3.47	5.15%	
Music and play sets late return per set	£33.00	£34.65	5.00%	
Single copies of music or play sets late return	£0.22	£0.23	4.55%	5
Hire of meeting rooms - concessionary charge non-profit organisations (per hour)	£8.25	£8.66	4.97%	
Use of library space by other than non-profit organisations using IT facilities (per half day or less)	£55.00	£57.75	5.00%	
Use of library ICT facilities by colleges etc (per half day or less)	£41.80	£43.89	5.00%	

Standard charge where there is a requirement for caretaking or staff time (per hour)	£36.30	£38.12	5.01%	
Exhibitions - Salisbury library main gallery (per week)	£115.50	£121.28	5.00%	6
Salisbury Young/Creasey Galleries (per week)	£84.70	£88.94	5.01%	
Salisbury Portico gallery (per week)	£96.25	£101.06	5.00%	
Salisbury workshops (per day)	£20.90	£21.95	5.02%	
Other libraries - exhibitions in meeting rooms (per week)	£56.65	£59.48	5.00%	
Other libraries - exhibitions elsewhere in building (per week)	£42.35	£44.47	5.01%	
Exhibition previews	£36.30	£38.12	5.01%	
Photocopies (per A4 copy)	£0.11	£0.12	9.09%	7
Photocopies (per A3 copy)	£0.11	£0.12	9.09%	
Copies produced by staff and sent by mail or fax to remote customers 1-10 copies minimum charge (10p per copy thereafter)	£5.50	£5.78	5.09%	
Screen prints from computer terminals - black and white (per copy)	£0.11	£0.12	9.09%	
Screen prints from computer terminals - colour where facility available (per copy)	£0.61	£0.64	4.92%	
Prints from Microforms per single copy A4	£1.43	£1.50	4.90%	
Prints from Microforms per single copy A3	£2.09	£2.19	4.78%	
Paper copy of scanned photographs - 1 image on A4 on CD or photographic paper (each)	£6.82	£7.16	4.99%	
Paper copy of scanned photographs - 1 image on A4 on photocopy paper (each)	£6.05	£6.35	4.96%	
Reproduction fee for photograph from Wiltshire Libraries & Heritage archive (Wiltshire Historic Print and Photograph collection)	£33.00	£34.65	5.00%	
Sending faxes per sheet (UK)	£1.32	£1.39	5.30%	8
Sending faxes per sheet (European)	£2.53	£2.66	5.14%	9
Sending faxes per sheet (rest of the world)	£3.74	£3.93	5.08%	10
Completing questionnaires (no relevance to Wiltshire Libraries & Heritage)	£66.00	£69.30	5.00%	
Completing questionnaires if relevant	£35.75	£37.54	5.01%	
Consultancy fees/parcel carrying on Wiltshire Library vans per parcel	£49.50	£51.98	5.01%	
Research - first 30 minutes free subsequent research on same topic per 30 minutes	£35.75	£37.54	5.01%	

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

Income Type	2016-17 Financial Year	2017-18 Financial Year	% Increase
Photocopies A3 black & white	£0.66	£0.69	4.55%
Photocopies A4 black & white	£0.61	£0.64	4.92%
Photocopies A3 colour	£1.65	£1.73	4.85%
Photocopies A4 colour	£1.10	£1.16	5.45%
Computer screen prints black/greyscale	£0.22	£0.23	4.55%
Computer screen prints colour	£0.66	£0.69	4.55%
Prints from Microforms A4	£0.99	£1.04	5.05%
Prints from Microforms A3	£1.54	£1.62	5.19%
Cost of prints made by staff A4	£2.20	£2.31	5.00%
Cost of prints made by staff A3	£2.75	£2.89	5.09%
Sale of duplicate microfiche (per fiche)	£2.97	£3.12	5.05%
Archive Certificates - Marriages *	£10.00	£10.50	5.00%
Archive Certificates - Baptisms *	£12.00	£12.60	5.00%
Photographs - 1 digital image emailed	£6.60	£6.93	5.00%
Photographs - saved to CD	£7.15	£7.51	5.03%
Digital image printed on A4 photographic paper	£8.25	£8.66	4.97%
Digital image printed on 6" x 4" photographic paper	£5.50	£5.78	5.09%
Reproduction Fee	£33.00	£34.65	5.00%
UK and World rights, minimum	£71.50	£75.08	5.01%
Moving images - reproduction and use	By negotiation	By negotiation	
Facility fee for filming & location work - by negotiation, minimum	£110.00	£115.50	5.00%
Membership card replacement	£1.32	£1.39	5.30%
Damaged Stock - hardback	£24.20	£25.41	5.00%
Damaged Stock - paperback	£13.20	£13.86	5.00%
Research Fee - 1/2 hour	£16.50	£17.33	5.03%
Research Fee - hour	£33.00	£34.65	5.00%
Premium Service (subject to staff availability, per hr)	£55.00	£57.75	5.00%
Photography by customers - daily fee	£9.35	£9.82	5.03%
Photography by customers - annual fee	£88.00	£92.40	5.00%
Photography by customers - half year fee	£48.40	£50.82	5.00%
Pay-per-view wills (per record)	£5.50	£5.78	5.09%
Wills - copy from CD A4 BW	£1.21	£1.27	4.96%
Wills - copy from CD A4 BW copied by staff	£2.20	£2.31	5.00%
Wills - copy from CD A4 colour	£1.76	£1.85	5.11%
Wills - copy from CD A4 colour copied by staff	£2.75	£2.89	5.09%
Scanning and e-mailing text per page	£1.10	£1.16	5.45%
External talks (one speaker)	£82.50	£86.63	5.01%
Single WSHC lecture ticket (no concessions)	£3.85	£4.04	4.94%
Minimum charge for sending items by post	£7.70	£8.09	5.06%
Minimum charge premium service for scanning and emailing documents in one day	£11.00	£11.55	5.00%
Conservation and Museums Advisory rates as follows:			
Conservation (archives and objects):			
• work for fee paying clients £35 per hour	£41.80	£43.89	5.00%
Archaeology:			
• £35 an hour to Swindon BC for the archaeological advice	£44.00	£46.20	5.00%
• £60 an hour for a commercial HER enquiry	£71.50	£75.08	5.01%
• £150 for Higher Level Stewardship consultation, (this cost is set at a nationally agreed level by Natural England)	£165.00	£173.25	5.00%

* = Fixed charges from Diocese

HIGHWAYS STREETWORKS EXCEPT SECTION 74

**Service Area
Associate Director**

**Highways
Parvis Khansari**

Income Type	S = Statutory, D = Disc.	2016-17 Financial	2017-18 Financial Year	% Increase
<u>New Roads & Street Works Act</u>				
Sample Inspection - per unit of inspection	S	£50.00	£50.00	0.00%
Investigatory Works 3rd party- per unit of inspection	S	£68.00	£68.00	0.00%
Defect Inspections - per unit of inspection	S	£47.50	£47.50	0.00%
Street Works Licence (Section 50) Issue of licence for new apparatus - Capitalised Fee	D	£116.00	£122.00	5.17%
Street Works Licence (Section 50) Issue of licence for new apparatus - Administration Fee	D	£121.00	£127.00	4.96%
Street Works Licence (Section 50) Issue of licence for new apparatus - Inspection Fee	S	£150.00	£150.00	0.00%
Authorisation of works on existing apparatus - Administration fee	S	£75.00	£75.00	0.00%
Authorisation of works on existing apparatus - Inspection fee	S	£150.00	£150.00	0.00%
Street Works Licence (Section 50) Issue of licence for new apparatus - Additional Inspection Fee	S	£50.00	£50.00	0.00%
Urgent Street Works Licence (Section 50) Issue of licence for new apparatus - Addiotional Administration Fee (less than 3 days notice)	D	£110.00	£116.00	5.45%
Street Works Licence (Section 50) Issue of retrospective licence for new apparatus - Additional Administration Fee	D	£149.00	£156.00	4.70%
		2016-17 Financial	2017-18 Financial Year	% Increase

DRAFT NO DECISIONS TAKEN

<u>Temporary Traffic Orders*</u>				
Road Closure & Traffic Restrictions - anything done by the local traffic authority in connection with or in consequence of the making of an order	D	£1,155.00	£1,213.00	5.02%
Emergency/Urgent Closure Notices	D	£187.00	£196.00	4.81%
Re-enactment Order	D	£418.00	£439.00	5.02%
Extension to order in place	D	£187.00	£196.00	4.81%
<u>Signals Switch off Costs*</u>				
Including hooding over	D	£581.00	£589.00	4.99%
Not including hooding over	D	£325.00	£341.00	4.92%
Charge for additional visit on same application	D	£231.00	£243.00	5.19%

DRAFT NO DECISIONS TAKEN

HIGHWAYS STREET WORKS: SECTION 74 FEES AND CHARGES

Service Area

Highways

Associate Director

Parvis Khansari

The maximum chargeable fees are statutory and therefore the 2017/18 fees are anticipated to be the same as those for 2016/17

carriageway during period of overrun

Income Type	2016-17 Financial	2017-18 Financial
	Year	Year
	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	£10,000	£10,000
Other Street not in road categories 2,3 or 4	£2,500	£2,500
Traffic sensitive or protected street in road category 2	£8,000	£8,000
Other Street in road category 2	£2,000	£2,000
Traffic sensitive or protected street in road category 3 or 4	£750	£750
Other Street in road category 2	£250	£250

carriageway during period of overrun

Income Type	2016-17 Financial	2017-18 Financial
	Year	Year
Street not in road category 2,3 or 4	£2,500	£2,500
Street in road category 2	£2,000	£2,000
Street in road category 3 or 4	£250	£250

HIGHWAYS DEVELOPMENT CONTROL: TRAFFIC COUNTS

Service Area

Highways

Associate Director

Parvis Khansari

All these Fees & Charges are discretionary

Income Type	2016-17 Financial Year	2017-18 Financial Year	% Increase
Automatic Traffic Count - Standard charge	£83.00	£87.00	4.82%
Automatic Traffic Count - plus per site per week	£44.00	£46.00	4.55%
Manual Traffic Count - Standard charge plus as follows:-	£83.00	£87.00	4.82%
2013 or 2014 Traffic Count - Single site 12 hours or more	£116.00	£122.00	5.17%
2013 or 2014 Traffic Count - Cordon 12 hours	£231.00	£243.00	5.19%
2013 or 2014 Traffic Count - Cordon 3 hours (ped/cycle)	£138.00	£145.00	5.07%
2012 Traffic Count - Single site 12 hours or more	£94.00	£99.00	5.32%
2012 Traffic Count - Cordon 12 hours	£187.00	£196.00	4.81%
2012 Traffic Count - Cordon 3 hours (ped/cycle)	£94.00	£99.00	5.32%
2011 Traffic Count - Single site 12 hours or more	£94.00	£99.00	5.32%
2011 Traffic Count - Cordon 12 hours	£187.00	£196.00	4.81%
2011 Traffic Count - Cordon 3 hours (ped/cycle)	£94.00	£99.00	5.32%
2010 Traffic Count - Single site 12 hours or more	£72.00	£76.00	5.56%
2010 Traffic Count - Cordon 12 hours	£138.00	£145.00	5.07%
2010 Traffic Count - Cordon 3 hours (ped/cycle)	£72.00	£76.00	5.56%
2009 Traffic Count - Single site 12 hours or more	£72.00	£76.00	5.56%
2009 Traffic Count - Cordon 12 hours	£138.00	£145.00	5.07%
2009 Traffic Count - Cordon 3 hours (ped/cycle)	£72.00	£76.00	5.56%
Before 2009 Traffic Count - Single site 12 hours or more	£33.00	£35.00	6.06%
Before 2009 Traffic Count - Cordon 12 hours	£61.00	£64.00	4.92%
Before 2009 Traffic Count - Cordon 3 hours (ped/cycle)	£33.00	£35.00	6.06%
Trend or seasonality series (as available)	£176.00	£185.00	5.11%
Other data	Price On Application	Price On Application	

GYPSES, TRAVELLERS AND HOUSING

Service Area
Associate Director

Adult Care Commissioning, Safeguarding & Housing
James Cawley

All non HRA Housing fees and charges are discretionary

Income Type	2016-17 Financial Year	2017-18 Financial Year	% Increase
Rent per traveller pitch per week (old site)	£55.13	£56.23	2.00%
Rent per traveller pitch per week (new site, old tenant)	£66.07	£72.96	10.43%
Rent per traveller pitch per week (new site, new tenant)	£82.47	£84.12	2.00%
Service charge per week Thingley Site	£3.72	£3.91	5.00%
Service charge per week Fair Haven Site	£1.30	£1.37	5.00%
Service charge per week Lode Hill site	£2.33	£2.45	5.00%
Service charge per week Oak Tree Field site	£2.94	£3.09	5.00%
Service charge per week Dairy House site	£1.67	£1.75	5.00%

Kingsbury Hostel

Flats and Crash Pads	£82.35	£86.50	5.04%
Bungalow now x 3 as room rather than one unit	£103.66	£108.80	4.96%

Note

Years 13/14 to 16/17 Rent figures and Service Charges have been restated from 50 weeks to 52 weeks
Increased private sector leasing rentals up to a maximum of 5% due to many properties already being at the local Housing Allowance level.

HOME TO SCHOOL TRANSPORT

Service Area

Transport

Associate Director

Parvis Khansari

	Proposed from September 2016	Proposed from September 2016	% Increase -Decrease
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Spare Seats (TERM)

Primary - under 3 miles per Term*	£85.00	£89.00	4.71%
Primary - over 3 miles per Term	£121.00	£127.00	4.96%
Secondary - under 3 miles per Term	£111.00	£117.00	5.41%
Secondary - over 3 miles per Term	£139.00	£146.00	5.04%
Post 16 - under 3 miles per Term	£165.00	£173.00	4.85%
Post 16 - over 3 miles per Term	£231.00	£243.00	5.19%
Lavington (Steeple Ashton) per Term	£220.00	£231.00	5.00%
Lavington (Devizes) per Term	£182.00	£191.00	4.95%

Under 16

	Annual	8 Inst
Grammars	£676.00	£84.50

Post 16

			8 Inst
EMA Rate – Annual	£156.00	0.00%	19.50
Full Rate – Annual	£625.00	40.13%	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 schools will be subject to the standard or lower rate post-16 charge.

HIGHWAYS: SKIPS & SCAFFOLDS

**Service Area
Associate Director**

**Highways
Parvis Khansari**

Income Type	S = Statutory, D = Disc.	2016-17 Financial	2017-18 Financial	% Increase
Consideration of request to place skip, scaffold, hoarding or deposit of material on the highway: 3 working days notice given	D	£53.00	£56.00	5.7%
Consideration of request to place skip, scaffold, hoarding or deposit of material on the highway: 3 working days notice not given	D	£64.00	£67.00	4.7%

DRAFT NO DECISIONS TAKEN

SHOPMOBILITY, MARKETS, EVENTS & ENFORCEMENT FEES & CHARGES

Service Area

Environment Services

Associate Director

Tracy Carter

All these fees and charges are discretionary

Description	2016 - 17 Financial Year	2017 - 18 Financial Year	% Increase
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SHOPMOBILITY

Annual Membership Fee	£8.00	£8.50	6.3%
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Daily Equipment Hire Rate	£3.50	£3.70	5.7%
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GENERAL MARKETS

Continental Markets per day	£220.00	£231.00	5.0%
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Daily Market Charges

Devizes, Marlborough - per metre	£7.40	£7.50	5.6%
Devizes, Marlborough - per vehicle	£5.00	£5.30	6.0%
Devizes Outdoor - electricity	£2.21	£2.30	4.1%
BoA, Warminster - per metre	£7.10	£7.50	5.6%
Corsham, Melksham, Amesbury, Calne, Wilton - per metre	£4.79	£5.00	4.4%
Chippenham (Saturday) - per metre	£8.16	£8.60	5.4%
Chippenham (Friday) - per metre	£7.10	£7.50	5.6%
Trowbridge - per metre	£7.10	£7.50	5.6%

Note: Minimum charge is based on 3 metres

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

Standard, Per Bay (except Friday)	£27.00	£28.40	5.2%
Standard, Electricity Charge	£2.15	£2.30	7.0%
Standard, Vehicle Charge	£5.00	£5.30	6.0%
Antiques, Per Bay	£26.50	£27.80	4.9%
Antiques, Electricity Charge	£2.15	£2.30	7.0%
Friday Market charge per bay	£11.13	£11.70	5.1%
Hire Rate, Summer - per day	£63.60	£66.80	5.0%
Hire Rate, Winter - per day	£78.45	£82.40	5.0%
Single Business Unit (Per week)	£80.00	£84.00	5.0%
Single Business Unit Introductory Rate (Min 12mths)		£60.00	0.0%
Double Business Unit (Per week)	£150.00	£157.50	5.0%
Double Business Unit Introductory Rate (Min 12mths)		£112.50	0.0%

FARMERS MARKET CHARGE

Daily Charge (Up to 5 stalls)	£25.75	£27.00	4.9%
Daily Charge (Over 5 stalls - Under 15 stalls)	£51.50	£54.10	5.0%
Daily Charge (15 stalls and over)	£77.25	£81.10	5.0%

COMMUNITY MARKET CHARGE

Daily Charge (Up to 5 stalls)	£25.75	£27.00	4.9%
Daily Charge (Over 5 stalls - Under 15 stalls)	£51.50	£54.10	5.0%
Daily Charge (15 stalls and over)	£77.25	£81.10	5.0%

EVENTS

Use of Council Land per day	£220.00	£231.00	5.0%
Administration Fee	£25.00	£26.30	5.2%

ENFORCEMENT

Vehicle Access - dropped kerb fee	£121.00	£127.10	5.0%
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DOG RELATED FEESStray Dogs Charges

Stray Dog Administration Fee	£16.50	£17.30	4.8%
Kennel Charge (1 Day)	Nil	Nil	0.00%
Kennel Charge (2 Days)	£16.50	£17.30	4.8%
Kennel Charge (3 Days)	£33.00	£34.70	5.2%
Kennel Charge (4 Days)	£49.50	£52.00	5.1%
Kennel Charge (5 Days)	£66.00	£69.30	5.0%
Kennel Charge (6 Days)	£82.50	£86.60	5.0%
Kennel Charge (7 Days)	£99.00	£104.00	5.1%
Kennel Charge (8 Days)	£115.50	£121.30	5.0%

STREET TRADING CONSENTTown Traders

Annual Street Trading Consent - all days of the year, including Bank Holidays	£3,245	£3,407.30	5.0%
Daily Street Trading Consent - All days of the week, including Bank Holidays where these fall on the days included in the consent.	£40.70	£42.70	4.9%
Block Street Trading Consent	£220.00	£231.00	5.0%

All other Traders

Annual Street Trading Consent - all days of the year, including Bank Holidays	£1,650	£1,732.50	5.0%
Daily Street Trading Consent - All days of the week, including Bank Holidays	£18.70	£19.60	4.8%
Block Street Trading Consent	£220.00	£231.00	5.0%

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

Site Licence (3 Years)	£550.00	£577.50	5.0%
Collectors Licence (3 Years)	£385.00	£404.30	5.0%

FLEET SERVICES FEES & CHARGES

Service Area

Environment Services

Associate Director

Tracy Carter

Income Type	S = Statutory, D = Disc.	2016-17 Financial Year	2017-18 Financial Year	% Increase
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Fleet Services - MOTs

Staff / services such as police / ambulances - class 4, standard car	D	£50.00	£53.00	6.00%
Staff / services such as police / ambulances - class 5, 13-16 seat minibus	D	£50.00	£53.00	6.00%
Staff / services such as police / ambulances - class 7 Good Vehicles between 3 tonnes and 3.5 tonnes	D	£50.00	£53.00	6.00%
Public - class 4, standard car	D	£50.00	£53.00	6.00%
Public - class 5, 13-16 seat minibus	D	£55.00	£58.00	5.45%
Public - class 7 Good Vehicles between 3 tonnes and 3.5 tonnes	D	£55.00	£58.00	5.45%

Fleet Services - Other Chargeable Services Provided

Fleet Lifting Operations & Lifting Equipment Regulations (LOLER) - per examination	D	£66.00	£69.00	4.55%
Fleet Driver Training - Minibus Driver Awareness Scheme - per person per day	D	£94.00	£99.00	5.32%

Fleet Vehicles for hire to schools, community groups and voluntary groups. Cost per vehicle per day includes insurance, excludes driver, excludes fuel	D	£72.00	£76.00	5.56%
Fleet Section 19 Permits*	S	£12.00	£12.00	0.00%

Note*

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 Operator's Licence.

DRAFT NO DECISIONS TAKEN

HIGHWAY RECORDS FEES

Service Area Environment Services
 Associate Director Tracy Carter

All Highways Records Fees and Charges are Discretionary

Income Type	2016-17 Financial	2017-18 Financial Year	% Increase	Notes
Public Path Order recharges - hourly rate	£1875 administrative and advertising flat rate	£1970 administrative and advertising flat rate	5.00%	Mileage, Advertising fees, site works etc are an additional, actual cost charge.
Highways Information - hourly rate	£57.75	£60.60	4.9%	
Highways and Rights of Way - hourly rate	£78.10	£82.00	5.0%	
Public Rights of Way only - hourly rate	£39.88	£41.90	5.1%	
Common Land and Village Green - per enquiry	£19.97	£21.00	5.2%	
Highways Act 1980 S.31 Statutory declarations and deposited plans	£308 + £75.00 for each additional land parcel	£323 + £78.00 for each additional land parcel	5.0%	

DRAFT NO DECISIONS TAKEN

SEWAGE DISPOSAL CHARGE & PUBLIC CONVENIENCES

Service Area

Highways

Associate Director

Parvis Khansari

Income Type	S = Statutory, D = Disc.	2016-17 Financial Year	2017-18 Financial Year	% Increase
<u>Sewerage Disposal</u>				
Septic Tank empty up to 1,800 gallons	D	£187.00	£196.40	5%
<u>Public Conveniences</u>				
Use of Public Conveniences per visit	D	£0.20	£0.20	0%

DRAFT NO DECISIONS TAKEN

ALLOTMENTS FEES & CHARGES

**Service Area
Associate Director**

**Environment Services
Tracy Carter**

Allotments fees and charges are discretionary

Income Type	2016-17 Financial	2017-18 Financial Year	% Increase
Deposit (refundable at end of tenancy, less costs for repairs/clearance etc)	£55.00	£57.80	5.1%
Minimum Charge	£28.88	£30.30	4.9%

DRAFT NO DECISIONS TAKEN

ROAD SAFETY DRIVER CYCLE TRAINING

Service Area

Highways

Associate Director

Parvis Khansari

Income Type	S = Statutory, D = Disc.	2016-17 Financial Year	2017-18 Financial Year	% Increase
SAGE (Safer Driving with Age)	D	£44.00	£46.00	5%
National Driver Alertness Course	D	£185.00	£194.00	5%
National Standard Instructor Training (4 days)	D	£578.00	£607.00	5%
National Standards Refresher Course	D	£61.00	£64.00	5%
National Standards Bike Maintenance	D	£110.00	£116.00	5%
Pass Plus	D	£94.00	£99.00	5%
Bikeability Level 2	D	£6.00	£6.00	0%
Bikeability Level 3	D	£1.00	£1.00	0%
Scooter Skills (Primary School)	D	£2.00	£2.00	0%
NCP (cycling proficiency)	D	N/A	N/A	

DRAFT NO DECISIONS TAKEN

STREET NAMING & NUMBERING

**Service Area
Associate Director**

**Information Services
Barry Pirie**

Street Naming & Numbering fees and charges are discretionary

Income Type	2016/17 Financial Year	2017/18 Financial Year	% Increase
House Naming / Renaming	£57.75	£60.60	4.94%
New Developments - first address	£127.05	£133.40	5.00%
New Developments - each additional address	£46.20	£48.50	4.98%

DRAFT NO DECISIONS TAKEN

FOOD HYGIENE TRAINING COURSES: FEES & CHARGES

Service Area

Human Resources & Org Development

Associate Director

Barry Pirie

The organisational learning & development fees are all discretionary

Income Type	2016-17 Financial Year	2017-18 Financial Year	% Increase -
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Food hygiene training

Food Hygiene course - Level 2 Award (per person)	£88.00	£92.00	4.55%
Food Hygiene course - Level 2 Award (group of 8-15 at client venue)	£704.00	£739.00	4.97%
Cancellation charge - more than 14 days notice	50% of course fee	50% of course fee	
Cancellation charge - less than 14 days notice	100% of course fee	100% of course fee	

DRAFT NO DECISIONS TAKEN

DOG WARDEN

**Service Area
Associate Director**

**Environment Services
Tracy Carter**

All Dog Warden Fees are Discretionary

Dog Warden / Animal Welfare

Income Type	2016/17 Financial Year	2017/18 Financial Year	% Increase
Stray Dog Administration Fee	£17.00	£18.00	5.88%
Kennel Charge (1 Day)	Nil	Nil	0.00%
Kennel Charge (2 Days)	£17.00	£18.00	5.88%
Kennel Charge (3 Days)	£33.00	£35.00	6.06%
Kennel Charge (4 Days)	£50.00	£53.00	6.00%
Kennel Charge (5 Days)	£66.00	£69.00	4.55%
Kennel Charge (6 Days)	£83.00	£87.00	4.82%
Kennel Charge (7 Days)	£99.00	£104.00	5.05%
Kennel Charge (8 Days)	£116.00	£122.00	5.17%

DRAFT NO DECISIONS TAKEN

SCHOOLS FORUM

MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 12 JANUARY 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Mr N Baker (Chairman), Mr M Watson (Vice Chairman), Mrs A Bates, Ms M Chilcott, Miss Tracy Cornelius, Mr J Hawkins, Mrs S Jiggins, Mr J Proctor, Mr N Roper, Ms I Sidmouth, Mr S White, Mrs C Williamson and Mr D Wragg

Also Present:

Cllr Richard Gamble

1 Apologies and Changes of Membership

Apologies were received from Rosemary Collard, John Hamp and Amanda Burnside, who sent David Wragg as substitute.

2 Minutes of the previous Meeting

The minutes of the meeting held on Thursday 6th October 2016 were considered.

RESOLVED:

The minutes were agreed and signed as a true and accurate record by the Chairman.

3 Declaration of Interests

Nigel Roper stated that if Growth Funds were to be discussed, his school would benefit from the scheme, although he said that he would approach discussions with an open mind.

Neil Baker also stated that his school would benefit from Growth Funds but said that he would approach discussions with an open mind.

4 Chairman's Announcements

The Chairman thanked the officers for the quick turnaround in the reports following legislative changes at the start of the year.

He also explained that the agenda was extraordinary, in that the reports would be considered and the decisions would be made at the end, under the decisions report, agenda item 12.

5 **Children and Young People's Trust Board Update**

There was no relevant update for the Trust Board.

6 **Budget Monitoring**

Head of Finance Liz Williams gave an update regarding the Budget Monitoring Report.

Specific attention was drawn towards the £0.585 million projected overspend to the overall Schools Budget. A £1.2 million move in spending within the High Needs budget including top up payments was also highlighted, as an increase from the last Budget Monitoring Report in October 2016.

Members were asked to note the contents of the report

RESOLVED:

Members noted the Budget Monitoring Report.

7 **National Funding Formula for Schools 2018-19: Phase II Consultation and High Needs funding formula consultation**

School Strategic Finance Support Manager Grant Davis introduced the report explaining the consultation period and the two- stage process involved, lasting for 14 weeks and ending on 22 March 2017.

The new funding blocks were outlined and attention was drawn towards the new structure of the Dedicated Schools Grant (DSG) to include; Schools Block, High Needs Block, Early Years Block and a new Central Services Block for 2017-18.

The 'soft' formula was explained as the approach to be adopted in 2018-19, with a move to the 'hard' formula of National Funding for 2019-20.

The table at para 15 of the report for National Funding Formula was highlighted as giving an indicative funding oversight as to the overall position for Wiltshire and how it stands to be impacted by the National Funding Formula.

The indicative movements in funding were explained in the paper which showed a small increase in funding under the National Funding Formula for schools and no increase under the proposed High Needs formula. Concerns were expressed at the impact, particularly, with the High Needs due to issues with historical spend and deprivation of the area.

Questions were asked by members regarding the determination of historical spend and criticism was raised over the fact that the data was based on historical spend.

RESOLVED:

Members noted the Funding Formula Report.

8 **Reports from Working Groups**

The Head of Finance Liz Williams introduced the Working Group update reports and asked Members to note the updates.

RESOLVED:

Members noted the update reports from Working Groups.

9 **Exceptional Numbers of Statements (EHCP's) Formula**

Schools Strategic Finance Support Manager Grant Davis explained the report and the targeting of funding towards schools with High Needs.

Attention was drawn to the tables and figures in the report detailing 6 options considered by the Working Groups, for future funding formulas, at para 9 of the report.

The officer explained that it was proposed to keep the current mechanism unchanged with a capped budget at £100,000 for 2016-17 but for options for future years to be brought to a subsequent for members to consider.

RESOLVED:

Members agreed to keep funding formula unchanged for 2016-17 and to cap expenditure at £100,000 with funding for 2017-18 onwards to be determined at later meetings.

10 **School Revenue Funding 2017-18 - Funding Settlement and Budget Setting Process**

The Chairman introduced the Revenue Report, highlighting aspects of significance.

Head of Finance Liz Williams further expanded on the reports, including the clarification of decision making powers, and asked members to note the contents.

A question was asked as to how decisions made by for the High Needs Block would be scrutinised if authority was taken away from Schools Forum. It was clarified that it would be part of the overall budget setting process and would be open to scrutiny via the normal processes, such as, the Overview and Scrutiny teams of the Council.

RESOLVED:

Members noted the content of the Revenue Funding Report.

11 **Update reports on DSG Funding Block**

Head of Finance Liz Williams gave a brief overview of the update reports.

RESOLVED:

Members noted the updates from the DSG Funding Block.

12 **Schools Block- Central Budgets**

Head of Finance Liz Williams explained the report which sought to update Members on issues surrounding the Central Budget and identify the decisions that needed to be made as part of the budget setting process.

Attention was drawn to the decisions table outlining Sections A-D that needed approval.

Technical questions were asked Appendix 4, and specifically regarding the data on monies being spent on looked after children.

Members noted the reports and the identification of eligible and ineligible spend.

RESOLVED:

Determination of this report was deferred until the other reports were heard and for the decisions paper at the end.

13 **Schools Block-Delegated Budget**

Head of Finance Liz Williams introduced the report, highlighting decisions table at para 11. The options for funding pupil led factors in 2017-18 were indicated in Appendix 1 and technical aspects were explained to the Members.

Technical issues were discussed surround de-delegation of maternity costs and funding for additional school improvement funding as outlined in the operational guidance.

Members were advised that the proposal was that the formula would stay the same for 2017-18.

RESOLVED:

Confirmed Lump Sum to remain £85,000 for Primary Schools and £175,000 for secondary schools.

Agreed to retain the quantum for pupil led factors (Deprivation, EAL and Prior Attainment) at 2016-17 levels. Impact will be small change in funding rates per pupil. It was confirmed that the cost of the minimum funding guarantee would continue to be met through the capping of any gains.

Agreed to de-delegate the budget for maternity costs, as in previous years all other de-delegation decisions made at the October meeting confirming delegation of contingency and SIMS licences but all others to remain as in previous years.

14 **High Needs Block**

Head of Finance Liz Williams introduced the report and emphasised the need to reduce the pressure on the High Needs Block.

There was a discussion in relation to the use of any funding released from central schools block in order to support pressures in the high needs block. Questions were asked by Members regarding the allocation of funds and aspects of the report were clarified.

RESOLVED:

Determination of this report was deferred until the other reports were heard and for the decisions paper at the end.

15 **Early Years Block**

Head of Finance Liz Williams introduced the reports and explained the proposed Early Years Single Funding Formula, as a simplified formula.

Questions were asked regarding early years pupil premium. There was a discussion about the proposed 98% pass through of the 3 & 4 year old funding and use of early years block funding to support central Local Authority costs in administering the new entitlement.

RESOLVED:

Determination of this report was deferred until the other reports were heard and for the decisions paper at the end.

16 **Budget 2017- 18: Decision Paper**

As stated by the Chairman in his announcements most of the decisions to be made were deferred until the end of the meeting to be heard in this section.

An updated Decisions Matrix was presented to Members in the meeting. This outlined all the decisions that needed to be deliberated and approved.

The decisions made by Members, based on consideration of the reports and deliberation in the meeting were as follows.

Central Schools Block proposals

1. To approve Line by Line summary, appendix 1 to Central DSG Report. Summarised in Proposed Budget summary.
2. Propose agree eligible expenditure as per table in Appendix 3 Central DSG Report.
3. To be confirmed - SFWG/SEN Group recommendation to consider impact on moving to high needs block to support top up rates and capacity for change.
4. Propose Budget for central copyright licences set at £0.346m.
5. Propose budget for retained ESG duties set at £1.005m as per funding settlement and analysis of costs.
6. No top slice proposed in initial reports.

RESOLVED:

1. **Budgets for Admissions, Schools Forum Support, and Infant Class Size payments agreed as per Appendix 1 to the Central Schools Block Report. Budget for Basic Need Element of Growth fund set at £0.9m and agreed virement between basic need and infant class size elements of growth fund if required during the year. Confirmed previous decision not to implement a Falling Rolls Fund in Wiltshire.**
2. **After considering eligibility and the evidence presented funding was agreed for the following historic commitments: Support for**

Personal Education Plans for Looked After Children (£0.233m). Funding for Child Protection Adviser in Schools (£0.041m). Funding for Prudential Borrowing (£0.3m). Funding for ineligible commitments of £1.7m released for reallocation

3. Agreed to release £1.7m from central schools block for allocation across other funding blocks
4. Noted LA decision to set budget at £0.346m for central copyright licences to reflect cost of licence notified by the Department for Education
5. Agreed budget for centrally retained duties to be set at £1.005m
6. Agreed no funding to be retained centrally from maintained schools to cover former ESG spend

Delegated Schools Block Proposals

1. Propose retain quantum as per 16-17 for pupil led factors
2. No proposal brought to Schools forum to dedelegate funding for additional school improvement.

RESOLVED:

1. **Confirmed Lump Sum to remain £85,000 for Primary Schools and £175,000 for secondary schools. Agreed to retain the quantum for pupil led factors (Deprivation, EAL and Prior Attainment) at 2016-17 levels. Impact will be small change in funding rates per pupil It was confirmed that the cost of the minimum funding guarantee would continue to be met through the capping of any gains. Agreed to de-delegate the budget for maternity costs, as in previous years all other de-delegation decisions made at the October meeting confirming delegation of contingency and licences but all others to remain as in previous years.**
2. **No further de-delegation for additional school improvement costs**

High Needs Block Proposals

1. No change proposed to top up rates however other decisions may change this.
2. Separate paper on exceptional numbers of statements refers. Proposal to leave formula unchanged for 2016-17 but cap at £100k.
3. Recommend High Needs Block to fund cost of speech & language service.
4. Initial proposal no change from 2016-17 values.
5. Propose additional £100k to support addition of University Technical College (UTC) to list of participating schools
6. Proposal for £100k to support development of funding mechanism to support children at key transition points.
7. Propose to move funding of Inclusion Support Fund to Early Years Block.

RESOLVED:

1. **Central spend on high needs provision to be increased with funding reallocated from central schools block. From this: £0.5m to be added to top up budget for mainstream schools. £0.357m to be utilised to continue to fund Inclusion support fund from High Needs**

Block. For remainder proposals to be brought to March meeting based on SEN strategy for consideration and approval.

2. Agreed to leave formula for exceptional number of statements unchanged for 2016-17 and to cap expenditure at £100,000.
3. Agreed Therapies budget to be met from High Needs Block.
4. Agreed that £0.5m be added to the top up budget (from the £1.7m reallocation) to increase top up values for mainstream schools by 11% compared with 2016-17.
5. Agreed £0.100m to be added to the alternative provision budget.
6. Not agreed - proposals to be considered at March meeting.
7. Proposal to fund base budget for Inclusion support fund from Early Years Block not agreed.

Early Years Block Proposals

1. Proposed formula as per EY Block report with supplements for Rurality and Deprivation. Proposed Basic Hourly rate £4.06
2. Proposed ISF £467,300, fully funded from Early Years Block
3. Proposal in Early Years report for 98% pass through to providers.

RESOLVED:

1. Wiltshire Early Years Single Funding Formula (EYSFF) agreed. The agreed base rate of funding to providers was set at £4.14 per hour.
2. It was agreed that the increase of £110,000 to the Inclusion Support Fund be funded from the Early Years Block and that the base budget continue to be funded from High Needs Block
3. It was agreed that 98% of 3 & 4 year- old funding would be passed through to providers.
4. It was agreed that the funding rate for two year olds would be set at £5.32 per hour

17 **Confirmation of dates for future meetings**

The date of the next meeting was confirmed as Thursday 9th March 2017.

18 **Urgent Items**

There were no urgent items.

(Duration of meeting: 11.00 am - 4.00 pm)

The Officer who has produced these minutes is Edmund Blick of Democratic Services, direct line 01225 718059, e-mail edmund.blick@wiltshire.gov.uk

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SCHOOLS FORUM

MINUTES OF THE SCHOOLS FORUM MEETING HELD ON 6 OCTOBER 2016 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Mr N Baker (Chairman), Mr M Watson (Vice Chairman), Mrs A Bates, Mrs R Collard, Miss Tracy Cornelius, Mr J Hawkins, Mrs S Jiggins, Mr J Proctor, Mr N Roper, Mr S White, Mrs C Williamson and Miss Cathy Shahrokni

Also Present:

37 Apologies and Changes of Membership

Apologies were received from Mrs Chilcott – South Wilts Grammar; and David Whewell – Wiltshire Governors Association, and Amanda Burnside who was substituted by Cathy Sharokni.

38 Minutes of the previous Meeting

The minutes of the meeting held on 15 June 2016 were considered.

Resolved:

That the minutes of the meeting held on the 15 June be approved and signed as a true and correct record.

39 Declaration of Interests

There were no declarations of interest made.

40 Chairman's Announcements

There were no announcements from the Chair.

41 Children and Young People's Trust Board Update

The Service Director for Commissioning and Performance, Department for Children and Education provided a verbal update regarding the Children and Young People's Trust Board.

The meeting noted the update.

42 **Budget Monitoring**

The meeting received a report, circulated as a supplement, which provided budget monitoring information against the Dedicated Schools Grant (DSG) for the financial year 2016/17.

Issues highlighted in the course of the presentation and discussion included: that was a projected £420k underspend against the budget; that the underspend had mainly been in the Early Years budget; and that top up budgets were, broadly, breaking even, but that there was a separate paper on that matter.

Resolved

To note the budget monitoring position at the end of August 2016.

43 **Reports from Working Groups**

Minutes and updates on working groups of the Forum were provided and considered as follows:

43a Report of Meetings of Early Years Reference Group - 16 September 2016

Resolved

To note the minutes of the Early Years Reference Group meeting.

43b Report of School Funding Working Group meetings 5 July and 20 September 2016

The Forum considered the notes and any matters arising.

Resolved

- 1. That Schools Forum notes the minutes of the School Funding Working Group meeting.**
- 2. To agree not to amend the current formula for split site allowances for mainstream schools (paragraph 3)**
- 3. To agree to not allocate a split site allowance from the High Needs Block for Exeter House (paragraph 3)**

4. That in considering proposals for the delegation and de-delegation of budgets to maintained schools, Schools Forum note the recommendations of the School Funding Working Group (paragraph 5)
5. That Wiltshire Council incorporate the School Financial Management Statement in the Wiltshire Scheme for Financing Schools, including it as part of the compliance process (paragraph 6). – agreed as part of discussion in item 11.
6. That in considering the proposal to review ELP guidance, Schools Forum note that the Schools Funding Working Group is in support of the proposal (paragraph 7)

44 Early years Block 2017-18

The meeting considered the report that provided an update regarding the DfE proposals for changes to the funding for the free entitlement to childcare for 3 & 4 year olds and the extension to 30 hours of free childcare for children of eligible working parents; and asked the Schools Forum to consider the implications of the proposed changes for the Wiltshire Early Years Single Funding Formula (EYSFF).

Issues highlighted in the course of the presentation and discussion included: that the consultation was out on the 11th August and was required to be submitted by the end of September, so consultation was undertaken with the Early Years Reference Group not the whole Schools Forum; that the overall view was broadly sympathetic in respect of the proposal for a national funding formula but with some specific concerns, highlighted in the report; the main implications for the single forum; that Wiltshire was ahead with regard to some aspects but other actions will need to be taken; the new supplements that can be included in the Formula; the optional supplements that could be offered and the impact on the baseline budget allocation; that the Officers would review the formula taking into account the changes and bring proposals to the EY reference group in November and then bring proposals to Schools Forum in December; and the concerns, expressed by some, that the change in formula could affect the quality of provision.

Resolved

1. To note the report and the response to the DfE consultation.
2. To agree that the Wiltshire EYSFF should be reviewed in the context of the DfE consultation and that proposals will be brought to the December meeting. The outcome of the review will include options for changes to the EYSFF and in relation to the % pass-through of funding.

45 **High Needs Block**

The meeting considered the following items:

45a High Needs Block Update Report

The meeting considered a report, circulated as a supplement, on savings implemented within the 2016-17 high needs budget; and provided an update on placements in Independent Special Schools as requested at the previous meeting.

Issues highlighted in the course of the presentation and discussion included: The comparison of changes in volume and changes in unit cost; the changes in the projected spend, and that the increase is mostly due to volume but also, in part, due to increase in unit cost; the issue of upskilling and providing facilities within mainstream schools; where the more complex needs are more appropriately addressed; and that the Wiltshire college work had been recognised to meet local need.

Resolved

To note the report.

45b High Needs Post 16 Data Analysis and Funding Report

The meeting considered a report on the analysis of activity and spend on the Post- 16 high needs element of the High Needs Block.

Issues highlighted in the course of the presentation and discussion included: that Wiltshire was a high recipient of young people placed from out of the area; that there had been a significant increase in number of post16 high needs learners, but that the total amount of spend has decreased; it was projected that this amount should decrease; the significant improvement in quality all local post 16 provision; that officers had successfully reduced amount of bureaucracy; that a better choice within the County could be offered to Wiltshire families; and the individual decision that had been made, sometimes based on locality choices.

The Chairman thanked the officers for their thorough report.

Resolved

To note this report.

45c High Needs - Exceptional Numbers of Statements Formula

The meeting considered a report which outlined the current formula for funding schools where there is an exceptional number of statements/EHCP's in a school and the associated implications for the High Needs budget, costs, along with proposals for the future funding of this factor. It was noted that the paper had been published as result of the Schools Funding Working Group.

Chair proposed to defer consideration of this report and refer it back to the Working Group to ask them to consider how the report can best reflect the scope of the issue.

Resolved

To defer consideration of the report to December.

45d Proposal to Review Enhanced Learning Provision Guidance

The meeting considered a report that highlighted the on-going pressure on the High Needs Block (HNB) of the Dedicated Schools Grant (DSG). A number of actions have been taken to address this pressure, all have focused on achieving savings and efficiency whilst at the same time achieving parity and fairness in the system and the best possible outcomes for children and young people with special educational needs and/ or disability (SEND).

This paper asked the Schools Forum to support a proposal to review the Enhanced:

- Learning Provision (ELP) Guidance to ensure that it;
- Contributes to the need for financial efficiency
- Is aligned with the reforms set out in the Children and families Act 2014
- Is in accord with the new Wiltshire SEN Banding arrangements

Issues highlighted in the course of the presentation and discussion included: the ongoing pressure, with actions being taken, and how it was hoped to ensure parity and fairness across the system; and how the guidance had changed.

Resolved

To support the proposal that, in order to support the management of the high-needs budget and review some of the discrepancies between secondary and primary funding, the Head of Commissioning and Joint Planning reviews and updates the guidance for ELP to bring it into line with the 2014 Children and Families Act and Wiltshire's new SEND Banding system (the current ELP guidance was last reviewed in 2011).

46 **Schools Block 2017-18**

The meeting considered the report which outlined the key details of the DSG Baseline Funding and the Operational Guidance for Schools Revenue Funding for 2017-18.

Issues highlighted in the course of the presentation and discussion included: budgets for all schools will be submitted in January; that the changes in the baseline funding which would be neutral; that the operational guidance issues this year referred to there being no additional funding; and whether there would be an increase in future funding.

Budget/Service	Proposed Year to Delegate		
	2017-18	2018-19	2019-20
Maternity costs - postponed until Dec 16 Mtg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free School Meal Eligibility Service		✓	<input type="checkbox"/>
Licences - SIMS	✓	<input type="checkbox"/>	<input type="checkbox"/>
Licences - HCSS	<input type="checkbox"/>	<input type="checkbox"/>	✓
Subscriptions	✓	<input type="checkbox"/>	<input type="checkbox"/>
Trade Unions facilities costs	<input type="checkbox"/>	<input type="checkbox"/>	✓
School contingency budget	✓	<input type="checkbox"/>	<input type="checkbox"/>
Behaviour Support Services	<input type="checkbox"/>	✓	<input type="checkbox"/>
Travellers Education Service	<input type="checkbox"/>	✓	<input type="checkbox"/>
Ethnic Minority Achievement Service	<input type="checkbox"/>	✓	<input type="checkbox"/>

Resolved

- a) **To approve the criteria for allocating pupil Growth Fund in 2017-18, as per the 2016-17 criteria – agreed**
- b) **To agree that the budget for the Growth Fund is retained at a maximum of £1.00m for 2017-18, as per the 2016-17 baseline figure, confirmed by the EFA – agreed**
- c) **To agree to continue funding schools where there are exceptional premises factors, as in 2016-17 – agreed**
- d) **To consider the proposed services to have the funding delegated or de-delegated and agree the delegation for 2017-18.**
 - i.) **To leave Free Schools Services as de-delegated.**
 - ii.) **Defer Maternity Schools decision for December Forum if figures is there.**
 - iii.) **SIMs delegate,**

47 **Schools Revenue Balances 2015-16**

The meeting considered the report which presented: the position of revenue balances of Wiltshire maintained schools as at 31st March 2016 and identifies those that are in deficit; the analysis of net revenue balances excludes those schools that converted to academy status during the financial year but includes those that converted post 31st March 2016. It was noted that Members had last considered a report on schools' balances and deficits in November 2015, and that in that report the value of surpluses was £10.753 million and 18 schools were in deficit with a total value of £2.27 million.

Issues highlighted in the course of the presentation and discussion included: that historically Wiltshire Council had operated a clawback facility until 13/14; how the DfE had started to challenge schools where they had relatively high surpluses; that a School Finance Statement was made available for all schools to improve their headline budget, making it clear whether they had breached the threshold guidelines for surpluses.

Resolved

That Wiltshire Council incorporate the School Financial Management Statement in the Wiltshire Scheme for Financing Schools, including it as part of the compliance process (*paragraph 6*).

48 **Confirmation of dates for future meetings**

The meeting confirmed the dates of meetings for the remainder of 2016/17, as follows:

- 8 December 2016
- 12 January 2017
- 9 March 2017

49 **Urgent Items**

(Duration of meeting: 1.30 - 3.47 pm)

The Officer who has produced these minutes is Yamina Rhouati of Democratic Services, direct line 01225 718059, e-mail edmund.blick@wiltshire.gov.uk

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

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DSG Block	Decision Required	Inter-dependencies with other decisions	Proposal	Decision Maker			Decision - noted at meeting
				Local Authority	Schools Forum	DfE	
Overall Budget	Overall Schools Budget	individual decisions for blocks to feed in	Schools Budget to be set at level of DSG Settlement £330.806m	Decides	Proposes		No decision required. Council to set budget at overall level of DSG
	Confirm no LA Top Up			Decides			
Central Schools Block	Ongoing commitments eg Admissions, Growth Fund, Schools Forum support		Line by Line summary, appendix 1 to Central DSG Report. Summarised in Proposed Budget summary Propose as presented in Table	Proposes	Decides for each line	Adjudicates if Schools Forum does not agree LA proposal	Budgets for Admissions, Schools Forum Support, and Infant Class Size payments agreed as per Appendix 1 to the Central Schools Block Report Budget for Basic Need Element of Growth fund set at £0.9m and agreed virement between basic need and infant class size elements of growth fund if required during the year Confirmed previous decision not to implement a Falling Rolls Fund in Wiltshire
	Central spend on historic commitments	will inform any further funding to be delegated if spend is not agreed, is not evidenced or does not meet criteria	Propose agree eligible expenditure as per table in Appendix 3 Central DSG Report	Proposes	Decides for each line	Adjudicates if Schools Forum does not agree LA proposal	After considering eligibility and the evidence presented fundign was agreed for the following historic commitments: Support for Personal Education Plans for Looked After Children (£0.233m) Funding for Child Protection Adviser in Schools (£0.041m) Funding for Prudential Borrowing (£0.3m) Funding for ineligible commitments of £1.7m released for reallocation
	Decision required to reallocate any ineligible historic commitment spend		To be confirmed - SFWG/SEN Group recommendation to consider impact on moving to high needs block to support top up rates and capacity for change	Proposes	Decides for each line	Adjudicates if Schools Forum does not agree LA proposal	Agreed to release £1.7m from central schools block for allocation across other funding blocks
	Central Licences negotiated by Secretary of State		Propose Budget for central copyright licences set at £0.346m	Decides	None	None	Noted LA decision to set budget at £0.346m to reflect cost of licence
	Central Spend on services previously funded by the retained rate of ESG		Propose budget for retained ESG duties set at £1.005m as per funding settlement and analysis of costs	Proposes	Decides for each line	Adjudicates if Schools Forum does not agree LA proposal	Agreed budget to be set at £1.005m
	Central spend on general duties for maintained schools - services previously funded by ESG general duties rate	would be a top slice for maintained school budgets - impacts on delegated budget decision	No top slice proposed in initial reports	Proposes	Decided by maintained school members	Adjudicates if Schools Forum does not agree LA proposal	Agreed no spend to be retained centrally from maintained schools
Schools block - Delegated Budget	Values of pupil led formula factors - Deprivation, EAL, Prior Atainment, etc	Decision on Historic commitments will inform any additional funding to be delegated	Propose retain quantum as per 16-17 for pupil led factors	Proposes and decides	must be consulted	Ensures formula is compliant with regulations	Confirmed Lump Sum to remain £85,000 for Primary Schools and £175,000 for secondary schools Agreed to retain the quantum for pupil led factors (Deprivation, EAL and Prior Attainment) at 2016-17 levels. Impact will be small change in funding rates per pupil It was confirmed that the cost of the minimum funding guarantee would continue to be met through the capping of any gains
		De-delegation - most decisions made, still need to confirm Maternity		Proposes	Primary and Secondary school reps decide	Adjudicates if Schools Forum does not agree LA proposal	Agreed to de-delegate the budget for maternity costs, as in previous years all other de-delegation decisions made at the October meeting confirming delegation of contingency and licences but all others to remain as in previous years.
	Funding for Additonal School Improvement	new guidance allows for funding for "additional" school improvement to be de-delegated from maintained schools	No proposal brought to Schools forum	Proposes	Primary and Secondary school reps decide	Adjudicates if Schools Forum does not agree LA proposal	No further de-delegation for additonal school improvement costs

Schools Forum - January 2017
Decision Matrix for 2017-18 Budget

DSG Block	Decision Required	Inter-dependencies with other decisions	Proposal	Decision Maker			Decision - noted at meeting
High Needs Block	Central spend on High Needs provision		No change proposed to top up rates however other decisions may change this	Decides	none	none	Central spend on high needs provision to be increased with funding reallocated from central schools block. From this: £0.5m to be added to top up budget for mainstream schools £0.357m to be utilised to continue to fund Inclusion support fund from High Needs Block For remainder proposals to be brought to March meeting based on SEN strategy for consideration and approval
	Funding for exceptional numbers of statements		Separate paper on exceptional numbers of statements refers. Proposal to leave formula unchanged for 2016-17 but cap at £100k	Decides	none	none	Agreed to leave formula unchanged for 2016-17 and to cap expenditure at £100,000
	Inclusion of Therapies spend in central high needs budget - moved from ESG	additional pressure on HNB - may require movement from other blocks	Recommend High Needs Block to fund cost of speech & language service	Decides	none	none	Agreed Therapies budget to be met from High Needs Block
	Top Up values for NPAs, ELP, Resource Bases and Special Schools		Initial proposal no change from 201-17 values	Decides	none - but would consult Schools Forum	none	Agreed that £0.5m be added to the top up budget (from the £1.7m reallocation) to increase top up values for mainstream schools by 11% compared with 2016-17
	Funding levels for Alternative Provision		Propose additional £100k to support addition of UTC to list of participating schools	Decides	none - but would consult Schools Forum	none	Agreed £0.100m to be added to the alternative provision budget
	Additional Pressures within high needs block to be funded		Proposal for £100k to support development of funding mechanism to support children at key transition points	Decides	none - but would consult Schools Forum	none	Not agreed - proposals to be considered at March meeting
	Savings proposals to meet shortfall in high needs block		Propose to move funding of Inclusion Support Fund to Early Years Block	Decides	none - but would consult Schools Forum	none	Proposal to fund base budget for Inclusion support fund from Early Years Block not agreed
Early Years Block	Agree Wiltshire formula - including supplements to be applied		Proposed formula as per EY Block report with supplements for Rurality and Deprivation. Proposed Basic Hourly rate £4.06	Proposes and decides	must be consulted		Wiltshire Early Years Single Funding Formula (EYSFF) agreed. The agreed base rate of funding to providers was set at £4.14 per hour
	Level of Inclusion Support Fund and how funded	High Needs Block options	Proposed ISF £467,300, fully funded from Early Years Block				It was agreed that the increase of £110,000 to the Inclusion Support Fund be funded from the Early Years Block and that the base budget continue to be funded from High Needs Block
	% Pass Through to settings	impacts on potential top slice for schools	Proposal in Early Years report for 98% pass through	Proposes and decides	must be consulted		It was agreed that 98% of 3 & 4 year old funding would be passed through to providers.
	Hourly rate for free entitlement for 2 year olds			Proposes and decides	must be consulted		Agreed rate to be set at £5.32 per hour in line with funding allocation

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Principles that have guided Schools Forum decisions in previous years:

- 1 Money should follow the pupil
- 2 Decisions should maximise the funding allocated to all pupils where possible
- 3 Support local specialist provision
- 4 Maintain relativities between phases (Primary/Secondary) in formula factors
- 5 Minimise the numbers of Schools on Minimum Funding Guarantee (MFG)

MINUTES OF WILTSHIRE COUNCIL'S HOUSING BOARD

HELD ON MONDAY 30 JANUARY 2017

**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

Councillor Ian Tomes

Councillor Fred Westmoreland

Guests: None

**Council Officers: Janet O'Brien (Head of Housing – Strategy and Assets),
Nicole Smith (Head of Housing – Operations and People),
Leanne Sykes (Head of Finance – ENV), Ian Seeckts
(Governance and Scrutiny Officer)**

**Apologies: Angela Britten (Tenant Member, WCHB), James Cawley
(Associate Director – Adult Care Commissioning, Safeguarding
and Housing)**

Private 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 and Previous Meeting both held on Monday 28 November 2016

The minutes were agreed.

3. Matters Arising

Members noted that the spreadsheet circulated as an appendix to Report 2, was to be treated as the graphical illustration of the work-streams.

The Chairman informed members that Emma Powell (former Tenant Member, WCHB) has stepped down from the Board in order to concentrate on an alternative element of her career. As a review of the Board is due and appointments to the Board are tied to the local government election cycle, it is appropriate to leave the post vacant until the review has been completed and local government elections have been held later this year.

4. Key Performance Indicators 2016/17 Q2 and Q3

The Head of Housing – Strategy and Assets and the Head of Housing – Operations and People introduced the report, reminded members that the focus was on both Q2 and Q3 2016/17, and highlighted the positive actions which have been undertaken by the service.

Board members questioned the 'Percentage of dwellings that meet the decent homes standard', noted that in Q1 it was red and had then fallen in both Q2 and Q3; the Board sought assurance that the trajectory would change. Officers articulated that the data cleansing exercise was ongoing and that a property may show as not meeting the standard at the time that the internal system expects a component to be renewed. In some cases, components have been renewed but the records have not been updated because officers have focused more on ensuring work is completed and less on administrative requirements. A desire to complete the work first was seen as understandable however this can have an unfortunate impact on the KPIs, leading the service to present figures which may suggest performance is below the true level. A categorical assurance cannot be given that the KPI will improve in Q4, however the service takes the view that this would not automatically suggest service provision is deteriorating. Board members noted that Planned Maintenance now has the correct cohort of officers and that a concerted effort is being made to ensure accurate data is recorded and that KPIs reflect the true service provided. Members reminded the service that the decent homes target is 100%.

Voids times were not progressing as the Board had anticipated and noted that a new officer is now in place and will be focusing on this issue; it is expected that future average re-let times will be reduced. Historic voids are challenging, particularly sheltered housing voids, although members were reminded that the figures only relate to those properties which were void and have now been re-let, thereby enabling the period between those 2 dates to be measured, as per the KPI. The figures were confirmed as not including all outstanding voids. The service has a group in place which focuses on voids and re-letting properties. Asbestos can be considered as major work and a large proportion of our stock does have asbestos; that said, the service does not always remove it (for example, if it is not disturbed), which has been a recent change in policy to align the service with a HouseMark measure and this should lead to a reduction in average re-let times. Participants considered the high level of properties requiring major works as being of concern.

Board members welcomed the figures presented around rents, new tenants visited, anti-social behaviour and repairs. For the latter, the Head of Housing – Strategy and Assets provided additional performance figures; members noted that the DLO is outperforming MD on all measures; on some measures, the DLO is on a par with other contractors. The MD contract has a minimum volume requirement of £1 million and ends in March 2018; it currently receives a volume of around £1.5 million. A higher volume of responsive repairs work is assigned to the DLO compared to MD, at this time. Members were supportive of the DLO and took the view that the tenants experience is very different, depending on whether they receive a service from MD or the DLO. The service confirmed that MD performs all void works and members considered whether a correlation existed with the KPI void figures. Members took the view that a broad balance between ‘emergency’ and ‘urgent’ repairs was unusual and may reflect on how the telephony team categorises the repairs.

Only 1 satisfaction survey being received in Q3 for the ‘Percentage of new tenants satisfied with the lettings service overall’ was compared with the 69 re-lets in Q3. Members considered the appropriateness of combining the satisfaction survey with the 6 week visit. The Head of Housing – Operations and People is working with the Tenancy Services Manager to increase the rate of returns.

A Board member who provided apologies had also provided the Chairman with a number of points to be raised. These were raised throughout this item.

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

In respect of the ‘Percentage of dwellings that meet the decent homes standard’, for the Head of Housing – Assets and Strategy:

- **To confirm, with the Contracts Manager, the level of impact internal system data accuracy and report runtimes have on the KPI.**

- To confirm, by the next Board meeting, when the KPI will provide an accurate reflection of the service.

To receive a paper on void properties which will include the length of time that the property has been void and a description of the work that is required.

5. Housing Revenue Account (HRA) Business Plan and New HRA Model

The Head of Finance – ENV gave a presentation on the financial position of the HRA up to 2016/17 Q3. The Revenue Budget and the Capital Budget are both forecast to be online. Referring to the latter, it was highlighted that the Planned and Cyclical Repairs and Maintenance budget for 2016/17 was £12.1 million, that the actual spend to date is just under £7.3 million and the forecast total spend for the year is in line with the budget. The Council House Build Programme HRA Contribution budget for 2016/17 was £11 million, the actual spend to date is £4.65 million and the forecast total spend for the year is £8 million.

Discussing the proposed budget for 2017/18, members noted that:

- The rent reduction of 1% per annum had reduced the Rental Income Budget by £0.366 million.
- Increasing garage rents would increase the Rental Income Budget by £0.006 million.
- That the total reduction to the Rental Income Budget for 2017/18 was £0.359 million.
- Increasing service charges would increase the Income Budget by £0.016 million.
- There was an allowance for 1% pay inflation of £0.040 million.
- The amount Returned to Revenue Reserve would be reduced by £0.383 million, from £0.975 million to £0.592 million.

Participants also referred to the previously circulated Report 3.

The Head of Finance – ENV displayed the new HRA model and discussed the underlying presumptions, contained on different spreadsheets within the model, which in turn informed the 4 primary graphs displayed on the front summary sheet. Having populated the model, the consultants will also be providing a 'critical friend' commentary to the service. The service expects to use more cash in the new model and the debt repayment profile has altered. Previously, the service anticipated that debt would reduce over the years to settle at £4 million however this is now anticipated to be around £90 million. The capital maintenance programme has increased and assumptions around 1% increases and CPI are included in the model.

Members considered that some economic indicators have been less reliable than many had hoped for. The Chairman questioned if data had been sourced from the Economist Intelligence Unit; the service was unsure of the exact source that the consultants had used.

Board members took the view that re-borrowing may be necessary, in order to meet the Board's current position of repaying debt, and that this would be at a higher rate, given interest rates are expected to rise. Members noted the need to have a buffer in order to adequately protect the HRA from any adverse shocks. Comparisons with comparable local authorities could be advantageous and members considered the 'average spend per property' as being a potential area to look into, as well as actual spending on new build, repairs and other service areas.

The Head of Housing – Strategy and Assets discussed her appendix to report 2 and explained the different components. Board members were reminded that the different years' figures in the appendix are computed in the present value; this is to aid understanding of the spending profile, rather than risking figures rising with inflation as being seen as increased spend which would increase delivery. When the HRA model takes this information into account, inflation is incorporated so as to give the most reliable overview possible.

Participants discussed each of the component categories and were reminded that these were assumptions around continuing with the programme as planned; altering the priorities of the service would require amending the model and determining if the outcome was acceptable. Remodelling of the Friary for instance is not currently included, although replacing flat roofs with pitched roofs was included. Members noted the need to carefully consider cost implications if changes were to be made and that this may necessitate making efficiency savings, reducing spending in other areas or increasing borrowing.

Environmental matters may be included in the new Wiltshire Home Standard and members were aware that whilst landscaping and parking are important, these must be balanced with other residents' priorities. Current plans include ensuring all properties meet the Decent Homes Standard.

The Board considered that if an acceptable debt level were to be determined by Cabinet, then it may become necessary to remove items of expenditure; additionally, members noted whilst the 1% per annum rent cut is due to expire after 4 years, at which time rents are projected to commence on an upward trajectory again, this may be incorrect, as central Government may amend its current policy. For some members, projecting forward 20 years may suggest that the debt level could become onerous or burdensome; for others, the debt was seen as manageable and could be serviced. Over that same period, it may become necessary to invest in roads (which are not currently programmed into the new HRA model), given they are not the responsibility of the Highways department (General Fund) and were unlikely to be

adopted by the Highways department without prior significant HRA investment; the Chairman articulated that his understanding was that even with such investment, it was unlikely that the Highways department would adopt the roads and that they would remain the financial responsibility of the HRA.

It was important to members that they take a fair and balanced approach to all financial matters; for some members, the immediacy of the challenge was more pressing and for others the matter was less intense and could be adequately managed. Understanding the political will of both central and local government was important, especially around whether central government has a desire for councils to be building and the speed at which the local authority wants to reduce HRA debt. Asset sweating was considered alongside the appropriate level of future building projects.

Current plans around front loading maintenance works are with a view to reducing overall maintenance spending in the future. Value testing was supported as was creating new revenue streams; affordable and market-rent housing were discussed and both have implications in terms of the expected level of service. Where efficiency savings are achieved, ensuring that a current programme is not undermined is vital. Creating a pot of monies to be used by a community may be helpful however it must not be allowed to unduly raise expectations. Adjusting timescales and avoiding replacing components before it is necessary, should be considered.

The stock condition survey is being conducted by an external consultant although this could be done in-house; this is thought to not be a statutory requirement. Of our stock, between 7% and 8% become void each year and there will likely be movement toward fixed term tenancies although guidance is awaited; encouraging tenants who have spare bedrooms to downsize can be included. The rationale around disposing of stock for which the service incurs high repair and maintenance costs should also be considered by the Board. A small element of the sheltered housing service charge is ineligible for housing benefit purposes.

Reports to Cabinet, on this item, will be presented to WCHB first, most likely in summer 2017.

A Board member who provided apologies had also provided the Chairman with a number of points to be raised. These were raised throughout this item.

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

For the Head of Finance – ENV to establish the source of the data used.

For the Head of Finance – ENV to request the consultants’ ‘critical friend’ commentary include reference to and benchmarking against comparable local authorities.

For the Head of Finance – ENV, the Head of Housing – Strategy and Assets, and the Head of Housing – Operations and People, to present a report detailing which areas of spending are not currently included in the new HRA model, alongside indicative cost implications.

For the Head of Finance – ENV and the Head of Housing – Strategy and Assets to present a paper detailing options around building, including the implications on the HRA of delaying and/or pausing the building programme.

For the Head of Housing – Operations and People to present a report about fixed term tenancies to the Board, once guidance has been received.

6. Building Maintenance Contract Procurement Update

Giving a verbal update, the Chairman articulated that the sub-group had met with the service prior to Christmas 2016 and had been provided with a breakdown consisting of 97 elements. The sub-group considered which elements of the service could and should be included in the procurement exercise.

A discussion with Cabinet is required around the structure to fully appreciate their viewpoint in respect of the available options.

Some members expressed concern around the timeframe and were sceptical that the work would be completed by March 2018, particularly given that council elections are due later this year. The service reassured members that it was confident the timeframe would be met. The item is on Cabinet’s agenda for 14 March 2017.

The next meeting of the sub-group is set for 1 February 2017.

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

7. WCHB Forward Plan

The Chairman articulated that all matters had been covered throughout the meeting and that new items mentioned throughout their discussions should be inserted below the appropriate dates on the Forward Plan, especially the HRA Business Plan for the Board’s next meeting on 27 March 2017.

Work Plan item 7 (Asset Management Strategy (AMS) – Outcomes of the Consultation) and item 8 (Effects of Welfare Reform on Wiltshire Council Tenants) would both be postponed.

Item 10 (Asset Management Strategy (AMS) – Update and Asset Review Outcomes) would remain on the agenda.

All other items were unaffected.

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

8. Right to Buy – Audit Report

Presenting the report, the Head of Housing – Operations and People highlighted the positive tone and articulated that she had thanked the team for their hard work and praised the level of service provided to residents.

Members complemented the service on the review of their 'Right to Buy' services and included comments from a Board member who provided apologies.

Whilst the council's website was upgraded around 2 months ago, some members took the view that more could be done to provide a smooth user experience, particularly around the search function. The website was noted as being a corporate matter. In relation to policy changes from May 2015, it was expected that these would be accurately reflected on the website.

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

For the Head of Housing – Operations and People to investigate whether an updated 'Right to Buy' leaflet is available online.

9. Any other business

Jacqui Evans (Independent Member, WCHB) has commenced a new appointment with East Hampshire District Council and was congratulated by the Board and the service. The appointment does not include working on Monday's, which is the day of WCHB meetings.

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

10. Date of Next Meeting

Members noted the next meeting is on Monday 27 March 2017, 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 2.50pm.

**Report of the Financial Planning Task Group – 27 January 2017:
Financial Plan Update 2017/18**

Issue (page and paragraphs numbers refer to the Budget report)	Further information / Comments
Budget Setting Process	
<p>Budget setting process for 2017/18</p> <ul style="list-style-type: none"> • Councillor briefing 24 Jan • Financial Planning Task Group 27 Jan • OS Management Committee 1 Feb • Trade Union meeting with Group Leaders 3 Feb • OM Management Committee 14 Feb (opposition budget) 	<p>A robust approach 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>
Revenue Budget 2016/17	
<p>(Page 6)</p> <p>The 2016/17 revised revenue budget of £313.950 million is forecast to be balanced with no further need to draw on reserves (para 3.2)</p> <p>Budget monitoring of the capital, Housing Revenue Account (HRA) and schools budgets show they are also on target to be balanced at year end (para 3.3)</p>	<p>The Task Group will scrutinise the final outturn figures once available.</p>
Specific budget areas 2017/18	
<p>(Page 8)</p> <p>Action 2 – Stimulate economic growth</p>	<p>An overall decrease to the Economy & Planning service budget of £0.207M (5%) is proposed in the report. This is in part due to £0.100m of income. However, the outcome of three Local Growth Fund (LGF) bids</p>

	totalling £28M are being pursued and announcements on these schemes are due imminently.
(page 8) Action 3 – Area Boards and working with communities “It is proposed that a further £0.05 million is reduced from this budget, on the basis that sufficient funds remain to deliver the current range of activities.” (page 9)	It was clarified that the youth funds held by Area Boards will reduce by £50k, but the overall spend is considered deliverable due to the balance of locally maintained funds that have not been spent in the last 18 months. Further information was requested and later provided regarding how the “leverage” of youth grant funding (i.e. the amount of further investment in the community it secures) and how the number of young people accessing activities are calculated.
(page 10) Action 5 – Protecting the vulnerable Adults with learning disabilities An overall decrease to the Learning Disability service budget of £0.851M (2%).	Financial (unit cost) and performance benchmarking against other local authorities across the South West has been undertaken and the potential for savings identified. The council is now working to improve its approach to procuring Learning Disabilities services, including reducing the number of different contractors providing separate elements. A pilot of the new approach with 20 complex learning disability cases is underway.
(page 10) Social Care Levy “...the Secretary of State for the Department for Communities and Local Government (DCLG) announced ... scope to bring forward planned three year increases totalling 6% to two years, that is 3% in 2017/18 and 2018/19 with no Levy in 2019/20. This is proposed in the recommendations to Council”	It was noted that care providers sometimes respond to increases in local government funding by seeking equivalent increases in their fees.
(page 11)	Provision of transport for children and young people with SEND is a

<p>SEN Transport</p> <p>“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 new statutory requirements for the 18-25 age group which also impact on transport demand.”</p>	<p>statutory requirement, but interpretation of the eligibility criteria is locally determined and may provide opportunities for savings.</p> <p>The council is also seeking efficiencies through greater alignment of children's and adults transport.</p>
<p>(page 13)</p> <p>Action 8 – Delegate Land and services</p> <p>“The Council has a strategy agreed with our local partners and continues to commit to and deliver on this policy.”</p>	<p>Savings achieved through delegating land and services are included under the Highways & Transport service savings (page 47).</p>
<p>(page 13)</p> <p>Action 9 – Community Campus / Hub Centres</p> <p>“Work is currently underway to assess the feasibility to progress the delivery of community hubs in Royal Wotton Bassett, Tidworth, and Devizes.”</p>	<p>It was reported that the approach to Community Campuses is shifting towards restoring and making better use of existing buildings rather than new developments.</p> <p>In the 2017-21 council a review of the leisure strategy may be prudent to ensure it is realistic against the available financial envelope.</p>
<p>(page 13)</p> <p>Action 10 – Public Health</p> <p>“The Public Health Grant funding of £18.269 million will be directed to care through early intervention and prevention to reduce higher future health demands on the council and improve health outcomes for the Wiltshire population.”</p>	<p>Some other areas are further ahead with CCG-local authority joint working and the pooling of CCG, adult social care and public health budgets. Wiltshire needs to move in this direction to achieve the efficiencies required by the demographic and financial challenges.</p>
<p>(page 14)</p> <p>Action 12 – Developing our workforce</p> <p>“The budget includes a provision of £2.344 million to fund the nationally agreed pay increase in pay and the new Apprenticeship Levy. The Council is investing in</p>	<p>It was reported that the council’s use of apprenticeships needs to be increased from the current 30 to 106 to achieve 100% reimbursement of the Apprenticeships Levy and it is planned to increase the number across the organisation during 2017-18.</p>

<p>apprenticeships in response to the Levy. Over the last three years the Council has employed 49 apprentices, with one recently winning national recognition for her work.”</p>	
<p>(page 29)</p> <p>Rents Setting 2017/18</p> <p>“...rents [for social housing] will be reduced by 1% per annum for the next four years (from April 2016 to March 2020) ...This will have an impact on the future years’ level of reserves to carry out repairs and maintenance.” (para 8.12)</p> <p>“...This equates to an average actual rent reduction of £0.90 per week. This will now apply to all properties in 2017/18.” (para 8.13)</p> <p>“Service charges including those for sheltered accommodation (many of which are for utilities) are also proposed to increase by 2%, the same increase as garage rents.” (para 8.15)</p>	<p>The 1% decrease in social housing rents would exceed the impact of the 2% increase to service charges. 515 units would receive an average service charge increase of £0.27 a week.</p>
<p>(page 34)</p> <p>Staff savings</p> <p>“A target of £3.575 million of staff savings are still being finalised. These cover all areas of the organisation both in terms of grades and services.” (para 9.9)</p>	<p>It was reported that the savings represent 2% of staffing against an annual staff turnover of 10% and represents just over 120 posts (with an average salary of £30k).</p> <p>Significant controls on recruitment have been in place for 6 months and management will now consider what vacancies can be deleted without service impacts, which are currently staffed through agency etc.</p> <p>The impact of removed posts is assessed and some are later reinstated for service delivery reasons.</p>
<p>(page 34)</p> <p>Administration savings</p>	<p>This also includes removing duplication of tasks and finding efficiencies by using technology.</p>

<p>“Further appraisal of administration will target £0.800 million of savings from a review of administrative staffing operational structures including vacancies, staff turnover and recruitment.” (para 9.9)</p>	
<p>(page 38)</p> <p>Assessment of reserves</p> <p>“The Council’s General Fund estimated reserve at 31 March 2016 based on the forecast outturn, at Section 3 of this report from the current forecast outturn is circa £11.2 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.” (para 11.3)</p>	<p>Given the low levels compared to other councils, the task group would monitor any future use of reserves.</p>

Cllr Glenis Ansell, Chairman of the Financial Planning Task Group

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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 1 FEBRUARY 2017 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Chuck Berry, Cllr Christine Crisp, Cllr Howard Greenman, Cllr Alan Hill (Vice Chairman), Cllr Jon Hubbard, Cllr Simon Killane (Chairman), Cllr Gordon King, Cllr Jacqui Lay, Cllr Stephen Oldrieve, Cllr Tony Trotman and Cllr Bridget Wayman

Also Present:

Cllr Laura Mayes, Cllr Fleur de Rhé-Philipe, Cllr Baroness Scott of Bybrook OBE, Cllr Jonathon Seed, Cllr Toby Sturgis, Cllr John Thomson, Cllr Dick Tonge, Cllr Stuart Wheeler and Cllr Philip Whitehead

12 **Apologies**

Apologies were received from Councillors Glenis Ansell, Stuart Dobson and John Walsh.

13 **Declarations of Interest**

There were no declarations.

14 **Chairman's Announcements**

It was stated that the meeting would be live broadcast and recorded.

15 **Public Participation**

There were no questions or statements submitted.

16 **Date of Next Meeting**

The date of the next meeting was confirmed as 14 February 2017 at 1100 at Monkton Park, Chippenham.

17 **Procedure of Meeting**

The procedure for the meeting was noted.

18 **Wiltshire Council's Financial Plan Update 2017/18**

The draft Wiltshire Council Financial Plan Update for 2017/18 was presented by Councillor Richard Tonge, Cabinet Member for Finance, and Michael Hudson, Associate Director of Finance, ahead of its submission to Cabinet on 7 February and Full Council on 21 February 2016.

It was noted that Council on 18 October 2016 had approved a Medium Term Financial Plan and Efficiency Statement 2017-2020, an agreement with central government to secure details of four years of funding settlements, with the council committing to specific efficiency targets. The Committee had considered details of that plan on 10 October 2016, which included assumptions of 1.99% annual rise in Council Tax and 2% Social Care Levy. The proposals for 2017/18 were considered within the framework previously agreed, though since the agreement it had been stated councils could bring forward an additional 1% increase in the Social Care Levy, which it was proposed be accepted.

Details of the income and proposed expenditure were provided. It was confirmed under the proposals the council would set a balanced budget. A report from the Financial Planning Task Group was also received and considered.

The Committee, along with other members in attendance including all members of the Executive, discussed the proposed budget, and clarification was sought on many issues from the attending Cabinet Members and Corporate Leadership Team, with details contained in the report as appended to these minutes. Particular focus was given to service budget proposals, how proposed savings would be achieved, impacts upon staffing levels, community grants and adult social care along with other topics as detailed in the appended report.

At the conclusion of discussion, it was,

Resolved:

- a) **To thank the Financial Planning Task Group for its report and for its work throughout the year monitoring and scrutinising the finances of the council; and,**
- b) **To note that the process for scrutiny of the budget had been robust and added value.**

19 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.45 pm)

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Wiltshire Council

APPENDIX to the Minutes of 1 February 2017

Cabinet 7 February 2016

Council 21 February 2016

Special Meeting of the Overview and Scrutiny Management Committee Report on the Draft 2017/18 Financial Plan

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 1 February 2016.

Background

2. The 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 2017/18 Financial Plan before it is considered at Cabinet on 7 February 2017 and Full Council on 21 February 2017.
3. The Cabinet Member for Finance, supported by the Associate Director of Finance, was in attendance along with the Leader of the Council and all members of the Executive and the Corporate Leadership Team to provide clarification and answers to issues and queries raised by the Committee.
4. In addition to the draft Financial Plan available on the website a briefing from the Cabinet Member for Finance open to all members was held on 24 January 2017.
5. Details had included:
 - Council Tax to be increased by 1.99%, plus a 3% Social Care Levy, a 1% increase from the Medium Term Financial Plan approved by Council on 18 October 2016.
 - The continuing reductions in grant funding from central government, being a further 17.6% reduction for the next financial year.
 - Increases in investment to protect vulnerable children and adults, and investing in the environment and roads.
 - Details of service changes required to achieve the £13.331m savings proposed.

Main issues raised during questioning and debate

6. The Chairman invited the Chairmen of the Select Committees to lead off discussion, with a focus on budget proposals and their implications for services relating to those committees, before opening to general queries.

Financial Planning Task Group

7. The report of the Task Group on the proposals was received and noted, in addition to thanks to its members for their work monitoring and scrutinising the council's finances throughout the year.
8. The report would be forwarded for attention at Cabinet and Full Council along with the report of the Management Committee itself.

Environment Select Committee

9. In relation to the council's key actions within its business plan details were sought on highways investment, and in response it was confirmed that while Wiltshire was due to receive £2.946m of the National Productivity Investment Capital Fund aimed to reduce congestion at key locations and improve maintenance of local highway assets, the conditions around using the grant had not yet been clarified.
10. Details were sought on proposed efficiencies in services including Leisure, Parking provision and Planning consultation in respect of town and parish councils.
11. The £1.003m savings required under Waste services was discussed, with a suggestion the Environment Select Committee might need to consider further scrutiny to monitor the changes proposed.
12. In response to queries on reviewing the model for community support it was stated the review would include the management structure for area boards, and details were sought on the proposed £0.400m savings through a review of Voluntary Community Social Enterprise (VCSE) partnership arrangements and whether there would be reductions to payments to all partners. The Cabinet Member agreed to provide a list of VCSE groups along with details of current arrangements and proposed reductions for each.
13. Other topics discussed included the reduction in the subsidy for councillor ICT provision, details of the Housing Revenue Account (HRA) and that no funds being allocated for carbon reduction.

Children's Select Committee

14. The Committee discussed the increasing pressures regarding children with special educational needs and adults with learning disabilities, in part from new statutory requirements for the 18-25 age group. £1.000m of the increased pressures related to children transitioning into Adult Care. It was reported that when a young person transferred from children's to adults' services their funding moved with them and there was consequently a need to ensure the Children's services budget was not disadvantaged.
15. It was noted that a lot of work had been undertaken on the council's School Improvement Strategy, and that £0.500m was being invested to support this Strategy.

16. Details were sought on budgets for Safeguarding and Early Help services with the intention to record internal meetings electronically rather than recruit dedicated minute-taking staff to save £0.100m.
17. In response to queries it was stated details would be provided to members on the number of local authority schools which would be running deficit budgets for the next financial year.
18. It was confirmed that the £0.050m total reduction in area board youth funding would apply to all area boards, not only those which had not utilised their full previous allocation of youth funding.
19. It was also stated by the chair of Children's Select Committee that figures showing young people's engagement with area board-funded youth activities could not be directly compared with previous years as the methodology for calculating these had changed.

Health Select Committee

20. The increasing pressures on Adult Social Care was discussed, with the 6% increase in investment noted. Details were sought of the £1.510m of savings that would still be required, with a focus on preventative work to reduce demand and changes to working practices. It was noted that a significant amount of the growth in investment related to the effect of the National Living Wage on adult services contracts.
21. The £1.000m of savings identified from a review of the Learning Disabilities service for adults was highlighted and it was suggested that the Health Select Committee might monitor the review and any impact upon this group.
22. Further details were also sought on the review of services in Public Health and Public Protection, and the £0.175m of savings identified across that service identified.

General Enquiries and Observations

23. Other issues discussed included clarifying the number of staff posts that were likely to be removed under the Financial Plan, approximately 200. It was confirmed some had already been identified within service budgets while others remained to be identified, and it was hoped that removing vacant posts would minimise the need for redundancies.
24. Details were also sought on the number of apprenticeships at the council, approximately 30, and efforts to increase this, as well as assessment of the use of dedicated reserve funding and health and wellbeing centre funding allocations. It was confirmed that potential movements in the rate of inflation and the impact of central government's reform of National Non-Domestic Rates (NNDR) presented a level of financial risk, as set out in the General Fund Reserve Risk Assessment.
25. At the conclusion of the debate it was resolved that the budget scrutiny process had been robust, in-depth and had added value to the draft budget proposals.

Proposal

26. That Cabinet and Council take into account the comments from the Overview and Scrutiny Management Committee in considering the update to the Financial Plan 2017/18.

Councillor Simon Killane
Chairman of the Overview and Scrutiny Management Committee

Report Author: Kieran Elliott, Senior Democratic Services Officer, 01225 718504 or kieran.elliott@wiltshire.gov.uk

6 February 2017

NOTES OF THE GROUP LEADERS MEETING WITH TRADE UNION REPRESENTATIVES MEETING HELD ON 3 FEBRUARY 2017 AT THE SALISBURY ROOM - COUNTY HALL, TROWBRIDGE.

Councillors:

Councillor Baroness Scott of Bybrook OBE, Leader of the Council, Conservative Group Leader
Councillor Glenis Ansell, Liberal Democratic Group Leader
Councillor Ricky Rogers, Labour Group Leader
Councillor John Thomson, Deputy Leader of the Council
Councillor Richard Tonge, Cabinet Member for Finance

Union Representatives:

John Drake, UNISON
Gavin Brooks, UNISON
Carole Vallyelly, GMB
John Hawkins, ATL
Alan Tomala, UNITE
Mike Leigh, NASUWT

Officers:

Dr Carlton Brand, Corporate Director
Carolyn Godfrey, Corporate Director
Michael Hudson, Associate Director - Finance
Barry Pirie, Associate Director - People and Business Services
Joanne Pitt, Head of Service - Human Resources Services
Robin Townsend, Associate Director, Corporate Function and Procurement and Systems Thinking
Kieran Elliott, Senior Democratic Services Officer

1 **Welcome and Introductions**

The welcomes all those present to the meeting.

2 **Apologies**

Apologies had been received from Sue Dawson of the ATL.

3 **Notes of the Last Meeting**

The notes of the meeting held on 4 February 2016 were noted.

4 Wiltshire Council Financial Plan Update 2017/18

The Leader introduced the budget proposals ([available online](#)), noting in particular the increased demand on adults and children's social care, as well as continuing decreases in government funding, therefore requiring both increases in council raised funding and further savings and efficiencies. It was stated the council was continuing with other authorities to lobby the government on recognising the pressures of rurality and older populations that were particularly relevant in Wiltshire, when it would introduce its new formula for the realignment for non-domestic rates between local government authorities.

The Leader also drew attention to the fact the council had already approved a four year funding settlement with the government on 18 October 2016 in order to gain more financial stability and enable better forward planning, but that since that agreement councils had been offered the opportunity to impose a 3% social care levy for 2 years rather than 2% each year over three years, and it was the intention of her proposal to take up the offer.

Cllr Richard Tonge, Cabinet Member for Finance, also made comments in relation to the proposed financial plan, stating the proposal to increase the social care levy had met with a muted reaction, as people were aware of the immense pressures on social care. He discussed the proposed £13.331m savings and efficiencies that would be required under the plan, and that while approximately 200 posts would be removed, it was hoped there would be no or few compulsory redundancies necessary.

The Trade Union representatives present were then given the opportunity to raise any questions or issues they had with the elected representatives and senior council officers.

During the course of the discussions, a number of textual errors in the budget documents were noted, including reference to the government apprenticeship levy, which applies to **xxxxxxxxxx** rather than to organisations with more than 3000 employees as stated, and that following negotiation with the Trade Unions a pay increment freeze would remain in place for at least one more year, not a pay increment as stated. These and any other corrections would be listed with updated publication of the financial plan and associated budget documents.

The level of post reductions was discussed at length, with details sought on which services would be affected, and when such reductions needed to be confirmed from vacancies and turnover before actual redundancies were required. It was stated the situation would be monitored throughout the year but particularly in the first six months of the financial year, and that some posts had already been identified in the budget book as some services such as Waste and Highways following restructures were carrying vacancies that could be removed already, with around 120 posts still to be identified. Critical areas such as Children's social care would not be required to reduce posts. It was also highlighted that all councils were facing increasing pressures due to rising demand and reduced government funding, and it was important to assist the private sector to thrive in order to ensure the reduction in public sector jobs did

not reduce employment levels, and that the situation was not as severe in Wiltshire as some areas.

It was noted that despite increased investment significant savings were still needed in social care, and the difficulties in recruitment and supporting care workers was discussed. It was stated that Wiltshire was the second highest payer for social care in the south west, but that unions and the council had to work together, to support workers and encourage employers respectively. Savings would continue to be identified through systems thinking review to improve administration processes and duplications.

The meeting also discussed the impact on the infrastructure and services county due to the transfer of thousands of military personnel to Wiltshire. The Military Civilian Integration Partnership working between the council, Defence infrastructure Organisation, army and other partners was highlighted, with years of improved cooperation to share information to prepare services adequately and improve community engagement for returning personnel. The first tranche of military personnel had been transferred in July 2016 and had been successful other than a shortage of dentists, which was being addressed, and a LGA Peer Review had concluded the work between the council and its partners was effective and successful.

In response to queries on staff morale and overworking it was stated a recent staff survey had identified several key concerns and that the Corporate Leadership Team was receiving a report on the outcomes in order to identify what could be done to assist staff.

Details were also sought on nursery business rates, which it was stated was a issue to lobby nationally to make them exempt, the minimum revenue position which was in the process of review, confirmation no monies were being withdrawn from general reserves, waste contract efficiency savings and that the final settlement from government would not come until after 20 February 2017.

The meeting also discussed the recent news story that BoeingUK had chosen the site at MOD Boscombe Down for a new servicing and manufacturing centre, with 1500 jobs to be based at the site. It was not anticipated that the site would be operational until at least 2020/21, although there would be construction and infrastructure work before then, and it was not yet known what proportion of the jobs might be support services.

The Leader thanked the representatives of the Trade Unions for attending and for sharing their views on the proposed financial plan.

(Duration of meeting: 9.30 - 10.30 am)

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