

AGENDA

Meeting: Cabinet
Place: Kennet Room - County Hall, Trowbridge BA14 8JN
Date: Tuesday 17 December 2013
Time: 10.30 am

Membership:

Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)


Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic and Members' Services, County Hall, Trowbridge, direct line 01225 718024 or email yamina.rhouati@wiltshire.gov.uk

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

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

Part 1

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

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

1 **Apologies**

2 **Minutes of the Previous Meeting** (*Pages 1 - 10*)

To confirm and sign the minutes of the Cabinet meeting held on 21 November 2013.

3 **Leader's announcements**

4 **Declarations of interest**

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

5 **Public participation**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Written notice of questions or statements should be given to Yamina Rhouati of Democratic Services by 12.00 noon on 12 December 2013. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Minutes of the Cabinet Capital Assets Committee** (*Pages 11 - 16*)

To receive and note the minutes of the Cabinet Capital Assets Committee held on 21 November 2013.

Children's Services

7 **Adoption Agency Report** (*Pages 17 - 58*)

Report by Carolyn Godfrey, Corporate Director

Safeguarding Services

8 **Multi Agency Safeguarding Hub (MASH)** (*Pages 59 - 70*)

Report by Carolyn Godfrey, Corporate Director

Waste Services

9 **Redesign of waste and recycling collection rounds for Waste Collection Services** (*Pages 71 - 80*)

 Report by Tracy Carter, Associate Director – Environment and Leisure


Financial Services

10 Community Infrastructure Levy (CIL) Draft Charging Schedule (Pages 81 - 142)

Report by Alastair Cunningham, Associate Director – Economic Development and Planning.

The report of the Scrutiny CIL Task Group will be circulated prior to the meeting.

11 Council Tax Base 2014/15 (Pages 143 - 152)

 Report by Michael Hudson, Associate Director – Finance

12 Revenue and Capital Budget Monitoring Reports

Reports by Michael Hudson – Associate Director, Finance

12a **Revenue Budget Monitoring Period 7 2013/2014 (Pages 153 - 170)**

12b **Capital Monitoring Period 7 2013/2014 (Pages 171 - 186)**

13 Urgent Items

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

Part II

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

None

The items on this agenda reflect the key goals of Wiltshire Council, namely 'Work together to support Wiltshire's Communities', 'Deliver high quality, low cost, customer focused services and 'Ensure local, open, honest decision making'


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CABINET

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Thursday, 21 November 2013.

Cllr Keith Humphries	Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Also in Attendance: Cllr Allison Bucknell, Cllr Richard Clewer, Cllr Christine Crisp
Cllr Tony Deane, Cllr Jon Hubbard, Cllr George Jeans
Cllr Julian Johnson, Cllr Simon Killane, Cllr Nina Phillips
Cllr Fred Westmoreland, Cllr Roy While and
Cllr Philip Whitehead

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

100 **Apologies**

All Cabinet members were present.

101 **Minutes of the Previous Meeting**

The minutes of the last meeting held on 22 October 2013 were presented.

Resolved:

That the minutes of the meeting held on 22 October 2013 be approved as a correct record and signed by the Leader.

102 **Leader's Announcements**

The Leader made the following announcements:

St Stephen's Place development

The Leader thanked the officers involved in delivering the St Stephen's Place leisure complex in Trowbridge which had officially opened on Tuesday 19 November. The multi-million pound scheme demonstrated how much confidence major companies had in Trowbridge. The complex would create more than 200 jobs and would encourage more businesses and investment to the area. This was great news for the County Town and all the communities which had already started to benefit from this development.

Your Wiltshire magazine – winter 2013 edition

The Leader drew attention to the latest copy of Your Wiltshire Magazine, which was now available and circulated at the meeting. As an incentive to those who did not currently participate in activity, the issue included a seven day free leisure pass for use in any of Wiltshire Council's leisure centres from next Monday the 25th November – until the 28th February. Recognising the need to boost local towns and encourage people to shop for longer, the issue also included a reusable voucher for one hour's free parking in the run up to Christmas which would add one hour free on to any parking ticket purchased.

Wiltshire Assembly – 2 December

The Leader announced that the Wiltshire Assembly on 2 December 2013 would be held at the new Tidworth Garrison Theatre and would be focusing on Wiltshire as a military County, and our partnership with the military community. It would provide an update to partners, community representatives and local businesses on the impact that the Army rebasing project would have on the County over the next few years. Infrastructure, facilities, community and business opportunities would be highlighted and it would showcase some of the excellent work which was taking place across the County to integrate the military and local communities.

Boosting the local economy – Wealth of Wiltshire Christmas Fayre

The Wealth of Wiltshire Christmas Fayre which would be held in the Atrium on December 12 had proved very popular with businesses taking up every stall available. The event was open to the public and free of charge and local choirs would add to the festive atmosphere by singing throughout the day. Local businesses from across the County would be selling their products from 10am

to 7.30pm. This was another way the Council was supporting the local economy and businesses and bringing the community into the heart of this Council.

103 Declarations of interest

No declarations of interest were made.

104 Public participation

The Leader explained that as usual at meetings of Cabinet she would be more than happy to hear from any member of the public present on any of the items on this agenda.

The Leader acknowledged receipt of a statement and questions from Mrs Jarvis, Clerk to Melksham Without Parish Council, details of which were circulated at the meeting in respect of the item on Parish and Town Council Grant Options (minute no. 107 refers).

105 Minutes - Cabinet Transformation Committee

The minutes of the Cabinet Transformation Committee dated 22 October 2013 were presented.

Resolved:

That the minutes of the Cabinet Transformation Committee dated 22 October 2013 be received and noted.

106 Wiltshire Council's New Housing Allocations Policy 

Cllr Keith Humphries presented a report which reported on the outcome of consultations and sought Cabinet approval of a new Housing Allocations Policy effective from April 2014.

The proposed new Allocations Policy would help to deliver on the Council's vision to create stronger and more resilient communities by focussing on local homes for local people. This would also help bring communities together to enable and support them to do more for themselves which was a key priority within the Council's Business Plan.

The Policy would remain a choice based lettings scheme covering the Wiltshire Council area. It would include eligible and exclusion criteria for registration, property size criteria, a new banding structure that determines how applicants would be assessed and prioritised and how homes would be allocated. Cllr Clewer, Portfolio Holder explained points of detail on the Policy.

Scrutiny engagement had taken place at key milestones in developing the revised policy. A Rapid Scrutiny exercise was held on 28 October, the outcome of which had been endorsed by the Overview and Scrutiny Management Committee on 5 November 2013. Cllr Simon Killane, Chairman of the Management Committee explained the Scrutiny recommendations.

Cllr Humphries acknowledged the helpful input from Scrutiny, with many of their recommendations taken on board. Key points from the consultation had been incorporated in the robust policy. This included allocation to people with a local connection, which 71.8% of respondents to the consultation requested.

Concern was raised by Cllrs Tony Deane and George Jeans over the allocations policy being too prescriptive. It was suggested that the Policy should include provision for those with a local employment connection as in need, if they are not able to afford accommodation within the village or parish in which they work. It was also suggested that those building affordable housing should also be happy with the Council's Allocation Policy. A suggested form of wording was proposed.

Cllr Humphries explained that whilst he was not prepared to accept the suggested wording without first examining the implications, he would be happy to discuss the matter further with Cllrs Deane and Jeans and make any minor changes if considered appropriate. It was also agreed to delete the word 'existing' from paragraph 9.3 of the policy to read:

9.3 ~~Existing~~ *Planning agreements and former exception sites*

It was noted that work would take place to promote and explain the revised Policy to members, the public and parish councils.

The proposed Policy as amended was proposed. An amendment was also made to change the delegation from the Associate Director to the Corporate Director.

Resolved:

That Cabinet approves the new Allocations Policy to be implemented from April 2014 and delegates to the Corporate Director with responsibility for Housing any necessary final minor amendments (including the deletion of the word 'existing' from paragraph 9.3) in consultation with the Cabinet member for Public Health, Protection Service and Adult Care and Housing.

Reason for decision:

The Housing Act 1996 Part VI (as amended by the Homelessness Act 2002) and Localism Act 2012 requires the Council to have a scheme which

determines how allocations and nominations will be made. In Wiltshire we operate a Choice Based Lettings policy called Homes4Wiltshire which was adopted shortly before unitary.

The purpose of the Council's Choice Based Lettings Policy is to set out clear guidelines to ensure that affordable housing is allocated fairly and according to an applicants' need for housing while at the same time taking into account effective management of the affordable housing stock across Wiltshire. Following the introduction of the Localism Act we had the opportunity to review our allocations policy to consider some of the new freedoms that the act introduced. Following extensive consultation we have proposed some fundamental changes to our policy and have taken full advantage of our new freedoms to ensure we make best use of our limited affordable housing stock and give priority to local people.

107 **Parish and Town Council Grant Options**

Public participation

Mrs Mary Jarvis, Clerk to Melksham Without Parish Council, addressed Cabinet and asked for a fairer grant for rural councils and parishes. Mrs Teresa Strong, Finance Officer for the Parish Council also addressed Cabinet on this issue. A copy of the statement and question submitted by Mrs Jarvis as tabled at the meeting are attached to the signed copy of these minutes.

Cllr Dick Tonge, Cabinet member for Finance, Performance, Risk, Procurement and Welfare Reform presented a report which asked Cabinet to consider the Council Tax Support grant to town and parish councils for 2014/15 onwards.

From April 2013 Council Tax Support (formerly Council Tax Benefit) had taken the form of Council Tax Reductions (CTR) which had had the effect of reducing the Council Tax Base.

As a consequence, town and parish councils had experienced a decrease to their tax base which therefore decreased the amount of cash received for the same level percentage of precept. In 2013/14 Wiltshire Council awarded a grant totalling £1.4 million to top up the Town and Parish Council funding levels to compensate for this loss in funding.

Following further reductions in Central Government funding to Wiltshire Council, it was necessary to consider the options available in terms of providing support funding to Town and Parish Councils in 2014/15 and onwards.

Cabinet was asked to consider the following four options:

- **Option 1** – Seek new additional funds from Central Government.

- **Option 2** – Do nothing and continue with the grant at the same level as 2013/14.
- **Option 3** – Pass the unringfenced grant adjusted by the Settlement Funding Assessment from DCLG without the Wiltshire Council top up to Town and Parish Councils.
- **Option 4** – Withdraw all grant funding.

The report recommended approval of option 3. Some other authorities had decided not to pass their share of the Council tax support grant to their towns and parishes. It was noted that this Council had lobbied central Government extensively for a change to the scheme. The Leader urged town and parish councils to also lobby for a change. Details of the consultation undertaken with town and parish council and members were also reported.

Cllr Tonge reported that he had been contacted by Mr Morland who queried a £25k discrepancy in the figures. Cllr Tonge explained that the figures quoted were indicative at this stage pending full figures being provided by central Government and that Mr Hudson had responded to Mr Morland.

In response to Mrs Jarvis, it was explained that the level of precept was based on the number of properties, and the grant calculated was unrelated to the population. Council Tax Base was decided within a legislative framework, with bandings supplied from an external valuation office. Cabinet would be asked to determine its Council Tax Base at its meeting on 17 December 2013.

Resolved:

That Cabinet approves option 3 as follows:

1. **That the Wiltshire Council grant to Town and Parish Councils be set at 65% of the 2013/14 grant to take into account the £300k shortfall in the 2013/14 Department for Communities and Local Government (DCLG) grant made up by Wiltshire Council, and the expected reduced level of Council's Settlement Funding Assessment from DCLG.**
2. **That in future years the grant is adjusted in line with changes to the Council's Settlement Funding Assessment from DCLG.**

and that

3. **The comments received as part of the consultation and shown at paragraph G in Appendix C of the report presented be addressed in a separate briefing to be sent to all Towns and Parishes.**

Reason for decision

To provide financial support to Town and Parish Councils in the light of changes made to Council Tax Support by the Coalition.

108 **Report on Treasury Management Strategy 2013-14 - Second Quarter ended 30 September 2013**

Cllr Dick Tonge, Cabinet member for Finance, Performance, Risk, Procurement and Welfare Reform introduced the interim report reviewing the Treasury Management Strategy (TMS), which covered the period 1 April 2013 to 30 September 2013.

This report reviewed management actions in relation to:

- a) the PrIs and TrIs originally set for the year and the position at the 30 September 2013;
- b) other treasury management actions during the period; and
- c) the approved Annual Investment Strategy.

Resolved:

That Cabinet note the content of the report presented in line with the Treasury Management Strategy.

Reason for decision:

This report is a requirement of the Council's Treasury Management Strategy.

109 **Community Contraception and Sexual Health Services Procurement**

Cllr Keith Humphries, Cabinet member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing) presented a report which updated Cabinet on the new mandated responsibility of this Council to commission Open Access Sexual Health services. Cabinet was also asked to agree to the proposed procurement of the Community Contraception and Sexual Health services in Wiltshire.

Cllr Humphries explained that this would be the first of a number of papers to come to Cabinet. The contract with Sirona Care and Health had been transferred without competitive tender when the PCT split commissioning and provider services in 2011. The transition agreement was now coming to an end and the contract needs to be put out for competitive tender.

The majority of contraception and sexual health (CaSH) services were located in the North and it was hoped that the number of clinics could be extended to 10 and would spread across the County. The potential for campuses to play a cost effective role in this was noted.

The need to work on education was highlighted, not just in prevention but knowing where to go in terms of help and guidance. The role of the Area Boards was highlighted in terms of what can be done locally.

Resolved:

That Cabinet:

- 1. agrees in principle to the proposal to undertake a tendering process to provide community contraception and sexual health services for 5 (3+2) year agreement;**
- 2. delegates authority of consideration of a procurement options paper to determine the appropriate procurement route and execute the contracts resulting from this tendering activity to Maggie Rae, Corporate Director, in consultation with the Cabinet Member for Public Health, Public Protection and Adult Care and Housing, the Solicitor to the Council and the Chief Financial Officer.**

Reason for decision:

As part of the Health and Social Care Act reforms, Wiltshire Council has a mandated responsibility to commission Open Access Sexual Health Services, to address the disease burden of sexually transmitted infections and reduce unintended pregnancy through the provision of a full range of contraceptive methods.

110 High Level Specification and Tender Evaluation criteria for Future Waste Management and Collection Services 

Cllr Toby Sturgis, Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste presented a report which sought Cabinet approval to develop service specifications based on key principles outlined in the report; to use the criteria contained within the report to develop the quality element of tender evaluation models and to use the proposed price/quality ratios to develop the tender evaluation models.

Work was in progress to move forward to tender documentation, and Cabinet's attention was drawn to the price/quality ratio proposed, which differed from the Waste Task Group proposal. It was explained that if the specifications were tightly written the quality weighting could be lowered.

Attention was drawn to the potential use of the My Wiltshire app for residents to report issues such as missed bins using their smart phones.

The need to retain long term flexibility balanced with minimising cost was highlighted, and this would be taken on board within the tender specifications.

Resolved:

That Cabinet agrees to:

- 1. Develop service specifications based upon the key principles set out in the report presented.**
- 2. Develop tender evaluation models based upon the price/quality ratios set out in paragraph 13 of the report presented.**
- 3. Use the criteria contained in the report presented to develop the quality element of the tender evaluation models.**

Reason for decision

The decisions taken in respect of these proposals are key to informing the detailed development of tender documentation and tender evaluation models prior to issuing invitations to tender.

111 Urgent Items

There were no urgent items.

112 Exclusion of the Press and Public

Resolved:

That Cabinet agrees in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in item number 112 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Reason for taking the item in private:

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

No representations had been received on taking the item under Part II.

113 **Extension of Contracts operated by the Hatts Group in the Salisbury Area**


Cllr John Thomson, Deputy Leader and Cabinet member for Highways, Streetscene and Broadband presented a report which sought Cabinet approval to extend existing contracts between Wiltshire Council and Hatts Travel as detailed in the report presented.

Resolved:

That Cabinet agrees to the extensions of contracts as set out in the report presented.

Reason for decision

1. Extending the contracts preserves the major savings on the Park & Ride contract that were achieved when it was last tendered, and removes the risk that higher prices would be submitted if the contract were retendered.
2. Extending the contracts would achieve savings against the SEN transport budget as detailed in the report.

Appendix to signed minutes

Statement and questions from Mrs Jarvis, Clerk to Melksham Without Parish Council (minute no. 107 refers).

(Duration of meeting: 10.30 am - 12.17 pm)

These decisions were published on the 2 December 2013 and will come into force on 10 December 2013
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The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail Yamina.Rhouati@wiltshire.gov.uk
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CABINET CAPITAL ASSETS COMMITTEE

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Thursday, 21 November 2013.

Cllr Fleur de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Highways and Streetscene and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform

Also in Attendance: Cllr Keith Humphries
Cllr Laura Mayes
Cllr Christine Crisp

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

102 Apologies and Substitutions

There were no apologies received.

103 Minutes of the previous meeting

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 24 September 2013.

104 Leader's Announcements

There were no Leader's announcements.

105 Declarations of interest

There were no declarations of interest.

106 **Devizes Lower Wharf depot**

Cllr Sturgis, Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste introduced the report which sought committee approval to transfer the Devizes Lower Wharf depot to Devizes Canoe Club in accordance with the Community Asset Transfer policy, subject to the agreement of the Devizes Area Board.

Resolved:

That the Committee

- 1. approves the application for the transfer of Lower Wharf, Devizes to the Devizes Canoe Club subject to the agreement of the Devizes Area Board**
- 2. delegates authority to the Associate Director for Legal and Governance and the Transformation Director to ensure that suitable terms are incorporated into the asset transfer and to complete any legal documentation required to facilitate this**
- 3. delegates authority to the Associate Director for Finance to remove this property from the list of capital receipts anticipated to be achieved to support the capital programme**

107 **Wellington secondary expansion project** 

Cllr Laura Mayes, Cabinet member for Children's Services introduced the report which sought committee approval for phase one of a two phase expansion project plan to deliver a 10/12 classroom block at Wellington Academy.

The Committee heard that there was a need for the project and funding would come from the designated basic need fund.

Resolved:

That the Committee approves phase one of a two phase project plan to deliver a 10/12 classroom block

Reason for decision

Based on the current net capacity of Wellington Academy, an additional 200/250 places will be required by 2015/16.

108 **Gypsy, Roma and Traveller project** 

Cllr Sturgis, Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste introduced the report

which sought committee approval to delegate authority to the Associate Director for Adult Care, Commissioning, Safeguarding and Housing in consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste to accept the increase in allocated grant agreed under the existing funding agreement with the Homes and Communities Agency (HCA) from £3.42m to £7.839m, to enter into a contract to deliver the new build works following a competitive tendering exercise and to enter into any associated legal agreements or procurement activities to enable the delivery of the project.

A cabinet member delegated decision would be issued to temporarily close the transit site at Odstock to allow for its use during the refurbishment of other plots. Figures confirmed that the risk of having no transit site for a short period of time would not be surmountable.

Resolved

That the Committee

- 1. Delegates authority to the Associate Director for Adult Care, Commissioning, Safeguarding and Housing in consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste to accept the increase in allocated grant agreed under the existing funding agreement with the Homes and Communities Agency (HCA) from £3.42m to £7.839m**
- 2. Delegates authority to the Associate Director for Adult Care, Commissioning, Safeguarding and Housing in consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste to enter into a contract to deliver the new build works following a competitive tendering exercise**
- 3. Delegates authority to the Associate Director for Adult Care, Commissioning, Safeguarding and Housing in consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste to enter into any associated legal agreements or procurement activities to enable the delivery of the project**

109 Devizes Extra Care scheme

Cllr Sturgis, Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste introduced the report which sought committee approval to use the Southfields site as the preferred site for the development of an extra care scheme predominantly for older people.

The outcomes of the community working group were reflected in the report presented. Confirmation was sought on the transfer of the final chosen site to the highest bidder possibly at nil value if required and it was noted that this was standard practice. It was agreed that the section 151 officer and the monitoring officer should be consulted on this.

Resolved

That the Committee

- 1. Notes the outcome of discussions with the local working group on their preferred site for extra care in Devizes**
- 2. Approves the use of the Southfields site as the preferred site for the development of an extra care scheme predominantly for older people**
- 3. Authorises officers to consider other potential sites in Devizes for extra care if they provide a more suitable location and a better financial return for the Council**
- 4. Authorises officers to undertake any associated procurement activities required to select a developer and registered housing provider for these facilities**
- 5. Delegates authority to the Corporate Director for Adult Social Services and Public health in consultation with the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property and Waste, the section 151 officer and the monitoring officer to authorise the transference of the final chosen site to the highest scoring bidder to facilitate the development of extra care possibly at nil value if required to make the scheme viable**

Reason for proposal:

The Southfields site will provide the necessary land for delivery of the extra care facilities outlined in the Older People's Accommodation Development Strategy. This has set out the need for an additional 50 units of extra care in Devizes in the next 10 years.

Through the development of the site, the council would benefit from the provision of a new extra care housing to meet the needs of the growing elderly population in Devizes. Additionally, this development would improve choice and control for older people and provide a vital community resource, replacing an existing care home.

This development will protect some of the most vulnerable older people and meets one of the key actions in the business plan, to develop more affordable housing.

110 Urgent items

There were no urgent items.

111 Exclusion of the Press and Public

Resolved

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

Reason for taking the item in private:

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

No representations have been received as to why this item should not be held in private.

112 Devizes Extra Care scheme 

The committee noted the appendix to the report.

(Duration of meeting: 1.30 - 1.42 pm)

<p>These decisions were published on the 28 November 2013 and will come into force on 6 December 2013.</p>
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The Officer who has produced these minutes is Kirsty Butcher, of Democratic Services, direct line 01225 713948 or e-mail kirsty.butcher@wiltshire.gov.uk
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Wiltshire Council

Cabinet

17 December 2013

Subject: Adoption Agency Six Month Report

Cabinet member: Councillor Laura Mayes - Children's Services

Key Decision: No

Executive Summary

The Adoption Statutory Guidance requires Adoption Agencies to monitor their performance and provide reports to the executive of the Local Authority every six months about children who are in the care of their local authority and who are waiting to be placed with adoptive families. Wiltshire Council is a registered Adoption Agency, approved by the Department for Education (DfE).

The Adoption Agency six month report and accompanying appendices outline the work and provide detail on the performance of the Adoption Agency from the 1st April to the 30th September 2013. This report follows on from the Adoption Agency annual and 6 monthly report presented to Cabinet on 18th June 2013.

Wiltshire's Adoption Service is included within the Safeguarding Improvement Plan (SIP).

A robust Permanency and Adoption Improvement Plan (PAIP) has been in place since May 2012, recurrently scrutinised at the Safeguarding Improvement Board (SIB) and the Safeguarding and Looked After Children Operational Group (SLOG).

Wiltshire Adoption Service was inspected by Ofsted in March 2013 and the overall effectiveness was judged to be 'Adequate'. To achieve an 'Adequate' judgement Wiltshire was able to evidence that every standard and requirement had been met. Inspectors reported that '*Wiltshire Council provides an effective, well managed and improving service*'.

The Adoption Service continues to improve. Mark Gurrey Independent Chair of the Safeguarding Improvement Board, at the most recent Board meeting commented:

"There is clear evidence of real progress in the delivery of the adoption function by the Council, both in terms of more children being placed, more quickly and improved recruitment of adopters"

Evidence of improvement can be measured by the considerable increase in the number of children adopted this year (27) and the number of applications to adopt which within the first 6 months of this year has almost matched the whole of last

year's figure.

An increase in the number of Should Be placed For Adoption (SBPA) decisions evidences that decisions to seek adoption for the most vulnerable of children are being made in a timelier manner therefore optimising opportunities for babies and younger children to have the best possible chance in life.

Proposal

That the contents of the Adoption Agency report are noted and accepted.

Reason for Proposal

The 2011 Statutory Adoption Guidance and the 2011 Adoption Minimum Standards place a requirement on local authority adoption services to ensure that the executive of the Council receives a written report on the management, outcomes and financial state of the adoption agency to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users. They must also satisfy themselves that the agency is complying with the conditions of registration (Minimum Standard 25.6; Statutory Adoption Guidance 3.3, and 5.39).

**Carolyn Godfrey
Corporate Director**

Wiltshire Council

Cabinet

17 December 2013

Subject: Adoption Agency Six Month Report

Cabinet member: Councillor Laura Mayes - Children's Services

Key Decision: No

Purpose of Report

1. The purpose of the report is to ensure that the Executive of the Council is satisfied that the Adoption Agency is effective and achieving good outcomes for children, young people and service users, as required by the 2011 Statutory Adoption Guidance and the 2011 Adoption National Minimum Standards.
2. This report details the activity within the adoption agency for the period 1st October 2012 to 31st March 2013. The purpose of the report is to consider the adoption service's capacity to meet demand for adoptive placements, to detail services provided to prospective adopters and the provision of adoption support services. The report will also look at the role and function of Wiltshire Council Adoption Panel.
3. It is recommended that the contents of this report are noted and accepted.

Background

4. Wiltshire Council is a registered Adoption Agency, approved by the Department for Education (DfE) to provide services, which include:
 - deciding whether a child should be placed for adoption
 - approving people as prospective adoptive parents
 - 'matching' children with suitable adoptive parents
 - arranging the adoption of children
 - supporting adoptive placements before and after the making of an Adoption Order
 - assisting adopted adults to find out information about their adoption
 - assisting birth families wishing to seek information about an adopted relative

5. The work of the Adoption Agency is underpinned by the Adoption and Children Act 2002 and the 2005 regulations informed by this Act. The aim of this Act is to improve outcomes for children needing adoption. It brought adoption legislation in line with the Children Act 1989 and placed adoption support provision onto the statute for the first time.
6. The Adoption Agency Annual Report was presented to Cabinet on 18th June 2013.
7. Cabinet noted the significant improvements made to the service in a relatively short period of time and paid tribute to the adoption and fostering teams who made this possible. In terms of the data presented, Councillor Mayes commented that decisions made must always be in the best interests of the child. The Leader of the Council added that the Council would always look for a permanent home solution.
8. (a) That Cabinet notes and accepts the contents of the Adoption Agency report and;

(b) That the Council endorses the Ofsted recommendations Action Plan as set out in Appendix 3 of the report presented.

Reason for decision

9. The 2011 Statutory Adoption Guidance and the 2011 Adoption Minimum Standards place a requirement on local authority adoption services to ensure that the executive of the Council receives a written report on the management, outcomes and financial state of the adoption agency to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users. They must also satisfy themselves that the agency is complying with the conditions of registration (Minimum Standard 25.6; Statutory Adoption Guidance 3.3, and 5.39).

Main Considerations for the Council

10. A Permanency and Adoption Improvement Plan was developed in May 2012. The Head of Service for Children in Care and Lead Commissioner for Looked After Children provide regular progress reports to both the Safeguarding and Looked After Children Operational Group (SLOG) and Safeguarding Improvement Board (SIB). At the most recent Safeguarding Improvement Board meeting, the Independent chair of the Board, Mark Gurrey, commented: *“There is clear evidence of real progress in the delivery of the adoption function by the Council, both in terms of more children being placed, more quickly and improved recruitment of adopters.”*

Adoption Scorecard

11. The latest Scorecard was published in September 2013 and is attached as Appendix (1). The Scorecard reports on activity for the period 2010 to 2013.
12. The Scorecard reports that the average time between Wiltshire receiving a court order to place a child and deciding on a match to an adoptive family was 169 days compared to the national average of 210.
13. Similarly, the average time from a child entering care and moving in with an adoptive family was 673 days compared to the national average of 647. This figure is still above the national average, but an improvement on last year's figure of 750 days.
14. Although improvements across the Scorecard can be evidenced, these figures can and will fluctuate as Wiltshire continues to find adopters for children who are more difficult to place because of complex health needs or challenging behaviour.

Adoption Improvement Grant

15. Key priorities for consideration to be funded from the Adoption Improvement Grant include addressing our highest priority needs i.e. those children who are waiting for adoption through a high profile recruitment campaign; accessing voluntary and other agency resources; development of robust adoption support services in accordance with the government's adoption support passport initiative; and the overall strengthening of services. Front door knowledge and skill, legal support and advice, administration, and adoption panel capacity are also included.

Ofsted Inspection

16. On the 5th of March 2013, Wiltshire Adoption Service was subject to Ofsted Inspection. The framework for the inspection followed the journey of the child and timescales as set within the Adoption Scorecard.
17. The report commented that Wiltshire provides an "effective, well-managed and improving adoption service". The report also stated that outcomes for children are "rapidly improving" and 85% of children are now placed within 12 months of a decision that they should be adopted.
18. Six recommendations were made following the Inspection. Progress against the recommendations is as follows:

1.1. Virtual Education Services for adopted children

"Ensure that children are supported to achieve their educational potential; in particular, continue to develop virtual education services to include adopted children (NMS 7.1)" Ofsted 2013

The Virtual School Officer (VSO) for Adoption took up post at the beginning of September 2013. Case work to date has been crisis intervention, including 1 situation to prevent a permanent exclusion. The VSO is working closely with the Educational Psychologists for Adoption and the Adoption team and will be part of the development of the training programme for schools and other professionals, as appropriate.

In addition, the VSO has responsibility for delivering E-Safety to looked after and adopted children and young people, together with carers and adoptive parents as required.

1.2. Life story books and later life letters

“Promote consistent quality and timeliness of life story books and later life letters; in particular, ensure that both are delivered to the adopters within 10 working days of the adoption ceremony (NMS 2.7 and 2.8)” Ofsted 2013

‘Life Story’ and ‘Later Life Letter’ training courses have been delivered to staff with a total of 32 staff attending.

The Adoption Support Team has increased the number of staff trained to deliver these courses to adoptive families (adults and children). IROs have been reminded to monitor the progress of life story work in reviews.

1.3. Recruitment records

“Ensure that the agency retains records of recruitment and suitability checks; in particular that records are kept of telephone verification of references (NMS 21.1)” Ofsted 2013

Wiltshire Council have designed a comprehensive record of recruitment and suitability checks, including telephone verifications of references for all relevant employees within children’s services. To achieve this goal, an interactive spreadsheet has been developed to hold all the required information including DBS (Disclosure and Barring Service) checks, DBS review dates, right to work in the UK, references, reference verification records, CPD (Continuing Professional Development) and professional qualifications. The spreadsheet will alert managers when data is incomplete or if a DBS check is due to expire.

The spreadsheet is securely stored in a shared folder with restricted access, for the service managers to complete and for few named managers to review.

A training process has begun for managers completing the spreadsheet which will be completed by December 2013. A system to audit the future completion of the spreadsheets is in place.

1.4. Personnel files

“Ensure that personnel files are well ordered and can be easily audited to show that files contain evidence of identity checks and all the other

requirements of Schedule 3 of the Local Authority Adoption Service (England) Regulations 2003 (Regulation 11 (3) (d), Schedule 3 and NMS 21.3)” Ofsted 2013

Since 2006, Wiltshire Council has stored all employee records electronically in secure and easy to access folders. For pre-2006 employees, a project is well advanced to scan and store employee records for people working with children, into electronic format. We have accessed old microfiche employee records which have been scanned and stored electronically. By using a clear file-naming convention, the electronic employee information can be easily accessed.

The original paper employee records are currently stored securely. Employee folders are stored in numbered boxes alphabetically and there is a document confirming all employee folders in storage with the box number that they are stored in.

Should any pre-2006 employee information still be missing, the integrated spreadsheet will clearly identify any gaps in data. This will alert local service managers to take remedial steps to ensure all required safeguarding employee data is evidenced again and re-recorded.

1.5. Statement of Purpose

”Ensure that the Statement of Purpose contains all the information required by Schedule 1 of the Local Authority Adoption Service (England) Regulations 2003; in particular, the name and address of the service's manager (NMS 18.1 and Regulation 2, Schedule 1)” Ofsted 2013

Wiltshire Adoption Agency Statement of Purpose has been reviewed and updated. It is now fully compliant with NMS 18.1 and Regulation 2, Schedule 1 and is available on the Wiltshire Council website.

1.6. Children’s Adoption Guide

”Ensure that the children's guide to adoption contains a statement as to the matters listed in Schedule 2 of the Local Authority Adoption Service (England) Regulations 2003; in particular, a summary of the complaints procedure and contact details for the office of the Children's Rights Director. (Regulation 3 and NMS 18.5)” Ofsted 2013

In order to be compliant with Regulation 3 and NMS 18.5, the Children’s Adoption Guide is to be revised. As an interim measure and with their consent, we have utilized Devon County Council’s children’s guide and have inserted Wiltshire Council’s Children Service complaints procedure and contact details for the office of the Children’s Rights Director.

Contingency has been made from within the Adoption Reform Grant to produce our own children's guides. Plans have been made to work together with the Voice and Influence Team to achieve this and it is expected that the guide will be available from December 2013.

The 2011 Adoption Minimum Standards can be accessed at <https://www.education.gov.uk/publications/eOrderingDownload/Adoption-NMS.pdf>

The 2011 Statutory Adoption Guidance can be accessed at <http://www.education.gov.uk/aboutdfe/statutory/g0072314/guidance>

The latest Adoption Ofsted report can be accessed in full <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/SC050059>

The amended Adoption Service Statement of Purpose March 2013 can be accessed via <http://www.wiltshire.gov.uk/adoption-statement-of-purpose-v7-27-02-13-feb-2.pdf>

Wiltshire Council adoption website <http://www.wiltshire.gov.uk/healthandsocialcare/adoption.htm>

Wiltshire Council

Cabinet

17th December 2013

Subject: Adoption Agency Six Month Report

Cabinet member: Councillor Laura Mayes - Lead Member for Children's Services

Key Decision: No

Adoption Agency Six Monthly Report 1st April 2013 to 30th September 2013 Introduction

1. The 2011 Statutory Adoption Guidance and the 2011 Adoption Minimum Standards place a requirement on local authority adoption services to ensure that the executive of the Council receives a written report on the management, outcomes and financial state of the adoption agency to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users. They must also satisfy themselves that the agency is complying with the conditions of registration (Minimum Standard 25.6; Statutory Adoption Guidance 3.3, and 5.39).

Background

2. Wiltshire Council is a registered Adoption Agency approved by the Department for Education (DfE) to provide services, which include:
 - deciding whether a child should be placed for adoption
 - approving people as prospective adoptive parents
 - 'matching' children with suitable adoptive parents
 - arranging the adoption of children
 - supporting adoptive placements before and after the making of an adoption order
 - assisting adopted adults to find out information about their adoption
 - assisting birth families wishing to seek information about an adopted relative
3. The work of the Adoption Agency is underpinned by the Adoption & Children Act 2002 and the 2005 regulations made under this Act 2005. The aim of this Act was to improve outcomes for children needing adoption, it brought adoption legislation into line with the Children Act 1989 and placed adoption support provision onto the statute for the first time. The work of the adoption agency therefore spans the whole of children's social care services.

Adoption staff and key members

Name	Designation
Carolyn Godfrey	Corporate Director
Terence Herbert	Associate Director Children's Social Care
Lin Hitchman	Head of Children in Care
Owen Evans	Adoption Team Manager
Alison Lewis Debbie Harper	P/T Assistant Team Manager Adoption – Adoption Support P/T Assistant Team Manager Adoption – Recruitment & Assessment
Sarah Dainty	Concurrency Officer
Adoption Recruitment and Assessment Charlotte Gilbertson Leonie McKenna Denise O'Connor Vacant Post Pauline Fairman Jane Priborsky	Qualified Social Worker Qualified Social Worker P/T Qualified Social Worker P/T Qualified Social Worker P/T Qualified Social Worker P/T Qualified Social Worker
Adoption Support Vacant Post Vacant Post (temp in post until 13 December 2013) Vacant Post (0.5 FTE) Ann Mazzotta Catherine Bull Danielle DeSilva (temp 12 month post)	Qualified Social Worker Qualified Social Worker P/T Qualified Social Worker Unqualified Social Worker Unqualified Social Worker Unqualified Social Worker

4. All the Managers, Adoption Social Workers and Adoption Support Co-ordinators hold the minimum social work qualification and have had a minimum of 2 years' experience in children and families social work or a closely related field.

Adoption Services Provided

5. As an Adoption Agency, Wiltshire provides a range of adoption services to children needing adoption, prospective adopters, adoptive parents, birth parents, birth families, adopted adults and the general public.
- The Adoption Team recruit, train, assess and provide support to prospective adoptive parents.

- The Adoption Team provides a counselling service for adopted adults who wish to find out information about their adoption.
- The Adoption Team, through a contract with a Voluntary Adoption Support Agency (VASA), provides an intermediary service for birth relatives and adopted adults who wish to trace each other.
- The Adoption Team provides a consultation service to the childcare teams on matters relating to adoption placements.
- The Adoption Team, through a contract with an external provider offers a full range of services to step-parents who wish to adopt, including the preparation of a report for court.
- The Adoption Team, through a contract with PACT offers a full range of services to inter-country adopters including adoption support.

Adoption Support Service

6. The Adoption Support Service has a range of services in place to support adoptive families and their children including counselling, advice and information, workshops/support groups, family days and events, an annual conference, a newsletter, financial support and links with Wiltshire's Educational team and CAMHS (Child and Adolescent Mental Health Services).
7. The service also has links with various independent adoption support agencies and is in the process of developing a parenting course for Wiltshire adopters and special guardians.
8. Wiltshire have a contract for adoption support with PACT (Parents and Children Together) this compliments in-house adoption support services and is a flexible contract to allow the agency to respond to complex and varied support needs appropriately and effectively.
9. Contact is promoted as a positive experience for the child and as maintaining an important connection with the child's past for their future identity. An allocated adoption social worker provides support to birth relatives and adoption support provides support for adopters. An independent social worker specialising in birth relative support is offered to birth parents or other relatives who are losing a child/ren to adoption. This worker is provided through PACT. Birth parents, siblings and grandparents are offered individual and occasionally group work.
10. Wiltshire Council supports ongoing contact arrangements as required. There is a designated worker within the adoption team who manages direct contact arrangements post-adoption.
11. The Adoption Support Service facilitates both direct and indirect contact (through the post-box service) between birth families, children and significant

others.

12. The adoption service provides post adoption counselling and support for adopted people living in Wiltshire. Learning from this informs current practice development.
13. PACT provides an intermediary service for adopted Wiltshire residents, and an intermediary service for birth relatives who are care leavers and have an adopted sibling. Individual work and some group work is offered for young people touched by adoption.
14. The Adoption Support service has developed Life Story work and provided workshops for staff, adopters and birth family to ensure that all adopters have a high quality life story book for their child and all adopted children have their life history recorded in an accessible, high quality and flexible format.
15. The Adoption Support Service undertakes assessments of need for adoption support, including financial support. The Adoption Support Service also undertakes assessments of need for Special Guardianship support services.
16. There are two Adoption Support Co-ordinator posts, each covering half of the county. They are responsible for ensuring that every child being placed for adoption has an Adoption Support Plan in place and for ensuring that any of the parties to adoption are provided with an assessment for adoption support services, if requested.
17. They each line-manage an Adoption Support Worker, whose role is to provide practical support to adopters. There will be additional service pressures during 2013/2014 as the government implements the adoption passport initiative whereby adopters may be eligible for paid adoption leave, priority access to social housing, priority admission for school places and support services including counselling. Wiltshire has planned for the increase in demand for adoption support using the adoption improvement grant, however this has also been flagged up as an ongoing service pressure post 2014 and plans will be put in place to ensure we are able to cope with increased demand.
18. The Adoption Post-Box service is managed by the Adoption Support Co-ordinators and continues to grow; almost every adopted child has some form of ongoing contact (direct or indirect) with birth relatives. The Post-Box service acts as the channel through which communications flow between the adoptive family and the birth family.
19. There are currently 203 active post box arrangements

There are currently 37 direct contact arrangements. Of these:

- 20 are with birth parents
- 11 with siblings
- 6 with grandparents/extended family members

The Service to Prospective Adopters

20. The procedures for recruiting, preparing, assessing, approving and supporting prospective adopters are set out in detail in our Adoption Agency procedures, which are available on the Adoption Service Website. All enquiries regarding adoption are welcome; the adoption team operate an open and inclusive enquiry process. All enquirers speak with a specialist adoption worker. There is access to information about adoption and to the adoption team via an enquiry line, via the website or via direct office number.

Adoption Service Performance 1st April to 30th September 2013

21. This report outlines statistical information gathered during the course of the last six months. It will then move on to consider the partnerships Wiltshire has with other key agencies and how as a collective, the needs of children and their birth families and prospective adopters are met.

Adoption Panel statistics 1st April to 30th September 2013

Service Activity

22. The chart below outlines year on year activity within the adoption team and provides detail regarding activity 1st April to 30th September 2013. Included in the statistics is the information required to be presented to the 'executive' members in accordance with Adoption National Minimum Standard 25.6:

- Number, type and age of children waiting for an adoptive placement
- How long they have been waiting
- Agency's responsiveness in relation to applications to adopt (set against timescales outlined in chapter 3, paragraph 1)
- Progress in relation to recruitment
- Number of children placed for adoption since the last 6 monthly report
- Number of children who have experienced disruptions

Children:

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Should be Placed for Adoption					
Legal Status at That Time					
	Section 20	1	4	9	10
	Interim Care Order	11	22	26	13
	Care Order	3	1	2	0
	None			1	0
	Total	15	27	38	23

23. The six monthly return figures demonstrate a significant increase in numbers of children where Should Be Placed for Adoption (SBPFA) is considered the

appropriate way forward. This is as a result of clearer care planning and timely decisions being made by the Agency Decision Maker. Activity thus far indicates that we will surpass last year's figure:

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Should be Placed for Adoption					
Ethnic Origin					
	White British	15	24	27	20
	Mixed/Other	6	3	11	3

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Should be Placed for Adoption					
Age					
	0-12 Months	6	5	13	10
	12-24 Months	6	4	7	3
	2-4 Years	2	15	13	4
	5-10 Years	1	3	5	6
	11 Years and Over	0	0	0	0
	Total	15	27	38	23

24. The table below denotes improvement in the care planning process, the age of children at the point where the decision to proceed to adoption has reduced.

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Children Matched					
Age					
	0-12 Months	4	2	4	4
	12-24 Months	3	5	7	5
	2-4 Years	6	10	11	4
	5-10 Years	7	2	5	1
	11 Years and Over	0	0	0	0
	Total	20	19	27	14

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Children Matched					
Ethnic Origin					
	White British	18	17	22	10
	Mixed / Other Ethnicity	4	2	5	4

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
SWAC Matches					
		0	1	3	4

	2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Nat. Adoption Register Matches				
	0	0	1	0

	2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Children Matched Out Of County				
	3	0	4	5

Details of children Adopted		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Children for Whom Adoption Achieved by Age at Adoption Order					
Aged					
	0-12 Months	0	1	0	1
	12-24 Months	2	2	5	5
	2-4 Years	6	12	7	15
	5-10 Years	6	2	2	5
	11 Years and Over	1	0	0	1
	Total	14	17	14	27

26. There were 14 Adoption Orders granted during 2012 to 2013, this was a reduction on the 17 Orders granted the previous year. This year for the period 1st April to 30th September 2013, 27 Adoption Orders have been granted. Children adopted range from children who have become looked after during 2012/2013 and those children who have been waiting longer due to complex health, sibling groups or challenging behavior.
27. The data suggests that we are improving timescales for the younger children who have recently become first looked after. Of the 5 children who first became looked after in 2012, 4 of the 5 were aged 1 at time of adoption, and 1 of the 5 children was 9 months old at adoption. In all 5 cases, the number of days between care and placed (Indicator A1) was below the England 3 year average (ranging from 0 days to 454 days, England 3 year average 647 days). In all 5 of these cases, the number of days to Match (Indicator A2) was low (ranging from 0 days to 40 days, England 3 year average 210 days).

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Adoption Order by Ethnic Origin of Child					
Ethnic Origin					
	White British	14	15	14	21
	Mixed/Other Ethnicity	0	2	0	6

	2010/2011	2011/2012	2012/2013	1/10/12 to 31/3/13	01/4/13 to 30/9/13
Rescission of Decision to Place for Adoption					
	5	5	1	0	0

	2010/2011	2011/2012	2012/2013	1/10/12 to 31/3/13	01/4/13 to 30/9/13
Formally placed for Adoption					
			27	18	12

	2010/2011	2011/2012	2012/2013	1/10/12 to 31/3/13	01/4/13 to 30/9/13
Formally Placed for Adoption within 12 Months of Decision that they Should be Placed for Adoption					
	12	13	25	13	9

	2010/2011	2011/2012	2012/2013	1/10/12 to 31/3/13	01/4/13 to 30/9/13
Disrupted placements					
			1	1	0

Adopters:

	2010/2011	2011/2012	2012/2013	1/10/12 to 31/3/13	01/4/13 to 30/9/13
Applications to adopt					
Number received			74	45	61
Written information sent within 5 days			50	29	56
Invited to information session within 2 months			34	18	54
Information received by Panel within 6 weeks of PAR being completed			26	15	14
Panel recommendation made within 8 months of receipt of formal application			22	13	14

	2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Adopters Approved				
	20	17	27	16

28. It is expected that Wiltshire will reach the target set of 50 approved adopters for the year 2013/2014. Although the figure of 16 has been the number achieved so far this year, many more adopters are being assessed and are at different stages of the assessment and approval process.

	2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Adopters Approved; Ethnic Origin				
Ethnic Origin of Individuals				
White British	38	29	54	29
Mixed/Other Ethnicity	2	2	0	3

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Approved Adopters; Relationships of Adopters					
	Single	0	2	0	0
	Married/Co-Habiting	19	15	27	16
	Civil Partnership	1	0	0	0

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Approved Adopters that Have Withdrawn					
		1	0	0	0

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Rescission of Approval by Panel					
			3	3	0

		2010/2011	2011/2012	2012/2013	01/4/13 to 30/9/13
Brief Assessments					
		1	0	0	0

29. As at 30th September 2013 there were 37 approved adoptive families, of these:
- 15 were waiting for placements
 - 13 had Wiltshire children placed with them
 - 9 had children from other agencies/local authorities placed with them
30. As at 30th September 2013, there are 62 children in Wiltshire where adoption is the likely way forward:
- 0 – 5 years: 46 children,
 - 6-9 years: 15 children
 - 10+ years: 1 child
31. These children will currently be at varying stages of the care planning process and of course not all children will go on to be adopted. This can be for a number of reasons for example legal challenge, change of care plan or circumstance. However as assessment and permanence planning for children continues to improve, the number of children requiring adoptive placements will rise.

Quality Assurance

32. The Independent Safeguarding Unit (ISU) Service Manager has implemented a robust monitoring system in respect of permanence planning.
33. Compliance with permanency policy is now routinely monitored via Independent Reviewing Officer (IRO) supervision. In addition the Service

Manager undertakes a dip sample of LAC second reviews in supervision for all IROs and Chairs.

- All 'drift' cases identified are discussed in IRO supervision and social workers are informed of cases where lack of progress has been identified.
- Any child without a permanency plan at the second review immediate alert to team manager.
- All IROs have attended the permanency planning training.
- 3 IROs have attended the concurrent planning training.
- IROs have attended development tutorials on permanency planning and expected practice
- Capacity of IROs has increased through the appointment of 1 additional permanent staff post.

34. The Head of ISU and Service Manager ISU have currently undertaken an audit of all children looked after under Section 20 CCA 1989 with a specific focus on permanence planning and outcomes, it is intended that this audit process continues.

Finance - Adoption Service Budget Information

35. 2013/2014 financial year:

2013/14 Financial Year	Budget	Projected Expenditure
Salaries & team running costs	559,500	582,199
Carer recruitment & training	17,000	2,598
Adoption Allowances (all types)	869,900	935,144
Adoption Income	0	-62,759
	1,446,400	1,457,182

Adoption periodical payments and Special Guardianship Financial support

36. There has been a general increase in requests for financial support to Adopters and Special Guardians over the year.
37. As at 31st March 2013 there were the following families being supported with ongoing financial allowances:

	Children	Carers
Special Guardianship Order Allowance	58	38
Residence Order Allowance	67	48
Adoption Allowance	159	101

Report from Adoption Panel Chair, 31st October, 2013

Panel Activity

38. Panel activity is shown in the table below, with the last six months highlighted. “Should Be Placed for Adoption” (SBPFA) recommendations ceased to be a function of Adoption Panels on 1st September, 2012, for children where there are current court proceedings. The SBPFA since are for children where adoption is at the parent’s request or agreement.
39. It can be seen that during 2012/13 there was a significant increase in numbers of applications and some increase in the number of matches over the previous year. This increase has been maintained over the first six months of 2013/14.

	Total 11/12	01 Apr 12 – 30 Sept 12	01 Oct 12 – 31 Mar 13	Total 12/13	01 Apr 12 – 30 Sept 13
SBPFA*	30	13	1	14	3
Applicants Suitability to Adopt	17	17	11	28	16
Match	20	14	11	25	13
Reviews of children+	42	37	42	79	45
Rescission of Plan for Adoption	5	1	0	1	0
Rescission of Suitability to Adopt	3	3	0	3	0

*SBPFA – *Should Be Placed for Adoption*

+ *Monitoring the progress of children with a plan for adoption through consideration of LAC Review reports*

Quality of work presented to Panel

40. The quality of reports to Panel has been mainly good. Where there have been gaps in the written information the verbal presentation has enabled recommendations to be made. There has been one deferral by panel for further work during the last six months.
41. Panel has seen some examples of excellent social work practice, with proactive action, including pre-birth, towards securing permanency for children. Where timescales for children have not been met and there has been delay, this has been primarily associated with complex court proceedings. Panel has noted earlier and proactive homefinding, robust timescales set for contingency planning, adopters matched quickly following approval, and the use of ‘fostering for adoption’ arrangements. There have been examples of excellent work with birth families and good matches for individual children.

42. Panel has been aware of the pressure on the adoption team and managers in relation to the adoption reform agenda, including a greater use of independent assessors. Timescales for assessment of adopters have mainly been met and there is evidence of the process becoming quicker, with the quality of the assessment being maintained, on the whole. The new Prospective Adopters Report has been successfully introduced. Prospective adopters are generally positive in what they say to Panel about their experience of the adoption service.

Development Needs

43. The Adoption Panel notes the significant continuing commitment within the agency for improving the adoption service to children and adopters. Feedback from the Panel to the Agency in the last six months has included the following themes for attention:
- 'Finishing off' the adoption work once a child is placed in a permanent home, including completing life story information, formally rescinding adoption plans when they have changed, and prioritising the preparation of reports for adoption order hearings.
 - Improved quality assurance and clear protocols for adopter assessments carried out by 'independent social workers' on behalf of the agency
 - Continuing development in analysis and evidencing decision-making in written reports
 - Ensuring appropriate attention to medical issues to inform homefinding and support needs
 - Development of practice in relation to 'early permanence' (concurrency and fostering for adoption)
 - Improved understanding of attachment issues and applying this to practice in all aspects of adoption work
44. Regular meetings between the Panel Chair, Service Director and senior and adoption managers provide an opportunity to raise and address quality assurance issues.

Key priorities to be achieved by September 2013

45. The key priorities to be completed by September 2013 and our position to date on achieving these are as follows:
- a. Agree and finalise the key dataset which will be used as evidence to monitor progress and improvement of the PAIP making use of the timescales using "The New Adoption Standards, Regulations and Statutory Guidance (England): What's new? What's changed?"
Position so far: dataset agreed and finalised.
 - b. Collate an evidence file for the Permanence and Adoption Improvement Plan (PAIP). Position so far: We have identified evidence needed and are in the process of gathering this. We have also added a

RAG Impact rating to the PAIP, as per the Safeguarding Improvement Plan.

- c. Agree key 3 month milestones linked to key objectives in the PAIP. Position so far: Key 3 month milestones agreed – the last covering report to SIB included our position in meeting these.
 - d. Monitor our progress against the changes being made the Department for Education through the Adoption Reform Programme – changes being implemented, and in light of adoption Legislative and Regulation proposals. Position so far: All actions to meet the requirements demanded by the Adoption Reform Programme are included in the PAIP – we monitor our progress in the monthly Adoption meeting, using the key dataset as a way of evidencing progress. We have led on a process to commission a consultant to carry out an Options Appraisal for 8 southwest Local Authorities (Adoption West) to explore possible sub-regional partnership options for 2014/15.
 - e. Development and implementation of Concurrent Planning Policy and practice guidance (PAIP 1.1). Position so far: This work has already commenced and a policy is expected to be implemented by December 2013.
 - f. Implementation of dual approval policy (PAIP 2.5). Position so far: work has already commenced on developing a robust policy and support plan. The policy is expected to be implemented in December 2013
46. In May 2013 the government confirmed it is to proceed with a series of legal changes to speed up the adoption system through encouraging more prospective adopters and ensuring adopters are approved more quickly through the implementation of a two-stage approval process. The changes mean that local authorities will need to have robust systems in place to ensure prospective adopters are approved to adopt within six months, and introduces responsibilities on local authorities to have in place a 'fast track' procedure for approved foster carers and previous adopters who wish to adopt. Wiltshire Adoption Team implemented the new assessment process from June 2013. Training for all staff involved in the assessment of prospective adopters and for adoption panel members has been a priority to ensure a smooth transition.

Environmental and climate change considerations

There are no environmental or climate change implications arising from this report

Equalities Impact of the Proposal

There are no equalities impact implications arising from this report

Risk Assessment

47. Risks are regularly reviewed and monitored with appropriate action plans in place where required

Public Health

48. There are no public health implications arising from this report

Safeguarding considerations

Continued improvements in adoption and permanence planning ensure that looked after children are placed with suitable adoptive carers within timescales, that meet their long term needs and in a manner, which minimises the risk of placement breakdown. Conference and Review Officers provide an independent monitoring and scrutiny function to ensure all children with plans for adoption have their care plan reviewed within 1 month of placement with prospective adopters and that the plan is reviewed within statutory timescales until the adoption order is granted.

Financial Implications

47. This report details the activity for the service for the period to 31st October 2013. There are no additional financial implications arising from the report itself. The capacity of the service and the financial implications of any increase in activity are taken in to account within the budget setting process and monitored throughout the year.

Legal Implications

Wiltshire Council as a registered adoption agency approved by the DfE, has a legal duty to present to make regular and timely reports in accordance with the Adoption Statutory Guidance requirements pertaining to the monitoring, performance, management, outcomes and financial state of the adoption agency. This report ensures that the legal requirements are being complied with on an on-going basis and as such there are no legal implications arising.

Conclusions

48. This has been an extremely busy and productive six month period and there are still many challenges ahead. The outcome of the Ofsted Inspection, improvements in the Scorecard and the positive feedback from the Independent chair of the Safeguarding Improvement Board all evidence that improvements are being made across children's services in respect of permanence and adoption planning, and that Wiltshire Adoption Agency is committed to delivering the best possible service to both children for whom adoption is the plan and prospective and approved adopters.

Carolyn Godfrey
Corporate Director, Children's Services

Report Author:

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Date of report: 4 November 2013

Appendices

Appendix 1 Adoption Scorecard and Keyset Data

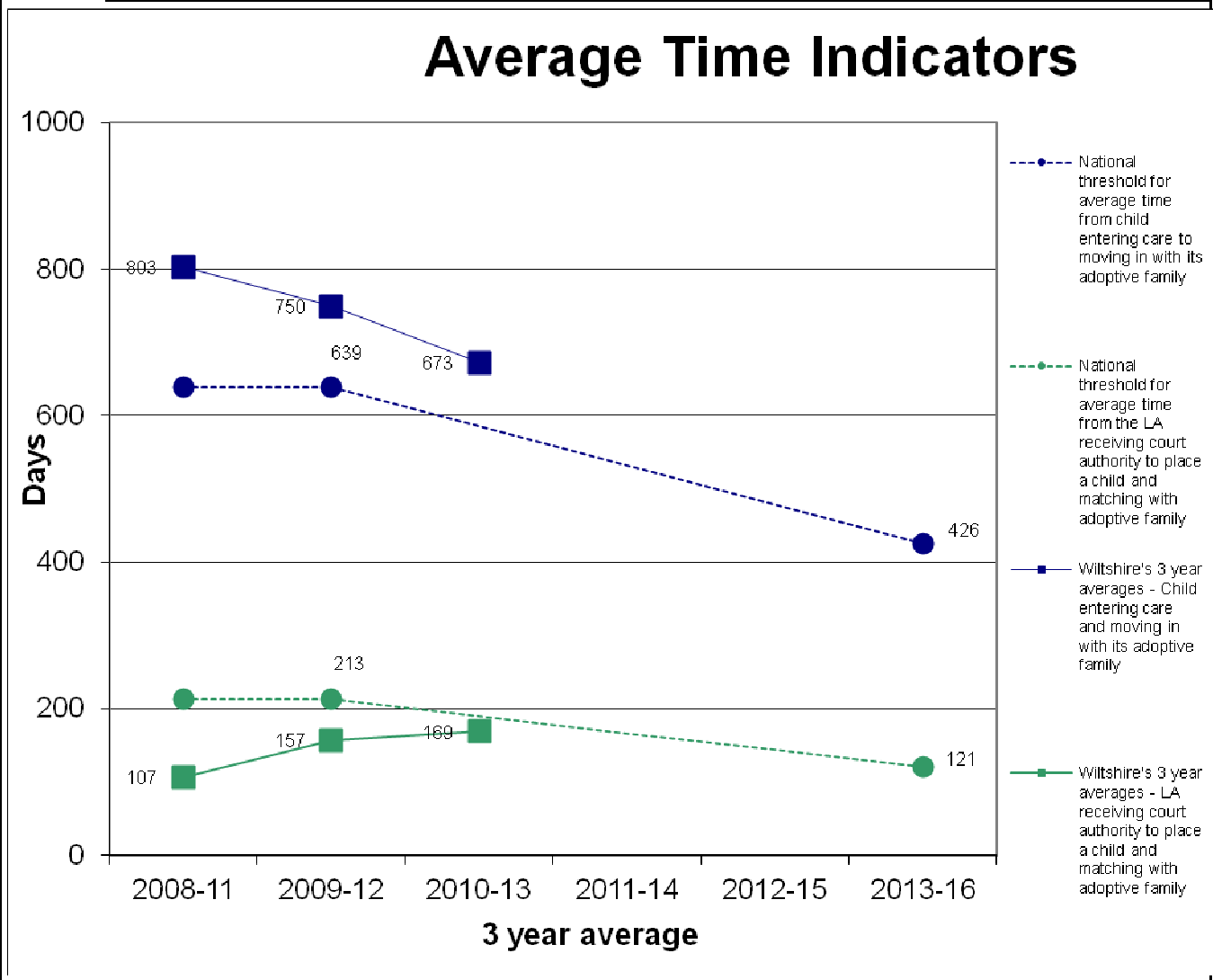
Appendix 2 Permanency and Adoption Improvement Plan

Background papers - none

Appendix 1: Wiltshire's Adoption Scorecard, Wiltshire, September 2013

Children

	Average time between a child entering care and moving in with its adoptive family, for children who have been adopted (days)	Average time between a local authority receiving court authority to place a child and the local authority deciding on a match to an adoptive family (days)	Children who wait less than x months between entering care and moving in with their adoptive family (number and %)
LA's 3 year average (2010-13)	673	169	Indicator to be agreed
1 year trend - Improvement from 2012 to 2013	Average time in 2013 was longer than 2012	Average time in 2013 was longer than 2012	n/a
3 year trend - Improvement from 2009-12 to 2010-13	Average time in 2010-13 was shorter than in 2009-12	Average time in 2010-13 was longer than in 2009-12	n/a
England 3 year average (2010-13)	647	210	Indicator to be agreed
Distance from 2010-13 performance threshold	Threshold to be agreed	Threshold to be agreed	n/a



Page 10

Adopters				Related Information							
	Number of approved adoptive families as at 31 March 2013	Proportion of adoptive families who were matched to a child during 2012-13 who waited more than x months from approval to being matched to a child		Adoptions from care (number adopted and % leaving care who are adopted)	Number and % of children for whom the permanence decision has changed away from adoption	Average time between a child entering care and moving in with its adoptive family. Where times for children who are adopted by their foster family are stopped at the date the child moved in with the foster family (days)	Adoptions of children from ethnic minority backgrounds (number adopted and % of BME children leaving care who are adopted)	Adoptions of children aged five or over (number adopted and % of children aged 5 or over leaving care who are adopted)	Average length of care proceedings locally (weeks)	Number of children awaiting adoption (as at 31 March 2013)	Number of applications for approval as an adopter still being assessed (not yet approved or rejected) as at 31 March 2013
LA average	<i>Data not available until November</i>	<i>Data not available until November</i>	LA's 3 year average (2010-13)	50 (10%)	5 (6%)	601	x (x%)	15 (4%)	59	35	<i>Data not available until November</i>
England			England 3 year average (2010-13)	10,540 (13%)	2,020 (9%)	545	1,600 (7%)	2,580 (4%)	51	6,890	

Appendix 2 – Permanency and Adoption Improvement Plan

PART 1: Actions from the Diagnostic Assessment and recommendations made by Ofsted

Objective 1: Good quality permanency and adoption practice which improves outcomes for children and young people

No.	Actions	Links *	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
Page 42	1.1	DA	Homefinder in post from 1 st September 2012. To be included in audit plan from January 2014	Council staff only involved	Lin Hitchman / Owen Evans	2 Homefinders now in post and attending 2 nd LAC Review. Timeliness improving.	Procedure and practice guidance in place. Audits evidence attendance at 2 nd LAC review.	Action Green Impact Amber
	1.2	DA	Completed Update to SLOG February 2013 To be included in audit plan from January 2014		Lin Hitchman	17 children identified with adoption as the plan June 2013. Timeliness improving.	Policy implemented. Scrutiny of Panel evidences twin tracking. Audits evidence improved timeliness and quality of permanency plans.	Action Green Impact Amber
	1.3	DA	Revised date: Concurrent Policy to be	Council staff only involved	Gill Burtwell / Owen	Number of children adopted rising. 1 dual approval carer (June	Permanency Plans in place at second LAC	Action Amber

No.	Actions	Links *	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
			implemented from December 2013		Evans	2013).	review. Reduced length of time to adoption More adoptions	Impact Amber
1.4	More targeted and timely recruitment for hard to place groups of children and young people	DA	Implemented from September 2012	Council staff only involved	Lin Hitchman / Owen Evans	Marketing campaign and Strategy focusing on hard to place groups of children and young people. Limited evidence of impact to date.	Process implemented. Complex cases managed in a timely way. Audit outcomes of matches in complex cases	Action Green Impact Amber
1.5	Consistent, quality and timely life story book and later life letters - sent within 10 working days of the adoption ceremony (March 2013 Ofsted recommendation NMS 2.7 and 2.8)	AIR AIG New Adoption Standards	April 2013 Revised date - training for all social workers to be delivered by December 2013	Council staff only involved	Lin Hitchman / Terence Herbert	'Life Story' and 'Later Life Letter' training courses have been delivered to staff with a total of 32 staff attending. The outcome of the audit undertaken by the Adoption Panel suggests that the quality and consistency of completion of both later life letters and life story work remains an issue across the service.	From audits Feedback from children	Action Green Impact Amber

No.	Actions	Links *	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
1.6	Support children to achieve their educational potential through continuing to develop virtual education services to include adopted children (March 2013 Ofsted Inspection recommendation NMS 7.1)	AIR AIG	May 2013	Council staff Schools	Karen Reid	The Virtual School Officer (VSO) for Adoption in post. Case work to date has included 1 situation to prevent a permanent exclusion. Impact - adoptive parents engaged more positively with school than for some considerable time and there is now agreement with all agencies for the longer term goal.	Attendance and delivery of services in schools	Action Green Impact Amber

Objective 2: Ensuring a good supply of well trained and well supported adopters

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
2.1	Develop and implement a customer-focussed Adoption Charter which includes the vision and values of the adoption service.	DA	Revised date : Draft Adoption Charter completed by the end of March 2014	Council staff only involved	Owen Evans	Draft Charter completed.	Charter in place and implemented. Implementation of adopter passport. Feedback from adopters.	Action Amber Impact Amber
2.2	Update the Wiltshire Adoption Marketing Strategy for 2013/14.	DA	Revised date for recruitment and marketing strategy to August 2013.	Council staff LGM international Ltd	Lin Hitchman / Owen Evans	1 st burst of marketing campaign underway. Initial comments made by marketing specialists on the draft Strategy.	Prospective adopters recruited as per recruitment strategy targets. More children are adopted.	Action Amber Impact Amber
2.3	Implement dual approval of carers as both adoptive carers and foster carers.	DA	Revised date – June 2013.	Council staff only involved	Gill Burtwell / Owen Evans	Process and guidance in place. Dual approval carers (including concurrent carers) – 1 (June 2013)	Audits evidence process in place and in use.	Action Green Impact Amber

Objective 4: Well managed and high performing adoption service

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
4.1	Develop an Adopter's Reference Group and use their ongoing feedback to improve customer service	DA	By Friday 1 st June. Report to SLOG December 2012.	Council staff only involved	Owen Evans	Adopter's Reference Group meeting. The adoption reference group has been identified as a key priority for further development.	Group in place. Changes made to practice and process as appropriate. Feedback from adopters	Action Green Impact Amber
4.2	Amend the current feedback sheets as necessary to ensure quality feedback from the Adopter's Reference Group	DA	Completed.	Council staff only involved	Lin Hitchman / Owen Evans	Feedback sheets amended. Limited evidence of impact to date.	Feedback from adopters and evidence action taken in response to feedback	Action Green Impact Amber
4.3	Commission a long arm survey with adopters approved by Wiltshire to generate feedback about the quality of their experience	DA	Revised date - commissioned by March 2014.	Council staff only involved	Lin Hitchman / Owen Evans	Action to be completed by November 2013.	Feedback from adopters and evidence action taken in response to feedback	Action - Impact -
4.4	Develop an evaluation process to get feedback from prospective adopters and adopters at all stages of the process	DA	Revised date - process in draft by end of December 2013	Council staff only involved	Lin Hitchman / Owen Evans	Action to be completed by November 2013.	Feedback from adopters and evidence action taken in response to feedback	Action - Impact -

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
4.5	Undertake an analysis of workforce and training needs to ensure a mix of staff with skill and expertise in planning for permanence	DA	December 2013	Council staff only involved	Principal Social Workers	Principal Social Workers have been involved in revising the training pathway for all social care staff with quality measures i.e. impacts against permanency planning and timely and outcome focused decision making for children. Principal Social Workers provide coaching to managers with a focus on improving decision making and outcomes for children. Limited evidence of impact to date.	Analysis of evaluation forms Completion of training needs analysis and training pathway Coaching evaluation	Action Green Impact Amber
4.6	Commission specialist training for the adoption team from OUK.	DA AIG	Commenced December 2012	Council staff OUK	Lin Hitchman	Adoption master classes attended by 84 members of staff. Limited evidence of impact to date.	Analysis of evaluation forms Completion of training needs analysis Development of training programme for adoption staff 2013/14	Action Green Impact Amber
4.7	Ensure personnel files are well ordered and can be easily audited to show that files contain	AIR	Completed September 2013	Council staff only involved	Lin Hitchman	Project well advanced to store all employee records electronically in secure and	HR Single Central Record	Action Green Impact

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
	evidence of identity checks and all the other requirements of Schedule 3 of the Local Authority Adoption Service (England) Regulations 2003 (March 2013 Ofsted Inspection recommendation Regulation 11 (3) (d), Schedule 3 and NMS 21.3).					easy to access folders that can be easily audited.		Amber
4.8	Update the Statement of Purpose for 2013/14 to take account of the new 2 stage Adopter Assessment process and new PAR. Ensure that the SoP contains all the information required by Schedule 1 of the Local Authority Adoption Service (England) Regulations 2003; in particular, the name and address of the service's manager (March 2013 Ofsted Inspection recommendation NMS 18.1 and Regulation 2, Schedule 1)).	AIR	Revised date - July 2013	Council staff only involved	Lin Hitchman / Owen Evans	Wiltshire Adoption Agency Statement of Purpose has been reviewed and updated. It is now fully compliant with NMS 18.1 and Regulation 2, Schedule 1 and is available on the Wiltshire Council website.	Statement of Purpose 2013/14	Action Green Impact Amber
4.9	Ensure that the children's guide to adoption contains a statement as to the matters listed in Schedule 2 of the Local Authority Adoption Service (England) Regulations 2003; in particular, a	AIR	Children's guide in place since September 2013 to be further revised by March 2014	Council staff only involved	Owen Evans	Revised in order to be compliant with Regulation 3 and NMS 18.5. Contingency has been made from within the Adoption Reform Grant to produce our own children's	Children's Guide to adoption 2013/14	Action Amber Impact Amber

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
	summary of the complaints procedure and contact details for the office of the Children's Rights Director (March 2013 Ofsted Inspection recommendation Regulation3 and NMS 18.5).					guides. Plans have been made to work together with the Voice and Influence Team to achieve this and it is expected that the guide will be available from December 2013.		
4.10	Ensure a fully staffed adoption team and that plans are in place to be able to access additional staff if demand increases.	AIG ISLAC re SGO	Revised date – advert to be published June 2013	Council staff only involved	Lin Hitchman / Owen Evans	Team Manager in post. Strengths of the team acknowledge by the Adoption Ofsted Inspection.	TM in post by June 2013	Action Amber Impact Amber
4.11 Page 49	Ensure retention of records of recruitment and suitability checks; in particular, that records are kept of telephone verification of references (safeguarding and safer recruitment) (March 2013 Ofsted Inspection recommendation NMS 21.1).	AIR	July 2013	Council staff only involved	Lin Hitchman	Wiltshire Council has designed a comprehensive record of recruitment and suitability checks. An interactive spreadsheet has been developed to hold all the required information. The spreadsheet alerts managers when data is incomplete or if a DBS check is due to expire. The spreadsheet is securely stored in a shared folder with restricted access, for the service managers to complete and for few named managers to review. A training process has begun for managers completing the spreadsheet which will be		Action Green Impact Amber

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
						completed by December 2013. A system to audit the future completion of the spreadsheets is in place.		

Objective 5: Robust quality assurance and monitoring

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
5.1	Set up a Homefinder Management Group to monitor and prevent drift	DA	Completed, in place since May 2013 Audit Group meeting monthly Completed, in place since December 2012 Performance Review Meetings quarterly	Council staff only involved	Terence Herbert	Homefinder Management Group meets regularly.	Monthly meetings taking place Monthly meeting minutes Weekly monitoring information.	Action Green Impact Amber
Page 51	IROs will take a pro-active role in the 2 nd review, track cyp in a systematic way and challenge and support operational staff.	DA	Completed , commenced May 2013	Council staff only	Ceri Burton	Underreporting of alerts. IRO service not meeting statutory targets. Limited evidence on case records of IRO oversight. Challenge provided to operational staff - data reveals inconsistent LAC practice across the service.	SMT performance report Supervision notes PPN1 spreadsheet	Action Green Impact Amber

*Links to key documents

DA = Diagnostic assessment findings

AIR = Recommendations in Adoption Ofsted Inspection Report in March 2013

AIG = Actions in response to the Adoption Reform Programme and the Adoption Improvement Grant (AIG)

ISLAC = Wiltshire Inspection of Safeguarding and Looked After Children April 2012

PART 2: Actions in response to the Adoption Reform Programme and the Adoption Improvement Grant

Objective 1: Good quality permanency and adoption practice which improves outcomes for children and young people

No.	Actions	Links *	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating	
Page 52	1.1	Work with the family justice system to reduce Court timescales	AIG	Regular attendance at Wiltshire Family Justice Board meetings from September 2012	Council staff Family Justice Board Courts Adult Social Care Health	Terence Herbert	Avg time between local authority receiving court order to place a child and match dropping (213 days ytd May 2013 to 183 days ytd June 2013).	Reducing amount of time taken in Care Proceedings. Improved usage of PLO, FGC etc. to achieve earlier permanency for children.	Action Green Impact Amber
	1.2	Agreement in place to commission extra health assessment capacity as needed	AIG	Completed May 2013. Commencing 2013-2014 to ensure no delays to adoption process.	Council staff Health	James Dunne	Agreement in place.	Agreement in place to commission extra capacity above yearly average.	Action Green Impact Amber
	1.3	Ensure sufficient staffing capacity to implement the adoption passport.	DA AIG	Revised date – from July 2013	Council staff only involved	Lin Hitchman / Owen Evans	Adoption support staff included in AIG - impact of adoption support passport unknown at this time as only	Attendance at team meetings Team meeting	Action Green Impact

No.	Actions	Links *	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
		ISLAC AIR				recently implemented.	minutes	Amber
1.4	Resource extra capacity for prospective adopter assessments	AIG	New framework in place by October 2013	Council staff only	Tim Covington / Lucy Kitchener / Owen Evans	Framework tender process completed – new framework in place from 1 st November 2013 including capacity for prospective adopter assessments.	AIG spend for spot purchase Framework specification	Action Green Impact Amber
1.5	Spot purchase adoptive placements for our children and young people who are currently waiting (highest priority needs)	AIG	From May 2013	Council staff only	Owen Evans	Spot purchase arrangements in place for adoptive placements as appropriate.	AIG spend for spot purchase	Action Green Impact Amber
1.6	Commission counselling and support for adopted adults	AIG	Revised date - agreement with PACT by end of December 2013	Council staff only	Owen Evans / Lucy Kitchener / Tim Covington	Action due to be completed by end of December 2013.	PACT specification	Action - Impact -
1.7	Resource extra capacity for concurrent carer assessments externally	AIG	New social work assessments framework in place from Nov 2013	Council staff only	Gill Burtwell / Lucy Kitchener	Providers being notified for framework which will be in place from 1 st November 2013. Spec includes capacity for concurrent carer assessments.	Framework specification	Action Green Impact Amber

Objective 2: Ensuring a good supply of well trained and well supported adopters

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
2.1	Commission a recruitment and marketing specialist (s) to carry out a recruitment campaign.	DA AIG	By 19 th June 2013	Council staff LGM international Ltd	Lucy Kitchener / Owen Evans / Tim Covington	1 st burst of the marketing campaign underway. No data received.	Prospective adopters recruited as per recruitment strategy targets. More children are adopted.	Action Amber Impact Amber
2.2	Improve the Adoption Service Front Door to ensure it is efficient, timely and professional	DA AIG	Advert out by mid June 2013	Council staff only involved	Lin Hitchman / Owen Evans	% information packs sent in 5 working days dropped from 100% in April to 73% in May.	Information pack sent within 5 working days	Action Amber Impact Red
2.3	Provide therapeutic pre and post adoption support.	AIG	Revised date – post in place by end of February 2013.	Council staff CAMHS	Lin Hitchman / Lucy Kitchener	Post holders now in place. No evidence of impact as yet.	Few disrupted placements. Adopters report a better understanding of their child / young person.	Action Green Impact Amber
2.4	Purchase library resources to support adoptive and fostering placements	AIG	September 2013	Council staff only	Owen Evans	Team Manager has been in discussion with the Library Service about resources. No evidence of impact as yet.	Library service loans and number of registered borrowers	Action Amber Impact Amber

Objective 3: An effective panel and good decision making

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
3.1	Recruit a temporary panel adviser (fostering / adoption)	AIG	September 2013	Council staff only involved	Gill Burtwell	Temporary Panel Adviser post approved. Post not yet advertised. Job description written – awaiting evaluation of grade.	Job description	Action Amber Impact Amber

Objective 4: Well managed and high performing adoption service

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
4.1	Move to electronic file management / use of Carefirst	AIG	Implementation date – October 2013	Wiltshire Council only	Linda Cox / Owen Evans	Carefirst project underway.	Carefirst reports	Action Amber Impact Amber
4.2	Ensure all policies / procedures are up to date and appropriate	AIG	June 2013	Wiltshire Council only	Lucy Kitchener / Owen Evans / PSW	Adoption Manager has reviewed the procedures and these have been sent to Tri-x for upload. Final amendments still needed.	Revised policies uploaded	Action Amber Impact Amber

Objective 6: Well informed plans for future development and continuous improvement

No.	Actions	Links*	Key Dates	Links with other agencies	Lead	Analysis of evidence	Source of evidence	RAG Rating
6.1	Pursue longer-term sub-regional partnership options with "Adoption West" colleagues.	AIG	Procure consultancy scoping work by end of July 2013 Options appraisal for Adoption West Local Authorities by October 2013	Council staff Adoption West Council staff	Lucy Kitchener / Tim Covington	IPC in post to complete options appraisal. Wiltshire Stakeholder Event held 15/10/2013.	Options Appraisal.	Action Amber Impact Amber
6.2	Implement a regular meeting to monitor continuous progress of the Adoption Service.	AIG	From April 2013	Council staff only	Terence Herbert	Indicators for a key dataset have been agreed. Some data is already collected and the Adoption Manager is agreeing methods for collecting for the full dataset. The Adoption Service specification is in place and monthly meetings are held to monitor the performance of the Service.	Notes from meeting. Key dataset.	Action Green Impact Amber

*Links to key documents

DA = Diagnostic assessment findings

AIR = Recommendations in Adoption Ofsted Inspection Report in March 2013

AIG = Actions in response to the Adoption Reform Programme and the Adoption Improvement Grant (AIG)

ISLAC = Wiltshire Inspection of Safeguarding and Looked After Children April 2012

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Wiltshire Council

Cabinet

17 December 2013

Subject: Multi Agency Safeguarding Hub (MASH)

Cabinet Member: Councillor Laura Mayes – Children’s Services

Key Decision: No

Executive Summary

The vision for the Wiltshire MASH is to initially provide a central point of contact for public and professionals for children’s safeguarding concerns. The co-located team of professionals from the core agencies of children’s social care, the police and community health services will deliver an integrated service, including the provision of information, advice and signposting to appropriate services. It will utilise agreed processes for analysing and assessing risk, based on the fullest information known across agencies, to determine if the child is suffering or likely to suffer significant harm. It will also maintain a confidential record system of activity and disseminate suitable information to the area teams in children’s social care or other agencies for action.

Whilst the MASH is planned to include a variety of agencies it was decided that a phased implementation approach would be adopted. Children’s social care, community health and the police will co-locate and pilot the MASH initially so that the processes, working practices and governance arrangements can be robustly tested and refined. Other agencies will be included in subsequent phases and although a variety of partners have been identified in the scoping stages, the exact composition will be trialled during the pilot stage to target those with whom the MASH mainly interacts and where most benefits from partnership approaches can be achieved.

The implementation plan is as follows:

Description	Timescale
Phase 1 – Social Care and Police move to County Hall	December 2013
Phase 2 – Co-location (Health & Education) – Pilot Launch	January 2014
MASH Launch	April 2014
MASH Phase 3 – Potential addition of services/agencies	April 2014
MASH Phase 4 – Potential addition of further services/agencies	July 2014

The MASH will be located in new County Hall in Trowbridge. The office accommodation has been prepared with appropriate IT provision to ensure that it is suitable for the MASH to allow all agencies in the MASH to access their information systems so that early information sharing is possible. An information sharing and governance protocol has been prepared alongside the working processes and procedures. A joint induction, training and culture development programme is also being devised. Partners are investigating the provision of an information management IT solution for the MASH to assist with workflow, case load management and performance reporting. A communications strategy is in place.

Proposal(s)

Members are asked to:

Note the positive progress towards the implementation of a Wiltshire Multi Agency Safeguarding Hub (MASH), reflecting the priority given to safeguarding across the Council, the Police, the Clinical Commissioning Group (CCG) and the Children's Community Health provider (Great Western NHS Hospital Trust).

Reason for Proposal

There are a number of significant benefits associated with the establishment of a Wiltshire MASH.

The MASH will:

- provide a faster, more co-ordinated and consistent response to safeguarding through improved quality of services and information sharing between partners
- will assist in the early identification of safeguarding concerns as a result of improved inter agency working arrangements, closer partnership working and clearer accountability
- improve the planning and management of risk assessment and investigation
- improve the process of accessing services and expertise with clear guidance and support provided to the person raising a concern.

Carolyn Godfrey
Corporate Director

Wiltshire Council

Cabinet

21 November 2013

Subject: Multi Agency Safeguarding Hub (MASH)

Cabinet Member: Councillor Laura Mayes – Children’s Services

Key Decision: No

Purpose of Report

1. To update Members on the implementation of a Wiltshire Multi Agency Safeguarding Hub (MASH).

Background

2. The protection of our most vulnerable people, whether they be children or adults, is a fundamental responsibility of all public agencies. There is a key acknowledgement that services engaged in the safeguarding of children need to work together incorporating a coherent and structured approach to keeping children and young people safe.
3. Poor information sharing between agencies is consistently highlighted in serious case reviews and by Professor Eileen Munro following her review of Child Protection (2011) and within her report, ‘A Child Centred Approach’.
4. In 2013, revised statutory guidance ‘Working Together to Safeguard Children’ was published and proposes that closer professional integration should be underpinned, where appropriate, by the co-location of services on single sites who collaborate towards prevention and early intervention.
5. In terms of decision making, professionals need to be able to make timely, proportionate and informed decision in both reducing and mitigating risk and harm to vulnerable children and young people.
6. Underpinning a multi-agency approach is the learning opportunities for organisations engaged in safeguarding and the development of preventative safeguarding strategies.
7. The MASH will support a timely, coherent and unified multi-agency response avoiding agencies acting alone in silos and undertaking interventions without an analysis of all available and relevant information.
8. The evaluation of similar developments within other Local Authorities indicates that a MASH breaks down barriers between organisations engaged in safeguarding work and improves outcomes for vulnerable

children. Multi-agency working has been shown to be an effective way of addressing the wide range of cross cutting risk factors that can contribute to poorer outcomes for children and young people.

Main Considerations for the Council

9. The vision for the Wiltshire MASH is to initially provide a central point of contact for public and professionals for children’s safeguarding concerns. The co-located team of professionals from the core agencies of children’s social care, the police and community health services will deliver an integrated service, including the provision of information, advice and signposting to appropriate services. It will utilise agreed processes for analysing and assessing risk, based on the fullest information known across agencies, to determine if the child is suffering or likely to suffer significant harm. It will also maintain a confidential record system of activity and disseminate suitable information to the area teams in children’s social care or other agencies for action.
10. Whilst the MASH could include a variety of agencies, it was decided that a phased implementation approach would be adopted. Children’s social care, community health and the police, will co-locate and pilot the MASH initially so that the processes, working practices and governance arrangements can be robustly tested and refined. Other agencies will be included in subsequent phases and although a variety of partners have been identified in the scoping stages, the exact composition will be trialled during the pilot stage to target those with whom the MASH mainly interacts and where most benefits from partnership approach can be achieved.
11. The intended implementation plan is as follows:

Description	Timescale
Phase 1 – Social Care and Police move to County Hall	December 2013
Phase 2 – Co-location (Health & Education) – Pilot Launch	January 2014
MASH Launch	April 2014
MASH Phase 3 – Potential addition of services/agencies	April 2014
MASH Phase 4 – Potential addition of further services/agencies	July 2014

12. Following a review of available accommodation, suitable office space has been allocated within the new County Hall for the MASH. Work has been undertaken to ensure that the layout, IT provision and security is conducive to a MASH environment. The office could potentially provide accommodation for up to 60 staff but initially it will be set up to provide 45 work stations. Secure video conferencing and multi-telephone conferencing facilities will be provided to promote inter-agency working and information sharing. Additionally, the office space will meet the

security requirements to enable the Police National Computer (PNC), Police National Database (PND) and the Violent and Sex Offenders Register (VISOR) information systems to be accessed from the MASH. This will save time and resources compared to the current systems.

13. Each of the partner agencies has identified their initial staffing requirements for the MASH. A work-stream has also been established to implement a joint induction, training and culture programme for the MASH to promote inter-agency working and understanding.
14. Other Local Authority MASH arrangements have highlighted the importance of having robust information sharing and governance arrangements in place. The Wiltshire team has identified the need for an additional agreement, over and above those currently in existence to ensure that information is shared in compliance with relevant legislation. This has been prepared and training for MASH staff and partners will be provided.
15. Clear processes and guidance are needed for the MASH. These have been developed through a series of workshops focusing on first point of contact, child protection investigations, information and advice and domestic abuse. These processes will be trialled through the re-location and pilot phases and refined as necessary to ensure best practices are adopted and implemented.
16. Communication of the MASH concept, ethos, processes and benefits will also be fundamental to its success. A communications strategy has been devised and targeted marketing and communication initiatives are being planned at key stages to facilitate this.
17. The partners are also investigating the implementation of an information portal IT system to better manage the workflow, provide a central repository for the information collated for specific safeguarding concerns and deliver performance management information for the MASH. There are a number of packages commercially available and a multi-disciplinary team are considering these with the intention of having a suitable system in place for when the MASH launches in April 2014.
18. There are a number of significant benefits associated with the establishment of a Wiltshire MASH.

The MASH will:

- provide a faster, more co-ordinated and consistent response to safeguarding through improved quality of services and information sharing between partners
- will assist in the early identification of safeguarding concerns as a result of improved inter agency working arrangements, closer partnership working and clearer accountability
- improve the planning and management of risk assessment and investigation

- improve the process of accessing services and expertise with clear guidance and support provided to the person raising a concern.

Safeguarding Considerations

19. The MASH concept is designed to improve the partnership's ability to safeguard children and young people. This will be achieved through the improved information sharing between partners, improved inter-agency working arrangements, including closer partnership working and clearer accountability, and more consistent application of threshold decisions for safeguarding.
20. The MASH will also provide a central point of contact for safeguarding concerns ensuring that these are assessed and prioritised in a timely manner. Additionally it will improve the planning and management of risk assessment and investigation.
21. The MASH is an integral part of Wiltshire Council's Improvement Plan for Safeguarding Children and Young People. It's development and operation will also be monitored closely by the Wiltshire Safeguarding Children's Board.
22. Within the project, consideration has been given to the training requirements of the staff working within the MASH to ensure best practices are adopted and members are aware of their roles, responsibilities and remit. It will also be necessary to engage wider partners and stakeholders so that they are aware of the new operating practices and understand how these may impact upon current procedures within their individual organisations.

Public Health Implications

23. The MASH will enable the early identification of concerns with a clear focus on timely help, support and intervention related to safeguarding and well-being. The MASH will help to prevent the escalation of issues through targeted support and investigation into the effects and implications of domestic abuse on children and young people. The multi-agency approach to safeguarding and assessments will assist in the prevention of foetal and neonatal issues by ensuring that appropriate strategies are in place to protect the unborn child.

Environmental and Climate Change Considerations

24. The co-location of children's social care, police and community health staff in County Hall will enable the Council's energy consumption to be marginally reduced through the vacation and disposal of The Cedars in Devizes. The Cedars is an old building and a much larger space than the team currently require. The newly refurbished County Hall will be a much more economic building to operate than The Cedars with respect to its carbon footprint.

Equalities Impact of the Proposal

25. The MASH will promote equality through the more consistent application of threshold decisions for safeguarding children and young people.
26. The MASH will also enhance customer experiences through the creation of a central point of contact for safeguarding concerns. This will minimise the risk of customers receiving different information or advice.

Risk Assessment

27. A number of risks have been identified relating to the establishment of a Wiltshire MASH. The primary risk is the commitment, engagement and support of this new operating model. Currently this risk is low as the Council and police and community health colleagues are fully committed to the MASH, however this will need to be monitored as the MASH develops. Regular communications will be imperative with partner agencies and commitment will be re-affirmed at periodic intervals as the MASH expands.
28. The identification and establishment of suitable operating processes and systems for the Wiltshire MASH will be fundamental to its success and ability to deliver the benefits anticipated. A number of process workshops have been held to develop these and the implementation plan provides sufficient opportunity for testing and refinement during the pilot phase. The processes and systems will also be further developed as the MASH expands and it is envisaged that this will be a continual process once the MASH becomes 'business as usual'.
29. A further risk identified as a result of the implementation of the Wiltshire MASH relates to information sharing between the partner agencies. A requirement for an additional protocol for the MASH has been identified and this has been prepared utilising other Local Authority examples as a template. It will further be tested through scenario planning to ensure that clear guidance is provided. Once produced, training and support for MASH personnel will be available to ensure that the information sharing procedures are fully understood.
30. The final key risk that has been identified relates to staffing the Wiltshire MASH. The people operating the service will be fundamental to its success. Partners need to ensure that the roles are accurately defined and that individuals with the right skills, competence and attitudes are appointed. Commonalities are being identified and a joint training and culture programme will be put in place prior to the MASH being launched. Full funding for the social care staffing establishment is still to be finalised through the Council's budget setting process. The mitigation to this specific risk is that staffing levels would be reviewed or resource moved from other areas within the service to prioritise the MASH.

Financial Implications

31. The majority of expenditure within Wiltshire's MASH relates to staff costs. Each agency has identified its initial staffing requirements and the police and community health services have confirmed funding is available for these positions.
32. For 2014/15, the funding contribution required for the current proposed staffing structure from each agency is as follows:

Agency	Contribution
Children's Social Care	£828,300
Police	£423,400
Community Health	£50,000
Total	£1,301,700

33. Of the total Council contribution for staffing costs £586,900 is to be met from existing budgets with staff transferring across in to the MASH with their associated costs. Expenditure currently exceeds the base budget due to the level of safeguarding activity. £241,400 is still to be finalised within the base budget as part of the budget setting process for 2014/15. Across Children's Services savings proposals are being identified in order to fund growth requirements for 2014/15, including the staffing costs required for the MASH.
34. The additional refurbishment, layout and IT provision for the MASH office accommodation is projected to cost £24,178 and the costs will be met in the current financial year. Wiltshire Police have confirmed that this will be funded from within existing partnership allocations. Ongoing facilities management and IT support costs will be apportioned in accordance with the Joint Transformation Plan agreement between Wiltshire Police and Wiltshire Council which outlines a standard approach to apportionment of costs between organisations. The council contribution to the ongoing costs is to be met from within existing FM and IT budgets as part of the overall running costs of County Hall.
35. Additional costs will be incurred for communications and marketing activity associated with the implementation of the Wiltshire MASH. These costs will be funded from existing corporate budget allocations.
36. The partners are also considering the implementation of an information portal IT system for the MASH. Initial indications illustrate that this could have an initial cost of between £50,000 and £70,000 with an ongoing annual maintenance cost of between £10,000 and £15,000. Wiltshire Police will contribute the remainder, £15,822, of the partnership allocated funding for this purpose. Whilst a contribution will be sought from Health, it is anticipated that the balance will be funded by the Council through reprioritisation of resources from within the existing ICT budget.

A full business case will be developed, including costs, prior to any decision to implement an information portal IT system.

Legal Implications

37. The information sharing and governance arrangements for the MASH are crucial to ensure that data protection and human rights legislation are adhered to. Information governance leads from each agency are working together to prepare the MASH protocol and legal assistance will be sought.
38. Staff recruitment policies, guidance and employment law will be followed when populating the MASH structure.

Options Considered

39. Do Nothing
The Council and its partners could continue to utilise existing systems, processes and working arrangements for the assessment and handling of safeguarding concerns relating to children and young people. However the considerable benefits of more integrated working, particularly in relation to safeguarding outcomes for children and young people, would not be realised.
40. 'Big Bang' Implementation
There are a number of different models in operation around the UK for multi agency safeguarding hubs. The partners involved vary greatly and seem to be based on local requirements and working relationships. Wiltshire has identified a variety of partners and agencies that could be involved in the MASH and have considered whether it should deliver a service for all vulnerable people, children and young people, or adults. An option which was considered was to involve all partners and agencies from the outset and also to provide a safeguarding hub for vulnerable people. Upon reflection and further consideration, the risk to a 'big bang' implementation was felt to be too great as it would be a major change to working practices, management and the scope for failure was too great. Therefore, this option has also been discounted.
41. Phased Approach
The final option which was considered was to implement the Wiltshire MASH utilising a phased approach. This would involve the MASH being launched initially with core partner agencies, i.e. the police, children's social care and community health services, and then once this is operating successfully, engage further partners and agencies. Eventually, it could potentially be expanded so that it provides a service for all vulnerable people and not just children and young people. A phased approach enables the systems and processes to be tested as the MASH concept is embedded. The gradual expansion in a measured fashion also ensures that service delivery is not compromised and safeguarding concerns continue to be dealt with effectively in a timely manner. As a result, this

was the preferred option for implementation.

Conclusions

42. The implementation of a Wiltshire MASH will provide a central point of contact for public and professionals for safeguarding concerns. The co-located team of professionals from core agencies will deliver an integrated service, including the provision of information, advice and signposting to appropriate services. It will utilise agreed processes for analysing and assessing risk, based on the fullest information picture, to determine if the vulnerable child or young person is suffering or likely to suffer significant harm. It will also maintain a confidential record system of activity and disseminate suitable information to the area teams in children's social care or other agencies for action.

43. There are a number of significant benefits associated with the establishment of a Wiltshire MASH.

The MASH will:

- provide a faster, more co-ordinated and consistent response to safeguarding through improved quality of services and information sharing between partners
- will assist in the early identification of safeguarding concerns as a result of improved inter agency working arrangements, closer partnership working and clearer accountability
- improve the planning and management of risk assessment and investigation
- improve the process of accessing services and expertise with clear guidance and support provided to the person raising a concern.

44. Members are asked to:

Note the positive progress towards the implementation of a Wiltshire Multi Agency Safeguarding Hub (MASH), reflecting the priority given to safeguarding across the Council, the Police, the Clinical Commissioning Group (CCG) and the Children's Community Health provider (Great Western NHS Hospital Trust).

Carolyn Godfrey
Corporate Director

Report Author: Terence Herbert
Associate Director, Children's Social Care

Date of report: 17 December 2013

Background Papers

The following unpublished documents have been relied on in the preparation of this report: NONE

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Wiltshire Council

Cabinet

17 December 2013

**Subject: Redesign of waste and recycling collection rounds for
Waste Collection Services**

**Cabinet Member: Councillor Toby Sturgis – Strategic Planning, Development
Management, Strategic Housing, Property and Waste**

Key Decision: Yes

Executive Summary

The report outlines options for delivering budget savings from re-modelling operational waste and recycling collection rounds and changing the working patterns of collection crews. These would impact to different degrees on service cost, residents, and staff.

Various options have been modelled at a high level. This report details a projected range of savings for two options, which yield savings and result in a collection day change for most residents. Accurate savings would be projected once the options are modelled in detail but should be within the ranges identified.

Proposal

That Cabinet resolves to implement new collection rounds in two phases, the first in April 2014 and the second in September 2014.

Reason for Proposal

Implementing these proposals would improve the efficiency of the waste and recycling collections rounds, enabling savings to be made.

Tracy Carter
Associate Director, Environment and Leisure

Wiltshire Council

Cabinet

17 December 2013

Subject: Redesign of waste and recycling collection rounds for Waste Collection Services

Cabinet Member: Councillor Toby Sturgis – Strategic Planning, Development Management, Strategic Housing, Property and Waste

Key Decision: Yes

Purpose of Report

1. To seek approval from Cabinet to implement new waste and recycling collection rounds in two phases in April and in September 2014

Relevance to the Council's Business Plan

2. Delivery of sustainable waste management services is key to creating stronger, more resilient communities. This makes a significant contribution to ensuring that everyone in Wiltshire lives in a high quality environment. Implementing more efficient waste and recycling collection rounds will enable us to reduce the number of refuse vehicles used, reduce our carbon footprint, and also deliver substantial savings.

Background

3. On 1 April 2009 Wiltshire Council inherited four different waste collection services from the former district councils. Since 1 April 2012 a harmonised waste collection service has been in operation across the county. This comprises of fortnightly collections of:
 - (i) Residual waste
 - (ii) Plastic bottles and cardboard
 - (iii) Paper, glass, cans, foil and textiles
 - (iv) Garden waste
4. When the harmonised collection services were introduced in 2012, due to time constraints it was not possible to undertake a full review of collection rounds. The new services were mainly introduced on the existing collection rounds with garden waste and non-recycled waste collected one week and plastic bottles and cardboard and black box materials collected in the second week. Collection rounds have not been subject to a full scale review since Wiltshire Council was formed. Some of the district councils had been working with existing rounds for some time before 2009 so some rounds have not been reviewed for many years. This results in rounds growing on a piecemeal basis as new housing developments are built, so they become increasingly imbalanced as some grow more than others.

5. By implementing a full review of collection rounds, it will be possible to remove the district council boundaries that are still used to define operational areas serviced by each depot. Without these boundaries acting as a constraint more efficient collection rounds can be designed.
6. During autumn 2012, various working patterns were evaluated to identify whether these changes alone would deliver significant savings. These included:
 - Status quo (37 hours per week over five days, Monday to Friday)
 - Compressed working hours (37 hours over four days - typically local authorities implement this Tuesday to Friday to avoid working on Bank Holiday Mondays)
 - Compressed working hours (staff work 37 hours over four days but with different days off so the service continues to operate five days per week)
 - Double shifting (within existing disposal times and on Saturday mornings)
 - Double shifting (Monday to Friday which would require changes to the permitted working times of disposal points)
7. The outcome of the evaluation was that only two of the above options are operationally viable and do not incur additional costs. The two viable options are maintaining the status quo and the compressed working hours over four days, with the service continuing to operate over five days. Only the second of these would generate savings. As a result the remainder of the possible options were discounted at an early stage. A summary of each option evaluated with benefits and risks is attached in **Appendix 1**.
8. At the meeting held on 6 November 2012 Cabinet resolved to approve the commencement of formal consultation with staff and relevant trade unions on the adaption of new working patterns for the waste collection service. This would be carried out subject to Cabinet approval of the proposal set out in this report.
9. The results of the high level modelling, using rounds optimisation software, have provided further evidence that by introducing a change in the staff working pattern to compressed hours (37 hours over four days) with the service continuing to operate five days per week, greater efficiencies can be realised.

Main Considerations for the Council

10. Cabinet is invited to consider two options for optimising collection rounds. Each option has a potential range of savings associated with it based on a reduction in number of drivers and loaders required.
11. It is proposed to implement both options in 2014/15 in two phases in order to deliver savings and to allow time to notify residents of day changes and to work with staff on changes to working hours.
12. Savings from 2014/15 will be based on half year savings for Option One and Option Two. Savings in 2015/16 onwards will be based on the full year impact of Option Two.

Option One

The recommendation is to implement new collection rounds in April 2014, but with no changes to existing collection days, therefore no disruption to residents. Collection rounds have been designed at a high level using rounds optimisation software. These rounds now have to be checked and amended in detail. Implementing this option would enable the service to pilot the process without any day changes for residents and learn any lessons necessary prior to implementing day changes for residents and a working pattern change for staff in September 2014.

This option should reduce the fleet by four Refuse Compactor Vehicles (RCVs) and their crews of 12 staff (consisting of four drivers plus eight loaders) across the county. This reduction in staff could be achieved by terminating agency contracts which have been put in place to cover vacant posts.

On an annual basis this would provide savings in the region of £350,000 p.a.

Option Two

This option would involve a day change for residents but their collections would remain on the same day in the fortnightly cycle (residual waste and garden waste in one week and plastic bottles and cardboard with black box recycling on the same day of the alternate week). This would also require a change to the way in which staff work.

The new working pattern would involve drivers and loaders continuing to work 37 hours per week; however, they would work four days per week instead of the current five. This would result in a longer working day of 9.25 hours excluding breaks. Staff would continue to work on Monday to Friday but would take one day off during the week in addition to Saturday and Sunday.

The advantages to this working pattern include the savings resulting from the reduced number of vehicles required as well as less trips from and to the depot. This has an environmental impact as well as generating savings resulting from using less fuel.

There are additional costs in implementing this option which have to be considered against the savings. A non-recurring cost would be for the production and posting of collection calendars for all residents. A recurring cost would be for provision of extra supervisory capacity. The service would require three additional supervisors, one at each of the in-house depots, in order to effectively manage the drivers and loaders during the extended working hours. The cost of this and the calendars has been deducted from the savings to produce a net savings figure.

The rounds for this option have also been modelled at a high level using the software and again more accurate saving projections would only be known once the rounds are modelled in fine detail. Initial projections are that this option could reduce the fleet by 9 to 11 RCVs. This would reduce the number of drivers and loaders by a further 15 to 21 (27 to 33 members of staff in total). At present the service has 21 vacancies for drivers and loaders, which are currently filled using agency staff.

Seven staff applied for voluntary redundancy this summer and had their applications refused. It is proposed to terminate the contracts of agency staff first before undertaking a voluntary redundancy exercise for drivers and loaders. Any posts which become vacant in the intervening period would be filled by additional agency staff to minimise the risk of compulsory redundancies in October 2014, once the results of the voluntary redundancy exercise are known.

The total net saving from this option for a full year is projected to be in the range of £700,000 to £875,000.

If Option One was implemented in April 2014 and Option Two in late September 2014, savings would be based on approximately half of the annual savings for Option One and half of these for Option Two. Taking into account the additional costs outlined above, the net savings for 2014/15 will be in the region of £475,000 to £560,000.

Safeguarding Implications

13. There are no safeguarding implications arising from the proposal.

Public Health Implications

14. There are no public health impacts arising from the proposal.

Environmental and Climate Change Considerations

15. Due to the reduction in fleet, there would be a positive impact on the environment, with a reduced carbon footprint for the service. This would be calculated once the detailed modelling is complete and the service is able to determine the exact number of vehicle reductions.

Equalities Impact of the Proposal

16. There is no equalities impact arising from the proposal.

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

17. If the decision is not taken the service would not realise potential savings and it would continue to operate inefficient rounds with some crews returning to the depots early on some days after completing their daily rounds.

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

18. There is a risk to the Council's reputation should residents not be aware of changes to their collection days. The mitigating actions are to ensure we produce clear communications and collection day calendars to all residents as well as ensuring any calls to Customer Services continue to be dealt with effectively.
19. Recommending a two stage implementation programme rather than implementing a working pattern change in April 2014, should ensure the service has sufficient time to consult and work with all staff affected by the proposal to amend working hours.

Financial Implications

20. Detailed savings would be projected once the options are modelled in detail. Each vehicle and crew removed represents a revenue saving of £88,000 per annum and avoids vehicle replacement capital costs of £145,000.

Projected savings for 2014-15

Projected savings for 2014/15	Number of Vehicles saved	Costs (£,000)	Savings (£,000)
April to September	4		176
October to March	9 – 11 (4 plus 5 - 7)		396 - 484
Additional costs: Postage for calendars		50	
Additional supervisors - October to March		47	
Net savings			475 - 563

Projected savings for 2015 – 16 onwards

Projected savings for 2015/16	Number of Vehicles saved	Costs (£,000)	Savings (£,000)
Full year (gross)	9 - 11		792 - 968
Additional costs: Additional Supervisors		93	
Net saving			699 - 875

Legal Implications

21. Formal consultation with staff and trades unions has not yet commenced. All necessary consultations will take place in accordance with the Council's obligations as an employer.

Options Considered

22. The options for changes to rounds re-design are detailed in the body of the report. Other options for more complex collection arrangements for residents were evaluated (up to four collection days per fortnightly cycle). The proposal represents a reasonable balance of savings and disruption for residents.

Conclusions

23. The next stage of the process is to design detailed rounds using the software and checking these using drivers' local knowledge and experience, prior to implementing the new rounds from the start date of 7 April 2014. The decisions to be taken in respect of these proposals are key to informing this work.

Tracy Carter
Associate Director, Environment and Leisure

Report Author:

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

None

Appendices

Appendix 1 Working Pattern Options – Savings and Additional Costs

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Working Pattern Options – Savings and Additional Costs

Option		Savings (£,000s)	Costs (£,000s)	For	Against
A	Status quo	0	0	<ul style="list-style-type: none"> No change so the easiest to implement 	<ul style="list-style-type: none"> No significant savings to be realised. Savings will only be realised by optimising the rounds
B	Fixed Compressed Hours. Four day working, Tuesday to Friday		79	<ul style="list-style-type: none"> Avoid Bank Holiday Monday working issues Fleet maintenance benefits i.e. more time to service vehicles (although not all vehicles can be serviced on a Monday) 	<ul style="list-style-type: none"> Additional supervisors required No savings on vehicles Minimal resource required to deal with any missed collections from Friday, plus supervisory cover Fleet parked for 3 days per week; reputation of the Council – public perception
C	Rolling Compressed Hours. Four day working, across Monday to Friday	185		<ul style="list-style-type: none"> Vehicle savings Environmental impact – less trips to and from depots 	<ul style="list-style-type: none"> Additional supervisors required Vehicle life reduction; as vehicles working harder
D	Annualised hours for garden waste. This is a standalone option		11	<ul style="list-style-type: none"> More efficient use of workforce during peak periods in workload 	<ul style="list-style-type: none"> Additional supervisors required No savings on vehicles Service currently delivered without overtime
E	Double shifting within current disposal site permitted operating times including Saturday morning		584	<ul style="list-style-type: none"> Better use of vehicle resource Some vehicle savings; although need for additional vans (see next column) 	<ul style="list-style-type: none"> Additional supervisors required Significant changes to workshop working hours Additional costs to operate disposal sites 10% supplement on salaries due to unsocial hours

Option		Savings (£,000s)	Costs (£,000s)	For	Against
					<ul style="list-style-type: none"> • Requires extended operating hours which may not be permitted • Additional Vans to address access problems with parked cars • Spare vehicles due to increased servicing • Health & Safety – operating in reduced light conditions • Vehicle life reduction; as vehicles working harder •
F	Double shifting Monday to Friday		746	<ul style="list-style-type: none"> • Better use of vehicle resource • Environmental impact – less trips to and from depots 	<ul style="list-style-type: none"> • Additional supervisors required • Significant changes to workshop working hours • Requires extended operating hours at disposal sites which may not be permitted • Additional costs to operate disposal sites • 10% supplement on salaries due to unsocial hours • Additional Vans to address access problems with parked cars • Spare vehicles due to increased servicing • Vehicle life reduction; as vehicles working harder • Health & Safety – operating in reduced light conditions

Wiltshire Council

Cabinet

17 December 2013

**Subject: Wiltshire Community Infrastructure Levy -
Draft Charging Schedule**

**Cabinet Member: Councillor Toby Sturgis, Strategic Planning, Development
Management, Strategic Housing, Property and Waste**

Key Decision: Yes

Executive Summary

The Wiltshire Community Infrastructure Levy (CIL) Draft Charging Schedule sets out the proposed rates of CIL to be charged on different types of new development in Wiltshire. It is informed by three key pieces of evidence - the submitted draft Wiltshire Core Strategy, the Infrastructure Delivery Plan and an economic viability assessment.

Cabinet approved the CIL Preliminary Draft Charging Schedule (PDCS) for consultation, at its meeting on 10 September 2012. The Council subsequently consulted upon the Preliminary Draft between October and November 2012. The viability evidence has been reviewed and developed to take into account concerns raised during the consultation and new requirements arising from Government guidance on CIL. In the light of this, revised rates of CIL should be included within the Draft Charging Schedule.

At this stage in the process, the Council is undertaking a second period of consultation on the rates of CIL to be charged on new development. This consultation is again focused on the proposed tariffs for different types of new development but an early draft of the Regulation 123 List (CIL spending list) is also available for comment.

Comments received through this second consultation will test Wiltshire's proposed CIL Charging Schedule. Following the consultation, consideration will need to be given to the outcome before submitting the Draft Charging Schedule, the underlying evidence base and all representations to an independent examiner who will conduct a public examination into the CIL Charging Schedule.

Proposals

That Cabinet:

- (i) Approves the CIL Draft Charging Schedule at **Appendix 1** and draft Regulation 123 List at **Appendix 3** as the basis for a six week period of public consultation, as proposed, in accordance with the Council's adopted Statement of Community Involvement.

- (ii) Authorises the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste and the Associate Director of Finance, to produce the consultation documentation to accompany the CIL Draft Charging Schedule and make arrangements for consultation.
- (iii) Authorises the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste and the Associate Director for Finance, to submit the Draft Charging Schedule for independent examination following the consultation and consideration of the outcome and, if necessary, to consult on modifications to the Draft Charging Schedule after submission.

Reason for Proposals

To ensure that progress is made on preparing a CIL Charging Schedule that will enable the Council to charge CIL on new development to help pay for infrastructure within the county in accordance with the published timetable. The Council should be in a position to adopt the CIL Charging Schedule as soon as possible after April 2014, after which, according to current legislation, the Council will be severely restricted in its ability to pool infrastructure contributions from new development through the existing mechanism of Section 106 agreements. However, the Government has recently proposed extending this deadline to April 2015.

Alistair Cunningham
Associate Director for Economic Development and Planning

Wiltshire Council

Cabinet

17 December 2013

**Subject: Wiltshire Community Infrastructure Levy –
Draft Charging Schedule**

**Cabinet Member: Councillor Toby Sturgis, Strategic Planning, Development
Management, Strategic Housing, Property and Waste**

Key Decision: Yes

Purpose of Report

1. To:
 - (i) Update Councillors on recent changes to the CIL Regulations and work undertaken to date in terms of preparing the Community Infrastructure Levy (CIL).
 - (ii) Seek Cabinet approval that the Draft Charging Schedule and draft Regulation 123 List be published for a six week period of consultation starting in January 2014 and, subsequently, submitted for independent examination.
 - (iii) Set out the arrangements for consultation and next steps.

Relevance to the Council's Business Plan

2. Once adopted, the Community Infrastructure Levy (CIL) will support the delivery of the Council's vision to create stronger and more resilient communities by raising revenue from new development to help pay for the provision of infrastructure to support growth.

Background

3. The Wiltshire CIL Charging Schedule, when adopted, will enable the Council to continue pooling contributions from new development across the county to offset a proportion of the costs of delivering local and strategic infrastructure. From April 2014¹ (or following the implementation of Wiltshire's CIL), the Council will be severely limited in its ability to use the existing mechanism of pooling contributions - i.e. planning obligations (generally referred to as Section 106 agreements). The use of Section 106 agreements will largely be limited to securing site-specific infrastructure and affordable housing.

¹ However, proposed reforms to the CIL Regulations look to extend this deadline to April 2015. See paragraph 3.2, Department for Communities and Local Government, Community Infrastructure Levy Consultation on further Regulatory Reforms - Government Response (October 2013).

4. The timetable for delivering the CIL was updated in September 2013 and is published on the Council's website as follows:
 - *Oct-Nov 2012* - Preliminary Draft Charging Schedule consultation
 - *Jan-Feb 2014* - Draft Charging Schedule consultation
 - *Mar 2014* - Submit draft Charging Schedule for examination
 - *Apr-Jun 2014* - Independent examination
 - *July 2014* - Adoption
5. Three key pieces of evidence are required to develop a CIL Charging Schedule. These are:
 - (i) An up-to-date local development plan - the submission draft Wiltshire Core Strategy sets out the growth and distribution of new development to be built in Wiltshire up until 2026. CIL is intended to be spent on infrastructure to support this growth in line with Core Policy 3.
 - (ii) An infrastructure delivery plan, which identifies the infrastructure required to support this growth. In addition, work has been undertaken to identify the infrastructure funding gap (the gap between the total cost of the infrastructure required and the funding available from other alternative sources). For the purposes of meeting the CIL regulations, it is only necessary to demonstrate a funding gap exists in order to justify charging CIL.
 - (iii) An economic viability study, which assesses the effect of implementing a CIL charge on the economic viability of different types of development across Wiltshire.
6. Unlike funds received through Section 106 agreements, CIL revenue does not have to be spent at the site on which it was levied. CIL can be spent on a wide range of infrastructure (e.g. schools, transport, healthcare, open space, leisure, biodiversity). Affordable housing will continue to be paid for through Section 106 agreements.
7. As the designated 'Charging Authority', the Council must publish on its website a list of infrastructure that it intends to fund, wholly or in part, through CIL (see paragraph 9). The purpose of this list, known as the 'Regulation 123 List', is to avoid developers being charged twice for the same item, or type, of infrastructure. Section 106 agreements cannot be used to fund the delivery of infrastructure that is itemised on the Regulation 123 List.
8. In terms of progress towards the delivery of CIL, Cabinet approved a Preliminary Draft Charging Schedule at its meeting on 10 September 2012.

Main Considerations for the Council

9. The Council consulted on the Preliminary Draft Charging Schedule (PDCS) over a six week period ending 12 November 2012. The outcome of the consultation and PDCS are set out in **Appendix 4**. There was a relatively high response to the consultation with 89 respondents. In summary, the main issues that were raised during the consultation related to the following:

- Concerns over the proportion of CIL revenue to be allocated to local communities;
 - The effect of CIL on small developments (i.e. sites delivering between one and four dwellings);
 - The need to charge differential rates to potentially maximise CIL revenue;
 - Clarity over definitions of retail development;
 - Concerns over the methodology employed by the consultants through the economic viability study;
 - Effect of CIL on affordable housing delivery; and
 - How CIL will be spent.
10. In December 2012, the Government published new statutory guidance on the requirements for establishing a CIL, which was further updated in April 2013. The effect of the changes substantially increased the amount of evidence needed to support a CIL charging schedule.
11. The Council has continued to work with consultants - BNP Paribas to develop the economic viability evidence originally prepared to inform the PDCS and thereby ensure consistency with legislation and national guidance. In addition, in working with the consultants, account has been taken of the viability concerns raised during the PDCS consultation responses including those raised at a Developers Forum. This work has included:
- Preparing evidence showing historic Section 106 receipts and affordable housing targets;
 - Updating the Infrastructure Delivery Plan and funding gap analysis;
 - Reviewing how the strategic sites informed the viability study in terms of infrastructure requirements;
 - Reconsidering the differences (in viability terms) of different sizes of retail unit (large and small) in setting a proposed CIL rate;
 - Assessing whether MOD accommodation could be exempt from CIL.
12. The updated consultants report - 'Community Infrastructure Levy: Viability Study' (November 2013) sets out evidence to support options for setting levels of CIL for Wiltshire. A copy of the report can be found with the agenda papers for the meeting on the Council's website. Hard copies of the report have been provided to Cabinet Members and will be available to all councillors on request. The Executive Summary of the report is provided at **Appendix 2**, which sets out key findings from the Viability Study and includes four options (paragraph 1.6) for CIL rates. The merits of the options are summarised in paragraph 1.8 and discussed further below in the options section of this report. The proposed approach is set out in the Draft Charging Schedule at **Appendix 1** to this report and rationale for the rates summarised in paragraph 38 below. The Draft Charging Schedule includes an indicative 'charging zone map' that has been developed based upon the evidence contained within the viability study and approximated to parish boundaries to illustrate the zones where different rates are proposed to be charged.

13. The proposed Draft Charging Schedule is considered to be compliant with the CIL Regulations, government guidance and best practice. The Draft Charging Schedule will be subject to consultation and an independent examination. At that stage, the examiner will need to establish the following:
- (i) Has the Council, as the 'charging authority', complied with the requirements as set out in Part 11 of the Planning Act (as amended by the Localism Act) and the CIL Regulations?
 - (ii) Is the charging authority's draft charging schedule supported by background documents containing appropriate available evidence?
 - (iii) Is the proposed rate, or rates, informed by, and consistent with, the evidence on economic viability across the charging authority's area?
 - (iv) Has the charging authority provided evidence that shows and explains that the proposed rate (or rates) would not threaten delivery of the relevant Plan as a whole?
 - (v) Has the charging authority provided evidence that it has aimed to strike an appropriate balance between desirability of funding infrastructure through CIL and the potential effects of imposing a CIL on their area?
 - (vi) Does the charging authority have an up-to-date relevant plan and is the CIL consistent with it and the supporting infrastructure evidence?
 - (vii) Has the charging authority complied with the consultation and administration requirements set out in the CIL Regulations?
 - (viii) Has the charging authority provided a draft Regulation 123 list and evidence to show how much they have raised through Section 106 agreements in recent years?
14. Other considerations for the Council in developing a CIL charging schedule are set out below:
- (ix) CIL Regulations state that CIL should not be overly complex. CIL is charged on new dwellings and additional floor space per square metre. Some developments in Wiltshire will be mixed-use schemes on sites with existing floor space and a wide variety of charges would make CIL calculation and collection challenging and potentially open to challenge.
 - (x) CIL rates must be justified by an objective viability assessment, they cannot be based on wanting to encourage or restrict certain development types or promote specific regeneration locations. In other words, it must be based on economic viability and not on a particular policy stance.
 - (xi) Unlike Section 106 agreements, the CIL Regulations do not allow for CIL to be easily waived or re-negotiated on a site to site basis. It is a charge on the land and if it makes development unviable then the development may not go ahead. Therefore, authorities should not set CIL rates that are at the margins of what is considered viable for the majority of their development sites.

Consultation

15. The focus of this consultation is on the proposed rates of CIL to be charged on different forms of new development, as with the previous consultation on the PDCS. In addition, as a result of the recent consultation on further reforms to the CIL Regulations, the Government proposes that a Draft CIL Spending List

(Regulation 123 List) forms part of the evidence for CIL. As these proposals may be formalised by the time of the examination, it is proposed that a draft Regulation 123 List, based upon best practice, as set out in **Appendix 3** forms part of the consultation. This would also help address concerns raised through the PDCS consultation. The final Regulation 123 List will be a matter for the Council to determine at the point the CIL Charging Schedule is adopted and prior to full implementation.

16. The consultation will run for a period of six weeks in accordance with the Council's Statement of Community Involvement and statutory requirements. The Council will also consult upon a draft Regulation 123 list. Supporting documents will include an updated 'Easy Guide to CIL' (two page leaflet to explain CIL in clear and simple terms) and evidence underpinning the proposed rates.
17. Consultation is proposed to start in January and involves:
 - (i) A letter or email will be sent to consultation bodies specified in the CIL Regulations 2010 (i.e. town and parish councils, neighbouring authorities and responsible regional authority providing notification of the consultation. The letter or email will provide: a 'statement of the representations procedure' (i.e. a guide on how to respond to the consultation), a copy of the Draft Charging Schedule and the draft Regulation 123 List.
 - (ii) Electronic notification of the consultation will be sent to consultees registered on the Council's online consultation portal. Emails / letters will be sent to targeted consultees, such as developers, property agents and landowners, including individuals / organisations who responded to the PDCS consultation.
 - (iii) The 'statement of representations procedure' will be advertised in local newspapers to cover Wiltshire and the Parish Newsletter.
 - (iv) The 'statement of representations procedure' will be distributed via the Area Board networks.
 - (v) The 'statement of representations procedure', and all consultation documents, will be made available for viewing at the main Council offices in Chippenham, Salisbury and Trowbridge and all libraries.
 - (vi) The 'statement of representations procedure' and all consultation documents will be made available on the Council's website and consultation portal.

Next steps

18. Following the consultation, responses will be considered before the Draft Charging Schedule and associated documents and evidence base, along with all representations, are submitted to an independent examiner who will conduct a public examination into the Draft Charging Schedule. If necessary, a further consultation on a 'Statement of Modifications' to the Draft Charging Schedule will be held following submission.

Safeguarding Implications

19. There are no safeguarding implications as a direct result of this proposal.

Public Health Implications

20. CIL will help fund the infrastructure required to support growth. Well planned development, including appropriate infrastructure, supports health and well being of local communities, for example through the provision of green infrastructure, sports facilities and infrastructure to encourage walking and cycling as means of travel.

Environmental and Climate Change Considerations

21. The draft Wiltshire Core Strategy sets out the growth and distribution of new development to be built in Wiltshire up to 2026. Growth has implications for the social, economic and physical environment. CIL will help fund the infrastructure required to support sustainable development.

Equalities Impact of the Proposal

22. The Wiltshire CIL Charging Schedule will enable the Council to collect contributions from new development to support a wide range of infrastructure needs across the county. The consultation process aims to ensure that everyone has the opportunity to comment on the Draft Charging Schedule.

Risk Assessment

23. It is considered that making further progress towards CIL implementation at this stage is essential to ensure that the Council is ready to collect CIL as close to April 2014² as possible when the current CIL Regulations will restrict Section 106 agreements to site-specific charging and limit them to five pooled contributions. See *Financial Implications* for further details. Implementation of the Government's proposed reforms to amend the date to April 2015 will enable the Council to put CIL in place prior to these restrictions coming in.
24. The CIL examination should not reopen issues relating to infrastructure planning that supports a sound development plan (i.e. the Core Strategy). As such, it is important for the CIL timetable to be aligned with the Core Strategy, which is currently undergoing examination by a Planning Inspector. The CIL timetable has been revised in order to take into consideration the timescale for the adoption of the Wiltshire Core Strategy.
25. If the right balance is not struck between the cost of funding infrastructure and the impact on development, either development could be made unviable by high CIL rates, or insufficient funds will be raised to deliver the infrastructure necessary to support growth if the rates are too low. However, it should be noted that CIL only provides part of the funding mechanisms available for supporting the delivery of development.

² However, proposed reforms to the CIL Regulations look to extend this deadline to April 2015. See paragraph 3.2, Department for Communities and Local Government, Community Infrastructure Levy Consultation on further Regulatory Reforms - Government Response (October 2013).

Financial Implications

26. The cost of preparing the CIL Charging Schedule was planned for in the 2013/14 budget. The timeline and associated costs for the independent examination and adoption will now fall in financial year 2014/15 and will be subject to consideration during the budget setting process for 2014/15.
27. Under the charging proposals set out in the PDCS, the projected income from CIL receipts over the plan period of the Core Strategy, up to 2026, was estimated to be circa £57 million. This figure will change depending upon the CIL rates adopted by the Council, but the evidence suggests that the effect of levying different rates as proposed may not lead to a noticeable increase in revenue. This indicative calculation is based only on residential development likely to come forward during the plan period and excludes retail and other uses. It is difficult to predict a more accurate figure for CIL receipt. Many local authorities intend to review their CIL rates after three to five years to allow them to respond to changing market conditions. Given the current economic circumstances, the viability evidence will be kept under review to support the justification for any subsequent amendments to the adopted CIL rates. At this stage it is proposed that CIL rates will be reviewed within two years of the date of adoption to reflect prevailing market conditions, viability evidence and the Council's Business Plan monitoring process. Any changes to the CIL rates would have to undergo consultation and examination.
28. Adoption of a Charging Schedule will present the Council with the opportunity to secure CIL funding for infrastructure to support the delivery of new housing and other forms of development across Wiltshire.
29. There may be the expectation within local communities that CIL will deliver significantly more funding than actually can be collected if development is to remain viable. CIL and Section 106 combined should bring more than Section 106 alone; however, in the current economic climate there is only so much additional funding that can be secured. In addition, the CIL Regulations 2013 provide for town and parish councils to receive 15% of CIL raised in their area or 25% if they have an adopted neighbourhood plan in place.

Legal Implications

30. In accordance with the Planning and Compulsory Purchase Act 2004, the Council has a statutory duty to plan for infrastructure delivery, which has been reinforced through the National Planning Policy Framework and Localism Act. The CIL Regulations 2010 (as amended 2011) introduced legal restrictions on the use of Section 106 agreements to secure developer contributions towards the funding of infrastructure. From April 2014³ (or upon local adoption of CIL), Section 106 agreements will be largely restricted to site-specific infrastructure and affordable housing. While there is no legal obligation to introduce a CIL Charging Schedule, CIL will largely be the only means of pooling contributions from new development towards infrastructure after April 2014 or April 2015 if the Government implements its proposed reforms.

³ However, proposed reforms to the CIL Regulations look to extend this deadline to April 2015. See paragraph 3.2, Department for Communities and Local Government, Community Infrastructure Levy Consultation on further Regulatory Reforms - Government Response (October 2013).
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31. The Council has a duty to engage with the public at this stage of preparing a CIL Charging Schedule, as required by Regulation 16 of the CIL Regulations 2010 (as amended 2011). The consultation has been designed in accordance with the Council's Statement of Community Involvement and these legal requirements.
32. The Council also has a duty to co-operate with other local authorities and relevant organisations in the production of planning policy documents. Regulation 16 of the CIL Regulations 2010 specifies that the Council, as charging authority, must send a copy of the Draft Charging Schedule and statement of the representations procedure to, and invite representations from, each of the consultation bodies, as defined by Regulation 15(3), which includes neighbouring authorities.

Options Considered

33. The four options considered are set out in the Viability Study and included in **Appendix 2**. As set out in paragraph 1.7 of Appendix 2, the options "*are indicative only and the Council will need to arrive at its own judgement as to the balance between the desirability of raising funding for infrastructure and the potential impact upon viability, when also taking into account other Core Strategy requirements.*"
34. The PDCS took a simple approach to CIL and set a single, flat rate for certain use classes across Wiltshire similar to Options 1 and 2. It did not differentiate between residential development and residential strategic sites whereas all options now show a different level of CIL for strategic sites as compared to other residential sites. Strategic sites have less ability to absorb CIL due to the level of on-site infrastructure that they are required to deliver, and so a lower level of CIL to other residential development would be appropriate. The PDCS also proposed a nil rate for high street retail, whereas all options include a rate of £70 for Chippenham, Salisbury, Trowbridge, Marlborough and Bradford on Avon.
35. Option 3 proposes differential rates for residential development by dividing settlements into four categories to optimise levels of CIL on residential development for each area. It also proposes a single, flat rate for strategic sites, whereas Options 1 and 2 provide a range of £0 to £70 to allow the Council to set a rate it considers appropriate, but is otherwise similar to Option 2. This option would be complex to operate and potentially off putting to developers.
36. Option 4 is a hybrid option, which proposes a more limited set of differential rates for both general residential development and strategic sites, but is otherwise similar to Option 2. It identifies an appropriate rate for strategic sites in both areas to help maximise ability of sites to provide affordable housing.
37. A full discussion on the merits of the options and considerations is set out in **Appendix 2**.
38. The Preliminary Draft Charging Schedule avoided the potential for unnecessary complexity when setting rates of CIL. However, feedback from the consultation indicated support for differential rates across the county to maximise CIL revenue. It is considered that a balance is provided by Option 4, which presents a simplified approach to setting differential rates of CIL. It combines the three most viable areas into a single rate with a reduced rate for the least viable area. The reduced rates for the strategic sites recognise their on-site Section 106 burden and the split rate will help to maximise the ability of these sites to provide affordable housing.

Conclusions

39. Publication of the Draft Charging Schedule for an initial stage of consultation for six weeks starting in January will help to ensure that Wiltshire can adopt a CIL Charging Schedule within the current timetable by summer 2014. This will ensure that the Council, within viability constraints, can maximise developer contributions for infrastructure.

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Date of report: 25 October 2013

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

None

Appendices:

Appendix 1 - Draft Charging Schedule

Appendix 2 - Executive Summary, Community Infrastructure Levy: Viability Study

Appendix 3 - Draft Regulation 123 List

Appendix 4 - Report on the Preliminary Draft Charging Schedule Consultation

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APPENDIX 1

[Front cover]

Wiltshire Local Development Framework

Wiltshire Community Infrastructure Levy

Draft Charging Schedule

January 2014

APPENDIX 1

[Translations page]

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1. Statutory compliance

The Charging Authority

- 1.1. Wiltshire Council is a Charging Authority for the purposes of Part 11 of the Planning Act 2008 and may therefore charge the Community Infrastructure Levy in respect of development in its administrative area. The Council is both the CIL Charging Authority and Collecting Authority for its administrative area.
- 1.2. In preparing this Draft Charging Schedule, Wiltshire Council has complied with the requirements set out in Part 11 of the Planning Act (as amended) and the Community Infrastructure Levy Regulations 2010 (as amended).
- 1.3. In setting the CIL rates, the Council has struck an appropriate balance between:
 - The desirability of funding from CIL, in whole or in part, the estimated cost of infrastructure required to support the development of its area, taking into account other actual and expected sources of funding, and
 - The potential effects, taken as a whole, of the imposition of CIL on the economic viability of development across its area

Date of approval

- 1.4. This Charging Schedule was approved by the Council on [date to be inserted following examination and Council approval].

Date of effect

- 1.5. This Charging Schedule will come into effect on [date to be inserted following examination and Council approval].

2. CIL rates

2.1. CIL will be levied in £s per square metre on net additional increase in floor space for qualifying development in accordance with the provisions of the Community Infrastructure Levy Regulations 2010 (as amended).

2.2. The CIL rates to be charged by Wiltshire Council are set out in *Table 1*.

Table 1 - Proposed CIL charging rates

Development type	CIL Charge £/sq m	
	Settlement categories 1, 2 and 3	Settlement category 4 - Melksham, Trowbridge, Westbury, Dilton Marsh, Calne and Warminster
Residential	£85	£55
Residential (Strategic sites as set out in the Wiltshire Core Strategy)	£40	£30
High street and covered shopping centre retail in Chippenham, Salisbury, Trowbridge, Marlborough and Bradford upon Avon	£70	
Retail warehouse and superstore development across the County	£175	
Student housing and hotels	£70	
All other uses	£0	

Definitions

- 2.3. **Retail warehouse and superstore development** – shopping destinations in their own right, selling mainly food or food and non-food goods, which must have a dedicated car park.

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3. Calculation of the CIL charge

Liability to pay CIL

- 3.1. A chargeable development is one for which planning permission is granted and or which is liable to pay CIL in accordance with the Regulations.
- 3.2. CIL will be chargeable on the net additional floor space of all new development, apart from those exempt under Part 2 and Part 6 of the Community Levy Regulations 2010 (as amended by the Community Levy Regulations 2011). Those exempt from the charge can be summarised as:
 - Non-residential buildings, or extensions to buildings, less than 100 square metres
 - Buildings into which people do not normally go, or enter intermittently for the purpose of inspecting or maintaining fixed plant or machinery
 - Affordable housing
 - Buildings owned by charities used for a charitable purpose

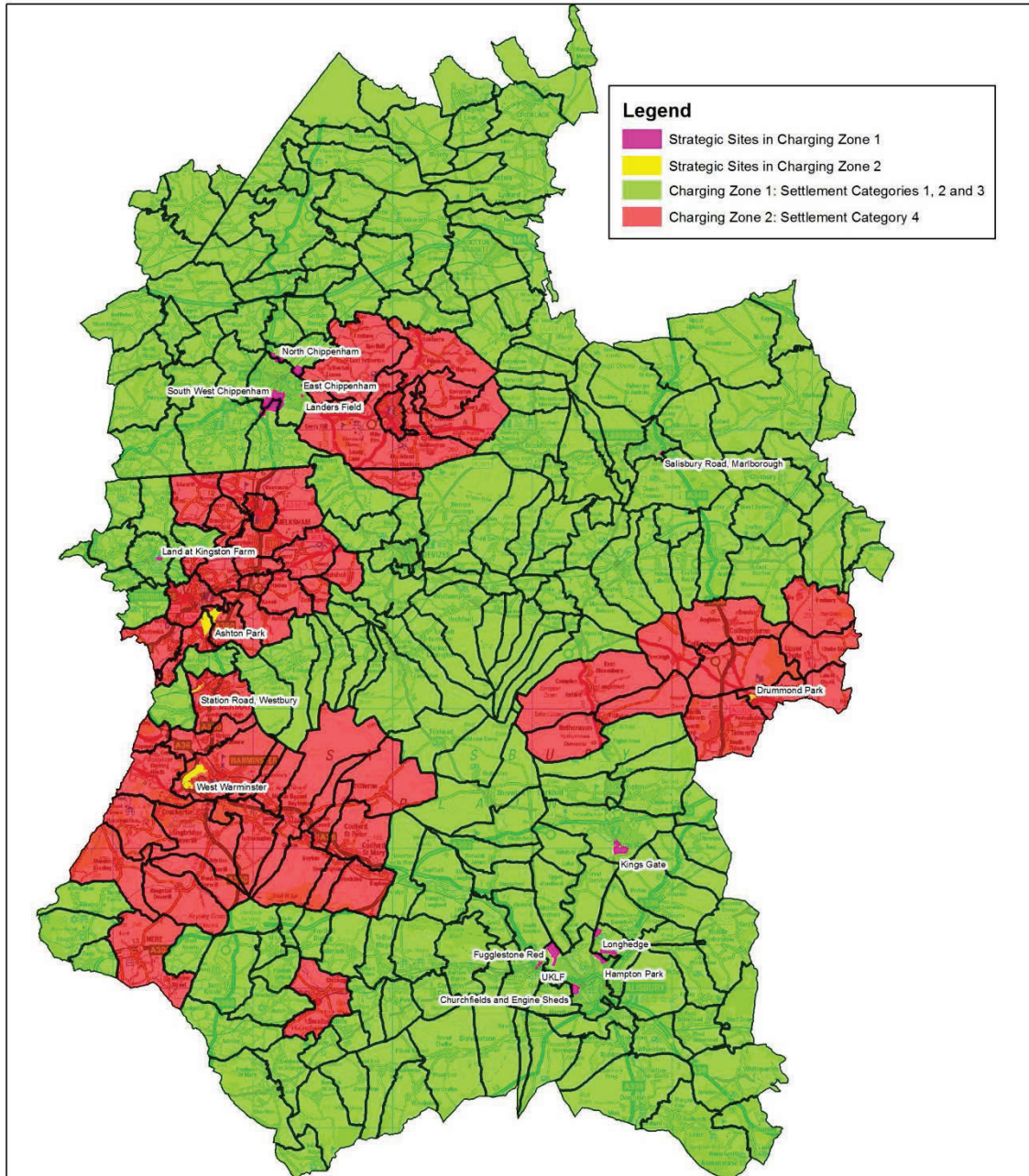
Calculating the chargeable amount

- 3.3. The chargeable amount will be calculated in accordance with Regulation 40 of the Community Infrastructure Levy Regulations 2010, as amended by Regulation 7 of the Community Infrastructure Levy (Amendment) Regulations 2011 and Regulation 6 of the Community Infrastructure Levy (Amendment) Regulations 2012 (or any subsequent amendments to these Regulations as may apply from time to time whilst this Charging Schedule is in effect).

Indexation and inflation

- 3.4. The rates shown will be updated annually for inflation in accordance with the Building Cost Information Service (BCIS) of the Royal Institution of Chartered Surveyors (RICS) "All In Tender Price Index".

4. CIL Charging Zone Map



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5. Further information

- 5.1. Further information on the Community Infrastructure Levy is available on the Council's website at www.wiltshire.gov.uk/communityinfrastructurelevy.

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Appendix 1 to the Draft Charging Schedule (Alternative Options)

The Draft Charging Schedule reflects Option 4 from the CIL Viability Study, as recommended in the Report to Cabinet.

For the alternative options, replace Table 1 and the CIL Charging Zone Map with the following.

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Option 1

Option 1 from the CIL Viability Study (November 2013)

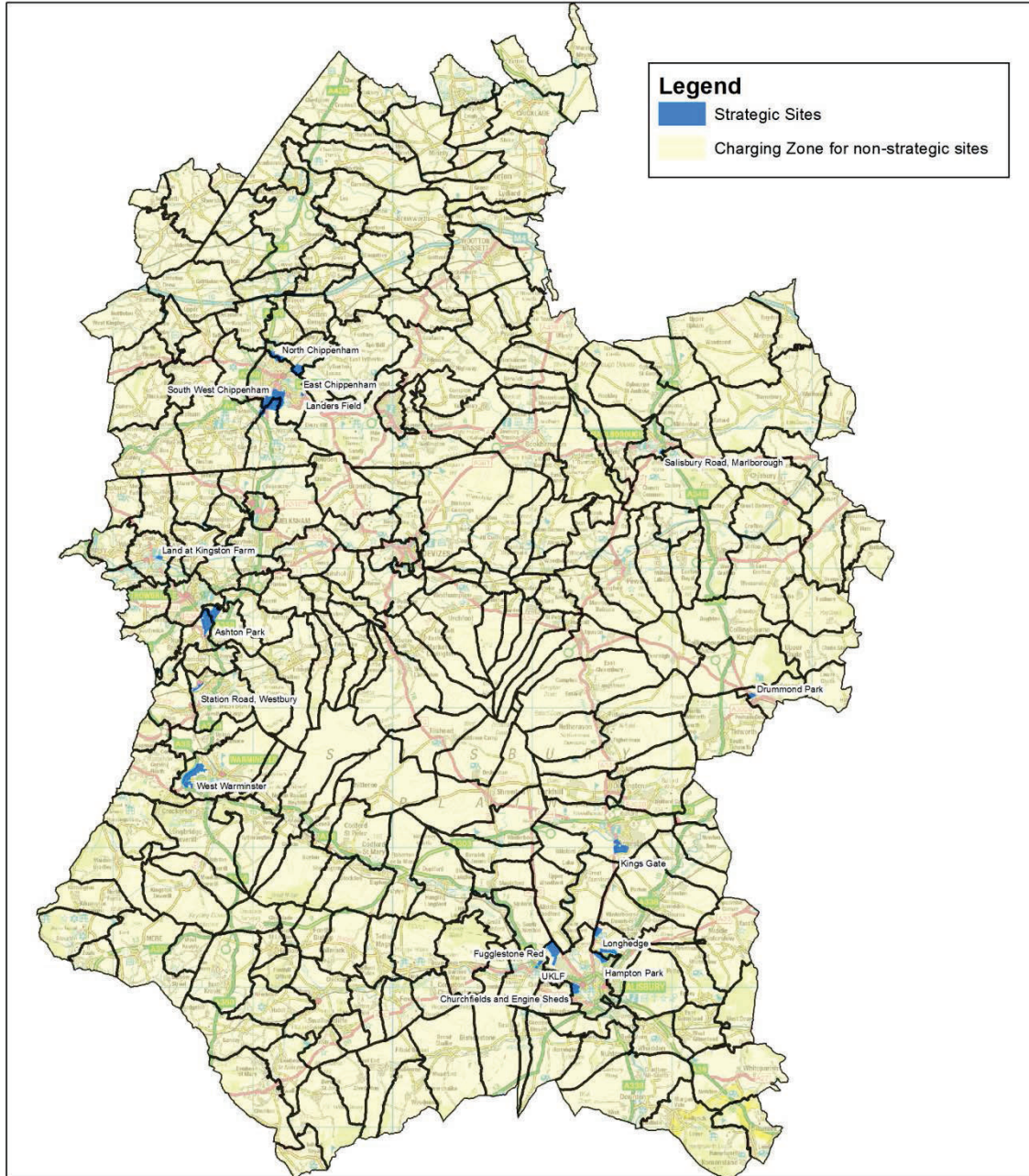
Development type	CIL Charge £/sq m
Residential	£70
Residential (Strategic sites as set out in the Wiltshire Core Strategy)	£0 - £70
High street and covered shopping centre retail in Chippenham, Salisbury, Trowbridge, Marlborough and Bradford upon Avon	£70
Retail warehouse and superstore development across the County	£175
Student housing and hotels	£70
All other uses	£0

Option 2

Option 2 from the CIL Viability Study (November 2013)

Development type	CIL Charge £/sq m
Residential	£70
Residential (Strategic sites as set out in the Wiltshire Core Strategy)	£0 - £70
High street and covered shopping centre retail in Chippenham, Salisbury, Trowbridge, Marlborough and Bradford upon Avon	£70
Retail warehouse and superstore development across the County	£70
Student housing and hotels	£70
All other uses	£0

Proposed CIL charging zones: Options 1 and 2



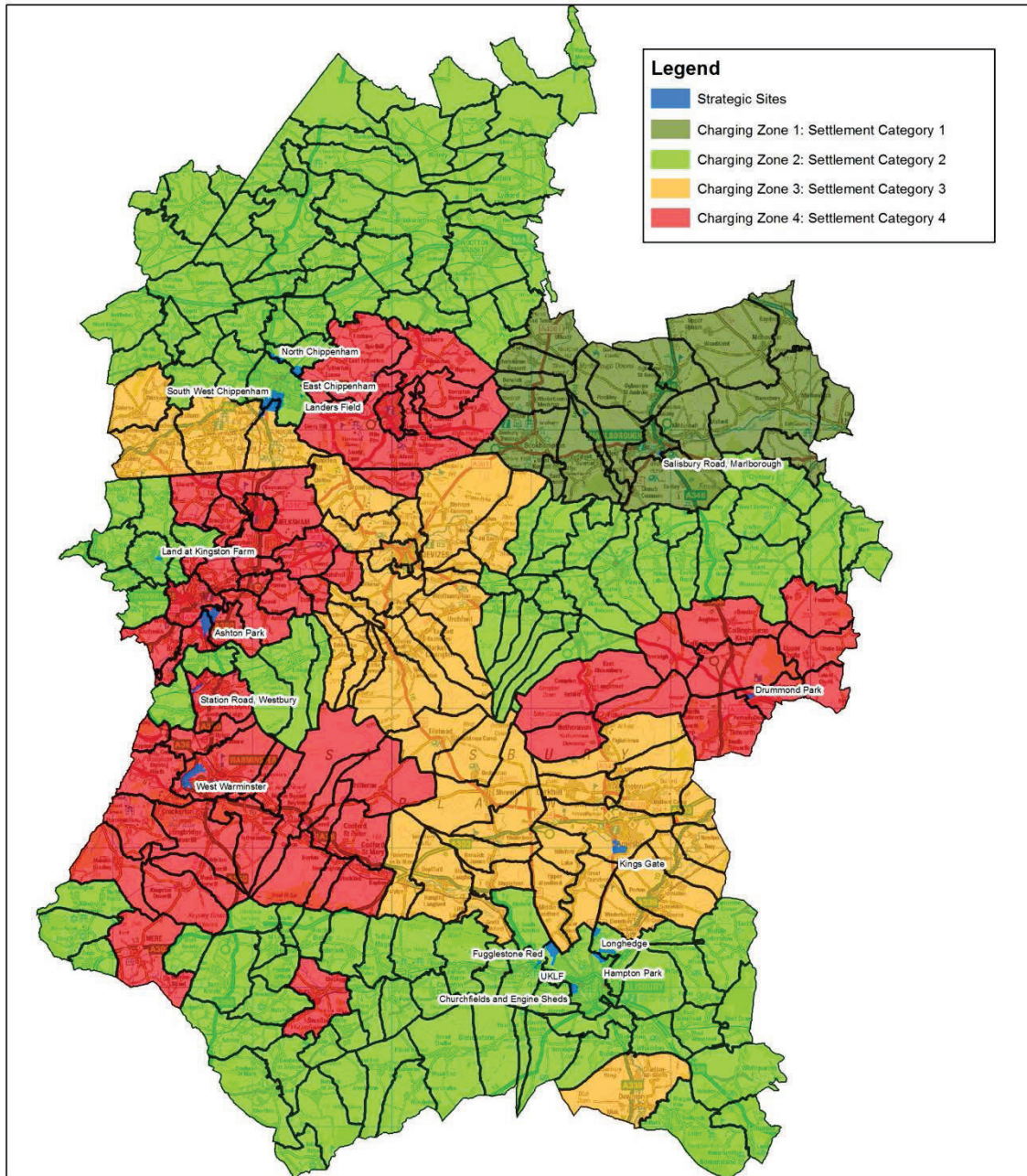
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Option 3

Option 3 from the CIL Viability Study (November 2013)

Development type	CIL Charge £/ sqm			
	Settlement category 1 - Marlborough & surrounding area, including Pewsey	Settlement category 2 - Bradford upon Avon, Salisbury, rural villages south of Salisbury, Wilton and Chippenham	Settlement category 3 - Corsham, Amesbury, Devizes and surrounding villages	Settlement category 4 - Melksham, Trowbridge, Westbury, Dilton Marsh, Calne and Warminster
Residential	£140	£110	£85	£70
Residential (Strategic sites as set out in the Wiltshire Core Strategy)	£70	£70	£70	£70
High street and covered shopping centre retail in Chippenham, Salisbury, Trowbridge, Marlborough and Bradford upon Avon	£70			
Retail warehouse and superstore development across the County	£175			
Student housing and hotels	£70			
All other uses	£0			

Proposed CIL charging zones: Option 3



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Community Infrastructure Levy: Viability Study

Executive Summary

Prepared for
Wiltshire Council

November 2013

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1 Executive Summary

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1 Executive Summary

- 1.1 This report tests the ability of a range of development types throughout the County of Wiltshire to yield contributions to infrastructure requirements through the Community Infrastructure Levy ('CIL'). Levels of CIL have been tested in combination with the Council's other Core Strategy requirements, including the provision of affordable housing. The April 2013 Statutory Guidance requires charging authorities to focus on the deliverability of the scale of housing and other uses identified in their plan. CIL should contribute positively towards delivery of Core Strategy objectives by, for example, securing funding for essential infrastructure that will support growth. The Statutory Guidance also recognises that charging authorities may use CIL and S106 flexibly to secure their objectives, provided the use of each is clearly set out in the Regulation 123 list.

Methodology

- 1.2 The study methodology compares the residual land values of a range of generic developments to a range of benchmark land values. If a development incorporating a given level of CIL generates a higher value than the benchmark land value, then it can be judged that the proposed level of CIL will be viable.
- 1.3 The study utilises the residual land value method of calculating the value of each development. This method is used by developers when determining how much to bid for land and involves calculating the value of the completed scheme and deducting development costs (construction, fees, finance and CIL) and Developer's profit. The residual amount is the sum left after these costs have been deducted from the value of the development, and guides a Developer in determining an appropriate offer price for the site.
- 1.4 The housing and commercial property markets are inherently cyclical and the Council is testing its proposed rates of CIL at a time when values have fallen below their peak but have subsequently recovered to some degree. Despite this recovery, there is some uncertainty as to the likely short term trajectory of house prices. We have allowed for this by running a sensitivity analysis which inflates sales values by 10% and build costs by 5%. This analysis is indicative only, but is intended to assist the Council in understanding the levels of CIL that are viable in today's terms but also the impact of changing markets on viability. We have also tested a fall in sales values of 5%, to enable the Council to take a view on the impact of any adverse movements in sales values in the short term. Our commercial appraisals incorporate sensitivity analyses on rent levels and yields.

Key findings

- 1.5 The key findings of the study are as follows:
- The results of this study are reflective of current market conditions, which are likely to improve over the medium term. It is therefore important that the Council keeps the viability situation under review so that levels of CIL can be reviewed, if necessary, to reflect any future changes.
 - The ability of **residential schemes** to make CIL contributions varies depending on scale of development, area, the current use of the site and the need to strike a balance between funding for infrastructure and the delivery of affordable housing. Having regard to these variations in sales values and existing use, and the impact of varying CIL rates on affordable housing delivery, residential schemes should be able to absorb a **maximum** CIL rate of between £100 to £200 per square metre, depending on the settlement. These levels of CIL would generate a significant contribution towards delivering the infrastructure requirements that are required to support growth, as identified in the Council's Core Strategy.
 - CLG guidance requires that charging authorities do not set their CIL at the margins of viability. Other authorities have set their rates at a discount to the maximum rate, with discounts ranging from circa 30% to 50%. The maximum rates shown in Table 1.5.1 below take a broad view across our appraisal results and are pitched at a level that optimises affordable housing delivery. The full results are shown in tables 6.7.1 to 6.7.5 and we have exercised a degree of judgement in distilling these results into the maximum rates shown in Table 1.5.1. For example, we have arrived at a maximum rate of £160 per sqm for Settlement Category 2 because this would still

allow at least 20% affordable on sites in former employment use (and 40% on greenfield sites). A maximum CIL rate of £120 per sqm would allow developments in Settlement Category 3 to provide between 20% and 30% affordable housing on greenfield sites. A maximum CIL rate of £100 per sqm would allow developments in Settlement Category 4 to provide at least 20% affordable housing on greenfield sites. The Council may, of course, decide that a different prioritisation between affordable housing and CIL is appropriate.

Table 1.5.1: Maximum CIL rates – residential

Settlement Categories	Maximum CIL indicated by appraisals (£s per sqm)
Category 1 Marlborough & surrounding area, including Pewsey	£200
Category 2 Bradford upon Avon, Salisbury, rural villages south of Salisbury, Wilton and Chippenham	£160
Category 3 Corsham, Amesbury, Devizes and surrounding villages	£120
Category 4 Melksham, Trowbridge, Westbury, Dilton Marsh, Calne, Warminster, Mere and Tisbury	£100

- Our understanding is that the bulk of development is expected to come forward in Settlement categories 2, 3 and 4. In light of this expectation, the Council may wish to consider adopting a single charge across the County at £70 per square metre, as the loss of potential income from Settlement Category 1 will be limited. This would also avoid the need to define a boundary for different charging zones for residential development and result in a simple structure which would be simple to implement. The settlement categories do not form continuous areas and defining appropriate boundaries would be complicated, not least by the variability of sales values on a localised basis. These factors would suggest that variable CIL rates would be difficult to implement and would, in any case, result in very little change in terms of overall CIL income. Alternatively, the Council could set a dual rate structure, which combines settlement categories 1, 2 and 3 to form one charging zone and settlement category 4 in another charging zone. A third option would be to have four charging zones, one for each settlement category. The pros and cons of each option are set out in paragraph 1.8.
- Inevitably, affordable housing delivery on individual schemes may need to be adjusted to accommodate CIL contributions (as is the case now with Section 106 obligations). On sites with lower sales values, the proportion of affordable housing is likely to be lower than on sites with higher sales values. However, as sales values increase, viability of developments on the lower value sites will improve; additional value generated can then be used to provide higher levels of affordable housing, in addition to CIL contributions.
- A significant proportion of the Council’s housing supply will come from strategic sites. Strategic sites in the County currently generate relatively low residual land values, even if CIL is not levied. This is due, in part, to the need for these sites to contribute to on-site infrastructure, schools and strategic transport. The reduction in residual land value resulting from the application of CIL at £70 per square metre is not substantial. However, the Council will need to weigh the risks to delivery of levying CIL on these sites, given their importance to delivering the bulk of housing identified in the Plan. It is also important to consider the relative merits of raising funding for infrastructure through CIL in comparison to direct delivery of on-site facilities by developers. The Council could consider a reduced rate of CIL to reflect the burden carried by these schemes in terms of on-site infrastructure.
- Whilst the maximum rates are higher than the proposed rates, the buffer will help to mitigate a number of risk factors (primarily the potentially adverse impact on land supply of setting the rates at a high level and ‘shocking’ the market). However, there is no prescribed percentage buffer and this is entirely a matter for the Charging Authority’s judgement.

- Our appraisals indicate that, at the current time, **office, industrial and warehouse** developments are unlikely to be sufficiently viable to absorb CIL contributions. We would therefore suggest a nil rate on these types of development.
- Residual values generated by **Retail developments in the main shopping centres (Trowbridge, Chippenham, Salisbury, Marlborough and Bradford upon Avon)** are higher than current use values. However, to a degree retail development will involve the re-use of existing retail space, so the difference in value between current and newly developed space is modest in areas where rents are low. Our appraisals indicate that the development of new retail space is sufficiently viable to absorb CIL. The maximum rate is £181 per square metre and we recommend a rate of £70 per square metre, which will allow for a substantial buffer below the maximum rate. Outside these town centre areas, in district centres in these settlements and in town/district centres in other settlements across the county, our appraisals indicate that new retail development (excluding retail warehouses, supermarkets and similar developments) is unlikely to be sufficiently viable to be capable of absorbing a CIL contribution.
- **Retail warehouse, supermarket** and similar developments are viable throughout the County and could also absorb a CIL contribution. Allowing a buffer below the maximum rates indicated by our appraisals, we would recommend a rate of £175 per square metre.
- **Student housing (C2)** in the County generates sufficient surplus residual values to absorb a CIL of up to £142 per square metre. After allowing for a buffer for site-specific factors, we suggest a rate of £70 per square metre.
- **Hotel developments** are able to absorb a maximum CIL of £253 per square metre when built on low values sites. After allowing a buffer for site-specific factors, we suggest a rate of £70 per square metre.
- **D1 and D2** uses often do not generate sufficient income streams to cover their costs. Consequently, they require some form of subsidy to operate. This type of facility is very unlikely to be built by the private sector. We therefore suggest that a nil rate of CIL be set for D1 and D2 uses.

1.6 Tables 1.6.1, 1.6.2, 1.6.3 and 1.6.4 provide four options on CIL rates that the Council may wish to consider. These rates combine the benefits of a simple structure with optimisation of infrastructure funding.

Table 1.6.1: Proposed CIL rates – Option 1

Development type	CIL Charge £/sq m
Residential	£70
Residential (Strategic sites as set out in the Wiltshire Core Strategy)	£0 - £70
High street and covered shopping centre retail in Chippenham, Salisbury, Trowbridge, Marlborough and Bradford upon Avon	£70
Retail warehouse and superstore development across the County	£70
Student housing and hotels	£70
All other uses	£0

Table 1.6.2: Proposed CIL rates – Option 2

Development type	CIL Charge £/sq m
Residential	£70
Residential (Strategic sites as set out in the Wiltshire Core Strategy)	£0 - £70
High street and covered shopping centre retail in Chippenham, Salisbury, Trowbridge, Marlborough and Bradford upon Avon	£70
Retail warehouse and superstore development across the County	£175
Student housing and hotels	£70
All other uses	£0

Table 1.6.3: Proposed CIL rates – Option 3

Development type	CIL Charge £/ sqm			
	Settlement category 1 - Marlborough & surrounding area, including Pewsey	Settlement category 2 - Bradford upon Avon, Salisbury, rural villages south of Salisbury, Wilton and Chippenham	Settlement category 3 - Corsham, Amesbury, Devizes and surrounding villages	Settlement category 4 - Melksham, Trowbridge, Westbury, Dilton Marsh, Calne and Warminster
Residential	£140	£110	£85	£70
Residential (Strategic sites as set out in the Wiltshire Core Strategy)	£70	£70	£70	£70
High street and covered shopping centre retail in Chippenham, Salisbury, Trowbridge, Marlborough and Bradford upon Avon	£70			
Retail warehouse and superstore development across the County	£175			
Student housing and hotels	£70			
All other uses	£0			

Table 1.6.4: Proposed CIL rates – Option 4

Development type	CIL Charge £/sq m	
	Settlement categories 1, 2 and 3	Settlement category 4 - Melksham, Trowbridge, Westbury, Dilton Marsh, Calne and Warminster
Residential	£85	£55
Residential (Strategic sites as set out in the Wiltshire Core Strategy)	£40	£30
High street and covered shopping centre retail in Chippenham, Salisbury, Trowbridge, Marlborough and Bradford upon Avon	£70	
Retail warehouse and superstore development across the County	£175	
Student housing and hotels	£70	
All other uses	£0	

1.7 The four options above are indicative only and the Council will need to arrive at its own judgement as to the balance between the desirability of raising funding for infrastructure and the potential impact upon viability, when also taking into account other Core Strategy requirements.

1.8 The pros and cons of these indicative options are as follows:

Option 1 – Pros:

- Very simple (single rate for all chargeable development)
- Clear and understandable.
- No requirement to establish any zones and boundaries, as the same rate applies across whole county.

Option 1 – Cons:

- Potentially significant loss of income in comparison to a multiple rate CS.
- No benefit from reduced rate for supermarket, other than conformity with rates for other uses.
- Increased burden on strategic sites, that will also carry a significant S106 cost.

Option 2 – Pros:

- Very simple (single rate for all chargeable development, other than supermarkets which attract a higher rate)
- Clear and understandable.
- No requirement to establish any zones and boundaries, as the same rate applies across whole county.
- Supermarkets are a very viable form of development and contribute significantly more under this option in comparison to option 4.

Option 2 – Cons:

- Potentially significant loss of income in comparison to a multiple rate CS.
- Increased burden on strategic sites, that will also carry a significant S106 cost.

Option 3 – Pros:

- Rates for smaller sites are more closely tailored to viability of each settlement category.
- Reduced loss of income from schemes that can viably absorb a higher CIL.
- Simple structure for all strategic sites.

Option 3 – Cons:

- Four residential charging zones will need to be defined and mapped.
- Values and sub markets are often difficult to precisely define, leading inevitably to some anomalies.
- Boundaries may require re-drawing if relative values between different charging zones change significantly. This might require submission of a new Charging Schedule.
- Application of a single rate to strategic sites is simple but the ability of individual sites to absorb CIL varies between different parts of the county.

Option 4 – Pros:

- Simplified structure - combines the three most viable areas into a single rate with a reduced rate for the least viable area.
- Reduced rates for the strategic sites, recognising their on-site S106 burden.
- Split rate for strategic sites will help to maximise the ability of sites to provide affordable housing.

Option 4 – Cons:

- As with Option 1, there is a need to define areas and zone boundaries.
- Boundaries may require re-drawing if relative values between different areas change significantly. This would probably require submission of a new CS.

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Draft Community Infrastructure Levy (CIL) Charging Schedule

DRAFT REGULATION 123 LIST

January 2014

- 1.1 Although not officially part of the consultation on the CIL Draft Charging schedule, Wiltshire Council invites comments on this document, which is based upon best practice, in order to inform the draft Regulation 123 List that it will present at examination.

Table 1 - Draft Regulation 123 List

Types of infrastructure to be funded, in whole or in part, by CIL	
Education facilities	The provision, improvement, replacement, operation or maintenance of new and existing public education facilities.
Transport	The provision, improvement, replacement, operation or maintenance of new and existing roads, highways, traffic management, public transportation, cycling and pedestrian routes and other transport facilities.
Trowbridge Master Plan	The provision, improvement, replacement, operation or maintenance of infrastructure items required to ensure the successful implementation of the Trowbridge Master Plan.*
Chippenham Master Plan	The provision, improvement, replacement, operation or maintenance of infrastructure items required to ensure the successful implementation of the Chippenham Master Plan.*
Salisbury Vision	The provision, improvement, replacement, operation or maintenance of infrastructure items required to ensure the successful implementation of the Salisbury Vision.*
Open space/ green infrastructure	The provision, improvement, replacement, operation or maintenance of existing open space, including meeting the requirements of the Habitat Directive.
Community facilities	The provision, improvement, replacement, operation or maintenance of new and existing community facilities such as leisure centres and libraries.
Emergency services	The provision, improvement, replacement, operation or maintenance of new and existing emergency services facilities
Health facilities	The provision, improvement, replacement, operation or maintenance of new and existing primary health care facilities.

***Note:** The master plans are in an early stage of development and specific infrastructure requirements have not yet been identified. Any infrastructure items arising from the master plans will be added to the draft Regulation 123 List when they are known and the details of them added to the Infrastructure Delivery Plan.

- 1.2 *Table 1* above sets out those types of infrastructure projects that Wiltshire Council intends will be, or may be, wholly or part funded by CIL.

APPENDIX 3

- 1.3 In setting this list Wiltshire Council will not normally seek planning obligations for infrastructure or types of infrastructure included in the list unless the need for specific infrastructure contributions are identified in the Planning Obligations Supplementary Planning Document or arises directly from five or fewer developments, where section 106 arrangements may continue to apply if the infrastructure is required to make the development acceptable in planning terms.

DRAFT

APPENDIX 4

[Front cover]

Wiltshire Local Development Framework

Wiltshire Community Infrastructure Levy
Preliminary Draft Charging Schedule Statement of Consultation
Regulation 15(7) Statement

January 2014

APPENDIX 4

[Translations page]

APPENDIX 4

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1. Introduction

- 1.1 The Wiltshire CIL Charging Schedule, when adopted, will enable the Council to continue pooling contributions from new development across the county to offset a proportion of the costs of delivering local and strategic infrastructure. From April 2015 (or following the implementation of Wiltshire’s CIL), the Council will be severely limited in its ability to use the existing mechanism of pooling contributions i.e. planning obligations (generally referred to as Section 106 agreements). The use of Section 106 agreements will largely be limited to securing site-specific infrastructure and affordable housing.
- 1.2 Between 1 October and 12 November 2012, Wiltshire Council consulted on a Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule. The Council accepted responses from town and parish councils up to 5 December 2012 to enable them to respond fully to the consultation.
- 1.3 The Preliminary Draft Charging Schedule set out the proposed rates of CIL to be charged on different types of development across Wiltshire, as shown in *Table 1.1*. The Council also invited comments on the viability and infrastructure evidence base and an instalments policy for payment of CIL.

Table 1 - CIL rates in £ per sqm

Development type	CIL Charge £/sq m
Residential	£70
Retail (except retail warehouse, supermarkets and similar development)	£0
Retail warehouse, supermarkets and similar development	£175
Student housing and hotels	£70
All other uses	£0

- 1.4 Regulation 15(7) of the Community Infrastructure Levy (CIL) Regulations (2010; as amended 2011) require that “*the charging authority must take into account any representations made to it under this regulations before it publishes a draft of the charging schedule for examination in accordance with section 212 of PA 2008.*”
- 1.5 This document (the Regulation 15(7) statement) provides an overview of the consultation methodology and a summary of the key issues received in response to the consultation.

2. Background to Preliminary Draft Charging Schedule

- 2.1 The Wiltshire CIL Charging Schedule has been in preparation since May 2012 once the Core Strategy and its accompanying Infrastructure Delivery Plan was sufficiently advanced. Progress could not be made prior to this because of the requirement to ensure that proposals in relation to CIL are based upon an up-to-date local development plan and an infrastructure planning evidence base.
- 2.2 Three key pieces of evidence are required to develop a CIL charging schedule; an up-to-date local development plan, an infrastructure delivery plan and an economic viability study.
- 2.3 The Council has worked with BNP Paribas to develop the infrastructure evidence base and produce an economic viability report¹. This work tests the ability of a range of development types throughout Wiltshire to yield contributions towards delivering infrastructure requirements through CIL and has looked at the geographical variations in viability across Wiltshire. Informal discussions have been held with chief officers to inform this work. Proposed levels of CIL have been tested in combination with the Council's other planning requirements, including the provision of affordable housing.
- 2.4 The options considered by the Council are set out in the viability study. Of particular importance to Wiltshire is the consideration around residential development, differential rates and retail development.

Residential development

- 2.5 For residential developments, the Council had the option of setting different rates in different parts of Wiltshire. However, the areas to which the rates apply are based on an examination of house values within settlements, which are not necessarily adjacent to one another and do not relate to easy recognisable boundaries (e.g. community areas, housing market areas) requiring arbitrary ones to be established.

Differential rates

- 2.6 Differential rates would optimise the income for infrastructure and are progressive in the sense that the most profitable developments would pay. However, such a system would be more complex to operate potentially off-putting to developers. The greater the complexity, the more likely it is to require greater justification through the evidence.
- 2.7 The option of differential rates was also considered alongside the potential income that would be secured. The evidence developed to date shows that the limited additional income gained from introducing differential rates is outweighed by the complexity of its implementation. Therefore, the best option was felt to be a single, flat rate of CIL.

¹ The economic viability report prepared by consultants BNP Paribas can be found online at www.wiltshire.gov.uk/communityinfrastructurelevy.

Retail development

- 2.8 While the viability study shows that a CIL rate of £70 per sq m could be charged on new retail development in a number of town centres, the same considerations apply in terms of differential rates as for residential development. As such, for the purposes of simplicity a flat rate of £0 per sq m was proposed for new retail development other than 'retail warehouse, supermarkets and similar developments', where £175 per sq m can be justified.
- 2.9 The Council's Cabinet approved the preliminary draft charging schedule for public consultation on 10th September 2012. By publishing the preliminary draft charging schedule for an initial stage of consultation for six weeks starting in October, the Council sought to ensure that Wiltshire can adopt a CIL charging schedule prior to the deadline for further restrictions on the use of section 106 agreements. This will enable the Council, within viability constraints, to maximise developer contributions for infrastructure.

3. Consultation methodology

3.1 The Council consulted on the preliminary draft charging schedule in the following ways:

- A series of Councillor briefings in early September (*attended by a total of 24 Members*)
- Developers Forum at Trowbridge Civic Centre Thursday 18 October (*total number of external attendees = 24*)
- Town and parish council newsletter
- Elected Wire
- Wiltshire Magazine
- Several local newspapers throughout Wiltshire
- Notification of consultation through Community Area Board Chair announcements
- Direct email/ letter notifications to all town and parish councils, neighbouring authorities, a wide range of national/ local developers, landowners and property agents, infrastructure providers, local businesses and Chambers of Commerce, charities and voluntary organisations and local interest groups
- Hard copies of all consultation documents available from the main Council offices and libraries
- Electronic copies of all consultation documents available from the Council's website and online consultation portal
- Comments accepted by post, email and online, through the Council's consultation portal

3.2 The following consultation material was provided:

- Preliminary Draft Charging Schedule
- Easy Guide to CIL
- Response form
- CIL Background Paper
- Viability Study
- Infrastructure Delivery Plan and Funding Gap Analysis
- Consultation letter

4. Overview of consultation

- 4.1 This section sets out an overview of the comments received in response to the consultation on the Wiltshire CIL preliminary draft charging schedule and provides a brief summary of some of the key issues raised.

Developers Forum

- 4.2 The Council invited a total of 121 local and national developers, property agents and landowners to the CIL Developers Forum, which was held on Thursday 18th October 2012 in Trowbridge Civic Centre. The total number of external attendees was 24.
- 4.3 The forum was chaired by Economy and Regeneration Service Director Alistair Cunningham. Consultants BNP Paribas gave a presentation on the viability evidence base and facilitated a discussion about the proposed rates of CIL.
- 4.4 The key suggestions that came out of the forum were as follows:
- Review how the strategic sites have informed the viability study and assess the need for further work in this area
 - Consider different sizes of retail unit (large and small) in setting a CIL rate, i.e. look at retail units, retail warehouses, supermarkets and similar development
 - Look at presenting the proposed CIL rates in the context of use classes
 - Take into account the importance of MOD serviceman accommodation in terms of viability testing
- 4.5 The full minutes from the forum are available online at www.wiltshire.gov.uk/communityinfrastructurelevy.

Nature of respondents

- 4.6 In all, the Council received representations from 89 different individuals or organisations. *Figure 3.1* below shows the breakdown of respondents by type. This shows that the largest groups of respondents were town and parish councils and landowners/ developers etc. A smaller number of representations were received from the general public, advisory bodies, infrastructure providers, interest groups and neighbouring authorities.

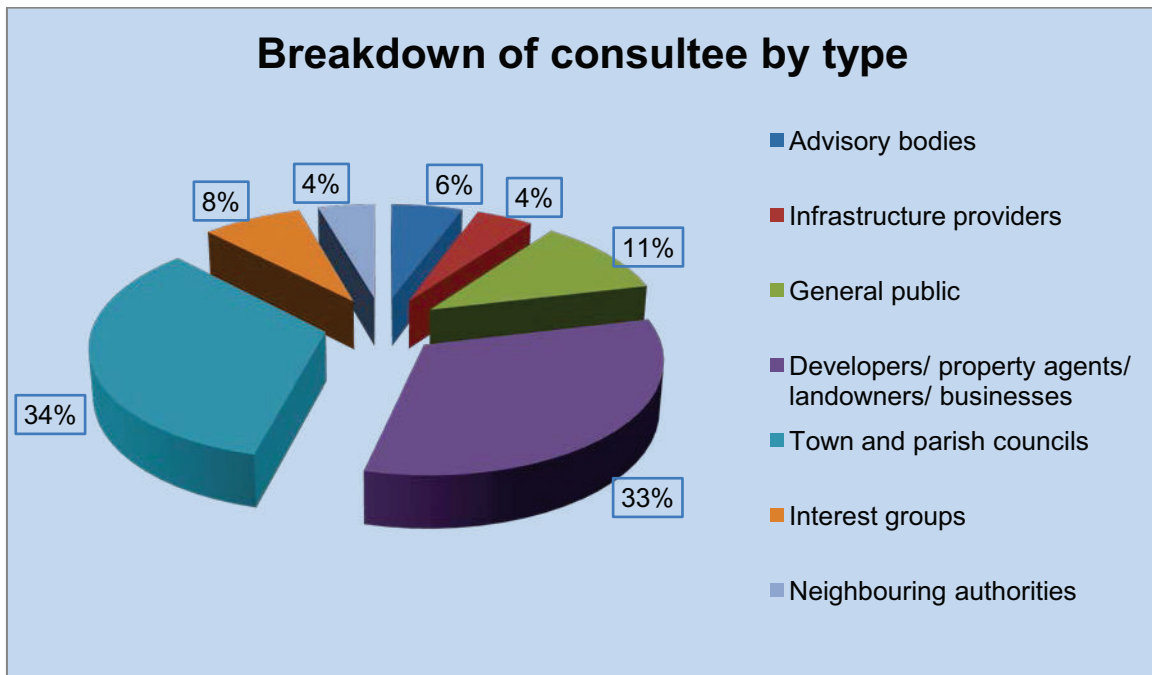


Figure 3.1 – Breakdown of consultees by type

Key issues

4.7 Some of the key issues raised in the representations are summarised by type of consultee below. The list is not exclusive. All comments are available to view on the Council’s online consultation portal at <http://consult.wiltshire.gov.uk/portal>.

a) Town and parish councils

4.8 The key issues raised by town and parish councils are as follows:

- Loss of benefits from R2 funding for south Wiltshire town and parish councils
- Proportion of CIL to be allocated to the local community and that it should go to town and parish councils, not community area boards
- Differential CIL rates for individual developments
- CIL should be applied to more types of development, e.g. commercial
- More clarity on the how CIL applies to different Use Classes
- Supportive comments for CIL focused on potential community benefits and the preparation of the evidence base by independent consultants
- Objections to CIL focused on perceived adverse impact on development, in particular on small developers

b) Developers, property agents, landowners and businesses

4.9 The key issues raised by developers, property agents, landowners and businesses are as follows:

Residential

- Consider exempting care homes (C2) and extra care housing (C3) from CIL
- Consider exempting MOD servicemen accommodation from CIL
- Consider exempting housing for agricultural, forestry and related workers from CIL
- Support for differential rates between high and low value areas and between urban and rural areas

Retail

- Clarify definitions of “retail warehouse”, “supermarket” and “similar development”
- Differential rates only allowed for different uses or locations, not by size of development

Other uses

- Mixed support for charging CIL on hotels and student housing
- Some support for zero-rated CIL on other uses but, also, concern that they will not be contributing their fair share towards necessary infrastructure

Instalments policy

- Strong support for an instalments policy

Viability study

- Concern about assumptions in viability study on, for example, abnormal costs, build costs and developer profit
- Concern that study does not assess large, strategic sites or sites of one dwelling
- Concern that study recommends single, flat rate of CIL when evidence shows wide variation in land and sales values across the County
- Concern that the study recommends a level of CIL that makes the 40% affordable housing target (in the Core Strategy) unachievable in some locations
- Concern that the extra cost of achieving Code for Sustainable Homes (CSH) Level 5 is not included in the assessments, despite it being a Core Strategy requirement to achieve CSH Level 6 by 2016
- Concern about density/ site coverage assumptions being too high for larger, strategic urban extensions (50 dwellings per hectare (dph) when 35 considered more realistic)
- Concern about blanket use of affordable rent as a substitute for social rent leading to a higher rate of CIL being considered viable
- Concern that the average sales values are over-inflated by the use of asking prices, rather than sales values, and the lack of representative sales values data from all settlements

Infrastructure planning

- Concern that Infrastructure Funding Gap (IFG) analysis contains infrastructure projects that are unlikely to be funded through CIL and, thus, distorts the IFG, e.g. the electrification of the Great Western Main Line and various Wilts & Berks Canal projects
- Concern that the IFG analysis fails to fully take into account other sources of infrastructure funding, such as Section 106, the New Homes Bonus and Sport England.

Spending CIL

- A draft Regulation 123 list should be published alongside the consultation on a Draft Charging Schedule, setting out what CIL and Section 106 will be spent on
- Concern that CIL receipts might not be used to deliver infrastructure necessary to unlock large, strategic sites that have made the financial contribution

Other issues

- Concern that the preparation of the charging schedule is not compliant with the NPPF
- Suggestion that the charging schedule should only be progressed after formal adoption of the Core Strategy when there will be more certainty over future housing and infrastructure delivery
- Support for a review of CIL in relation to affordable housing policies in the Core Strategy, given the evidence in the viability study
- Support for an exceptional circumstances policy
- Concern about transparency and justification about the up to 5% of CIL to be spent on administration costs
- Support for further viability work in assessing strategic sites in the Core Strategy
- Consideration of differential CIL rates for strategic sites/ regeneration zones

c) Advisory bodies and infrastructure providers

4.10 The key issues raised by advisory bodies and infrastructure providers are as follows:

- Concern CIL will not provide sufficient mitigation for further development in AONBs
- Green infrastructure should be given greater priority when spending CIL
- Spend CIL on surface water flooding prevention schemes
- Consider impact of development on rail infrastructure

d) General public

4.11 The key issues raised by the general public are as follows:

- Adverse impact on single, self-build houses
- Increase house prices, especially for first-time buyers

- Incentive for developers to build smaller and substandard houses
- Support for differential rates of CIL

e) Interest groups

4.12 The key issues raised by local and national interest groups are as follows:

- Concern that CIL will not contribute sufficient funds towards mitigating traffic impacts
- Presentation of the Infrastructure Delivery Plan makes it difficult to get an overall picture of transport requirements across the County
- Lack of costs or funding sources for transport projects in south Wiltshire
- Inappropriate infrastructure projects used to establish the IFG, e.g. electrification of the Great Western Main Line and various Wilts & Berks Canal projects
- More detail on infrastructure costs and delivery
- Higher priority for green infrastructure and biodiversity projects

f) Neighbouring authorities

4.13 The key issues raised by neighbouring authorities are as follows:

- More clarity over definition of “retail warehouses”, “supermarkets” and “similar development”
- Charging £0 per sqm CIL on town centre retail is at the cost of potential income and not supported by the viability evidence
- Higher CIL rates should be possible in some areas, according to the viability study
- Concern about whether CIL funds will be paid to neighbouring authorities who provide school places for Wiltshire children
- More clarity on whether financial contributions to mitigate against impacts on the legally protected New Forest sites have been reflected in the preparation of the charging schedule

5. Next steps

- 5.1 This report presents a summary of the consultation on the Wiltshire CIL Preliminary Draft Charging Schedule.
- 5.2 The preparation of a Draft Charging Schedule, the next stage in the process of preparing a CIL charging schedule, has been delayed by the publication of new Government guidance on preparing a CIL charging schedule and consultation on further reforms to the CIL Regulations. Delay to the public examination of the Wiltshire Core Strategy has also slowed progress towards a Draft Charging Schedule because of the strong interrelationship and need for conformity between the two documents.
- 5.3 On 14 December 2012, the Government published new statutory guidance on the preparation of CIL charging schedules (updated April 2013). The principal implication of the new arrangements for preparing CIL and the key implications for Wiltshire Council are that there is now a requirement for a considerable amount of extra evidence on viability (at a site specific level); and explicit policies relating to implementation. This additional work had to have been completed before the Council can progress to the next stage of the process.
- 5.4 Between April and May 2013, the Government consulted on further reforms to the CIL Regulations. As a result of the responses received, the Government made a number of proposals in its report on the consultation, which was published in October 2013. The proposed key changes relating to the preparation of a CIL charging schedule included extending the deadline for further restrictions on the use of section 106 agreements to April 2015, allowing differential rates to be set by size of development and by numbers of units or dwellings and requiring a draft Regulation 123 list to be available during the rate-setting process. These changes affect all charging authorities who have not yet published a Draft CIL Charging Schedule for consultation. Further proposed changes, including those affecting how CIL is charged, can be found in the Government's report on the consultation.
- 5.5 The next step in the preparation of the CIL Charging Schedule is for the Council to publish and consult upon a Draft Charging Schedule, taking into account responses received during the Preliminary Draft Charging Schedule consultation. The Council has also undertaken additional work that is required as a result of changes to Government guidance and CIL Regulations in order to achieve what it considers to be a sound Draft Charging Schedule. Following this second stage of consultation, the Council can submit the Draft Charging Schedule for examination by an independent examiner. Receipt of a satisfactory report from the examiner leaves the Council in a position to adopt the charging schedule.
- 5.6 The Council will also need to establish the mechanisms and policies for collecting and administering the Community Infrastructure Levy. This will involve cross-service working between a number of Council departments, including planning, finance, legal and administration. Discussions have already started towards this end and officers will shortly be setting up a cross-service CIL Implementation Group to ensure the Council is ready to implement CIL at the earliest possible opportunity following adoption of the charging schedule.

Timeline

5.7 The next milestones in the preparation of a CIL Charging Schedule for Wiltshire are set out below.

- Consultation on a Draft Charging Schedule – January to February 2014
- Submission to an independent examiner – March 2014
- Public examination – April to June 2014
- Adoption – July 2014
- Implementation – TBC

Appendix 1: List of respondents

All comments are available to view on the Council's online consultation portal at <http://consult.wiltshire.gov.uk/portal>. These are searchable by Consultee ID and Comment ID, which are given below for each respondent.

#	Respondent	Comment ID(s)
1	Mr John Coleman Oriel Homes (Consultee ID: 689343)	1, 36
2	Mrs Carly Lovell Tidworth Town Council (Consultee ID: 407444)	2
3	Mrs M.S. Carey Box Parish Council (Consultee ID: 401788)	3
4	Mr Michael Chandler (Consultee ID: 699854)	4
5	Mr Charles Routh Natural England (Consultee ID: 382216)	5
6	Ms Diane Holmes Bradford on Avon Town Council (Consultee ID: 397892)	6
7	Mr Derek Webb (Consultee ID: 700073)	7
8	Mr Julian Over (Consultee ID: 463162)	8
9	Ms S Jedrei (Consultee ID: 391826)	9
10	Mr Nigel Lilley Nigel Lilley Architectural Consultant (Consultee: 449131)	10
11	Mr Andrew Lord North Wessex Downs AONB (Consultee ID: 472647)	11
12	Mrs Caroline Walsh West Berkshire District Council (Consultee ID: 707327)	12
13	Mr Tony Pooley Little Somerford Parish Council (Consultee ID: 707355)	13

#	Respondent	Comment ID(s)
14	WM Morrison Supermarkets Plc (Consultee ID: 449445) c/o Mr Peter Keenan Peter Brett Associates (Consultee ID: 556221) c/o Mrs Lorraine Kelly Peacock and Smith (Consultee ID: 708558)	14, 20
15	Mrs Margaret Willmot Salisbury Campaign For Better Transport (Consultee ID: 406262)	15
16	Mr David Wildman Glebe Developments Wessex Ltd (Consultee ID: 708353)	16
17	Ms Carmelle Bell Thames Water Utilities Ltd (Consultee ID: 401427)	17
18	Lafarge Cement UK (Consultee ID: 708477) c/o Mrs Gail Revill David Lock Associates (Consultee ID: 708443)	18
19	Mr Adrian Duffield Vale of White Horse District Council (Consultee ID: 708550)	19
20	Phil Hardwick Robert Hitchens Ltd (Consultee ID: 397085)	21
21	Mr Peter Baxter Devizes Community Area Partnership (Consultee ID: 708645)	22
22	Mrs Helen McGrath Gladman Developments (Consultee ID: 704690)	23
23	Society of Merchant Venturers (Consultee ID: 397800) c/o Mr Ian Gillespie Carter Jonas LLP (Consultee ID: 706241)	24
24	Mrs Gill Smith Dorset County Council (Consultee ID: 634998)	25

#	Respondent	Comment ID(s)
25	Ms Barbara Morgan Network Rail (Consultee ID: 488946)	26
26	Mr Ian Cunningham (Consultee ID: 364072)	27
27	Ms C Sealy County Landowners Association (Consultee ID: 390389)	28
28	Mr G.E. Purdue Sedgehill & Semley Parish Council (Consultee ID: 708992)	29
29	Mr Richardson Gleeson Homes Southern (Consultee ID: 392818)	30
30	Mrs Katherine Bachler (Consultee ID: 474138)	31
31	Mr Nick King Hills UK Ltd (Consultee ID: 556183)	32
32	Ms Jacqueline Lindre The Orders of St John Care Trust (Consultee ID: 709160) The Orders of St John Care Trust (Consultee ID: 711399)	33, 74
33	MacTaggart & Mickel (Consultee ID: 556438) c/o Mr Anthony Aitken Colliers International (Consultee ID: 556437)	34
34	Central Chippenham Partnership (CCP) (Consultee ID: 709241) c/o Ms Jo Davies GVA Ltd	35
35	Mr Thomas Minter Malaby Holdings (Consultee ID: 549294)	37
36	Ms Judy Lane North Bradley Parish Council (Consultee ID: 647237)	38
37	Mr Stephen Davis Wiltshire Wildlife Trust (Consultee ID: 644628)	39

#	Respondent	Comment ID(s)
38	Ms Helen Patton New Forest National Park Authority (Consultee ID: 382305)	40
39	Mrs Suzy Birdseye Hallam Land Management (Consultee ID: 335813)	41
40	Mr Mark Limbrick Defence Infrastructure Organisation (Consultee ID: 709143)	42
41	Bloor Homes (Consultee ID: 397750) c/o Mr Lawrence Turner Barton Willmore (Consultee ID: 710031)	43
42	South West Harp Planning Consortium (Consultee ID: 710073) c/o Mr Jamie Sullivan Tetlow King Planning (Consultee ID: 397154)	44
43	Mr Tim Gent Savills (Consultee ID: 710146)	45
44	Mr Jonathan Petty Bedfordshire Pilgrims Housing Association (Consultee ID: 710145)	46
45	Bourne Leisure Ltd (Consultee ID: 397796) c/o Ms Samantha Sainsbury Nathaniel Litchfield and Partners (Consultee ID: 710159)	47
46	Oxford University Endowment Management (Consultee ID: 642979) c/o Mr Roger Smith Savills (Consultee ID: 224831)	48
47	Ms Jenny Raggett Campaign for Better Transport (Consultee ID: 466498)	49
48	Clients of Emery Planning Partnership Ltd (Consultee ID: 710196) c/o Mr Stephen Harris Emery Planning Partnership Ltd (Consultee ID: 389561)	50

#	Respondent	Comment ID(s)
49	Sainsbury's Supermarkets Ltd (Consultee ID: 710226) c/o Mr Lee Jones WYG Planning and Environment (Consultee ID: 710225)	51
50	House Builders Consortium Group (Consultee ID: 710752) c/o Mr Nick Matthews Savills (Consultee ID: 389644)	52
51	Mr Nick Dowdeswell, Ashton Park, Trowbridge (Consultee ID: 398006) c/o Mr Mark Fox Pegasus Planning Group (Consultee ID: 382794)	53
52	Stanhope Plc (Consultee ID: 711346) c/o Mr Craig O'Brien Savills (Consultee ID: 646405)	54
53	Ms Gaye Fairfield Highways Agency (Consultee ID: 704933)	73
54	Mrs Melissa Atyeo Sutton Veny Parish Council (Consultee ID: 398546)	75
55	Mr Graham Stow Stow Associates Ltd (Consultee ID: 709542)	76
56	Mr Lance Allen Trowbridge Town Council (Consultee ID: 391073)	77
57	Mr Tony Peacock (Consultee ID: 391827)	78
58	Mr Duncan Hames MP (Consultee ID: 480631)	79
59	Mr Graham Ewer Swallowcliffe Parish Council (Consultee ID: 390060)	80
60	Mrs Julia Nethercott (Consultee ID: 549920)	81

#	Respondent	Comment ID(s)
61	Mr Steve Gray Melksham Town Council (Consultee ID: 549123)	82
62	Mrs J G Lenton Minety Parish Council (Consultee ID: 398114)	83
63	Ms Claire Rudge Rushall Parish Council (Consultee ID: 712503)	84
64	Mr Simon Fisher Devizes Town Council (Consultee ID: 550257)	85
65	Ms Lucy Thomas NFU South West (Consultee ID: 706975)	86
66	Mr Roger Coleman Southwick Parish Council (Consultee ID: 712546)	87
67	Mr Roger Coleman Dilton Marsh Parish Council (Consultee ID: 391586)	88
68	Mr Roger Coleman Semington Parish Council (Consultee ID: 647394)	89
69	Mr David Pring Environment Agency (Consultee ID: 637160)	90
70	Ms J Feilding Bradford on Avon Preservation Trust (Consultee ID: 390671)	91
71	Mrs J Kirkby Heytesbury, Imber and Knook Parish Council (Consultee ID: 390856)	92
72	Ms Clare Harris Calne Town Council (Consultee ID: 714360)	93
73	Mrs Sandra Harry Donhead St Andrew Parish Council (Consultee ID: 558202)	94
74	Mrs Sandra Harry Tisbury Parish Council (Consultee ID: 391632)	95

#	Respondent	Comment ID(s)
75	Dr Kate Fielden (Consultee ID: 714705)	96
76	Carol Hackett West Ashton Parish Council (Consultee ID: 389494)	97
77	John Blake CPRE Wiltshire (Consultee ID: 401432)	98
78	Scott Taylor Wiltshire Fire and Rescue (Consultee ID: 632170)	99
79	Mr Roger Coleman Westwood Parish Council (Consultee ID: 391585)	100
80	Keith Harvey Westbury Town Council (Consultee ID: 389714)	101
81	Mrs Karen Clay Aldbourn Parish Council (Consultee ID: 390198)	102
82	Lindsey Wood Mere Parish Council (Consultee ID: 391105)	103
83	Lindsey Wood Kilmington Parish Council (Consultee ID: 468232)	104
84	Lindsey Wood West Knoyle Parish Council (Consultee ID: 392667)	105
85	Ron Champion Laverstock & Ford Parish Council (Consultee ID: 715555)	106
86	Richard Burden Cranborne Chase and West Wiltshire Downs AONB (Consultee ID: 556113)	107
87	Rohan Torkildsen English Heritage (Consultee ID: 403792)	108
88	Stephen Hepworth Alton Parish Council (Consultee ID: 392763)	109
89	Louis Hoareau Codford Parish Council (Consultee ID: 398430)	110

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WILTSHIRE COUNCIL

AGENDA ITEM NO.

CABINET

17 DECEMBER 2013

COUNCIL TAX BASE 2014/2015

Executive Summary

The Council is required to approve its Council Tax Base annually, in accordance with the Local Government Finance Act 1992 and The Local Authorities (Calculation of Council Tax Base) Regulations 1992.

The Council Tax Base 2014/2015 has to be notified to major precepting authorities by 31 January 2014. These are the Police, Wiltshire Fire and Rescue Authority and the Town and Parish Councils.

Proposal

For Cabinet to

- Consider and approve the Council Tax Base 2014/2015.
- Note that the recommended overall collection rate remains at 99.50% which reflects current expectations for collection.

Reason for Proposal

Before the Council Tax can be set by the Council in February 2014 a calculation has to be made and approved of the Council Tax Base, which is an annual requirement as laid out in the Local Government Act.

Michael Hudson
Associate Director Finance

COUNCIL TAX BASE 2014/2015

Purpose of Report

1. To ensure that the Council Tax Base for 2014/2015 is approved by Cabinet.

Background

2. The Council Tax Base is the taxable capacity of an area (e.g. Wiltshire) or part of an area (e.g. a Parish/Town Council).
3. The Council Tax Base 2014/2015 has to be notified to major precepting authorities by 31 January 2014. These are the Police, Wiltshire Fire and Rescue Authority and the Town and Parish Councils.

Council Tax Base Calculation

4. This is a two stage process:

Completion of CTB1 Form to Central Government

5. The starting point for the calculation is the list of properties and their tax band as at 9 September 2013 which has been supplied to the Council by the external Valuation Office, which is part of the Inland Revenue.
6. The list is broken down into Town and Parish order and then adjusted to allow for the following information, for each band, which it holds on 7 October 2013:
 - Properties which will be entirely exempt so no tax is payable e.g. those occupied entirely by students.
 - Properties which will attract a 25% reduction e.g. those with a single adult occupier.
 - Properties which will attract a 50% reduction e.g. those where all of the adult residents qualify for a reduction (certain Care Homes for example).
 - Properties which will be treated as being in a lower band because they have been adapted for a severely disabled person.

- Properties which will be on the valuation list but which attract discounts or disablement relief or are exempt, for only part of the year.
7. This results in an estimate of the number of full year equivalents within each band.
 8. Each band is then converted into "band D equivalents" by applying the factor laid down by legislation.

Band	A	B	C	D	E	F	G	H
Ratio	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9

(For example, a band A property is multiplied by 6 and divided by 9 to arrive at the "band D equivalent" figure, whilst a band H property is multiplied by 2. All these are then added together to give a total of "band D equivalents").

9. The total is then adjusted in respect of class O exempt dwellings (MOD properties).
10. This final figure provides a tax base that is submitted to Central Government and is used to calculate the Settlement Fund Assessment (the funding received from Central Government).

Adjusting CTB1 Tax Base to set Council Tax Base for 2014/2015

11. Additions are made to the tax base for estimates of newly built and occupied properties in 2014/2015 and the remaining part of 2013/2014.
12. Adjustment must also be made to reflect the differences in the assumed levels of discounts for second homes and long term empty properties by the CTB1 form and the fact that Wiltshire Council has removed second home discounts and reduced the discount for long term empty properties.
13. Reductions are then made in respect of the local Council Tax Reductions scheme.
14. The Council is then required to decide what its collection rate is likely to be and multiply its relevant tax base by this percentage to give its Council Tax Base. In 2013/2014 the Council set its collection rate at 99.50% with an adjusted collection rate of 75% for only those households that were expected to contribute an additional 20% towards their 2013/2014 Council Tax following the localisation of Council Tax Support arrangements from 1 April 2013. For 2014/2015 this report recommends that it is prudent to retain the overall collection rate at 99.50% as this reflects current expectations for collection. However, an adjustment to the collection rate for only those households that are now expected to contribute an additional 20% towards their Council Tax has been deemed prudent as a result of in year monitoring of 2013/2014 collection rates to date. The collection rate for these households only has been set at 80%.

15. The following table summarises the calculation:

	Wiltshire Council Taxbase (Number of band D Equivalent Properties)
Approved Council Tax Base 2013/2014	164,575.59
Council Tax Base 2014/2015:	
Council Tax Base per CTB1 Form (as at 18 October 2013)	182,566.50
Adjustment for New Builds	1,293.60
Adjustment for Second Homes/Long Term Empty Properties	2,093.20
Adjustment for Council Tax Support	(16,393.15)
Adjustment for Collection Rate	(2,225.68)
Council Tax Base 2014/2015	167,334.47

16. To calculate the Council Tax for the Council, the Council Tax Base is divided into the Council's budget requirement. This will be finalised during January and February, culminating in the Council Tax being set by Council on 25 February 2014. This date is subject to the Council being notified of the major precepting requirements.
17. An estimate of the surplus or deficit on the Council Tax Collection Fund has to be made, by law, on or before 15 January 2014. Council Tax surplus or deficits will be credited or charged to Wiltshire Council, the Police and the Fire and Rescue Authority in proportion to their precepts, and will be taken into account in setting the 2014/2015 Revenue Budget and Council Tax levels.
18. The Council Tax Base 2014/2015 for the whole of Wiltshire broken down for each Town and Parish is set out in Appendix A. The Council Tax Base for Wiltshire for 2014/2015 is 167,334.47 band D equivalent properties (164,575.59 in 2013/2014).

Main Considerations for the Council

19. The calculation of the Council Tax Base for the year 2014/2015 has to be approved.
20. The Chief Finance Officer is given delegated authority to determine the estimated Collection Fund balance as at 31 March 2014 by 15 January 2014.

Risk Assessment

21. There is a low risk that the Council has overestimated the number of band D properties. However assumptions on new builds and their occupation are prudent and controls are in place to ensure large variations are investigated.
22. There is a low risk that the actual collection rate of Council Tax due is less than the anticipated level because of the current economic conditions. This risk has been assessed within this report has been reflected in the light of previous experience.

Equalities and diversity impact of the proposals

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

Financial Implications

24. The financial implications are outlined in the report.
25. The Council Tax Base is used to calculate the level of Council Tax for the financial year 2014/2015.

Legal Implications

26. The legal implications are outlined in the executive summary of the report.

Public Health Implications

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

Environmental Implications

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

Safeguarding Implications

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

Assumptions

30. Assumptions assessed were as follows:
- a. Determination of number of band D properties (equivalent).
 - b. Estimation of new property completions.
 - c. Variation in discounts awarded and property exemptions.
 - d. Assumption on the level of MOD contribution based on occupancy.
 - e. Estimation of number of band D properties (equivalent) in respect of second homes and long term empty properties to add back into the Council Tax Base
 - f. Estimation of number of band D properties (equivalent) receiving Council Tax Support to reduce from the Council Tax Base
 - g. Consideration on effect of varying levels of collection rate.

Options Considered

31. The setting of the Council Tax Base is not optional, it is a legal requirement.

Conclusions

32. Having taken all of the above into account, the Council Tax Base for 2014/2015 be approved and set as 167,334.47 band D equivalent properties.

Michael Hudson
Associate Director Finance

Report Author: Stuart Donnelly

Date of report: 14 November 2013

Background Papers

The following unpublished documents have been relied on in the preparation of this report: None

Appendices

Appendix A – Council Tax Base for Wiltshire Council 2014/2015

Wiltshire Council Tax Base 2014/2015

Parish / Town	2014/2015 Band D Tax Base	Parish / Town	2014/2015 Band D Tax Base
Aldbourn Parish Council	767.83	Chirton Parish Council	171.37
Alderbury Parish Council	930.53	Chitterne Parish Council	130.76
All Cannings Parish Council	250.98	Cholderton Parish Council	84.13
Allington Parish Council	184.29	Christian Malford Parish Council	338.43
Alton Parish Council	103.53	Chute Forest Parish Council	85.50
Alvediston Parish Meeting	46.00	Chute Parish Council	161.20
Amesbury Town Council	3,515.27	Clarendon Park Parish Council	114.59
Ansty Parish Council	73.57	Clyffe Pypard Parish Council	140.18
Ashton Keynes Parish Council	639.84	Codford Parish Council	331.30
Atworth Parish Council	473.36	Colerne Parish Council	911.87
Avebury Parish Council	216.72	Collingbourne Ducis Parish Council	354.50
Barford St Martin Parish Council	193.85	Collingbourne Kingston Parish Council	203.51
Baydon Parish Council	283.50	Compton Bassett Parish Council	105.56
Beechingstoke Parish Council	65.77	Compton Chamberlayne Parish Council	60.14
Berwick Bassett & W/Bourne Monkton Parish Council	83.69	Coombe Bissett Parish Council	348.62
Berwick St James Parish Council	73.33	Corsham Town Council	4,286.13
Berwick St John Parish Council	131.99	Corsley Parish Council	327.26
Berwick St Leonard Parish Council	15.53	Coulston Parish Council	81.18
Biddestone Parish Council	243.59	Cricklade Town Council	1,485.70
Bishops Cannings Parish Council	761.06	Crudwell Parish Council	494.85
Bishopstone Parish Council	263.22	Dauntsey Parish Council	242.97
Bishopstrow Parish Council	62.88	Devizes Town Council	3,763.77
Bowerchalke Parish Council	173.93	Dilton Marsh Parish Council	667.92
Box Parish Council	1,449.75	Dinton Parish Council	282.78
Boyton Parish Council	87.98	Donhead St Andrew Parish Council	242.57
Bradford On Avon Town Council	3,662.50	Donhead St Mary Parish Council	452.91
Bratton Parish Council	485.45	Downton Parish Council	1,241.26
Braydon Parish Council	25.46	Durnford Parish Council	175.22
Bremhill Parish Council	447.17	Durrington Town Council	2,066.94
Brinkworth Parish Council	573.78	East Kennett Parish Council	50.61
Britford Parish Council	183.05	East Knoyle Parish Council	330.21
Broad Hinton & W/Bourne Bassett Parish Council	377.21	Easterton Parish Council	227.30
Broad Town Parish Council	254.32	Easton Grey Parish Council	43.81
Broadchalke Parish Council	307.61	Easton Royal Parish Council	135.41
Brokenborough Parish Council	94.87	Ebbesbourne Wake Parish Council	101.17
Bromham Parish Council	744.18	Edington Parish Council	317.54
Broughton Gifford Parish Council	331.92	Enford Parish Council	245.98
Bulford Parish Council	1,148.11	Erlestoke Parish Council	90.38
Bulkington Parish Council	117.01	Etchilhampton Parish Council	70.46
Burbage Parish Council	740.33	Everleigh Parish Council	87.60
Burcombe Parish Council	58.23	Figheldean Parish Council	214.95
Buttermere Parish Council	30.12	Firsdow Parish Council	277.53
Calne Town Council	5,201.48	Fittleton Parish Council	100.76
Calne Without Parish Council	1,092.22	Fonthill Bishop Parish Council	37.60
Castle Combe Parish Council	159.12	Fonthill Gifford Parish Council	54.08
Chapmanslade Parish Council	299.52	Fovant Parish Council	317.24
Charlton Parish Council	222.00	Froxfield Parish Council	138.30
Charlton St Peter & Wilsford Parish Council	80.82	Fyfield & West Overton Parish Council	384.20
Cherhill Parish Council	343.85	Grafton Parish Council	320.62
Cheverell Magna (Great Cheverell) Parish Council	239.60	Great Bedwyn Parish Council	547.51
Chicklade Parish Council	38.18	Great Hinton Parish Council	102.06
Chilmark Parish Council	230.72	Great Somerford Parish Council	370.51
Chilton Foliat Parish Council	188.24	Great Wishford Parish Council	129.91
Chippenham Town Council	11,379.61	Grimstead Parish Council	265.25
Chippenham Without Parish Council	87.11	Grittleton Parish Council	268.84

Wiltshire Council Tax Base 2014/2015

Parish / Town	2014/2015 Band D Tax Base	Parish / Town	2014/2015 Band D Tax Base
Ham Parish Council	105.70	North Wraxall Parish Council	204.17
Hankerton Parish Council	146.83	Norton & Foxley Parish Meeting	63.01
Heddington Parish Council	186.58	Norton Bavant Parish Council	54.03
Heytesbury & Knook Parish Council	330.33	Oaksey Parish Council	223.61
Heywood Parish Council	288.68	Odstock Parish Council	239.83
Hilmarton Parish Council	288.99	Ogbourne St Andrew Parish Council	184.48
Hilperton Parish Council	1,871.82	Ogbourne St George Parish Council	204.93
Hindon Parish Council	224.66	Orcheston Parish Council	101.43
Holt Parish Council	653.23	Patney Parish Council	59.78
Horningsham Parish Council	143.24	Pewsey Parish Council	1,407.82
Hullavington Parish Council	466.58	Pitton & Farley Parish Council	355.83
Idmiston Parish Council	875.36	Potterne Parish Council	563.96
Keevil Parish Council	226.13	Poulshot Parish Council	142.28
Kilmington Parish Council	127.04	Preshute Parish Council	76.63
Kington Langley Parish Council	350.51	Purton Parish Council	1,625.95
Kington St Michael Parish Council	281.60	Quidhampton Parish Council	143.17
Lacock Parish Council	485.00	Ramsbury Parish Council	896.18
Landford Parish Council	570.27	Redlynch Parish Council	1,519.91
Langley Burrell Parish Council	122.84	Roundway Parish Council	1,968.12
Latton Parish Council	224.72	Rowde Parish Council	469.50
Laverstock & Ford Parish Council	2,402.05	Royal Wootton Bassett Town Council	4,009.84
Lea & Cleverton Parish Council	382.12	Rushall Parish Council	70.00
Leigh Parish Council	134.67	Salisbury City Council	13,646.26
Limpley Stoke Parish Council	289.09	Savernake Parish Council	133.47
Little Bedwyn Parish Council	126.08	Seagry Parish Council	152.91
Little Cheverell Parish Council	78.61	Sedgehill & Semley Parish Council	272.11
Little Somerford Parish Council	180.59	Seend Parish Council	503.49
Longbridge Deverill Parish Council	377.28	Semington Parish Council	366.81
Luckington Parish Council	291.09	Shalbourne Parish Council	315.33
Ludgershall Town Council	1,306.20	Sherrington Parish Council	32.55
Lydiard Millicent Parish Council	731.80	Sherston Parish Council	679.69
Lydiard Tregoze Parish Council	207.43	Shrewton Parish Council	716.23
Lyneham & Bradenstoke Parish Council	1,428.50	Sopworth Parish Council	58.95
Maiden Bradley Parish Council	125.06	South Newton Parish Council	222.46
Malmesbury Town Council	1,871.47	South Wraxall Parish Council	210.53
Manningford Parish Council	186.79	Southwick Parish Council	694.21
Marden Parish Council	51.82	St Paul Without	929.67
Market Lavington Parish Council	730.10	Stanton St Bernard Parish Council	80.54
Marlborough Town Council	3,137.05	Stanton St Quintin Parish Council	250.29
Marston Meysey Parish Council	105.65	Stapleford Parish Council	132.85
Marston Parish Council	77.17	Staverton Parish Council	661.70
Melksham Town Council	4,271.95	Steeple Ashton Parish Council	421.45
Melksham Without Parish Council	2,966.74	Steeple Langford Parish Council	233.92
Mere Parish Council	1,088.10	Stert Parish Council	91.13
Mildenhall Parish Council	210.17	Stockton Parish Council	81.80
Milston Parish Council	53.48	Stourton Parish Council	91.70
Milton Lilbourne Parish Council	251.82	Stratford Tony Parish Council	28.20
Minety Parish Council	662.04	Sutton Benger Parish Council	433.03
Monkton Farleigh Parish Council	169.00	Sutton Mandeville Parish Council	134.32
Netheravon Parish Council	375.81	Sutton Veny Parish Council	297.88
Netherhampton Parish Council	191.97	Swallowcliffe Parish Council	99.71
Nettleton Parish Council	328.49	Teffont Parish Council	136.65
Newton Toney Parish Council	164.86	Tidcombe & Fosbury Parish Council	53.50

Wiltshire Council Tax Base 2014/2015

Parish / Town	2014/2015 Band D Tax Base
North Bradley Parish Council	665.90
North Newton Parish Council	189.22

Parish / Town	2014/2015 Band D Tax Base
Tidworth Town Council	1,938.84
Tilshead Parish Council	131.34

Wiltshire Council Tax Base 2014/2015

Parish / Town	2014/2015 Band D Tax Base	Parish / Town	2014/2015 Band D Tax Base
Parish / Town	2014-2015 Band D Tax Base	Parish / Town	2014-2015 Band D Tax Base
Tisbury Parish Council	847.96	Whiteparish Parish Council	681.44
Tockenham Parish Council	112.74	Wilcot & Huish Parish Council	260.29
Tollard Royal Parish Council	63.78	Wilsford-cum-Lake Parish Council	57.33
Trowbridge Town Council	9,616.60	Wilton Town Council	1,201.51
Upavon Parish Council	444.57	Wingfield Parish Council	183.17
Upper Deverills Parish Council	166.73	Winsley Parish Council	889.08
Upton Lovell Parish Council	91.22	Winterbourne Parish Council	545.21
Upton Scudamore Parish Council	137.75	Winterbourne Stoke Parish Council	83.69
Urchfont Parish Council	475.60	Winterslow Parish Council	867.11
Warminster Town Council	5,609.73	Woodborough Parish Council	140.45
West Ashton Parish Council	302.43	Woodford Parish Council	221.52
West Dean Parish Council	101.69	Wootton Rivers Parish Council	119.69
West Knoyle Parish Council	63.15	Worton Parish Council	257.35
West Lavington Parish Council	440.99	Wylve Parish Council	202.64
West Tisbury Parish Council	268.43	Yatton Keynell Parish Council	362.25
Westbury Town Council	4,372.89	Zeals Parish Council	261.78
Westwood Parish Council	466.55	Total Tax Base	167,334.47

Wiltshire Council

Cabinet

17 December 2013

Subject: **Revenue Budget Monitoring Period 7 2013/2014**

Cabinet Member: **Cllr Dick Tonge – Finance, Performance, Risk, Procurement and Welfare Reform**

Key Decision: **No**

Executive Summary

This report advises members of the revenue budget monitoring position as at the end of Period 7 (end of October 2013) for the financial year 2013/2014 with suggested actions as appropriate.

Savings plans, including the voluntary redundancy programme, are on target or have been delivered already. There has been additional spending in Children's Social Care to reflect the continuing costs of looking after children taken into care. This will be funded, in part, from general fund reserves, as provided in the financial plan, to maintain safeguarding of children as a key priority for Wiltshire Council.

Overall therefore the forecasts suggest a £5.684 million overspend if no further action is taken. This is 1.7% of the Council's net budget. The purpose of budget monitoring is to identify such risks in order to allow management to address issues. A forecast overspend is not unusual at this time of the year and action will be taken to correct that ensured a balanced budget at year end. Action is currently being assessed to identify areas where savings can be made and progress suggests that the full amount will be managed within budget. To date this work has identified ways to save £3.568 million, leaving £2.116 million to be found. An updated position will be reported to Cabinet in the next quarter.

The year-end general fund reserves balance is projected to be £7.840 million, rising to £11.3m at the start of April 2013. This is in line with the council's financial plan and recommendations by the Section 151 Officer.

Proposal

That Cabinet note the outcome of the period 7 (end of October) budget monitoring.

Reason for Proposal

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

Michael Hudson
Associate Director - Finance

Wiltshire Council

Cabinet

17 December 2013

Subject: **Budget Monitoring Period 7 2013/2014**

Cabinet Member: **Cllr Dick Tonge – Finance, Performance, Risk, Procurement and Welfare Reform**

Key Decision: **No**

Purpose Of Report

1. To advise members of the revenue budget monitoring position as at the end of Period 7 (end of October 2013) for the financial year 2013/2014 with suggested actions as appropriate.

Background

2. The Council set the 2013/2014 budget at its meeting on 26 February 2013. The report focuses on forecast exceptions to meeting the original budget and actions required to balance it. Comprehensive appendices showing the individual service headings are included in Appendix C. More details on any revisions to the original base budgets in year are also included in the report.

Summary

3. The projected year end position for the relevant accounts, without and with current actions is set out as follows:

	Revised Budget Period 7 £ m	Profiled Budget to date £ m	Actual and committed to date £ m	Projected Position for Year £ m	Projected Over/ (Under)spend £ m	Actions being taken to recover to date £m	Remainder saving to be identified £m
General Fund Total	340.518	366.090	334.106	346.202	5.684	(3.568)	2.116
Housing Revenue Account	(0.631)	(8.508)	(7.272)	(2.131)	(1.500)	N/A	N/A

General Fund Monitoring Update

4. Finance has continued to monitor budgets, with budget managers, with a focus on the budgets assessed to be subject to a higher risk of volatility due to factors

such as changes in demand or assumptions. This has identified the areas where costs have changed from the last forecast.

5. Budget monitoring is an ongoing process and budgets and expenditure are reviewed between budget managers and accountants regularly, on a risk based approach.
6. The period 7 report shows more detailed information and includes a number of smaller variances. Full details of service area figures are included in Appendix C.
7. There have been a number of structural changes since the report for period 5. Full details of these structural changes and virements in the period are included in appendices A and B.
8. Budget Monitoring reports to members are taken to Cabinet quarterly in September, December, March and June. To improve clarity, the reports will target large variances and the managerial actions arising to help to ensure a balanced budget at year end.

General Fund Monitoring Details

9. Overall the majority of services spend is in line with budget profiles and forecasts. There are a very small number of services which have identified larger variances at this stage of the year than originally planned. Service Directors are seeking compensating actions to bring these back in line.
10. There are also pressures within the Learning Disability budget, which is projected to overspend by £1.5 million. More detailed work has identified that part of this overspend (approx £0.8 million) relates to the costs of new care packages for 18 to 25 year olds. Cost pressures for this age group need to be reflected within the overall 0-25 SEN and Disabilities (SEND) Service which will reduce the overspend against adult services but will not resolve the overall corporate cost pressure against care packages for children and adults with disabilities.
11. Budgets for packages of care for Older People and Other Vulnerable Adults are also forecast to overspend. This is due to an increase in the numbers of packages of care. In order to mitigate this overspend all high cost packages of care are being reviewed. A project has also been put in place to prioritise reviews of care packages to ensure that funding for health needs are appropriately reflected.
12. The spend on Children's services is projected to exceed the budget by £2.4 million. This is after taking in to account the transfer of £1.4 million from reserves. The remaining pressure of £1.5 million continues to be due to additional costs of staffing within social work teams to support case loads and pressure for placements for looked after children. There is also an overspend of £0.6 million on care packages for children & young people with disabilities.

Recovery actions are being developed across children's services to mitigate some of these pressures.

13. Strategic Property Services is forecast to be £0.750 million overspent, this is due to a number of factors; the major one being delays to the programme of vacating properties. This has generated additional unbudgeted pressures on utilities, maintenance, cleaning and other associated costs. In addition other unbudgeted pressures including later opening of facilities have fallen on the Property budgets. There is a recovery plan in place to mitigate £0.250 million of these pressures.
14. Restructure and Contingency shows an overspend of £0.851 million. This has improved by £3.4 million since period 5 report. This is mainly presentational due to the Voluntary Redundancy scheme that was held corporately in period 5, being moved to the service lines now that specific posts are known and those budgets reduced.
15. Of the £8.0 million of savings to be found in corporate items £4.4 million is being delivered and plans in place to deliver the remainder. The savings identified are continually being reviewed for robustness and to look for other potential savings.
16. Capital financing is forecast to be £1.5 million underspent at the year end, as per period 5. This is partly due to a high level of reprogramming of expenditure actioned at the end of 2012/2013 and anticipated reprogramming from 2013/2014 into 2014/2015. This reduced spend means there is no planned requirement to borrow funds during 2013/2014, reducing the revenue costs of servicing the debt.
17. Overall, therefore, the period 7 report identifies potential cost pressures of £5.684 million, this compares to potential cost pressures of £2.067 reported at period 5.
18. Management action is being taken in all areas to address this position, such as in Property above. In addition most services are challenging and reducing their spend on non-essential expenditure to deliver 95% of net service budgets. Adult Social Care services are working with health partners to address the continued cost of demographic and complexity cost pressures. To date all of this work has identified ways to save £3.568 million, leaving £2.116 million to be found. That is similar to this time last year. Based on progress to date, review of prior year spend and income trends, at this stage based on current data therefore it is forecast that a balanced budget will be achieved by 31 March 2014.

Housing Revenue Account Monitoring Update

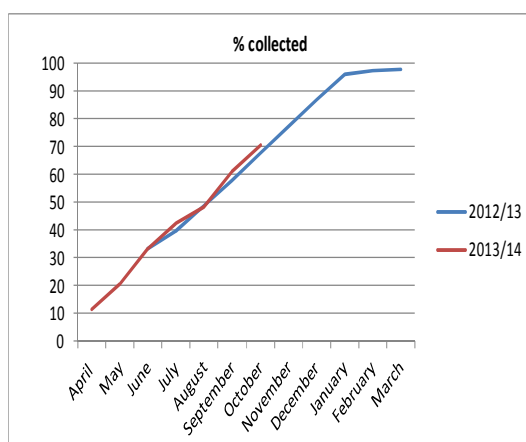
19. Budget figures on the Housing Revenue Account have been reviewed as part of the regular monitoring process.
20. The HRA is forecast to be £1.500 million underspent on its revenue budgets. This is primarily caused by an underspend on the repairs and maintenance function. Income received from Rents and other charges are also higher than budgeted.

Debt Management

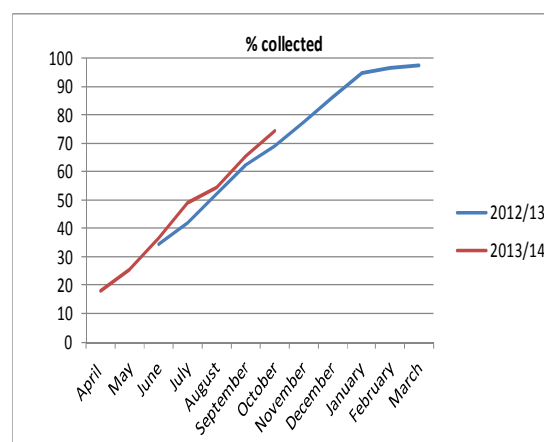
21. A review of the Council's sundry debt (excluding Council Tax and Business Rates shown below) shows that 24.0% of debt is greater than 12 months old. This compares to 23.7% as reported at the end of July 2013 per the period 5 report. Action is being taken to recover all debt and provision is allowed in exceptional cases.

Unpaid Debt to End of October 2013	£ million
Total debt outstanding	11.640
Value of debt over 1 year old	2.790

22. In addition to sundry debt, the Council collects Council Tax and National Non-Domestic Rates (NNDR). The latest monitoring for these items shows that the amount and percentage of tax/rates due is above the amount collected for this time last year as show in the graphs below.



Council Tax



NNDR

23. Given that this year saw the introduction of the Local Council Tax Reduction scheme and a continued pressure for business cashflows this is a positive achievement. We will continue to monitor this and assess the impact on the Collection Fund.

Reserves

24. The tables below provide the forecast as at period 7 on the general fund balance held by the council. The latest forecast on general fund balances currently stands at £7.840 million at 31 March 2014.
25. The draw from reserves of £1.400 million towards the additional spending on Children's Social Care was approved by Cabinet in the period 5 report.
26. A technical draw from reserves is required as part of the voluntary redundancy scheme. This is due to the full year effect of savings occurring in two financial years. This will be repaid to reserves from salary savings in the 2014/2015 financial year, meaning reserves will be £11.240 million on 1st April 2014.

General Fund Reserve	£ million	£ million
Balance as at 1 April 2013		(12.640)
Planned contribution in 2013/14	0.000	
Draw from reserves for Children's Social Care	1.400	
Technical Draw from reserves for Voluntary Redundancy Repaid 1 April 2014	3.400	
Total Forecast movement		4.800
Forecast Balance 31 March 2014		(7.840)
Reverse Technical Draw		(3.400)
Revised Opening recast Balance 1 April 2014		(11.240)

27. At present it is assumed that all other areas currently overspending will be on line by the year end following management action. A review of the assessment of need has been undertaken by the Section 151 Officer to link all the General Fund balances to risk.

Overall Conclusions

28. This report has identified a shortfall if no further action is taken on the general fund budget of £5.684 million at period 7 (£2.067 million reported at period 5) due to cost pressures / shortfalls in income. Officers are currently taking action to address this and further monitoring reports will be brought to Cabinet throughout 2013/2014, but it is forecast the budget will be balanced by 31st March 2014.

29. The early identification of potential issues is part of sound and prudent financial management. Action to address this year's forecast should be taken where officers have the delegated powers to do so and this is underway.

Implications

30. This report informs member's decision making.

Risks assessment

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

Equalities and diversity impact of the proposals

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

Financial implications

33. This is a report from the chief finance officer and the financial implications are discussed in the detail of this report. It is forecast that a balanced budget will be achieved by 31 March 2014.

Legal Implications

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

Public Health Implications

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

Environmental Implications

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

Safeguarding Implications

37. Safeguarding remains a key priority for the Council and this report reflects the additional investment for 2013/2014 to support the ongoing spend in looked after children and safeguarding.

Background Papers and Consultation

Unpublished background papers: None

Published papers:

2011/2015 Business Plan

2012/2015 Financial Plan

Budget Monitoring Period 5 2013/14 Cabinet 24 September 2014

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Appendices:

Appendix A: Revenue Budget Movements 2013/2014

Appendix B: Major Virements between Service Area from revised original budget

Appendix C: Revenue Budget Monitoring Statements

Appendix D: Forecast Variance Movements

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Wiltshire Council Revenue Budget Movements 2013/2014

Service	Original Budget	Structural Changes	Revised Original Budget	In Year Virements to Period 7	Revised Budget Period 7	Major Virements See Appendix B
£m	£m	£m	£m	£m	£m	
Adult Social Care Operations						
Older People	46.408	0.463	46.871	2.361	49.232	*
Other Vulnerable Adults	8.626	0.000	8.626	0.000	8.626	
Learning Disability	40.331	(0.356)	39.975	(0.959)	39.016	*
Mental Health	22.455	0.000	22.455	(1.413)	21.042	*
Adult Care Commissioning, Safeguarding & Housing						
Resources, Strategy & Commissioning	2.402	(0.803)	1.599	0.196	1.795	
Community Leadership & Governance	3.284	(1.725)	1.559	0.082	1.641	
Housing Services	5.223	0.000	5.223	0.002	5.225	
Public Health & Public Protection						
Public Health Grant	0.264	(0.193)	0.071	(0.071)	0.000	
Other Public Health & Public Protection	3.355	0.577	3.932	(0.208)	3.724	
Children's Social Care, Integrated Youth & Preventative Services & 0-25 SEN/Disability Service						
Children's Social Care	32.620	(2.711)	29.909	(0.360)	29.549	*
0-25 Service: Disabled Children & Adults		9.415	9.415	3.064	12.479	*
Integrated Youth & Preventative Services	2.965	0.449	3.414	1.267	4.681	*
Early Years	7.439	(7.439)	0.000	0.000	0.000	
Quality Assurance, Commissioning & Performance, School & Early Years Effectiveness						
School Effectiveness	2.625	1.459	4.084	1.177	5.261	*
Business & Commercial Services	0.449	(0.140)	0.309	(0.824)	(0.515)	*
Targeted Services & Learner Support	7.153	(7.153)	0.000	0.000	0.000	
Safeguarding	0.936	0.000	0.936	(0.019)	0.917	
Funding Schools	0.000	0.000	0.000	0.000	0.000	
Commissioning & Performance	2.738	6.211	8.949	(0.483)	8.466	
Economic Development & Planning Services						
Economy & Regeneration	3.659	0.000	3.659	0.809	4.468	*
Development Services	0.852	0.631	1.483	0.069	1.552	
Highways & Transport						
Highways Strategic Services	6.366	0.000	6.366	(0.071)	6.295	
Public Transport	11.106	0.000	11.106	0.006	11.112	
Education Transport	8.329	0.000	8.329	0.025	8.354	
Local Highways & Streetscene	18.012	(6.925)	11.087	(0.262)	10.825	
Car Parking	(5.326)	0.000	(5.326)	(0.028)	(5.354)	
Environment & Leisure						
Waste	31.946	0.000	31.946	0.053	31.999	
Environment Services	0.000	6.990	6.990	(0.138)	6.852	
Leisure	2.996	0.000	2.996	(0.189)	2.807	
Communications, Community Area Boards, Libraries, Arts, Heritage & Culture						
Communications	1.977	0.000	1.977	(0.044)	1.933	
Libraries, Arts, Heritage & Culture	4.078	1.356	5.434	0.234	5.668	
Executive Office						
Executive Office	0.260	3.699	3.959	0.257	4.216	
Corporate Directors	0.145	0.000	0.145	0.567	0.712	*
Finance						
Finance, Revenues & Benefits, & Pensions	5.160	(0.645)	4.515	(0.060)	4.455	
Revenues & Benefits - Subsidy	0.000	0.000	0.000	0.000	0.000	
Legal & Governance						
Legal & Governance	6.652	(3.317)	3.335	0.571	3.906	*
People & Business Services						
Human Resources & Organisational Development	3.163	0.565	3.728	0.744	4.472	*
Business Services	4.603	(2.221)	2.382	(0.008)	2.374	
Strategic Property Services	1.435	14.329	15.764	(0.316)	15.448	
Transformation Programme						
Transformation	16.111	(12.280)	3.831	0.270	4.101	
Information Services	13.464	0.000	13.464	(0.343)	13.121	
Digital Inclusion	0.238	(0.238)	0.000	0.000	0.000	
Corporate						
Movement on Reserves	0.000		0.000	(5.980)	(5.980)	*
Capital Financing	22.898		22.898	0.500	23.398	*
Restructure & Contingency	(3.299)	0.002	(3.297)	(0.815)	(4.112)	*
General Government Grants	(11.746)		(11.746)	(0.363)	(12.109)	*
Corporate Levys	8.166		8.166	0.700	8.866	*
2013-2014 Budget Requirement	340.518	0.000	340.518	(0.000)	340.518	
HRA Budget	(0.631)	0.000	(0.631)	0.000	(0.631)	
	339.887	0.000	339.887	(0.000)	339.887	

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

Major Virements between Services Areas from Revised Original Budget to Period 7

	£m
Adult Social Care Operations - Older People	
Transfer saving to Corporate	0.500
Adult Care Operations budget realignment from Mental Health	1.981
Other budget realignments	(0.120)
In Year Virements period 1- 7	2.361
Adult Social Care Operations - Learning Disability	
Movement of service budgets to new 0-25 Service reporting line	(0.746)
Other budget realignments	(0.213)
In Year Virements period 1- 7	(0.959)
Adult Social Care Operations - Mental Health	
Transfer saving to Corporate	0.500
Adult Care Operations budget realignment from Mental Health	(1.981)
Other budget realignments	0.068
In Year Virements period 1- 7	(1.413)
Children's Social Care, Integrated Youth & Preventative Services & 0-25 SEN/Disability Service - Children's Social Care	
Movement of service budgets to new 0-25 Service reporting line	(1.787)
Approved draw from General Fund Reserves	1.400
Other budget realignments	0.027
In Year Virements period 1- 7	(0.360)
Children's Social Care, Integrated Youth & Preventative Services & 0-25 SEN/Disability Service - 0-25 Service: Disabled Children & Adults	
Movement from Children's Social Services	1.787
Movement from Learning Disability	1.057
Other budget realignments	0.220
In Year Virements period 1- 7	3.064
Children's Social Care, Integrated Youth & Preventative Services & 0-25 SEN/Disability Service - Integrated Youth & Preventative Services	
Earmarked Reserve Withdrawal from contingency	0.415
Movement of service budgets to new 0-25 Service reporting line	0.343
Other budget realignments	0.509
In Year Virements period 1- 7	1.267
Quality Assurance, Commissioning & Performance, School & Early Years Effectiveness - School Effectiveness	
Transfer of services from Business & Commercial Services	0.439
Release of grants from specific & general grants	0.200
Other budget realignments	0.538
In Year Virements period 1- 7	1.177
Quality Assurance, Commissioning & Performance, School & Early Years Effectiveness - Business & Commercial Services	
Transfer of services to other Schools & Learning areas	0.966
Other budget realignments	(0.142)
In Year Virements period 1- 7	0.824
Economic Development & Planning - Economy & Regeneration	
Action for Wiltshire budget allocation from contingency	0.707
Other budget realignments	0.102
In Year Virements period 1- 7	0.809
Executive Office - Corporate Directors	
Reallocation of savings across various service lines	0.500
Other budget realignments	0.067
In Year Virements period 1- 7	0.567
Legal & Governance	
Draw from reserves for County Elections	0.600
Other budget realignments	(0.029)
In Year Virements period 1- 7	0.571
People & Business Services - HR & Organisational Development	
Centralisation of training budgets	0.609
Other budget realignments	0.135
In Year Virements period 1- 7	0.744
Corporate - Movement on Reserves	
Release of Earmarked Reserves	(1.180)
Approved draw from General Fund Reserves for Childrens	(1.400)
Technical draw from General Fund Reserves for VR	(3.400)
In Year Virements period 1- 7	(5.980)
Corporate - Capital Financing	
Revenue contribution to cover Capital Financing of Capital Programme from Information Services	0.500
In Year Virements period 1- 7	0.500
Corporate - Restructure & Contingency	
Transfer savings from Older People & Mental Health	(1.000)
Action for Wiltshire budget allocation to Economy & Regeneration	(0.707)
VR Savings Released in year	2.840
Release of Redundancy budget to services	(5.187)
Other budget realignments	(0.161)
Technical draw from General Fund Reserves	3.400
In Year Virements period 1- 7	(0.815)
Corporate - Corporate Levys	
Release of money from contingency relating to additional pension strain	0.614
Other budget realignments	0.086
In Year Virements period 1- 7	0.700

		Revised Original Budget	Revised Budget Period 7	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Adult Social Care Operations								
Older People	Gross Costs	56.529	59.201	35.141	51.607	60.872	1.671	2.8%
	Income	(9.658)	(9.969)	(5.939)	(6.261)	(9.969)	-	-
	Net	46.871	49.232	29.202	45.346	50.903	1.671	3.4%
Other Vulnerable Adults	Gross Costs	9.213	9.213	5.800	10.197	10.239	1.026	11.1%
	Income	(0.587)	(0.587)	(0.369)	(0.393)	(0.587)	-	-
	Net	8.626	8.626	5.431	9.804	9.652	1.026	11.9%
Learning Disability	Gross Costs	42.548	41.533	26.559	41.783	43.016	1.483	3.6%
	Income	(2.573)	(2.517)	(1.556)	(1.664)	(2.517)	-	-
	Net	39.975	39.016	25.003	40.119	40.499	1.483	3.8%
Mental Health	Gross Costs	26.839	24.681	15.547	21.321	24.308	(0.373)	(1.5%)
	Income	(4.384)	(3.639)	(2.253)	(1.915)	(3.639)	-	-
	Net	22.455	21.042	13.294	19.406	20.669	(0.373)	(1.8%)
Adult Care Commissioning, Safeguarding & Housing								
Resources, Strategy & Commissioning	Gross Costs	1.676	1.872	1.146	1.114	1.943	0.071	3.8%
	Income	(0.077)	(0.077)	(0.045)	(0.010)	(0.077)	-	-
	Net	1.599	1.795	1.101	1.104	1.866	0.071	4.0%
Community Leadership & Governance	Gross Costs	1.614	1.696	0.968	1.772	1.696	-	-
	Income	(0.055)	(0.055)	(0.032)	(0.229)	(0.055)	-	-
	Net	1.559	1.641	0.936	1.543	1.641	-	-
Housing Services	Gross Costs	6.567	8.186	4.958	5.804	8.271	0.085	1.0%
	Income	(1.344)	(2.961)	(1.560)	(2.357)	(2.961)	-	-
	Net	5.223	5.225	3.398	3.447	5.310	0.085	1.6%
Public Health & Public Protection								
Public Health Grant	Gross Costs	0.071	13.261	8.508	10.382	13.261	-	-
	Income	-	(13.261)	(6.631)	(11.107)	(13.261)	-	-
	Net	0.071	-	1.877	(0.725)	-	-	-
Other Public Health & Public Protection	Gross Costs	5.068	4.959	2.907	3.204	4.959	-	-
	Income	(1.136)	(1.235)	(0.811)	(0.934)	(1.235)	-	-
	Net	3.932	3.724	2.096	2.270	3.724	-	-
Children's Social Care, Integrated Youth & Preventative Services & 0-25 SEN/Disability Service								
Children's Social Care	Gross Costs	30.628	31.425	16.815	25.634	33.169	1.744	5.5%
	Income	(0.719)	(1.876)	(0.796)	(0.703)	(1.876)	-	-
	Net	29.909	29.549	16.019	24.931	31.293	1.744	5.9%
0-25 Service: Disabled Children & Adults	Gross Costs	18.304	32.826	19.128	16.996	33.420	0.594	1.8%
	Income	(8.889)	(20.347)	(0.254)	0.232	(20.347)	-	-
	Net	9.415	12.479	18.874	17.228	13.073	0.594	4.8%

		Revised Original Budget	Revised Budget Period 7	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Integrated Youth & Preventative Services	Gross Costs	9.100	10.368	6.733	6.577	10.475	0.107	1.0%
	Income	(5.686)	(5.687)	(0.610)	(0.680)	(5.687)	-	-
	Net	3.414	4.681	6.123	5.897	4.788	0.107	2.3%
Quality Assurance, Commissioning & Performance, School & Early Years Effectiveness								
School Effectiveness	Gross Costs	7.917	9.106	5.477	6.267	9.106	-	-
	Income	(3.833)	(3.845)	(2.481)	(3.437)	(3.845)	-	-
	Net	4.084	5.261	2.996	2.830	5.261	-	-
Business & Commercial Services	Gross Costs	0.586	(0.495)	0.315	0.524	(0.495)	-	-
	Income	(0.277)	(0.020)	(0.010)	1.794	(0.020)	-	-
	Net	0.309	(0.515)	0.305	2.318	(0.515)	-	-
Safeguarding	Gross Costs	1.024	1.070	0.616	0.855	1.450	0.380	35.5%
	Income	(0.088)	(0.153)	(0.120)	(0.162)	(0.153)	-	-
	Net	0.936	0.917	0.496	0.693	1.297	0.380	41.4%
Funding Schools	Gross Costs	280.056	280.050	139.357	41.756	280.050	-	-
	Income	(280.056)	(280.050)	(5.100)	(11.187)	(280.050)	-	-
	Net	-	-	134.257	30.569	-	-	-
Commissioning & Performance	Gross Costs	32.981	32.200	20.067	21.247	31.820	(0.380)	(1.2%)
	Income	(24.032)	(23.734)	(2.020)	(0.957)	(23.734)	-	-
	Net	8.949	8.466	18.047	20.290	8.086	(0.380)	(4.5%)
Economic Development & Planning Services								
Economy & Regeneration	Gross Costs	3.749	4.558	2.688	4.429	4.798	0.240	5.3%
	Income	(0.090)	(0.090)	(0.052)	(1.067)	(0.090)	-	-
	Net	3.659	4.468	2.636	3.362	4.708	0.240	5.4%
Development Services	Gross Costs	5.742	5.811	3.514	3.519	5.811	-	-
	Income	(4.259)	(4.259)	(2.703)	(3.378)	(4.499)	(0.240)	5.6%
	Net	1.483	1.552	0.811	0.141	1.312	(0.240)	(15.5%)
Highways & Transport								
Highways Strategic Services	Gross Costs	7.533	8.872	5.117	5.491	8.963	0.091	1.0%
	Income	(1.167)	(2.577)	(1.051)	(0.896)	(2.615)	(0.038)	1.5%
	Net	6.366	6.295	4.066	4.595	6.348	0.053	0.8%
Public Transport	Gross Costs	14.794	14.764	8.744	9.383	15.322	0.558	3.8%
	Income	(3.688)	(3.652)	(1.834)	(1.789)	(3.973)	(0.321)	8.8%
	Net	11.106	11.112	6.910	7.594	11.349	0.237	2.1%
Education Transport	Gross Costs	8.950	8.938	4.289	4.023	8.717	(0.221)	(2.5%)
	Income	(0.621)	(0.584)	(0.695)	(0.698)	(0.663)	(0.079)	13.5%
	Net	8.329	8.354	3.594	3.325	8.054	(0.300)	(3.6%)
Local Highways & Streetscene	Gross Costs	11.688	11.536	6.771	6.362	11.607	0.071	0.6%

		<i>Revised Original Budget</i>	<i>Revised Budget Period 7</i>	<i>Profiled Budget to Date</i>	<i>Actual and committed to date</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year: Overspend / (Underspend)</i>	<i>Variation as % of Revised Budget: Overspend / (Underspend)</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
	Income	(0.601)	(0.711)	(0.569)	(0.575)	(0.637)	0.074	(10.4%)
	Net	11.087	10.825	6.202	5.787	10.970	0.145	1.3%

		Revised Original Budget	Revised Budget Period 7	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
Car Parking	Gross Costs	1.920	1.892	1.128	1.225	1.888	(0.004)	(0.2%)
	Income	(7.246)	(7.246)	(4.274)	(4.260)	(7.331)	(0.085)	1.2%
	Net	(5.326)	(5.354)	(3.146)	(3.035)	(5.443)	(0.089)	1.7%
Environment & Leisure								
Waste	Gross Costs	35.546	35.599	18.468	25.332	34.774	(0.825)	(2.3%)
	Income	(3.600)	(3.600)	(1.573)	(1.707)	(3.370)	0.230	(6.4%)
	Net	31.946	31.999	16.895	23.625	31.404	(0.595)	(1.9%)
Environment Services	Gross Costs	8.314	8.176	4.981	4.879	8.165	(0.011)	(0.1%)
	Income	(1.324)	(1.324)	(0.779)	(0.919)	(1.177)	0.147	(11.1%)
	Net	6.990	6.852	4.202	3.960	6.988	0.136	2.0%
Leisure	Gross Costs	8.392	8.203	5.059	5.014	8.103	(0.100)	(1.2%)
	Income	(5.396)	(5.396)	(3.148)	(3.255)	(5.496)	(0.100)	1.9%
	Net	2.996	2.807	1.911	1.759	2.607	(0.200)	(7.1%)
Communications, Community Area Boards, Libraries, Arts, Heritage & Culture								
Communications	Gross Costs	2.057	2.013	1.187	0.943	2.013	-	-
	Income	(0.080)	(0.080)	(0.047)	(0.026)	(0.080)	-	-
	Net	1.977	1.933	1.140	0.917	1.933	-	-
Libraries, Arts, Heritage & Culture	Gross Costs	6.388	6.622	4.112	4.605	6.602	(0.020)	(0.3%)
	Income	(0.954)	(0.954)	(0.516)	(1.036)	(0.864)	0.090	(9.4%)
	Net	5.434	5.668	3.596	3.569	5.738	0.070	1.2%
Executive Office								
Executive Office	Gross Costs	4.085	4.342	2.644	2.422	4.005	(0.337)	(7.8%)
	Income	(0.126)	(0.126)	(0.073)	(0.231)	(0.126)	-	-
	Net	3.959	4.216	2.571	2.191	3.879	(0.337)	(8.0%)
Corporate Directors	Gross Costs	0.172	0.739	0.485	0.478	0.739	-	-
	Income	(0.027)	(0.027)	(0.008)	(0.006)	(0.027)	-	-
	Net	0.145	0.712	0.477	0.472	0.712	-	-
Finance								
Finance, Revenues & Benefits, & Pensions	Gross Costs	16.720	16.660	8.994	9.656	16.671	0.011	0.1%
	Income	(12.205)	(12.205)	(4.735)	(5.219)	(12.411)	(0.206)	1.7%
	Net	4.515	4.455	4.259	4.437	4.260	(0.195)	(4.4%)
Revenues & Benefits - Subsidy	Gross Costs	118.156	118.775	69.285	72.790	118.775	-	-
	Income	(118.156)	(118.775)	(68.847)	(58.852)	(118.775)	-	-
	Net	-	-	0.438	13.938	-	-	-
Legal & Governance								
Legal & Governance	Gross Costs	5.101	5.672	3.553	3.899	6.124	0.452	8.0%
	Income	(1.766)	(1.766)	(0.941)	(0.912)	(1.718)	0.048	(2.7%)
	Net	3.335	3.906	2.612	2.987	4.406	0.500	12.8%

		Revised Original Budget	Revised Budget Period 7	Profiled Budget to Date	Actual and committed to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m	£m	
People & Business Services								
Human Resources & Organisational Development	Gross Costs	5.468	6.149	3.722	3.562	6.149	-	-
	Income	(1.740)	(1.677)	(0.978)	(1.627)	(1.677)	-	-
	Net	3.728	4.472	2.744	1.935	4.472	-	-
Business Services	Gross Costs	4.225	4.213	3.349	3.157	4.213	-	-
	Income	(1.843)	(1.839)	(1.577)	(1.772)	(1.839)	-	-
	Net	2.382	2.374	1.772	1.385	2.374	-	-
Strategic Property Services	Gross Costs	16.043	15.803	10.837	10.591	16.698	0.895	5.7%
	Income	(0.279)	(0.355)	(0.207)	(0.444)	(0.500)	(0.145)	40.8%
	Net	15.764	15.448	10.630	10.147	16.198	0.750	4.9%
Transformation Programme								
Transformation	Gross Costs	6.799	7.069	4.300	4.942	7.069	-	-
	Income	(2.968)	(2.968)	(1.743)	(2.231)	(2.968)	-	-
	Net	3.831	4.101	2.557	2.711	4.101	-	-
Information Services	Gross Costs	13.767	13.423	9.039	8.566	13.223	(0.200)	(1.5%)
	Income	(0.303)	(0.302)	(0.029)	(0.344)	(0.352)	(0.050)	16.6%
	Net	13.464	13.121	9.010	8.222	12.871	(0.250)	(1.9%)
Corporate								
Movement on Reserves		-	(5.980)	(1.180)	(1.180)	(5.980)	-	-
Capital Financing		22.898	23.398	5.346	3.779	21.898	(1.500)	(6.4%)
Restructure & Contingency		(3.297)	(4.112)	0.210	0.069	(3.261)	0.851	(20.7%)
General Government Grants		(11.746)	(12.109)	(8.794)	(4.739)	(12.109)	-	-
Corporate Levys		8.166	8.866	5.166	5.083	8.866	-	-
	Net	16.021	10.063	0.748	3.012	9.414	(0.649)	(6.4%)
Wiltshire Council General Fund Total								
	Gross Costs	852.351	881.044	493.056	465.320	887.403	6.359	0.7%
	Income	(511.833)	(540.526)	(126.966)	(131.214)	(541.201)	(0.675)	0.1%
	Net	340.518	340.518	366.090	334.106	346.202	5.684	1.7%
Housing Revenue Account (HRA)	Gross Costs	24.638	24.629	6.062	7.093	23.529	(1.100)	(4.5%)
	Income	(25.269)	(25.260)	(14.570)	(14.365)	(25.660)	(0.400)	1.6%
	Net	(0.631)	(0.631)	(8.508)	(7.272)	(2.131)	(1.500)	237.7%
Total Including HRA								
	Gross Costs	876.989	905.673	499.118	472.413	910.932	5.259	0.6%
	Income	(537.102)	(565.786)	(141.536)	(145.579)	(566.861)	(1.075)	0.2%
	Net	339.887	339.887	357.582	326.834	344.071	4.184	1.2%

Wiltshire Council Forecast Variance Movements

Appendix D

	Variance Reported for Period 5 £m	Movement in Period	Variance Reported for Period 7
<u>Adult Social Care Operations</u>			
Older People	(0.346)	2.017	1.671
Other Vulnerable Adults	0.375	0.651	1.026
Learning Disability	1.785	(0.302)	1.483
Mental Health	(0.728)	0.355	(0.373)
<u>Adult Care Commissioning, Safeguarding & Housing</u>			
Resources, Strategy & Commissioning	0.053	0.018	0.071
Community Leadership & Governance	0.000	0.000	0.000
Housing Services	0.150	(0.065)	0.085
<u>Public Health & Public Protection</u>			
Public Health Grant	0.000	0.000	0.000
Other Public Health & Public Protection	0.000	0.000	0.000
<u>Children's Social Care, Integrated Youth & Preventative Services & 0-25</u>			
<u>SEN/Disability Service</u>			
Children's Social Care	1.948	(0.204)	1.744
0-25 Service: Disabled Children & Adults	0.067	0.527	0.594
Integrated Youth & Preventative Services	0.000	0.107	0.107
<u>Quality Assurance, Commissioning & Performance, School & Early Years</u>			
<u>Effectiveness</u>			
School Effectiveness	0.000	0.000	0.000
Business & Commercial Services	0.000	0.000	0.000
Safeguarding	0.374	0.006	0.380
Funding Schools	0.000	0.000	0.000
Commissioning & Performance	(0.374)	(0.006)	(0.380)
<u>Economic Development & Planning Services</u>			
Economy & Regeneration	0.000	0.240	0.240
Development Services	0.000	(0.240)	(0.240)
<u>Highways & Transport</u>			
Highways Strategic Services	(0.070)	0.123	0.053
Public Transport	0.238	(0.001)	0.237
Education Transport	(0.264)	(0.036)	(0.300)
Local Highways & Streetscene	0.141	0.004	0.145
Car Parking	0.000	(0.089)	(0.089)
<u>Environment & Leisure</u>			
Waste	0.000	(0.595)	(0.595)
Environment Services	0.000	0.136	0.136
Leisure	0.000	(0.200)	(0.200)
<u>Communications, Community Area Boards, Libraries, Arts, Heritage & Culture</u>			
Communications	0.000	0.000	0.000
Libraries, Arts, Heritage & Culture	0.045	0.025	0.070
<u>Executive Office</u>			
Executive Office	0.000	(0.337)	(0.337)
Corporate Directors	0.000	0.000	0.000
<u>Finance</u>			
Finance, Revenues & Benefits, & Pensions	0.000	(0.195)	(0.195)
Revenues & Benefits - Subsidy	0.000	0.000	0.000
<u>Legal & Governance</u>			
Legal & Governance	0.199	0.301	0.500
<u>People & Business Services</u>			
Human Resources & Organisational Development	0.000	0.000	0.000
Business Services	0.000	0.000	0.000
Strategic Property Services	0.500	0.250	0.750
<u>Transformation Programme</u>			
Transformation	0.000	0.000	0.000
Information Services	0.000	(0.250)	(0.250)
<u>Corporate</u>			
Movement on Reserves	(4.800)	4.800	0.000
Capital Financing	(1.500)	0.000	(1.500)
Restructure & Contingency	4.274	(3.423)	0.851
General Government Grants	0.000	0.000	0.000
Corporate Levys	0.000	0.000	0.000
TOTAL FORECAST VARIANCE MOVEMENT	2.067	3.617	5.684
HRA Budget	0.000	(1.500)	(1.500)

Wiltshire Council

Cabinet

17 December 2013

Subject: Capital Monitoring Period 7 2013/2014 (as at 31 October 2013)

**Cabinet member: Councillor Dick Tonge
Finance, Performance, Risk, Procurement & Welfare Reform**

Key Decision: No

Executive Summary

The report details changes to the budget made since the 2013/2014 budget was set in February 2013, and amended as part of the period 4 report.

The report reflects the position of the 2013/2014 spend against budget as at Period 7 (as at 31 October 2013).

Proposal

That Cabinet note:

- (a) The general budget additions for grants and revenue contributions of £7.658 million as per Appendix B and to note the Period 7 position of the Capital Programme in Appendix A and**
- (b) The reprogramming of £27.582 million between 2013/2014 and 2014/2015.**

Reasons for Proposal

To inform Cabinet of the position of the 2013/2014 capital programme as at Period 7 (31 October 2013), including highlighting of budget changes.

**Michael Hudson
Associate Director – Finance**

Wiltshire Council

Cabinet

17 December 2013

Subject: Capital Monitoring Period 7 2013/2014 (as at 31 October 2013)

**Cabinet member: Councillor Dick Tonge
Finance, Performance, Risk, Procurement & Welfare Reform**

Key Decision: No

Purpose of Report

1. To inform Cabinet on the position of the 2013/2014 Capital Programme as at Period 7 (31 October 2013), including highlighting budget changes. A budget monitoring report to members is taken to Cabinet Capital Assets Committee quarterly in September, December, March and June, to match the timing of the revenue monitoring reports. This report focuses on major variations in budget.

Budget Movements

2. The Original budget for 2013/2014 was presented to the Council as part of the budget meeting on 26 February 2013. Since that date there have been a number of changes to the budget for 2013/2014, largely due to reprogramming of budget from 2012/2013, but also to reflect additional funding being available, and reductions in budget where grant funding has reduced. The changes to the budget since it was last amended in the period 4 monitoring report are summarised in the table below, a fuller breakdown of the changes made at a scheme by scheme level is attached as Appendix A.

Breakdown of Budget Amendments from Period 4 Budget to Period 7 Budget (as at 31 October)

	£m	Notes
Budget Period 4 2013/2014	145.390	
Additions/amendments to the Capital Programme 2013/2014 since Period 4 Budget		
Additional Budgets added to Programme	7.658	See Appendix A and B section 1 for further details
Budgets reprogrammed from 2013/2014 into 2014/2015	(27.582)	See Appendix A and B section 2 for further details
Current Budget Period 7 2013/2014	125.466	

3. The budget additions shown above largely reflect increases in funding being available and brought into the programme under the Chief Financial Officer delegated authority. They largely comprise of additional grants from Central government, Section 106 contributions, revenue contributions towards capital expenditure and other contributions used to finance capital spend within the capital programme. Further information on the budget movements at an individual scheme level is shown in Appendix A and in further detail in Appendix B.
4. The budgets that have been reprogrammed into 2014/2015 are shown in further detail in Appendix A and B, and the larger movements are also explained in the narrative for schemes in Appendix C.

Summary of Position as at 31 July 2013

5. The current budget for the year 2013/2014 is £125.366 million. Actual spend on schemes as at 31 October July 2013 was £60.784 Million. A full breakdown of these figures is attached in Appendix A.
6. At present there are no schemes that have significant overspends projected for the year.
7. There are a number of schemes that are currently significantly delayed and which will require budgets to be reprogrammed into 2014/2015. A Total of £27.582 million has already taken place as part of this report. These variances are mainly caused by project delays leading to differences in the profile of payments.

8. The planned reprogramming has been factored into the estimates for the Capital Financing budgets. This revenue budget is now currently estimated to be £1.5 million underspent at the year end mainly due to the reprogramming of budgets from 2013/2014 into later years.
9. Further information on the movements undertaken and the forecast position of some of the larger schemes is set out in Appendix C, along with updates on the capital receipts received during 2013/2014.

Environmental Impact of the Proposal

10. Wiltshire Council is now included in the Carbon Reduction Commitment (CRC); the UK's mandatory climate change and energy saving scheme. The objectives of the scheme are to improve energy efficiency and reduce carbon dioxide emissions. It is calculated that 79% of the Council's carbon footprint comes from energy use in buildings. Capital schemes therefore have the potential to greatly increase or decrease carbon emissions, for example schemes making council buildings more energy efficient will reduce the Council's carbon footprint. There are no direct impacts of this report, however there are a number of schemes in the capital programme that are planned to enable energy efficiency benefits for the council.

Equality and Diversity Impact of the Proposal

11. No equality and diversity issues have been identified arising from this report

Risk Assessment

12. The capital budget for 2013/2014, as detailed in this report, has been revised to approximately £125 million. Within any capital programme there are a number of potential risks such as from cost overruns or lower than expected levels of capital receipts. Such issues will be highlighted as soon as they establish themselves through the quarterly reporting process. Members may wish to bear in mind that the capital programme has been set for four years and therefore risks will be appraised over the whole period.

Financial Implications

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

Legal Implications

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

Safeguarding Considerations and Public Health Implications

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

Michael Hudson
Associate Director Finance

Report Author: Stephen MacDonald, Principal Accountant.

Unpublished documents relied upon in the preparation of this report: NONE

Appendices

Appendix A – 2013/2014 budget movements and spend to 31 October

Appendix B – Delegated authority for budget movements

Appendix C – Narrative on specific schemes

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Capital Programme budget movements and spend to 31st October 2013/2014

Scheme name	2013/2014 Budget Breakdown					
	Period 4 Budget	Budget Movements between Schemes	Section 1 Additional Budget see Appendix B	Section 2 Budget Transfer from 2013/2014 to 2014/2015	Current Budget Period 7 2013/2014	Spend and Commitments to 31st October 2013
	£m	£m	£m	£m	£m	£m
Education schemes						
Sarum Academy Salisbury	9.445				9.445	5.364
Basic Need	6.028	0.052	1.164	(0.085)	7.159	3.689
Schools Maintenance & Modernisation	7.242	0.255	0.463	(1.210)	6.750	3.299
Devolved Formula Capital	0.950				0.950	0.542
Access and Inclusion	0.966	0.011			0.977	0.095
DCSF Primary Capital Programme	0.020				0.020	0.000
DCSF Targeted Capital 14-19 SEN	0.536			(0.009)	0.527	0.093
Other Projects New Schools	4.772		0.370		5.142	0.177
Other Schools Projects - Expansions & Replacements	0.904	(0.307)	1.376		1.973	0.492
Early Years & Childcare	0.874				0.874	0.150
Aiming High for Disabled Children	0.058				0.058	0.000
Other Education Schemes	0.045	(0.011)			0.034	0.000
Total Education schemes	31.840	0.000	3.373	(1.304)	33.909	13.901
Highways schemes						
Integrated Transport	3.423		0.021	(0.250)	3.194	1.366
Structural Maintenance	9.820				9.820	3.044
Land Drainage	0.800				0.800	0.698
Additional Highway Works	5.122				5.122	3.885
Bridges	3.201				3.201	1.437
Local Sustainable Transport Fund	0.926				0.926	0.038
Street Lighting	2.067			(0.500)	1.567	0.070
Total Highways schemes	25.359	0.000	0.021	(0.750)	24.630	10.538
Campus and Operational Delivery schemes						
Hub Programme Office Rationalisation & ICT	8.532				8.532	10.009
Operational Estate	5.019				5.019	0.364
Depot & Office Strategy	2.881				2.881	0.411
Libraries, Heritage and Art	0.042		0.100		0.142	0.108
Campus	27.897			(16.300)	11.597	5.651
Salisbury Market Place (inc New Canal and Blue Boar Row)	1.736		0.600		2.336	2.605
Total CAOD schemes	46.107	0.000	0.700	(16.300)	30.507	19.148
Other Property schemes						
Buildings Repair & Maintenance	3.103	0.060			3.163	1.502
Total Property schemes	3.103	0.060	0.000	0.000	3.163	1.502

Capital Programme budget movements and spend to 31st October 2013/2014

Scheme name	2013/2014 Budget Breakdown					
	Period 4 Budget	Budget Movements between Schemes	Section 1 Additional Budget see Appendix B	Section 2 Budget Transfer from 2013/2014 to 2014/2015	Current Budget Period 7 2013/2014	Spend and Commitments to 31st October 2013
	£m	£m	£m	£m	£m	£m
Housing schemes						
Disabled Facilities Grants	2.786			(0.386)	2.400	1.407
Other Housing Grants	0.890				0.890	0.028
Affordable Housing including Commuted Sums & PFI Housing Scheme	0.994		1.100	(0.700)	1.394	0.020
Gypsies and Travellers Projects (inc H&S Works)	4.737			(0.470)	4.267	3.223
New Housing	0.454				0.454	0.000
HRA - Refurbishment of Council Stock	11.091			(3.500)	7.591	5.152
Total Housing schemes	20.952	0.000	1.100	(5.056)	16.996	9.830
Waste schemes						
Waste Transformation	0.613			0.200	0.813	0.236
Waste Management & Waste Vehicles	0.071				0.071	0.036
Total Waste schemes	0.684	0.000	0.000	0.200	0.884	0.272
Other schemes						
Revenue & Benefits IT System	0.119				0.119	0.037
Carbon Reduction Schemes	1.442	(0.060)			1.382	0.000
Oil to Biomass Schemes	2.595				2.595	1.515
Planning IT System	0.253		0.043		0.296	0.313
Adult Social Care Strategy - Older People, LD & Mental Health	2.296			(1.672)	0.624	0.036
Social Care Infrastructure & Community Safety	0.010				0.010	0.000
Area Boards and LPSA PRG Reward Grants	1.122				1.122	0.363
Other Economic Development Schemes	0.603		2.410		3.013	1.990
Porton Science Park	0.399				0.399	0.148
Rural Estates	0.801			(0.400)	0.401	0.019
Wiltshire Online	1.262				1.262	0.014
Leisure Schemes (Non Campus)	0.157				0.157	0.083
ICT Schemes	2.806			(2.300)	0.506	0.000
Fleet Vehicles	2.410				2.410	0.451
Passenger Transport Unit	0.224				0.224	0.130
Other Schemes including cross cutting systems	0.846		0.011		0.857	0.494
Total Other schemes	17.345	(0.060)	2.464	(4.372)	15.377	5.593
Total 2013/2014 Programme	145.390	0.000	7.658	(27.582)	125.466	60.784

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

CCAC Meeting
Financial Year:

17th December 2013

2013/2014

SECTION 1 - DELEGATED CFO POWERS

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

Project Name:	Basic Need		
Budget Change:	2013/14	2014/15	2015/16
	12,500		
Funding Source:	Contribution received from Paxcroft Primary towards capital works project at the school		
Project Name:	Basic Need		
Budget Change:	2013/14	2014/15	2015/16
	1,151,086		
Funding Source:	Section 106 contributions received towards capital works at various schools sites		
Project Name:	Schools Maintenance & Modernisation		
Budget Change:	2013/14	2014/15	2015/16
	414,000		
Funding Source:	Grant received from the EFA 16-19 Demographic Growth Capital Fund for works at St Nicholas Special School Chippenham		
Project Name:	Schools Maintenance & Modernisation		
Budget Change:	2013/14	2014/15	2015/16
	48,556		
Funding Source:	Section 106 contributions received towards capital works at various schools sites		
Project Name:	Other Projects New Schools		
Budget Change:	2013/14	2014/15	2015/16
	369,529		
Funding Source:	Section 106 contributions received towards capital works at various schools sites		
Project Name:	Other Schools Projects - Expansions & Replacements		
Budget Change:	2013/14	2014/15	2015/16
	1,376,346		
Funding Source:	Section 106 contributions received towards capital works at various schools sites		
Project Name:	Integrated Transport		
Budget Change:	2013/14	2014/15	2015/16
	20,722		
Funding Source:	Contribution from Parish Councils, Area Baorads and Local Clubs towards Integrated Transport Works		
Project Name:	Salisbury Market Place		
Budget Change:	2013/14	2014/15	2015/16
	600,000		
Funding Source:	Capital Receipts from the sale of the 3 flats purchased for the Salisbury Vision Maltings redevelopment		
Project Name:	Libraries, Heritage and Art		
Budget Change:	2013/14	2014/15	2015/16
	100,000		
Funding Source:	Capital receipt from Broomcroft Road Development used for refurbishment works at Pewsey Heritage Centre		
Project Name:	Affordable Housing (including Commuted Sums)		
Budget Change:	2013/14	2014/15	2015/16
	1,100,000		
Funding Source:	Agreed Council contribution towards Silbury Housing PFI New Housing Scheme from capital receipt received from Manor School Primary in Melksham		
Project Name:	Planning IT System		
Budget Change:	2013/14	2014/15	2015/16
	43,000		
Funding Source:	Revenue contribution towards the Northgate Planning System		

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

CCAC Meeting: 17th December 2013
 Financial Year: 2013/2014

Project Name:	Other Economic Development Schemes		
Budget Change:	2013/14	2014/15	2015/16
	2,410,000		
Funding Source:	Growing Places grant fund towards Castledown phase 2 development		
Project Name:	Other Schemes including Systems		
Budget Change:	2013/14	2014/15	2015/16
	10,500		
Funding Source:	Revenue contribution towards cycle route repairs		
<hr/>			
	7,656,239	Total Delegated Changes Approved by Section 151 Officer	

SECTION 2 - DELEGATED CFO POWERS

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

Project Name:	Basic Need		
Budget Change:	2013/14	2014/15	2015/16
	(85,000)	85,000	
Notes:	Reprogramming of Schemes to match anticipated expenditure between financial years		
Project Name:	Schools Maintenance & Modernisation		
Budget Change:	2013/14	2014/15	2015/16
	(1,210,000)	1,210,000	
Notes:			
Project Name:	DCSF Targeted Capital 14-19 SEN		
Budget Change:	2013/14	2014/15	2015/16
	(9,221)	9,221	
Notes:			
Project Name:	Integrated Transport		
Budget Change:	2013/14	2014/15	2015/16
	(250,000)	250,000	
Notes:			
Project Name:	Street Lighting		
Budget Change:	2013/14	2014/15	2015/16
	(500,000)	500,000	
Notes:			
Project Name:	Campus		
Budget Change:	2013/14	2014/15	2015/16
	(16,300,000)	16,300,000	
Notes:			
Project Name:	Disabled Facilities Grants		
Budget Change:	2013/14	2014/15	2015/16
	(386,129)	386,129	
Notes:			
Project Name:	Affordable Housing		
Budget Change:	2013/14	2014/15	2015/16
	(700,000)	700,000	
Notes:			
Project Name:	Gypsies and Travellers Projects (inc H&S Works)		
Budget Change:	2013/14	2014/15	2015/16
	(470,000)	470,000	
Notes:			

**CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR
ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME**

CCAC Meeting
Financial Year:

17th December 2013

2013/2014

Project Name:	HRA - Refurbishment of Council Stock		
Budget Change:	2013/14	2014/15	2015/16
	(3,500,000)	3,500,000	
Notes:			
Project Name:	Waste Transformation		
Budget Change:	2013/14	2014/15	2015/16
	200,000	(200,000)	
Notes:			
Project Name:	Adult Social Care		
Budget Change:	2013/14	2014/15	2015/16
	(1,672,000)	1,672,000	
Notes:			
Project Name:	Rural Estates		
Budget Change:	2013/14	2014/15	2015/16
	(400,000)	400,000	
Notes:			
Project Name:	ICT Schemes		
Budget Change:	2013/14	2014/15	2015/16
	(2,300,000)	2,300,000	
Notes:			
	27,582,350	Total Re-programming between years	

SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES

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

Project Name:

Budget Change:

2013/14	2014/15	2015/16

Funding Source: There are no requests for additional resources detailed within this report

0 Total requests for additional resources

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

CHIEF FINANCE OFFICER: Michael Hudson

DATE: December 2013

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Further information on schemes in the Capital Programme and funding sources as at Period 7 (31st October 2013)**Education schemes**

1. Basic Need Schemes are progressing well with work at varying stages of planning and construction. Budget allocations have been made to schemes identified at specific schools and areas across the county. Whilst minimal reprogramming of budget between years has taken place in this report £1.164 million of new funds has been added (the majority from section 106 deposits) to schemes with the programme.
2. Planned maintenance works continue across the county's schools whilst a number of modernisation schemes are underway with work progressing on site. Reprogramming of £1.210 million of budget into 2014/2015 has taken place in this report to reflect expected progress.
3. The New Schools programme is underway with work now in progress. Of the £5.142 million budget, £3.549 million is allocated to a new School at Tidworth NEQ where work is beginning and large payments expected to be incurred shortly as is also the case in East Trowbridge.
4. Other Projects Expansions & Replacements; in this report £1.376 million of section 106 funds has been added into fund the programme of works with allocations being made to schemes including Wyvern Valley College and Laverstock St Josephs.

Highways schemes

5. The Structural Maintenance and Bridges budgets are all anticipated to be on line against the budget at the year end. £0.250 million within the Integrated Transport budget has been reprogrammed into 2013/2014 but there are no major issues with the budget foreseen at present. Other schemes in the Highways area including Land Drainage works and the Local Sustainable Transport funding schemes are also progressing well with no issues to report.
6. As discussed in the previous monitoring report, the £2.067 million Street Lighting scheme has required some reprogramming of budget into 2014/2015, £0.500 million has been reprogrammed into 2014/2015 as part of this monitoring report.

Campus and Operational Delivery (CAOD) schemes

7. The Hub Programme Office rationalisation is progressing well with work on Phase 2 County Hall virtually complete. Works at Monkton Park to complete the programme are also well underway. There are no significant budget issues in this area.

8. Corsham Campus is in construction and is expected to complete in October 2014. The first phase of construction is the new extension followed by the refurbishment of the sports centre and pool. All of the other 6 funded Campuses are at different stages of design/planning, but none are anticipated to be completed before 2015. As discussed in the previous monitoring report, £16.3 million of budget has been reprogrammed into 2014/2015 to reflect the new profile of expenditure on the Campuses.
9. Salisbury Market place scheme overall is projected to be marginally overspent by a total of £0.290 million. This is due to the enhancing of the scope of the project to incorporate more areas of the City, to include New Canal and Blue Boar Row areas. The £0.600 million has been added back to the budget from the sale of 3 flats in the Maltings development which were purchased originally out of this budget. The original project for the Market Place only is within the original budget.

Housing schemes

10. The Gypsy and Travellers projects are underway with work starting on the Thingley and Lode Hill sites, the plan is to spend the majority of the 2013/2014 budget these 2 sites as progress is continuing as expected. There is a delay due to issues with planning permission on the Fairhaven site which will now start in 2014/2015, so budget allocation of £0.470 million will be reprogrammed into 2014/2015. In addition to these sites, there are works planned on two further sites; Oak Tree and Dairy house which are planned to start in 2014/2015, with preparatory work only in 2013/2014.
11. Disabled Facilities Grants are statutory grant payments paid to individual households to adapt homes which will allow disabled people to live independently by providing stair lifts, level access showers and ramps etc. As at 31 October 2013 the actual spend in this area is £1.400 million with a remainder budget of £1.300 million, plans are to spend a total of £2.400 million in 2013/2014 so £0.386 million has been reprogrammed into 2014/2015.
12. Affordable housing budgets have been increased by £1.100 million due to the requirement to pay over the Council contribution towards the new housing PFI scheme. The other budgets in this area are primarily funded from grants and committed sums and are not anticipated to be required in full during 2013/2014, therefore £0.700 million has been reprogrammed into 2014/2015.
13. The HRA budgets show an actual spend as at 31 October 2013 of £5.100 million. There is a forecast of a large underspend on this budget due to issues of performance with the primary contractor. There is a recovery plan in place with the contractor to deliver more work before the end of the financial year, however it is anticipated that £3.5m of budget will not be spent before March 2014. Therefore this has been reprogrammed into 14/15 when the work is now anticipated to be incurred.

Other schemes

14. Adult Social Care is funded entirely by government grants. Due to a lower spend than anticipated in 2013/2014, £1.672 million has been reprogrammed into 2014/2015, to match when the planned schemes will require funding.
15. ICT schemes have had £2.300 million reprogrammed into 2014/2015 largely because the requirement to replace laptops in 2013/2014 is not as great as previously thought. The council has been able to delay the replacement of many machines and other ICT equipment, therefore this budget has been moved into 2014/2015.

Funding of Capital Programme

16. The capital programme is funded by 3 principal sources; grants and contributions, capital receipts and borrowing.
17. As at 31 October 2013 Grants and Contributions received so far in 2013/2014 has increased to a total of £26.600 million, the largest portion of Grants received so far is in Education and the Highways areas. With grants still to be received and ones held over from previous years, a total of £71 million is likely to be available to apply to 2013/2014 capital spend.
18. Capital Receipts received from the proceeds of fixed asset sales are managed and monitored closely by the strategic property team in conjunction with Finance. Since the last monitoring report the total of capital receipts as at 31 October 2013 has increased to £2.700 million which includes the sale of no 1 Hither Farm in Chippenham and a further 7 properties in the Housing Revenue Account Right to Buy (RTB) scheme have been sold, making a total of RTB properties sold so far in 2013/2014 of 19.
19. In Addition there is £4.373 million of capital receipts sums held over from 2012/2013 to be allocated to 2013/2014 spend. With further receipts in the pipeline, it is planned that at least £7.4 million will be available to apply to capital spend in 2013/2014.
20. Borrowing makes up the final element of financing the capital programme, a total of around £45 million is currently required to be borrowed to fund the budget. As this option incurs revenue costs in debt repayments, the council considers all options before it considers borrowing, and it envisaged that this requirement to borrow may drop over the coming months.

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