

# AGENDA

---

Meeting: **Cabinet**  
Place: **Kennet Room - County Hall, Trowbridge BA14 8JN**  
Date: **Tuesday 9 February 2016**  
Time: **9.30 am**

---

## Membership:

Cllr Keith Humphries	Cabinet Member for Health (including Public Health) and Adult Social Care
Cllr Laura Mayes	Cabinet Member for Children's Services
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Baroness Scott of Bybrook O.B.E	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Dick Tonge	Cabinet Member for Finance
Cllr Stuart Wheeler	Cabinet Member for Hubs, Heritage and Arts, Governance and Support Services
Cllr Philip Whitehead	Cabinet Member for Highways and Transport

---

Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic Services, County Hall, Trowbridge, direct line 01225 718024 or email [yamina.rhouati@wiltshire.gov.uk](mailto: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](http://www.wiltshire.gov.uk)

---

---

## **RECORDING AND BROADCASTING NOTIFICATION**

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv> At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

The meeting may also be recorded by the press or members of the public.

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

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on the Council's website and available on request.

If you have any queries please contact Democratic Services using the contact details above.

## Part I

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

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

1 **Apologies**

2 **Minutes of the previous meeting** (*Pages 7 - 14*)

To confirm and sign the minutes of the Cabinet meeting held on 19 January 2016, previously circulated.

3 **Minutes - Capital Assets Committee** (*Pages 15 - 22*)

To receive and note the minutes of the Capital Assets Committee held on 19 January 2016.

4 **Declarations of Interest**

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

5 **Leader's announcements**

6 **Public participation and Questions from Councillors**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Questions may also be asked by members of the Council. Written notice of questions or statements should be given to Yamina Rhouati of Democratic Services by 12.00 noon on Thursday 4 February 2016. Anyone wishing to ask a question or make a statement should contact the officer named above.

7 **Budget Monitoring**

Reports by Carolyn Godfrey, Corporate Director

1(a) **Revenue Budget Monitoring** (*Pages 23 - 44*)

1(a) **Capital Budget Monitoring** (*Pages 45 - 60*)

8 **Treasury Management Strategy 2016/17** (Pages 61 - 84)

🔑 Report by Carolyn Godfrey, Corporate Director

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

🔑 The Wiltshire Council Financial Plan Update 2016/17 has already been published and can be accessed on the following link:

<https://cms.wiltshire.gov.uk/ieListMeetings.aspx?CId=1351&Year=0>

Please copy into your browser if necessary. If you have any trouble in accessing these documents, please contact Yamina Rhouati, Democratic Governance Manager on 01225 718024

The following additional documents will be made available with the Cabinet papers, once they have been published:

- Report of the Overview & Scrutiny Committee
- Minutes of the Overview & Scrutiny Committee 3 February 2016
- Minutes of the Group Leaders Meeting with Trade Union Representatives 4 February 2016

10 **School Admission 2017/18** (Pages 85 - 158)

🔑 Reports by Carolyn Godfrey, Corporate Director

11 **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**

12 **Exclusion of the Press and Public**

This is to give further notice in accordance with paragraph 5 (4) and 5 (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to take the following item in private.

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 13 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Reason for taking item in private:

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

**13 Provision of Waste recycling and Disposal Services (Part II Item) (Pages 159 - 184)**

🔑 Reports by Dr Carlton Brand, Corporate Director

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

This page is intentionally left blank


## CABINET

---

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 19 January 2016.

Cllr Keith Humphries	Cabinet Member for Health (including Public Health) and Adult Social Care
Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Baroness Scott of Bybrook O.B.E	Leader of the Council
Cllr Jonathon Seed	Cabinet Member for Housing, Leisure, Libraries and Flooding
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform
Cllr Stuart Wheeler	Cabinet Member for Hubs, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services), Heritage & Arts and Customer Care
Cllr Philip Whitehead	Cabinet Member for Highways and Transport
Also in Attendance:	Cllr Glenis Ansell, Cllr Peter Evans, Cllr Richard Gamble, Cllr Alan Hill, Cllr David Jenkins, Cllr Julian Johnson, Cllr Simon Killane, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Alan MacRae, Cllr Bill Moss, Cllr Horace Prickett, Cllr Bridget Wayman and Cllr Jerry Wickham

---

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

### 1 **Apologies**

Apologies were received from Councillor Laura Mayes.

### 2 **Minutes of the previous meeting**

The minutes of the meeting held on 15 December 2015 were presented.

### **Resolved**

**To approve as a correct record and sign the minutes of the meeting held on 15 December 2015.**

### **3 Declarations of Interest**

There were no declarations of interest.

### **4 Leader's announcements**

The Leader announced that the Council had been shortlisted for LGC awards for their work on the Health & Wellbeing Board, and for the Military Civilian Integration Project. The results would be announced in March,

The Council had also been nominated by the Chartered Institute for Housing's Older People's Housing Award for a project, initiated on behalf of Housing Board, to encourage older people to submit their views on housing services.

The Leader offered her congratulations to all the teams involved.

### **5 Public participation and Questions from Councillors**

There were no public questions or statements received.

### **6 Delayed Transfer of Care (DTC)**

The Leader invited Cllr Keith Humphries, Cabinet Member for Health (including Public Health) and Adult Social Care, and Maggie Rae, Corporate Director, to present the report which provided an update regarding Wiltshire Council's position in relation the number of people who are delayed in Hospital due to Social Care. In doing so, the Leader offered her thanks to the team for their hard work in improving performance.

Issues highlighted during the course of the presentation and discussion included: that the matter was high profile issue and a challenging one to address; the negative impacts on a person's health from prolonged unnecessary hospital care; that previously, the Council's performance was in the worst 10% in the country, but had now turned around to being one of the better performing councils; how the statistics are recorded in the Acute hospitals; and how central government funding had been used to promote new ways.

Councillor Gordon King, in his capacity of Vice-Chair of the Health Select Committee, commended the outstanding work and performance of the team of officers, but cautioned that the Council must maintain momentum particularly as external factors were still challenging, and that the Council must keep an eye on weaknesses such as the capacity to deliver the performance.

In response, the Leader stated that the Council would not be complacent, and was starting to look at how other pilot projects, such as Wiltshire Home First and Green to Go could be expanded to further reduce unnecessary admissions.



To enable it to do so, Wiltshire Council would continue to work closely with Acute Hospitals, GPs, the Ambulance Service and the 111 service.


## **Resolved**

### **To note the update.**

Reason for Decision:

To update Cabinet on progress and improved performance in reducing social care related delayed transfers of care

## **7 Proposals for New Care Charges**

 Cllr Keith Humphries, Cabinet Member for Health (including Public Health) and Adult Social Care, presented the report which set out proposals to update the adult care charging policy, following implementation of the 2014 Care Act.

Issues highlighted during the course of the presentation and discussion included: that in making changes to the policies, the Council intended to make them fairer for a greater number of people; how charges would be calculated, taking into account people's income; that advice would be given, during assessments, to assist people in maximising their benefit entitlement; that the changes bring the policy in line with the new Care Act; how Wiltshire compared with other authorities; the timeline for the consultation; that the letter had been carefully drafted and made available in a plain English format so that the proposed changes can be more readily understood; and that public meetings would be arranged, in partnership with Healthwatch, for people to engage in the process.

Councillor Gordon King, in his capacity of Vice-Chair of the Health Overview & Scrutiny Committee, stated that the Committee looked forward to receiving the consultation and having the chance to put their views. He noted that the Committee were likely to focus on the potential impacts on vulnerable people and those close to the threshold.

The Leader, noting the proposal in the report to delegate authority to the Corporate Director, asked instead for the matter to be brought back to Cabinet so that the views of the Select Committee could be considered at the meeting. The Leader also asked that the timeline and plan for the consultation and adoption of the proposals be shared with Cabinet Members.

## **Resolved**

- 1. To approve the changes to the proposed charging policy, pending consultation, to include;**

- a. **A clear statement for customers and officers that people will be expected to contribute for social care services**
  - b. **Continue to provide carers services free of charge, along with other prevention services as set out in the care act (equipment and intermediate care)**
  - c. **All of a person's disposable income will be taken into account when calculating contributions towards their care and support.**
  - d. **The actual rate of attendance allowance will be taken into account when calculating contributions.**
  - e. **The range of costs incurred by people, called Disability Related Expenditure, that can be disregarded in a financial assessment will be updated. (full DRE list changes are listed at appendix 2)**
  - f. **Contributions towards respite care will be based on a person's personal budget and ability to pay, rather than a standard charge for everyone.**
  - g. **Charge an administration fee on a cost recovery basis for arranging care for self-funding customers.**
2. **To acknowledge that the consultation will be on the basis of establishing if there is reason to believe that people in Wiltshire would be impacted any differently to people in other areas where this approach is already in place.**
  3. **That the policy be brought back to a future meeting of Cabinet for consideration following consultation.**


Reason for Decision:

The Care Act introduced a series of changes to legislation that must be reflected in the Councils policies. The policies have not been reviewed for some time and were due to be updated. The revised policy will ensure clarity and equity for customers and officers who will be operating within the new policies.

The proposed changes will align Wiltshire Councils charging policy with the national and regional trend.

The proposed changes to the charging policy will increase the amount of income generated through client contributions, which will allow the Council to continue to support the most vulnerable customers in Wiltshire.

## **8 Wiltshire Highways Contract**

 Councillor Philip Whitehead, Cabinet Member for Highways and Transport, presented the report which asked Cabinet to consider the award of the Wiltshire Councils' Highways Contract.

Issues highlighted during the course of the presentation and discussion included: that the need for a new contract arose from the early termination of

the BBLP contract; that the team had moved quickly to procure the service; the (name of) task group had been involved in the process with the Chairman of the Task Group involved in the interviews with tenderers; that 65% of the work previously delivered by BBLP was now being directly managed by the Council, with the remaining 35% being delivered under the new contract; that whilst not part of the contract, that Swindon Borough Council could take advantage of the rates negotiated in the contract if they wished to enter into their own agreements; that the bids were scored on the basis of a 60/40 cost/quality basis; and how the Select Committee and Audit Committee had engaged in the process.

The meeting considered the proposals, and the views of the Select Committee in Part II of the meeting.

## 9 **Urgent Items**

There were no urgent items.

## 10 **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.

## 11 **Wiltshire Highways Contract (Part II)**

 Councillor Philip Whitehead, Cabinet Member for Highways and Transport, presented the report which asked Cabinet to consider the award of the Wiltshire Councils' Highways Contract.

The confidential report presented included comparative details of the tenders received.

Councillor Bridget Wayman, Chairman of the Environment Select Committee, presented the report of the Committee's extraordinary meeting held on 12 January 2016 which had considered the reports presented.


#### **Resolved**

- (i) The Highways and Streetscene Contract should be awarded to Contractor B.**
- (ii) Cabinet authorises the Corporate Director, in consultation with the Cabinet Member for Highways and Transport, to satisfy themselves as to the details regarding the Contract, and then to take all necessary steps to enter into the new Highways Contract.**

Reasons Decision:

- (i) There is a need for a specialist contractor to deliver the Council's highways and related services when the existing contract ends on 1 April 2016.
- (ii) Following a procurement exercise in accordance with the 'Restricted Procedure' tenders were submitted by four companies, which were assessed in terms of price and quality.
- (iii) The most advantageous tender for the Council, taking into account quality and price, should be accepted in accordance with the procurement procedures. The detailed scoring and financial information is contained in a confidential report to be considered in Part 2 of this meeting.

## **12 Future Waste Management and Collection Services (Part II)**

 Councillor Toby Sturgis, Cabinet Member for Waste, presented the report which updated the Cabinet on the outcome of the tender evaluation process, and sought decisions in accordance with the proposals.

#### **Resolved**

- (i) To authorise award of contracts for:**
  - Lot 2 (management of nine council owned household recycling centres) and**
  - Lot 5 (waste collection including the co-mingled collection of dry recyclables with separate glass)****to Hills Waste Solutions; and**

- (ii) **To authorise the Associate Director Waste and Environment after receiving advice from the Associate Director Legal and Governance, the Associate Director Finance and the Associate Director Corporate Services to complete the contracts by 31 March 2016.**

Reason for Decision:

To enable the council to maintain service delivery for residents, to comply with its statutory duties to collect and dispose of waste and to continue to progress towards achieving statutory targets once current contracts expire.

(Duration of meeting: 9.30 - 10.21 am)

These decisions were published on the 27 January 2016 and will come into force on 4 February 2016
---

The Officer who has produced these minutes is Yamina Rhouati, of Democratic Services, direct line 01225 718024 or e-mail [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank


## CABINET CAPITAL ASSETS COMMITTEE

---

MINUTES of a MEETING held in KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN on Tuesday, 19 January 2016.

Cllr Fleur de Rhé-Philippe	Cabinet Member for Economic Development, Skills and Strategic Transport
Cllr Toby Sturgis	Cabinet Member for Strategic Planning (strategic and development management), Property, Waste and Strategic Housing
Cllr John Thomson	Deputy Leader and Cabinet Member for Communities, Campuses, Area Boards and Broadband
Cllr Dick Tonge	Cabinet Member for Finance, Performance, Risk, Systems Thinking, Procurement and Welfare Reform
Also in Attendance:	Cllr Jonathon Seed, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Alan MacRae and Cllr Anthony Trotman

---

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

### 1 **Apologies and Substitutions**

Apologies were received from Cllr Baroness Scott of Bybrook O.B.E

### 2 **Minutes of the previous meeting**

The minutes of the previous meeting, held on the 10 November 2015, were presented.

#### **Resolved**

**To approve as a correct record and sign the minutes of the meeting held on 10 November 2015.**

### 3 **Leader's Announcements**

There were no Leader's announcements.

### 4 **Declarations of interest**

There were no declarations of interest.

### 5 **Public Participation and Questions from Councillors**

Councillor Tony Trotman asked the following question, on behalf of Calne Town Council, relating to the possibility of this Capital Assets Committee of Wiltshire Council making a prompt decision, on transferring the Old Fire and Ambulance building, attached to Calne Town Hall, into the ownership of Calne Town Council.

He went on to state that when Calne surrendered its Borough status in 1974 the building in question was lost, to the District and now more recently, to this Unitary Council. This listed, unused building had been “at risk” for many years, and it was known that to make it waterproof, and serviceable for community use will cost the owners at least £250k.

He informed the meeting that, Calne Town Council had considered, and were now prepared to undertake works to reinstate this building, by linking it to a Heritage Lottery bid, drawn up enabling works to enhance the Town Hall and its listed curtilage.

Finally, he asked: could the Committee give him an assurance that the matter would be dealt with, and that a decision to transfer this building at no cost is considered urgently, so that he could refer a timely date to the Town Clerk and the Council so that a successful bid can go forward.

In response, Councillor Dick Tonge stated that, providing it was at no cost to Wiltshire Council, then he could envisage no impediment to the transfer. He went on to state that this should be considered outside any possible wider devolution package so that it may be expedited. He asked that the Clerk for Calne Town Council write to him so that the matter may be progressed.

## **6 Exclusion of the Press and Public**

The Deputy Leader, in the Chair, asked that as there were no members of the public present that the decision to move into closed decision be brought forward.

There being no objections, the meeting;

### **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 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 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.

## 7 **Corsham Mansion House**

 Cllr Fleur de Rhé-Philippe, Cabinet Member for Economic Development, Skills and Strategic Transport, presented the report which sought a commitment from the Cabinet Capital Assets Committee to the timing and process for the delivery of the Digital Corsham project. In response to a request from Councillor Alan Macrae, it was agreed that a presentation be made to the Corsham Area Board to give more details of the project.

### **Proposals**


**That:**

- (i) **Cabinet considers and approves the suggested delivery programme for the refurbishment and redevelopment of the Mansion House property.**
- (ii) **Cabinet delegates authority to the Associate Director for Economic Development and Planning, in consultation with the Leader of the Council and the Cabinet Member for Economic Development, Skills and Strategic Transport and with agreement from the SWLEP Board, to implement the delivery programme and ensure the wider vision for Corsham is realised.**

Reason for Decision:

To ensure that the Corsham Mansion House project, as proposed and developed by Wiltshire Council in collaboration with the SWLEP, is delivered on time and on cost and that the future development of the site is brought forward through a phased and controlled process.

## 8 **Award of Hard FM Contracts Lots**

 Councillor Dick Tonge, Cabinet Member for Finance, presented the report which described the procurement approach followed, and requested authority from members of the committee for the execution of contracts on this basis.

### **Resolved**

**That the Lots should be awarded to the following Contractors**

- (i) **Lot 1: Company B**

- (ii) **Lot 2: Company C**
- (iii) **Lot 3: Company A**
- (iv) **Lot 4: Company C**
- (v) **Lot 5: Company D**
  
- (vi) **That the Corporate Director be authorised, in consultation with the Cabinet Member for Finance & Procurement, to satisfy themselves as to the details regarding the contracts, and then to take all necessary steps to enter into the new Strategic Assets and Facilities Management (SA&FM) Contracts.**
  
- (vii) **That the Corporate Director be authorised, in consultation with the Cabinet Member for Finance & Procurement, to award a lot to the next contractor, in the event that a successful contractors bid has been withdrawn.**


Reason for Decision:

There is a need to ensure the continued delivery of legal compliance and maintenance services across the entire council-owned property portfolio including hubs, leisure centres (including those currently managed and operated by the private provider), depots, campuses, and LA schools when the existing contracts expire on 31<sup>st</sup> March 2016.

Following a procurement exercise in accordance with the Restricted Procedure, tenders have been submitted for all 5 contract lots which have been assessed in terms of price and quality.

The most advantageous tenders, taking into account quality and price, should be accepted in accordance with the procurement procedures. The detailed scoring and financial information is contained in a confidential report to be considered in Part 2 of this meeting.

## 9 **Extra Care Housing Programme**

 Councillor Jonathon Seed, Cabinet Member for Housing, Leisure, Libraries and Flooding, presented the report which sought approval for approval to use the sites, mentioned in the report, for extra care housing; to gain approval to commit a maximum of £25,000 per site to de-risking work; and to delegate authority to the relevant Associate Directors and Cabinet Members to dispose of the sites to Providers on terms to be agreed, commit the HCA funding secured for these schemes and commit Local Authority (LA) funding required to support the delivery of the schemes which is already allocated to the delivery of extra care housing.

In giving his presentation, Cllr Seed proposed that Committee consider additionally to delegate authority to three Corporate Directors, in consultation with the Cabinet Member for Finance and the Cabinet member for Housing, Leisure, Libraries and Flooding to conduct further modelling confirming financial

benefits of extra care housing, alternative sites and capital land values; and to agree the report resulting from the modelling, use of alternative sites and capital land values.

There being no further debate, the Committee;

### **Resolved**

- 1) To approve commitment of the sites at Appendix 1 for the delivery of extra care housing**
- 2) To approve entering contracts for professional services to enable the de-risking of the sites in preparation for disposal in accordance with the Corporate Procurement & Commissioning Board approach up to a maximum value of £25,000 per site.**
- 3) To delegate authority to the Associate Directors responsible for housing, finance, procurement, legal and assets in consultation with the Cabinet Member for Housing, Leisure, Libraries and Flooding, the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste and the Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform to approve;**
  - a) following a tender process the transfer of the sites to a Provider or Providers, identified by the tender process, for the delivery of extra care housing, on terms determined as part of the tender process**
  - b) The commitment of some of the external HCA funding to a Registered Provider for the delivery of extra care**
  - c) Entering into funding agreements with HCA, as required, to secure the grant funding.**
  - d) Commitment of Local Authority (LA) funding required to support the delivery of the schemes which has already been allocated to the delivery of the extra care programme;**
  - e) The general authority to enter into such documents and authorise such processes as are required to give effect to sub-headings a) to d) above.**
- 4) Delegate authority to three Corporate Directors, in consultation with the Cabinet Member for Finance and the Cabinet member for Housing, Leisure, Libraries and Flooding to:**


- i. **Conduct further modelling confirming financial benefits of extra care housing, alternative sites and capital land values; and**
- ii. **Agree the report resulting from the modelling, use of alternative sites and capital land values.**

Reason for Decision:

Since the Older People's Accommodation Strategy was first approved in 2011 work has been ongoing to identify sites that would be suitable for the delivery of extra care housing. In addition to this, work has also been ongoing with Registered Providers (RP) to determine their interest in delivering extra care housing in Wiltshire.

This paper proposes the commitment of a number of council owned sites to provide extra care housing and enabling those sites to be put on the market to invite proposals for the delivery of extra care housing.

## 10 **Gas and Electricity Supply**

 Councillor Dick Tonge, Cabinet Member for Finance, presented the report which set out the recommended energy purchasing strategy for the council from 2017 – 2022 in order to support achievement of value for money and continued resource efficiency.

In response to a question raised by Cllr Toby Sturgis, Cllr Tonge agreed to send a response to all Cabinet members regarding the percentage of council's energy purchased would be derived from renewable sources.

There being no further debate, the meeting;

### **Resolved**

- 1. That the council takes advantage of flexible in-period purchasing with a risk cap. This will provide an opportunity for greater savings to be achieved, by placing a limited sum at risk.**
- 2. That the council enters into a longer contract after 2017 and takes advantage of current market conditions as well as an extended purchasing window. A five year contract length is recommended.**
- 3. That the council stay with the current provider, West Mercia Energy.**
- 4. An appropriate contractual arrangement is put in place with schools wishing to access the contract and the council recovers the ongoing cost of administration.**

Reason for Decision:

The proposals are made to address existing risks and provide optimum value for money from April 2017 when the existing electricity and gas contract ends.

#### 11 **PFI School Playing Fields (Part II)**

Councillor Stuart Wheeler, Member for Hubs, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services), Heritage & Arts and Customer Care, presented the report which provided an update on the current position, and asked the Committee to consider an agreement with the PFI Company and the Council to fund remedial works on the playing fields at the three PFI schools.


##### **Resolved**

**To approve option 2 below, as set out in the report, which allowed officers to agree Capital expenditure of between £0.2 million and £0.3 million as part of a commercial negotiation with the PFI contractor, White Horse Education Partnership (WHEP).**

Reason for Decision:

To provide a workable solution to the challenges encountered; fundamentally to ensure the provision of good quality Playing Fields for the three PFI Schools.

#### 12 **Procurement of Cleaning Services for September 2016**

 Councillor Dick Tonge, Cabinet Member for Finance, presented the report which asked the Committee to agree to the procurement of cleaning and security services in council buildings within the operational estate managed by Strategic Assets and Facilities Management (SA&FM), with effect from 1<sup>st</sup> September 2016.

##### **Resolved**

- 1. To use the OJEU procurement procedure for the re-tendering of cleaning services, with a new contract to commence on 1<sup>st</sup> September 2016. Contract term for 5 years with the option to extend by two further one year periods.**
- 2. To delegate authority to enter into contracts, following the procurement and tender evaluation process, to the Cabinet Member for Finance, and the Associate Director for People and Business.**

Reason for Decision:

Existing cleaning contract is due to expire on 31<sup>st</sup> August 2016 and cannot be extended any further. Options to extend have been exhausted.

Procuring independently through the OJEU process is considered the most cost effective and flexible approach, and the best option for delivering the most competitive outcome for this type of service.

**13 Urgent items**

There were no urgent items.

(Duration of meeting: 2.00 - 2.45 pm)

These decisions were published on the 25 January 2016 and will come into force on 2 February 2016.
--

The Officer who has produced these minutes is Will Oulton, of Democratic Services, direct line 01225 713935 or e-mail [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)  
Press enquiries to Communications, direct line (01225) 713114/713115

## Wiltshire Council

### Cabinet

9 February 2016

---

Subject: **Revenue Budget Monitoring Period 9 - 2015/2016**

Cabinet Member: **Cllr Dick Tonge – Finance**

Key Decision: **No**

---

#### **Executive Summary**

This report advises members of the revenue budget monitoring position as at the end of Period 9 (end of December 2015) for the financial year 2015/2016 with suggested actions as appropriate.

Overall the forecast suggests a £2.831 million overspend with management action identified to date, a reduction from the last update to Cabinet. This is 1% of the Council's net budget. The purpose of budget monitoring is to identify such risks in order to allow management to address issues. Action is being taken to identify areas where further savings can be made and a balanced budget achieved. A number of actions are being taken under management authority, in particular tightening control over the purchase of goods and supplies where it is anticipated that a reduction of between 10 to 20% will be achieved.

It is expected that a balanced budget can be achieved by 31 March 2016. If this is not the case there should be a further drawdown from reserves which should be avoided as our reserves are nearing minimum levels recommended. Therefore every action should be taken to reduce unnecessary spend.

The Housing Revenue Account (HRA) is forecast to be on line.

On the assumption of a balanced budget being delivered by 31 March 2016 the year-end general fund reserve balance is projected to be £10.447 million. This is in line with the Council's financial plan and recommendations by the Section 151 Officer.

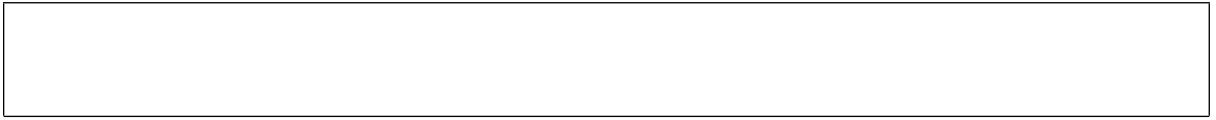
#### **Proposal**

Cabinet is asked to note the outcome of the period 9 (end of December) 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

9 February 2016

---

Subject: **Revenue Budget Monitoring Period 9 - 2015/2016**

Cabinet Member: **Cllr Dick Tonge – Finance**

Key Decision: **No**

---

### Purpose of Report

1. To advise members of the revenue budget monitoring position as at the end of period 9 (end of December 2015) for the financial year 2015/2016 with suggested actions as appropriate.

### Background

2. The Council set the 2015/2016 budget at its meeting on 24 February 2015. This 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 is set out as follows:

	Revised Budget Period 9	Profiled Budget to date	Actual to date	Projected Position for Year	Projected Overspend/ (Underspend)	Overspend/ (Underspend) reported at period 7	Movement since period 7
	£ m	£ m	£ m	£ m	£ m	£ m	£ m
<b>General Fund Total</b>	314.983	406.635	334.264	317.814	2.831	2.909	(0.078)
<b>Housing Revenue Account</b>	(1.497)	(11.437)	(10.291)	(1.497)	0	0	0

4. Budget expenditure is not always spent in equal amounts each month. The profiled budget above shows the anticipated budget at the end of period 9. The main variance between the revised budget at period 9 and the profiled budget is due to a phasing of grant income due to be received by schools in period 12 arising from the mis match between financial and academic years.

## **General Fund Monitoring Update**

5. 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 risen quicker than forecast.
6. Budget monitoring is an ongoing process and budgets and expenditure are reviewed between budget managers and accountants regularly, on a risk based approach. As part of continual service improvement, accountancy is in the process of refining the budget reporting process to enhance consistency and timeliness. As part of this review these reports exclude commitments in the actual spend column, to better show a consistent position. However, known commitments are taken into account in calculating the projected position for the year.
7. The period 9 report shows more detailed information and includes a number of smaller variances. Full details of service area figures are included in Appendix C. The figures reported in period 9 reflect the current position after any approved recovery actions have been actioned.
8. As in previous reports, this report will target large variances and the managerial actions arising to help to ensure a balanced budget at year end.

## **Budget Movements/Virements**

9. There have been a number of movements between various budget headings in the period, although the baseline net Council budget reported to Council in February to set the Council Tax, of £314.983 million remains unchanged. These virements are largely due to structural changes since the report for budget setting in February 2015. A full trail is shown in appendix A.
10. Further details of major virements in the period are included in appendix B.

## **General Fund Monitoring Details**

11. Overall the majority of services spend is in line with budget profiles and forecasts. There are a some services which have identified larger variances at this stage of the year than originally planned. Associate Directors are seeking compensating actions to bring these back in line. These are set out in the following paragraphs.
12. Overall the period 9 report identifies potential cost pressures of £2.831 million. This is set out in detail at Appendix C.

## **Learning Disability Care**

13. Current monitoring forecasts show an overall net overspend on Learning Disability of £0.929 million before any actions. This has arisen largely due to disputed income, and reflects a prudent view of potential debt recovery. If this improves the position could improve by £0.4 million. Every effort is being made to resolve this matter. The additional action being taken is to recover this overspend through active case load and placement management.
14. In the last month we have seen a reduction in both numbers and unit cost of a number of older people care costs. This is a consequence of a number of the initiatives introduced by the council over the last three years that are helping to manage spend and demand.

## **Children's Social Care and Special Educational Needs and Disabilities Care**

15. Children's Social Care budgets are projected to overspend by £2.050 million after actions. A key area of overspend where costs continue to be managed is the reduction of agency staffing, and the replacement with permanent staffing.
16. The increase in Special Guardianship Orders was highlighted in the recent Ofsted inspection as a significant improvement; however, there are cost implications arising from this. The ongoing recruitment of permanent staff through the application of Market Supplements should help mitigate against increased numbers of agency staff and it is expected that agency costs will reduce during the year, but this is unlikely to deliver lower costs overall now until late in the financial year.
17. The 0-25 Service for Children with Disabilities is currently projecting a net overspend of £1.300 million. As previously reported to Cabinet this overspend is primarily due to increased costs in transport arising from three factors; increased numbers of children with SEND up to 16 years, changes in regulations meaning local authorities have greater responsibilities over transport for 16 to 18 year old students with disabilities and the impact of post 18 year olds with SEND. The full year impact of growth in the number and cost of Special Educational Needs and Disability (SEND) placements also remains a factor.
18. This trend along with the increase in adult learning disability costs is both an ongoing local and a national issue. The council is assessing long term plans to address these costs. However, it is unlikely that the forecast level of spend in this report will be reduced significantly, due to the time to change care packages and the assessment of care needed. Whilst some of that will be done, further savings will be required corporately. Corporate and Associate Directors are assessing options and will continue to report to Cabinet throughout the year, as well as feeding into the setting of the 2016/17 budget process.

## **Legal**

19. The service is forecasting cost pressures of £0.600 million due to increased costs in services. This is mainly due to more reliance on locums and external advice. This forecast should in part reduce going forward following the recent restructure recently implemented.

## **Corporate Areas**

20. Restructure and Contingency shows an underspend of £1.784 million. This is largely due to the release of one off provisions arising from prior year grants anticipated to be released from the balance sheet in 2015/2016 as spend was drawn down.

## **Recovery plan**

21. The Council faces a remaining forecast budget pressure of £2.831 million. The senior leadership team has set out instructions to tighten approval and control of spend on goods and supplies. Whilst spend may be desirable in some cases, given the financial position managers have been challenged to slow down or reduce spend on items that do not add high value at this time to key priorities and performance targets. Other measures are being sought to control this spend, such as running stationary stock at minimum levels. Based on an analysis of current spend to budget there is scope to make circa £3.5 million of savings from these areas. As such it is expected that through strict adherence to controls and monitoring a balanced budget can be delivered by 31<sup>st</sup> March 2016.

## **General Fund Overall**

22. Overall, therefore, the period 9 report identifies potential cost pressures of £2.831 million. Against this there are a number of areas of underspend and further instructions have been issued to management in all areas to review actions for recovery and to deliver further savings. It is forecast that based on experience and instructions issued to management that a balanced budget can be achieved by 31 March 2016. If this is not the case there will be a draw down from reserves which would reduce the level potentially by a further £0.5 million. A review of the current levels suggests this is feasible within the risk assessment set out in the 2016/17 budget papers on this agenda. However, the first course is to take every action to reduce unnecessary spend, instead of relying on one off reserves

## **Housing Revenue Account Monitoring Update**

23. Budget figures on the Housing Revenue Account (HRA) have been reviewed as part of the regular monitoring process.
24. The HRA is forecast to be on line on its revenue budgets.

## Reserves

25. The tables below provides the forecast as at period 9 on the general fund balance held by the Council. The latest forecast on general fund balances currently stands at £12.147 million at 31 March 2016.

<b>General Fund Reserve</b>	<b>£ million</b>	<b>£ million</b>
Balance as at 1 April 2015		(12.147)
Draw for Waste approved by Cabinet	1.100	
Draw for Childrens Safeguarding approved by Cabinet	0.600	
Total Forecast movement in year		1.700
<b>Forecast Balance 31 March 2016</b>		<b>(10.447)</b>

26. At present it is assumed that overall the general fund will be on line by the year end following management action and that General Fund Reserves will not therefore fall to this level and will be within the tolerance reported to Council in setting the 2015/2016 Council Tax. A review of the assessment of need has been undertaken by the Section 151 Officer to link all the General Fund balances to risk (2016/17 Budget Papers – Appendix 2).

## Overall Conclusions

27. This report has identified a shortfall if no further action is taken on the general fund budget of £2.831 million at period 9 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 2015/2016.
28. 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

29. This report informs member's decision making.

## Risks assessment

30. 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

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

### **Financial implications**

32. 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 2016, although reserves are reduced this is in line with the risk assessment noted by Council in setting the budget in February 2015.

### **Legal Implications**

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

### **Public Health Implications**

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

### **Environmental Implications**

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

### **Safeguarding Implications**

36. Safeguarding remains a key priority for the Council and this report reflects the additional investment for 2015/2016 to support the ongoing spend in looked after children and safeguarding. The latest forecasts supports this priority by including a drawdown of £0.6 million from reserves to deal with current pressures, as approved in period 7 revenue monitoring report.

### **Proposals**

37. Cabinet is asked to note the outcome of the period 9 (end of December) budget Monitoring.

### **Reasons for Proposals**

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

### **Background Papers and Consultation**

None

### **Contact Name:**

Michael Hudson, Associate Director Finance, ext 13601  
[michael.hudson@wiltshire.gov.uk](mailto:michael.hudson@wiltshire.gov.uk)

Report Author: Matthew Tiller, Chief Accountant

**Appendices:**

Appendix A: Revenue Budget Movements 2015/2016

Appendix B: Major Virements between Service Areas from Original budget

Appendix C: Revenue Budget Monitoring Statements

Appendix D: Forecast Variance Movements

This page is intentionally left blank



## Wiltshire Council Revenue Budget Movements 2015/2016

Service	Original Budget	Structural Changes	Revised Original Budget	In Year Virements to Period 4	Revised Budget Period 4	In Year Virements to Period 7	Revised Budget Period 7	In Year Virements to Period 9	Revised Budget Period 9	Major Virements See Appendix B
	£m	£m	£m	£m						
<b>Adult Social Care Operations</b>										
Older People	50.260	0.000	50.260	0.181	50.441	(0.058)	50.383	(0.062)	50.321	
Other Vulnerable Adults	9.664	0.000	9.664	0.000	9.664	0.000	9.664	1.891	11.555	*
Mental Health	19.861	0.000	19.861	0.079	19.940	0.004	19.944	2.071	22.015	*
<b>Adult Care Commissioning, Safeguarding &amp; Housing</b>										
Resources, Strategy & Commissioning	4.021	0.000	4.021	0.000	4.021	(0.063)	3.958	(2.314)	1.644	*
Housing Services	4.126	0.000	4.126	0.000	4.126	0.048	4.174	0.000	4.174	
<b>Public Health &amp; Public Protection</b>										
Public Health Grant	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Other Public Health & Public Protection	2.949	0.000	2.949	(0.055)	2.894	0.057	2.951	0.000	2.951	
Leisure	0.580	0.000	0.580	0.200	0.780	0.024	0.804	0.000	0.804	
<b>Operational Children's Services</b>										
Children's Social Care	31.422	0.000	31.422	(0.361)	31.061	(0.180)	30.881	0.000	30.881	
0-25 Service: Disabled Children & Adults	12.878	0.000	12.878	(0.149)	12.729	0.138	12.867	0.002	12.869	
Early Help	2.163	0.000	2.163	(0.094)	2.069	0.284	2.353	0.000	2.353	
<b>Learning Disability</b>										
Learning Disability	41.841	0.000	41.841	(0.261)	41.580	0.120	41.700	3.368	45.068	*
<b>Quality Assurance, Commissioning &amp; Performance, School &amp; Early Years Effectiveness</b>										
School Effectiveness	2.003	0.000	2.003	0.254	2.257	(0.101)	2.156	0.000	2.156	
Safeguarding	1.362	0.000	1.362	(0.027)	1.335	(0.020)	1.315	0.000	1.315	
Funding Schools	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Commissioning & Performance	7.495	0.000	7.495	0.784	8.279	0.466	8.745	0.025	8.770	
<b>Economy &amp; Planning</b>										
Economy & Planning	4.208	0.000	4.208	(0.001)	4.207	(0.300)	3.907	0.000	3.907	
<b>Highways &amp; Transport</b>										
Highways	13.921	0.000	13.921	(0.010)	13.911	0.000	13.911	0.000	13.911	
Transport	17.437	0.000	17.437	0.000	17.437	0.000	17.437	0.001	17.438	
Car Parking	(6.103)	0.000	(6.103)	0.000	(6.103)	0.000	(6.103)	0.000	(6.103)	
<b>Environment &amp; Leisure</b>										
Waste	32.135	0.000	32.135	0.131	32.266	1.233	33.499	0.000	33.499	
Environment Services	4.630	0.000	4.630	(0.019)	4.611	0.093	4.704	0.000	4.704	
<b>Communications, Community Area Boards, Libraries, Heritage &amp; Arts</b>										
Communications	1.235	0.000	1.235	0.111	1.346	0.004	1.350	0.082	1.432	
Libraries, Heritage & Arts	5.327	0.000	5.327	0.377	5.704	0.222	5.926	(0.041)	5.885	
<b>Corporate Function &amp; Procurement</b>										
Corporate Function & Procurement	5.308	0.000	5.308	0.155	5.463	0.055	5.518	0.000	5.518	
<b>Finance</b>										
Finance, Revenues & Benefits, & Pensions	2.668	0.150	2.818	0.100	2.918	0.072	2.990	0.000	2.990	
Revenues & Benefits - Subsidy	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
<b>Legal &amp; Governance</b>										
Legal & Governance	2.353	0.000	2.353	0.000	2.353	0.000	2.353	0.000	2.353	
<b>People &amp; Business Services</b>										
Human Resources & Organisational Development	3.205	0.000	3.205	0.157	3.362	0.166	3.528	0.000	3.528	
Business Services	3.552	(0.150)	3.402	0.000	3.402	(0.003)	3.399	0.000	3.399	
Strategic Asset & Facilities Management	12.279	0.000	12.279	(0.125)	12.154	0.000	12.154	(0.008)	12.146	
Information Services	10.291	0.000	10.291	0.021	10.312	0.000	10.312	0.000	10.312	
<b>Corporate Directors</b>										
Corporate Directors	0.730	0.000	0.730	0.071	0.801	0.000	0.801	0.000	0.801	
Members	2.006	0.000	2.006	0.000	2.006	0.000	2.006	0.000	2.006	
<b>Corporate</b>										
Movement on Reserves	0.957	0.000	0.957	(0.575)	0.382	(1.281)	(0.899)	0.000	(0.899)	
Capital Financing	23.199	0.000	23.199	0.000	23.199	0.000	23.199	0.000	23.199	
Restructure & Contingency	2.356	0.000	2.356	(0.944)	1.412	(0.980)	0.432	(0.092)	0.340	
General Government Grants	(26.126)	0.000	(26.126)	0.000	(26.126)	0.000	(26.126)	(4.923)	(31.049)	*
Corporate Levys	8.790	0.000	8.790	0.000	8.790	0.000	8.790	0.000	8.790	
<b>2015/2016 Budget Requirement</b>	<b>314.983</b>	<b>0.000</b>	<b>314.983</b>	<b>0.000</b>	<b>314.983</b>	<b>0.000</b>	<b>314.983</b>	<b>(0.000)</b>	<b>314.983</b>	
HRA Budget	(1.497)	0.000	(1.497)	0.000	(1.497)	0.000	(1.497)	0.000	(1.497)	
	<b>313.486</b>	<b>0.000</b>	<b>313.486</b>	<b>0.000</b>	<b>313.486</b>	<b>0.000</b>	<b>313.486</b>	<b>(0.000)</b>	<b>313.486</b>	

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

This page is intentionally left blank

## Major Virements between Services Areas from Period 7 to Period 9

APPENDIX B

Net virements over £500,000

**Other Vulnerable Adults**

ASC Budget Realignment

**In Year Virements period 7-9**

**Mental Health**

ASC Budget Realignment

ASC Budget Realignment (2)

Redundancies Period 9

**In Year Virements period 7-9**

**Resources, Strategy & Commissioning**

ASC Budget Realignment

ASC Budget Realignment (2)

**In Year Virements period 7-9**

**Learning Disability**

ASC Budget Realignment

ASC Budget Realignment (2)

**In Year Virements period 7-9**

**General Government Grants**

Realign ASC Exp & ASC/BCF Grant

**In Year Virements period 7-9**

£m
1.891
1.891
2.108
(0.068)
0.031
2.071
(2.298)
(0.016)
(2.314)
3.569
(0.201)
3.368
(4.923)
(4.923)

Please note, these are only the service movements over £500,000. The sum of all virements balances to zero.

This page is intentionally left blank

## Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-15

		Original Budget	Revised Budget Period 7	Profiled Budget to Period 9	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m		
<b>Adult Social Care Operations</b>								
Older People	Gross Costs	61.768	65.638	50.931	48.297	66.644	1.006	1.5%
	Income	(11.508)	(15.317)	(11.851)	(9.349)	(16.345)	(1.028)	6.7%
	Net	<b>50.260</b>	<b>50.321</b>	<b>39.080</b>	<b>38.948</b>	<b>50.299</b>	<b>(0.022)</b>	<b>(0.0%)</b>
Other Vulnerable Adults	Gross Costs	10.251	12.848	10.203	9.587	12.807	(0.041)	(0.3%)
	Income	(0.587)	(1.293)	(1.001)	(1.215)	(1.275)	0.018	(1.4%)
	Net	<b>9.664</b>	<b>11.555</b>	<b>9.202</b>	<b>8.372</b>	<b>11.532</b>	<b>(0.023)</b>	<b>(0.2%)</b>
Mental Health	Gross Costs	23.060	25.920	20.545	17.635	25.782	(0.138)	(0.5%)
	Income	(3.199)	(3.905)	(3.071)	(2.312)	(3.961)	(0.056)	1.4%
	Net	<b>19.861</b>	<b>22.015</b>	<b>17.474</b>	<b>15.323</b>	<b>21.821</b>	<b>(0.194)</b>	<b>(0.9%)</b>
<b>Adult Care Commissioning, Safeguarding &amp; Housing</b>								
Resources, Strategy & Commissioning	Gross Costs	4.449	2.452	1.847	1.639	2.190	(0.262)	(10.7%)
	Income	(0.428)	(0.808)	(0.756)	(0.599)	(0.599)	0.209	(25.9%)
	Net	<b>4.021</b>	<b>1.644</b>	<b>1.091</b>	<b>1.040</b>	<b>1.591</b>	<b>(0.053)</b>	<b>(3.2%)</b>
Housing Services	Gross Costs	8.785	8.725	6.946	6.779	8.725	-	-
	Income	(4.659)	(4.551)	(3.426)	(2.432)	(4.551)	-	-
	Net	<b>4.126</b>	<b>4.174</b>	<b>3.520</b>	<b>4.347</b>	<b>4.174</b>	<b>-</b>	<b>-</b>
<b>Public Health &amp; Public Protection</b>								
Public Health Grant	Gross Costs	14.587	17.171	13.201	9.433	17.171	-	-
	Income	(14.587)	(17.171)	(12.878)	(16.142)	(17.171)	-	-
	Net	<b>-</b>	<b>-</b>	<b>0.323</b>	<b>(6.709)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other Public Health & Public Protection	Gross Costs	3.871	3.873	2.962	2.991	3.763	(0.110)	(2.8%)
	Income	(0.922)	(0.922)	(0.768)	(0.801)	(0.972)	(0.050)	5.4%
	Net	<b>2.949</b>	<b>2.951</b>	<b>2.194</b>	<b>2.190</b>	<b>2.791</b>	<b>(0.160)</b>	<b>(5.4%)</b>
Leisure	Gross Costs	5.643	5.979	4.555	4.195	5.979	-	-
	Income	(5.063)	(5.175)	(3.882)	(3.570)	(5.175)	-	-
	Net	<b>0.580</b>	<b>0.804</b>	<b>0.673</b>	<b>0.625</b>	<b>0.804</b>	<b>-</b>	<b>-</b>
<b>Operational Children's Services</b>								
Children's Social Care	Gross Costs	33.341	33.182	24.700	28.124	35.232	2.050	6.2%
	Income	(1.919)	(2.301)	(1.534)	(1.341)	(2.301)	-	-
	Net	<b>31.422</b>	<b>30.881</b>	<b>23.166</b>	<b>26.783</b>	<b>32.931</b>	<b>2.050</b>	<b>6.6%</b>
0-25 Service: Disabled Children & Adults	Gross Costs	36.143	36.134	27.061	32.288	37.434	1.300	3.6%
	Income	(23.265)	(23.265)	(0.540)	(0.977)	(23.265)	-	-
	Net	<b>12.878</b>	<b>12.869</b>	<b>26.521</b>	<b>31.311</b>	<b>14.169</b>	<b>1.300</b>	<b>10.1%</b>
Early Help	Gross Costs	6.901	7.043	6.241	5.996	7.009	(0.034)	(0.5%)
	Income	(4.738)	(4.690)	(0.811)	(0.949)	(4.690)	-	-
	Net	<b>2.163</b>	<b>2.353</b>	<b>5.430</b>	<b>5.047</b>	<b>2.319</b>	<b>(0.034)</b>	<b>(1.4%)</b>
<b>Learning Disability</b>								
Learning Disability	Gross Costs	44.358	48.192	38.274	37.149	49.083	0.891	1.8%
	Income	(2.517)	(3.124)	(2.125)	(1.732)	(3.086)	0.038	(1.2%)
	Net	<b>41.841</b>	<b>45.068</b>	<b>36.149</b>	<b>35.417</b>	<b>45.997</b>	<b>0.929</b>	<b>2.1%</b>

## Wiltshire Council Revenue Budget Monitoring Statement: Period 9

31-Dec-15

		Original Budget	Revised Budget Period 7	Profiled Budget to Period 9	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m		
<b>Quality Assurance, Commissioning &amp; Performance, School &amp; Early Years Effectiveness</b>								
School Effectiveness	Gross Costs	5.765	6.048	4.464	3.755	5.554	(0.494)	(8.2%)
	Income	(3.762)	(3.892)	(1.191)	(0.777)	(3.892)	-	-
	Net	<b>2.003</b>	<b>2.156</b>	<b>3.273</b>	<b>2.978</b>	<b>1.662</b>	<b>(0.494)</b>	<b>(22.9%)</b>
Safeguarding	Gross Costs	1.532	1.514	1.139	1.230	1.608	0.094	6.2%
	Income	(0.170)	(0.199)	(0.164)	(0.254)	(0.199)	-	-
	Net	<b>1.362</b>	<b>1.315</b>	<b>0.975</b>	<b>0.976</b>	<b>1.409</b>	<b>0.094</b>	<b>7.1%</b>
Funding Schools	Gross Costs	279.162	269.464	137.975	90.566	269.464	-	-
	Income	(279.162)	(269.464)	(10.332)	(33.027)	(269.464)	-	-
	Net	-	-	<b>127.643</b>	<b>57.539</b>	-	-	-
Commissioning & Performance	Gross Costs	31.792	32.657	25.227	25.712	33.111	0.454	1.4%
	Income	(24.297)	(23.887)	(2.812)	(0.807)	(23.887)	-	-
	Net	<b>7.495</b>	<b>8.770</b>	<b>22.415</b>	<b>24.905</b>	<b>9.224</b>	<b>0.454</b>	<b>5.2%</b>
<b>Economy &amp; Planning</b>								
Economy & Planning	Gross Costs	10.203	10.574	7.765	8.360	10.574	-	-
	Income	(5.995)	(6.667)	(4.812)	(4.999)	(6.667)	-	-
	Net	<b>4.208</b>	<b>3.907</b>	<b>2.953</b>	<b>3.361</b>	<b>3.907</b>	-	-
<b>Highways &amp; Transport</b>								
Highways	Gross Costs	17.098	15.918	11.589	8.436	15.918	-	-
	Income	(3.177)	(2.007)	(1.605)	(1.438)	(2.007)	-	-
	Net	<b>13.921</b>	<b>13.911</b>	<b>9.984</b>	<b>6.998</b>	<b>13.911</b>	-	-
Transport	Gross Costs	20.261	19.637	13.572	14.414	19.637	-	-
	Income	(2.824)	(2.199)	(2.189)	(1.985)	(2.199)	-	-
	Net	<b>17.437</b>	<b>17.438</b>	<b>11.383</b>	<b>12.429</b>	<b>17.438</b>	-	-
Car Parking	Gross Costs	1.563	1.563	1.165	1.462	1.563	-	-
	Income	(7.666)	(7.666)	(5.839)	(5.453)	(7.666)	-	-
	Net	<b>(6.103)</b>	<b>(6.103)</b>	<b>(4.674)</b>	<b>(3.991)</b>	<b>(6.103)</b>	-	-
<b>Waste &amp; Environment</b>								
Waste	Gross Costs	36.344	38.605	26.351	23.929	38.953	0.348	0.9%
	Income	(4.209)	(5.106)	(3.592)	(5.258)	(5.106)	-	-
	Net	<b>32.135</b>	<b>33.499</b>	<b>22.759</b>	<b>18.671</b>	<b>33.847</b>	<b>0.348</b>	<b>1.0%</b>
Environment Services	Gross Costs	6.287	6.317	4.944	4.777	6.317	-	-
	Income	(1.657)	(1.613)	(1.274)	(1.065)	(1.613)	-	-
	Net	<b>4.630</b>	<b>4.704</b>	<b>3.670</b>	<b>3.712</b>	<b>4.704</b>	-	-
<b>Communications, Community Area Boards, Libraries, Arts, Heritage &amp; Culture</b>								
Communications	Gross Costs	1.315	1.512	1.118	1.310	1.512	-	-
	Income	(0.080)	(0.080)	(0.060)	(0.033)	(0.080)	-	-
	Net	<b>1.235</b>	<b>1.432</b>	<b>1.058</b>	<b>1.277</b>	<b>1.432</b>	-	-
Libraries, Heritage & Arts	Gross Costs	6.934	7.609	5.890	6.441	7.809	0.200	2.6%
	Income	(1.607)	(1.724)	(1.189)	(1.021)	(1.724)	-	-
	Net	<b>5.327</b>	<b>5.885</b>	<b>4.701</b>	<b>5.420</b>	<b>6.085</b>	<b>0.200</b>	<b>3.4%</b>

		Original Budget	Revised Budget Period 7	Profiled Budget to Period 9	Actual to date	Projected Position for Year	Projected Variation for Year: Overspend / (Underspend)	Variation as % of Revised Budget: Overspend / (Underspend)
		£m	£m	£m	£m	£m		
<b>Corporate Function &amp; Procurement</b>								
Corporate Function & Procurement	Gross Costs	6.057	6.270	5.135	6.619	6.270	-	-
	Income	(0.749)	(0.752)	(0.577)	(0.089)	(0.752)	-	-
	Net	<b>5.308</b>	<b>5.518</b>	<b>4.558</b>	<b>6.530</b>	<b>5.518</b>	-	-
<b>Finance</b>								
Finance, Revenues & Benefits, & Pensions	Gross Costs	14.768	15.468	11.362	11.950	15.418	(0.050)	(0.3%)
	Income	(12.100)	(12.478)	(7.018)	(6.140)	(12.478)	-	-
	Net	<b>2.668</b>	<b>2.990</b>	<b>4.344</b>	<b>5.810</b>	<b>2.940</b>	<b>(0.050)</b>	<b>(1.7%)</b>
Revenues & Benefits - Subsidy	Gross Costs	118.775	118.126	89.064	89.171	118.126	-	-
	Income	(118.775)	(118.126)	(86.733)	(86.733)	(118.276)	(0.150)	0.1%
	Net	-	-	<b>2.331</b>	<b>2.438</b>	<b>(0.150)</b>	<b>(0.150)</b>	
<b>Legal &amp; Governance</b>								
Legal & Governance	Gross Costs	4.577	4.525	3.217	4.922	5.125	0.600	13.3%
	Income	(2.224)	(2.172)	(1.465)	(1.968)	(2.172)	-	-
	Net	<b>2.353</b>	<b>2.353</b>	<b>1.752</b>	<b>2.954</b>	<b>2.953</b>	<b>0.600</b>	<b>25.5%</b>
<b>People &amp; Business Services</b>								
Human Resources & Organisational Development	Gross Costs	4.946	5.446	4.231	4.112	5.346	(0.100)	(1.8%)
	Income	(1.741)	(1.918)	(1.546)	(1.695)	(1.918)	-	-
	Net	<b>3.205</b>	<b>3.528</b>	<b>2.685</b>	<b>2.417</b>	<b>3.428</b>	<b>(0.100)</b>	<b>(2.8%)</b>
Business Services	Gross Costs	5.571	5.461	4.332	4.362	5.461	-	-
	Income	(2.019)	(2.062)	(1.804)	(1.898)	(2.062)	-	-
	Net	<b>3.552</b>	<b>3.399</b>	<b>2.528</b>	<b>2.464</b>	<b>3.399</b>	-	-
Strategic Asset & Facilities Management	Gross Costs	15.787	16.298	13.106	12.112	16.298	-	-
	Income	(3.508)	(4.152)	(3.128)	(3.098)	(4.152)	-	-
	Net	<b>12.279</b>	<b>12.146</b>	<b>9.978</b>	<b>9.014</b>	<b>12.146</b>	-	-
Information Services	Gross Costs	11.811	11.919	9.869	9.704	12.319	0.400	3.4%
	Income	(1.520)	(1.607)	(0.968)	(0.358)	(1.607)	-	-
	Net	<b>10.291</b>	<b>10.312</b>	<b>8.901</b>	<b>9.346</b>	<b>10.712</b>	<b>0.400</b>	<b>3.9%</b>
<b>Corporate Directors</b>								
Corporate Directors	Gross Costs	0.757	0.828	0.649	0.745	0.828	-	-
	Income	(0.027)	(0.027)	(0.010)	(0.011)	(0.027)	-	-
	Net	<b>0.730</b>	<b>0.801</b>	<b>0.639</b>	<b>0.734</b>	<b>0.801</b>	-	-
Members	Gross Costs	2.006	2.006	1.492	1.589	2.006	-	-
	Income	-	-	-	-	-	-	-
	Net	<b>2.006</b>	<b>2.006</b>	<b>1.492</b>	<b>1.589</b>	<b>2.006</b>	-	-
<b>Corporate</b>								
Movement on Reserves		0.957	(0.899)	(0.899)	(0.899)	(0.899)	-	-
Capital Financing		23.199	23.199	8.240	7.590	22.719	(0.480)	(2.1%)
Restructure & Contingency		2.356	0.340	(1.778)	(0.312)	(1.444)	(1.784)	(524.7%)
General Government Grants		(26.126)	(31.049)	(15.676)	(18.238)	(31.049)	-	-
Corporate Levys		8.790	8.790	6.577	5.858	8.790	-	-
	Net	<b>9.176</b>	<b>0.381</b>	<b>(3.536)</b>	<b>(6.001)</b>	<b>(1.883)</b>	<b>(2.264)</b>	<b>(594.2%)</b>
<b>Wiltshire Council General Fund Total</b>								
	Gross Costs	<b>865.644</b>	<b>865.303</b>	<b>587.586</b>	<b>533.790</b>	<b>869.153</b>	<b>3.850</b>	
	Income	<b>(550.661)</b>	<b>(550.320)</b>	<b>(180.951)</b>	<b>(199.526)</b>	<b>(551.339)</b>	<b>(1.019)</b>	
	Net	<b>314.983</b>	<b>314.983</b>	<b>406.635</b>	<b>334.264</b>	<b>317.814</b>	<b>2.831</b>	
Housing Revenue Account (HRA)	Gross Costs	24.639	24.639	7.802	9.023	24.639	-	-
	Income	(26.136)	(26.136)	(19.239)	(19.314)	(26.136)	-	-
	Net	<b>(1.497)</b>	<b>(1.497)</b>	<b>(11.437)</b>	<b>(10.291)</b>	<b>(1.497)</b>	-	-
<b>Total Including HRA</b>								
	Gross Costs	890.283	889.942	595.388	542.813	893.792	3.850	
	Income	(576.797)	(576.456)	(200.190)	(218.840)	(577.475)	(1.019)	
	Net	<b>313.486</b>	<b>313.486</b>	<b>395.198</b>	<b>323.973</b>	<b>316.317</b>	<b>2.831</b>	

This page is intentionally left blank



# Wiltshire Council Forecast Variance Movements

Appendix D

	Variance Reported for Period 4 £m	Movement in Period	Variance Reported for Period 7	Movement in Period	Variance Reported for Period 9
<b>Adult Social Care Operations</b>					
Older People	(3.421)	3.921	0.500	(0.522)	(0.022)
Other Vulnerable Adults	1.852	(1.852)	0.000	(0.023)	(0.023)
Mental Health	1.959	(1.959)	0.000	(0.194)	(0.194)
<b>Adult Care Commissioning, Safeguarding &amp; Housing</b>					
Resources, Strategy & Commissioning	(2.437)	2.437	0.000	(0.053)	(0.053)
Housing Services	0.100	(0.100)	0.000	0.000	0.000
<b>Public Health &amp; Public Protection</b>					
Public Health Grant	0.000	0.000	0.000	0.000	0.000
Other Public Health & Public Protection	(0.250)	0.050	(0.200)	0.040	(0.160)
Leisure	0.000	0.000	0.000	0.000	0.000
<b>Children's Social Care, Integrated Youth &amp; Preventative Services &amp; 0-25 SEN/Disability Service</b>					
Children's Social Care	1.991	(0.301)	1.690	0.360	2.050
0-25 Service: Disabled Children & Adults	2.400	(0.707)	1.693	(0.393)	1.300
Early Help	0.004	0.019	0.023	(0.057)	(0.034)
<b>Learning Disability</b>					
Learning Disability	2.047	(2.047)	0.000	0.929	0.929
<b>Quality Assurance, Commissioning &amp; Performance, School &amp; Early Years Effectiveness</b>					
School Effectiveness	(0.335)	0.101	(0.234)	(0.260)	(0.494)
Safeguarding	0.000	0.000	0.000	0.094	0.094
Funding Schools	0.000	0.000	0.000	0.000	0.000
Commissioning & Performance	0.335	(0.101)	0.234	0.220	0.454
<b>Economy &amp; Planning</b>					
Economy & Planning	0.000	0.000	0.000	0.000	0.000
<b>Highways &amp; Transport</b>					
Highways	0.000	0.000	0.000	0.000	0.000
Transport	0.000	0.000	0.000	0.000	0.000
Car Parking	0.000	0.000	0.000	0.000	0.000
<b>Waste &amp; Environment</b>					
Waste	0.300	0.048	0.348	0.000	0.348
Environment Services	0.000	0.000	0.000	0.000	0.000
<b>Communications, Community Area Boards, Libraries, Arts, Heritage &amp; Culture</b>					
Communications	0.500	(0.500)	0.000	0.000	0.000
Libraries, Arts, Heritage & Culture	0.000	0.200	0.200	0.000	0.200
<b>Corporate Function &amp; Procurement</b>					
Corporate Function & Procurement	0.000	0.000	0.000	0.000	0.000
<b>Finance</b>					
Finance, Revenues & Benefits, & Pensions	(0.050)	0.000	(0.050)	0.000	(0.050)
Revenues & Benefits - Subsidy	(0.150)	0.000	(0.150)	0.000	(0.150)
<b>Legal &amp; Governance</b>					
Legal & Governance	0.400	0.000	0.400	0.200	0.600
<b>People &amp; Business Services</b>					
Human Resources & Organisational Development	0.000	0.000	0.000	(0.100)	(0.100)
Business Services	0.000	0.000	0.000	0.000	0.000
Strategic Asset & Facilities Management	0.800	(0.800)	0.000	0.000	0.000
Information Services	0.000	0.800	0.800	(0.400)	0.400
<b>Corporate Directors</b>					
Corporate Directors	0.000	0.000	0.000	0.000	0.000
Members	0.000	0.000	0.000	0.000	0.000
<b>Corporate</b>					
Movement on Reserves	0.000	0.000	0.000	0.000	0.000
Capital Financing	0.000	(0.480)	(0.480)	0.000	(0.480)
Restructure & Contingency	0.200	(2.065)	(1.865)	0.081	(1.784)
General Government Grants	0.000	0.000	0.000	0.000	0.000
Corporate Levys	0.000	0.000	0.000	0.000	0.000
<b>TOTAL FORECAST VARIANCE MOVEMENT</b>	<b>6.245</b>	<b>(3.336)</b>	<b>2.909</b>	<b>(0.078)</b>	<b>2.831</b>
HRA Budget	0.000	0.000	0.000	0.000	0.000

**Adult Social Care Operations**

Older People  
Other Vulnerable Adults  
Learning Disability  
Mental Health

**Adult Care Commissioning, Safeguarding & Housing**

Resources, Strategy & Commissioning  
Community Leadership & Governance  
Housing Services

**Public Health & Public Protection**

Public Health Grant  
Other Public Health & Public Protection

**Children's Social Care, Integrated Youth & Preventative Services & 0-25 SEN/Disability Service**

Children's Social Care  
0-25 Service: Disabled Children & Adults  
Integrated Youth & Preventative Services

**Quality Assurance, Commissioning & Performance, School & Early Years Effectiveness**

School Effectiveness  
Business & Commercial Services  
Safeguarding  
Funding Schools  
Commissioning & Performance

**Economic Development & Planning Services**

Economy & Regeneration  
Development Services

**Highways & Transport**

Highways Strategic Services  
Public Transport  
Education Transport  
Local Highways & Streetscene  
Car Parking

**Environment & Leisure**

Waste  
Environment Services  
Leisure  
School Effectiveness

**Communications, Community Area Boards, Libraries, Arts, Heritage & Culture**

Communications  
Libraries, Arts, Heritage & Culture

**Executive Office**

Executive Office  
Corporate Directors

**Finance**

Finance, Revenues & Benefits, & Pensions  
Revenues & Benefits - Subsidy

**Legal & Governance**

Legal & Governance

**People & Business Services**

Human Resources & Organisational Development  
Business Services  
Strategic Property Services

**Transformation Programme**

Transformation

Information Services

**Corporate**

Movement on Reserves

Capital Financing

Restructure & Contingency

General Government Grants

Corporate Levys

**Wiltshire Council General Fund Total**

This page is intentionally left blank

**Wiltshire Council**

**Cabinet**

**9 February 2016**

---

Subject: **Capital Monitoring Period 9 2015/2016 (as at 31 December 2015)**

Cabinet member: **Councillor Dick Tonge - Finance**

Key Decision: **No**

---

### **Executive Summary**

The report details changes to the budget made since the 2015/2016 budget was set in February 2015 over and above the changes detailed in the Period 7 report.

The report reflects the position of the 2015/2016 spend against budget as at Period 9 (as at 31 December 2015).

### **Proposal**

To note the general budget additions for grants, contributions and other sources of £0.930 million as per Appendix B; and to note the period 9 position of the Capital Programme in Appendix A.

To also note the reprogramming of £38.564 million between 2015/2016 and 2016/2017.

### **Reason for Proposals**

To inform Cabinet of the position of the 2015/2016 capital programme as at Period 9 (31 December 2015), including highlighting any budget changes.

**Michael Hudson** Associate Director Finance

**Wiltshire Council**

**Cabinet**

**9 February 2016**

---

Subject: **Capital Monitoring Period 9 2015/2016 (as at 31 December 2015)**

Cabinet member: **Councillor Dick Tonge - Finance**

Key Decision: **No**

---

**Purpose of Report**

1. To inform Cabinet on the position of the 2015/2016 Capital Programme, as at Period 9 (31 December 2015), including highlighting budget changes. A budget monitoring report to members is taken to Cabinet Capital Assets Committee quarterly in September, December, February and June. This report focuses on major variations in budget.

**Budget Movements**

2. The original budget for 2015/2016 was presented to the Council as part of the budget meeting on 24 February 2015. Since that date there have been a number of changes to the budget for 2015/2016, largely due to reprogramming of budget from 2014/2015 and to 2016/2017; but also to reflect additional funding being available. These changes 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 Original Budget to Period 9 Budget (as at 31 December 2015)**

	<b>£m</b>	<b>Notes</b>
<b>Budget Period 7 2015/2016</b>	<b>161.120</b>	
<b>Additions/amendments to the Capital Programme 2015/2016 since Period 7 Budget</b>		
<b>Additional Budgets added to Programme</b>	<b>0.930</b>	See Appendix A and B section 1 for further details
<b>Reduced Budgets</b>	<b>(0.821)</b>	See Appendix A for further details

<b>Budgets reprogrammed from 2015/2016 into 2016/2017</b>	<b>(38.564)</b>	See Appendices A and B section 2 for further details
<b>Current Budget Period 9 2015/2016</b>	<b>122.665</b>	

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 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. As part of this report the programme has been reduced by £0.821 million to reflect changes to the approved capital budgets and ensure greater ability to manage the revenue financing costs of the programme within the revenue provision of £23.199 million; commentary on these amounts is given in Appendix C.
5. The budgets that have been reprogrammed into 2016/2017 are shown in further detail in Appendices A and B, with the higher value amounts also explained in the narrative for schemes in Appendix C.

### **Summary of Position as at 31 December 2015**

6. The current budget for the year 2015/2016 is £122.665 million. Actual spend on schemes as at 31 December 2015 was £63.707 million. A full breakdown of these figures is attached in Appendix A.
7. At present there are no anticipated significantly overspending schemes.
8. Significant reprogramming of budgets into future years has taken place as part of this report. The capital programme has been reviewed by CLT and Informal Cabinet; resulting in some schemes being recommended for reduction, slippage or requiring a new business case. This will be captured in the 2016-2020 capital budget setting process and presented to Council in February 2016 and include slippage up to the month 7 capital monitoring report. Further slippage identified in this report will be reviewed in addition to this.
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 2015/2016.

## **Risks Assessment**

10. The capital budget for 2015/2016, as detailed in this report, has been revised to £122.665 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.

## **Equality and Diversity Impact of the Proposal**

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

## **Financial Implications**

12. This is a report from the Chief Finance Officer and the financial implications are discussed in the detail of this report.

## **Legal Implications**

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

## **Public Health Implications**

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

## **Environmental Implications**

15. 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.

## **Safeguarding Implications**

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

## **Proposals**



17. To note the general budget additions for grants, contributions and other sources of £0.930 million as per Appendix B; and to note the Period 9 position of the Capital Programme in Appendix A.

To also note the reprogramming of £38.564 million between 2015/2016 and 2016/2017.

### **Background Papers and Consultation**

None

#### **Contact Name:**

Michael Hudson, Associate Director Finance, ext 13601  
[Michael.hudson@wiltshire.gov.uk](mailto:Michael.hudson@wiltshire.gov.uk)

Report Author: Leanne Sykes, Accountancy Services Manager.

#### **Appendices:**

- Appendix A – 2015/2016 Capital Programme Budget Movements and spent to 31 December 2015
- Appendix B – Delegated authority for budget movements
- Appendix C – Narrative on specific schemes

This page is intentionally left blank

## Capital Programme Budget Movements and Spend to 31 December 2015/2016

Scheme Name	2015/2016 Budget Breakdown							
	Period 7 Budget	Budget Movements between Schemes	Additional Budgets added to Programme (Section 1 Appendix B)	Reduced Budgets	Budgets reprogrammed from 2015/2016 into 2016/2017 (Section 2 Appendix B)	Current Budget Period 9 2015/2016	Spend to 31 December 2015	Spend to 31 December 2015
	£m	£m	£m	£m	£m	£m	£m	%
<b>Thriving &amp; Growing Economy</b>								
Carbon Reduction Schemes	1.058					1.058	0.178	16.82%
Oil to Biomass Schemes	0.966					0.966	0.068	7.04%
Other Economic Development Schemes	0.181		0.653			0.834	0.516	61.87%
Strategic Economic Plan	0.866					0.866	0.000	0.00%
Corsham Mansion House	0.000					0.000	0.022	0.00%
A429 Malmesbury Access Improvements	2.000					2.000	0.000	0.00%
Chippenham Station HUB	0.100					0.100	0.024	24.00%
LTB Scheme A350 North of Chippenham Bypass Improvements	1.451					1.451	1.993	137.35%
A350 Dualling Chippenham Bypass	0.000					0.000	0.014	0.00%
Growth Fund (inc Porton Science Park)	5.229				(4.900)	0.329	0.183	55.62%
Salisbury Marketplace Churchfields & The Maltings	0.000					0.000	0.033	0.00%
Bowerhill Portal Way Improvement Works	0.852					0.852	0.573	67.25%
<b>Total Thriving &amp; Growing Economy</b>	<b>12.703</b>	<b>0.000</b>	<b>0.653</b>	<b>0.000</b>	<b>(4.900)</b>	<b>8.456</b>	<b>3.604</b>	<b>42.62%</b>
<b>Working Together to Solve Problems &amp; Participate in Decisions</b>								
Buildings Repair & Maintenance	3.278	(0.220)			(0.215)	2.843	1.038	36.51%
Rural Estates	0.416			(0.310)		0.106	0.028	26.42%
Whole Life Building & Equipment Refresh	0.500				(0.500)	0.000	0.000	0.00%
Leisure Centres & Libraries - Capital Works Requirement	0.400				(0.400)	0.000	0.000	0.00%
Hub Programme Office Rationalisation	0.121					0.121	0.082	67.77%
Operational Estate	0.215					0.215	0.043	20.00%
Depot & Office Strategy	0.519					0.519	0.000	0.00%
Campus - Live Schemes	26.601	0.220	0.139		(11.734)	15.226	11.007	72.29%
Campus - In Development	0.000					0.000	0.004	0.00%
Area Boards and LPSA PRG Reward Grants	1.033					1.033	0.375	36.30%
Fitness Equipment for Leisure Centres	0.525					0.525	0.052	9.90%
Churchyards & Cemeteries	0.657				(0.557)	0.100	0.046	46.00%
<b>Total Working Together to Solve Problems &amp; Participate in Decisions</b>	<b>34.265</b>	<b>0.000</b>	<b>0.139</b>	<b>(0.310)</b>	<b>(13.406)</b>	<b>20.688</b>	<b>12.675</b>	<b>61.27%</b>
<b>High Quality Environment</b>								
Integrated Transport	3.307		0.020		(0.520)	2.807	1.066	37.98%
Structural Maintenance (Grant & Council Funded)	22.656	(1.000)			2.500	24.156	8.953	37.06%
Bridges	3.096					3.096	0.332	10.72%
Highway flooding prevention and Land Drainage schemes	1.000	1.000				2.000	0.173	8.65%
Flooding Repair & Renewal	0.148					0.148	0.143	96.62%
A350 Chippenham (Pinch Point)	0.130					0.130	0.122	93.85%
Farmers Roundabout	0.500					0.500	0.046	9.20%
Local Sustainable Transport Fund	0.049					0.049	0.075	153.06%
Street Lighting	0.060					0.060	0.059	98.33%
Salisbury Marketplace Highways Works	0.105					0.105	0.104	99.05%
Passenger Transport Capital	0.000					0.000	0.005	0.00%
Waste Services	0.444				(0.066)	0.378	0.203	53.70%
Fleet Vehicles	0.616		0.072		0.600	1.288	0.936	72.67%
Disabled Facilities Grants	1.972					1.972	1.534	77.79%
Other Housing Grants	0.000					0.000	0.000	0.00%
Gypsies and Travellers Projects	3.858				(3.180)	0.678	0.480	70.80%
Council House Build Programme	14.639				(11.239)	3.400	1.074	31.59%
Complex Needs Bungalows	0.613					0.613	0.523	85.32%
Extra Care Programme	0.000					0.000	0.010	0.00%
Other - Housing Strategic Economic Plan	0.000					0.000	0.000	0.00%
Sheltered Housing	0.625					0.625	0.000	0.00%
Affordable Housing including Commuted Sums	0.937				(0.937)	0.000	0.147	#DIV/0!
New Housing	0.441			(0.441)		0.000	0.000	#DIV/0!
Social Care Infrastructure & Strategy	3.022	0.024			(2.866)	0.180	0.103	57.22%
HRA - Refurbishment of Council Stock	12.210					12.210	7.744	63.42%
<b>Total High Quality Environment</b>	<b>70.428</b>	<b>0.024</b>	<b>0.092</b>	<b>(0.441)</b>	<b>(15.708)</b>	<b>54.395</b>	<b>23.832</b>	<b>43.81%</b>

### Capital Programme Budget Movements and Spend to 31 December 2015/2016

Scheme Name	2015/2016 Budget Breakdown							
	Period 7 Budget	Budget Movements between Schemes	Additional Budgets added to Programme (Section 1 Appendix B)	Reduced Budgets	Budgets reprogrammed from 2015/2016 into 2016/2017 (Section 2 Appendix B)	Current Budget Period 9 2015/2016	Spend to 31 December 2015	Spend to 31 December 2015
	£m	£m	£m	£m	£m	£m	£m	%
<b>Inclusive Communities Where Everyone Can Achieve Their Potential</b>								
Sarum Academy Salisbury	0.392					0.392	0.009	2.30%
Basic Need	11.202				(2.275)	8.927	4.764	53.37%
Schools Maintenance & Modernisation	5.475				(0.230)	5.245	3.447	65.72%
Devolved Formula Capital	0.807					0.807	0.597	73.98%
Access and Inclusion	0.179				(0.050)	0.129	0.066	51.16%
New Schools	8.795				(0.600)	8.195	7.531	91.90%
School Expansions & Replacements	0.481				(0.141)	0.340	0.017	5.00%
Early Years & Childcare	0.173					0.173	0.116	67.05%
Other Education Schemes	0.058	(0.024)				0.034	0.000	0.00%
Universal Infant Free School Meals Capital	0.649					0.649	0.497	76.58%
Army Rebasing	0.150					0.150	0.080	53.33%
<b>Total Inclusive Communities Where Everyone Can Achieve Their Potential</b>	<b>28.361</b>	<b>(0.024)</b>	<b>0.000</b>	<b>0.000</b>	<b>(3.296)</b>	<b>25.041</b>	<b>17.124</b>	<b>68.38%</b>
<b>Healthy, Active and High Quality Lives</b>								
Public Health Schemes	0.451			(0.070)	(0.319)	0.062	0.000	0.00%
<b>Total Healthy, Active and High Quality Lives</b>	<b>0.451</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.070)</b>	<b>(0.319)</b>	<b>0.062</b>	<b>0.000</b>	<b>0.00%</b>
<b>Changing The Way We Do Business</b>								
ICT Schemes	5.641					5.641	1.111	19.70%
Other Schemes including cross cutting systems	0.449		0.045			0.494	0.463	93.72%
Learning Management System	0.069					0.069	0.016	23.19%
Wiltshire Online	7.753		0.001		(0.035)	7.719	4.875	63.16%
Salisbury CCTV	1.000				(0.900)	0.100	0.007	7.00%
<b>Total Changing The Way We Do Business</b>	<b>14.912</b>	<b>0.000</b>	<b>0.046</b>	<b>0.000</b>	<b>(0.935)</b>	<b>14.023</b>	<b>6.472</b>	<b>46.15%</b>
<b>Total 2015/2016 Programme</b>	<b>161.120</b>	<b>0.000</b>	<b>0.930</b>	<b>(0.821)</b>	<b>(38.564)</b>	<b>122.665</b>	<b>63.707</b>	<b>51.94%</b>

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

CCAC Meeting 9 February 2016  
 Financial Year: 2015/2016

### 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, "

<b>Project Name:</b>	<b>Other Economic Development Schemes</b>		
<b>Budget Change:</b>	2015/2016	2016/2017	2017/2018
	653,278		
<b>Funding Source:</b>	Rural Growth Network grant received towards rural economic development capital schemes		
<b>Project Name:</b>	<b>Campus - Live Schemes</b>		
<b>Budget Change:</b>	2015/2016	2016/2017	2017/2018
	50,000		
<b>Funding Source:</b>	Rural Growth Network Grant from DEFRA towards work at Tisbury Campus		
<b>Project Name:</b>	<b>Campus - Live Schemes</b>		
<b>Budget Change:</b>	2015/2016	2016/2017	2017/2018
	89,147		
<b>Funding Source:</b>	Grant from the football foundation for football pitches at Woolmore Farm site		
<b>Project Name:</b>	<b>Integrated Transport</b>		
<b>Budget Change:</b>	2015/2016	2016/2017	2017/2018
	20,372		
<b>Funding Source:</b>	Contributions from Parish and Town Councils towards Integrated Transport Schemes		
<b>Project Name:</b>	<b>Fleet Vehicles</b>		
<b>Budget Change:</b>	2015/2016	2016/2017	2017/2018
	71,675		
<b>Funding Source:</b>	Grant from DFT - OLEV for electric charging points		
<b>Project Name:</b>	<b>Other Schemes including cross cutting systems</b>		
<b>Budget Change:</b>	2015/2016	2016/2017	2017/2018
	44,500		
<b>Funding Source:</b>	Grant from the Heritage Lottery Fund for Collecting Cultures project		
<b>Project Name:</b>	<b>Wiltshire Online</b>		
<b>Budget Change:</b>	2015/2016	2016/2017	2017/2018
	545		
<b>Funding Source:</b>	Receipts received from sales of reconditioned laptops		
<b>929,517</b>	<b>Total Delegated Changes Approved by Section 151 Officer</b>		

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

CCAC Meeting  
Financial Year:

9 February 2016

2015/2016

### 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:** Growth Fund (inc Porton Science Park)

**Budget Change:**

2015/2016	2016/2017	2017/2018
(4,900,000)	4,900,000	

**Notes:** Reprogramming of Schemes to match anticipated expenditure between financial years

**Project Name:** Buildings Repair & Maintenance

**Budget Change:**

2015/2016	2016/2017	2017/2018
(215,000)	215,000	

**Notes:**

**Project Name:** Whole Life Building & Equipment Refresh

**Budget Change:**

2015/2016	2016/2017	2017/2018
(500,000)	500,000	

**Notes:**

**Project Name:** Leisure Centres & Libraries - Capital Works Requirement

**Budget Change:**

2015/2016	2016/2017	2017/2018
(400,000)	400,000	

**Notes:**

**Project Name:** Campus - Live Schemes

**Budget Change:**

2015/2016	2016/2017	2017/2018
(11,734,000)	11,734,000	

**Notes:**

**Project Name:** Churchyards & Cemeteries

**Budget Change:**

2015/2016	2016/2017	2017/2018
(557,009)	557,009	

**Notes:**

**Project Name:** Integrated Transport

**Budget Change:**

2015/2016	2016/2017	2017/2018
(520,372)	520,372	

**Notes:**

**Project Name:** Structural Maintenance (Grant & Council Funded)

**Budget Change:**

2015/2016	2016/2017	2017/2018
2,500,000	(2,500,000)	

**Notes:**

**Project Name:** Waste Services

**Budget Change:**

2015/2016	2016/2017	2017/2018
(66,000)	66,000	

**Notes:**

**Project Name:** Fleet Vehicles

**Budget Change:**

2015/2016	2016/2017	2017/2018
600,000	(600,000)	

**Notes:**

**Project Name:** Gypsies and Travellers Projects

**Budget Change:**

2015/2016	2016/2017	2017/2018
(3,180,000)	3,180,000	

**Notes:**

**Project Name:** Council House Build Programme

**Budget Change:**

2015/2016	2016/2017	2017/2018
(11,239,000)	11,239,000	

**Notes:**

**Project Name:** Affordable Housing including Commuted Sums

**Budget Change:**

2015/2016	2016/2017	2017/2018
(936,507)	936,507	

**Notes:**

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

CCAC Meeting 9 February 2016  
 Financial Year: 2015/2016

<b>Project Name:</b>	<b>Social Care Infrastructure &amp; Strategy</b>		
<b>Budget Change:</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
	(2,866,000)	2,866,000	
<b>Notes:</b>			
<b>Project Name:</b>	<b>Basic Need</b>		
<b>Budget Change:</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
	(2,275,367)	2,275,367	
<b>Notes:</b>			
<b>Project Name:</b>	<b>Schools Maintenance &amp; Modernisation</b>		
<b>Budget Change:</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
	(230,000)	230,000	
<b>Notes:</b>			
<b>Project Name:</b>	<b>Access and Inclusion</b>		
<b>Budget Change:</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
	(50,000)	50,000	
<b>Notes:</b>			
<b>Project Name:</b>	<b>New Schools</b>		
<b>Budget Change:</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
	(600,000)	600,000	
<b>Notes:</b>			
<b>Project Name:</b>	<b>School Expansions &amp; Replacements</b>		
<b>Budget Change:</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
	(140,923)	140,923	
<b>Notes:</b>			
<b>Project Name:</b>	<b>Public Health Schemes</b>		
<b>Budget Change:</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
	(319,000)	319,000	
<b>Notes:</b>			
<b>Project Name:</b>	<b>Wiltshire Online</b>		
<b>Budget Change:</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
	(35,445)	35,445	
<b>Notes:</b>			
<b>Project Name:</b>	<b>Salisbury CCTV</b>		
<b>Budget Change:</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
	(900,000)	900,000	
<b>Notes:</b>			
<b>38,564,623</b>	<b>Total Re-programming between years</b>		

### 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:** **2015/2016** **2016/2017** **2017/2018**

**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:** February 2016

This page is intentionally left blank



**Further Information on Schemes in the Capital Programme and Funding Sources as at Period 9 (31 December 2015)**

**Thriving & Growing Economy**

1. Porton Science Park; £4.900 million of budget has been reprogrammed from 2015/2016 to 2016/2017 to reflect ongoing work to finalise funding agreements and the delivery of the scheme largely over 2016/2017.
2. The Oil to Biomass Schemes have now all been completed with final retentions paid. The final accounts of the project are now being examined and at Outturn it is likely that a significant portion of the remaining budget can be returned to central funding.
3. The Salisbury Marketplace project has been split into two lines now to separate the economic development work at Churchfields and the Maltings from the highway works which continue to be shown in the high quality environment section.

**Working Together to Solve Problems & Participate in Decisions**

4. £0.310 million of budget has been removed from the programme for the Rural Estates schemes. The works originally approved by Cabinet in November 2011 have now either been completed or are no longer planned.
5. £11.734 million of budget has been reprogrammed into 2016/2017 for Campus Live schemes as a result of the continued review and appraisal of Pewsey, Cricklade, Calne, and Melksham Campus.
6. Corsham Campus is complete and fully operational. Salisbury, Tisbury and Woolmore Farm are in the build phase and are planned to open in Autumn 2015, Winter 2015 and Spring 2016 respectively.
7. As previously reported Corsham has significantly overspent original budget. Salisbury and Tisbury are also forecasting overspends against original budgets, and are being continually reviewed to address this. There is a potential need to identify a further £10m within the Capital Programme and options including new receipts are being explored to ensure that the whole programme can be delivered. A further update is expected to resolve this when the 2016-2020 capital programme is presented to Council in February 2016.

**High Quality Environment**

8. Highway schemes capital expenditure remains low due to continued delays in invoicing. Some Integrated Transport Schemes start dates have now been delayed until 2016/2017 resulting in £0.500 million of budget being reprogrammed from 2015/2016 into 2016/2017. Structural Maintenance has drawn forward £2.500 million of budget from 2016/2017 to fund £1.000 of additional drainage work needed following last year's flooding and meet £1.500 of costs arising from the early termination of the BBLP contract for schemes completing sooner than planned.
9. Fleet Vehicles have drawn forward £0.600 million of budget from 2016/2017 to meet anticipated expenditure in 2015/2016; of this £0.350 million relates to spend on major overhauls for gritter vehicles, an additional cost arising from the early termination of the BBLP contract.
10. The Council House Build Programme and Extra Care schemes commenced in 2015/2016. A revised programme was approved by CCAC on 15<sup>th</sup> September 2015, increasing the full programme budget to £42.449 million. As a result of seeking re-approval for the whole programme, procurement changes leading to longer tendering process and issues with SEC there has been a delay to the programme; £11.239 million of budget has therefore been reprogrammed from 2015/2106 into 2016/2017.

**Inclusive Communities Where Everyone Can Achieve Their Potential**

11. Basic Need schemes are at varying stages across the county with work to increase school place capacity continuing. £2.275 million of budget has been reprogrammed from 2015/2016 to 2016/2017 to reflect anticipated project completion dates; of this £1.301 million of budget has been reprogrammed for a large extension scheme at Bulford Kiwi Primary School due to complete in 2016/2017.

**Healthy, Active and High Quality Lives**

12. Public Health Schemes; £0.319 million of budget has been reprogrammed from 2015/2016 to 2016/2017 relating to a Public Health England grant funded substance misuse scheme while a suitable location is found. £0.070 million of budget has been removed from the capital programme for an old energy efficiency scheme which is no longer running.

## Funding of the Capital Programme

1. The capital programme is funded by 3 principal sources; grants & contributions, capital receipts and borrowing.
2. Grants and Contributions fund the largest proportion of the programme, the total received in these areas in 2015/2016 as at 31 December 2015 is £29.994 million combined. In total it is estimated that around £45.424 million of grants will be used to finance the capital programme in 2015/2016.
3. As at the end of December 2015 a net total of £11.484 million of income has been received from Capital Receipts from the proceeds of fixed asset sales. These include general asset disposals such as the sale of Orchard House, Granby Gardens and the first payment for the Shurnhold site. 15 sales under the Council Housing Right to Buy (RTB) scheme have also been received. The target in the capital programme is £11.819 million. This will be monitored closely during the year.
4. Borrowing makes up the final element of financing the capital programme, and currently before any Outturn reprogramming is known, a total of around £45.424 million is currently required to be borrowed to fund the budget.

This page is intentionally left blank

Wiltshire Council

Cabinet

09 February 2016

---

**Subject: Treasury Management Strategy 2016-17**

**Cabinet member: Councillor Richard Tonge - Finance**

**Key Decision: No**

---

## Executive Summary

This report presents the Treasury Management Strategy for 2016-17 including:

- a) the Prudential and Treasury Indicators (Prls and Trls) for the next three years (**two proposed changes to last year: the additional maturity indicator and the Upper Limits on the Maturity Structure of Borrowing, Trl 5**);
- b) other debt management decisions required for 2016-17 that do not feature within the Prls or Trls, as shown in paragraphs 3.12 to 3.21; and
- c) the Annual Investment Strategy for 2016-17 (**one change to last year, being the removal of the minimum requirement for high credit quality relating to support ratings (previously in Appendix B paragraph 28)**) following the Fitch ratings changes in respect of “bail-in”, as approved by Cabinet and Council in February 2015, via delegated authority to the Associate Director, Finance.
- d) **Changes from last year’s Strategy are highlighted in bold italic, underlined.**

## Proposals

The Cabinet is requested to recommend that the Council:

- a) adopt the Prudential and Treasury Indicators (Appendix A) and **approve the proposed changes to the additional maturity indicator and Upper Limits on the Maturity Structure of Borrowing, Trl 5 (paragraphs 28 to 31 of Appendix A)**;
- b) adopt the Annual Investment Strategy (Appendix B), **including the ratification of the removal of the minimum requirement for high credit quality relating to support ratings (previously in paragraph 28)**, following the changes to Fitch ratings implemented by them in respect of “bail-in”, as approved, via delegated authority to the Associate Director, Finance, Revenues & Benefits and Pensions;
- c) delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;

- d) authorise the Associate Director, Finance, Revenues & Benefits and Pensions to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;
- e) agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and
- f) agree that any surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the authority to select such funds.

### **Reasons for Proposals**

To enable the Council to agree a Treasury Management Strategy for 2016-17 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

**Michael Hudson**  
**Associate Director, Finance, Revenues & Benefits and Pensions**

**Subject:** Treasury Management Strategy 2016-17

**Cabinet member:** Councillor Richard Tonge - Finance

**Key Decision:** No

---

**1. Purpose of Report**

1.1 This report asks the Cabinet to consider and recommend that the Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2016-17.

**2. Background**

2.1 The Council is required by legislation to approve an annual Treasury Management Strategy, which incorporates the setting of Prudential and Treasury Indicators and an Annual Investment Strategy.

**3. Main Considerations for the Cabinet**

Prudential Indicators (Prls) and Treasury Indicators (Trls)

*Basis of the Indicators*

3.1 A summary of the Prls and Trls is shown in Appendix A. The key indicators are the Treasury Indicators relating to the Authorised Limit (Trl 1) and the Operational Boundary (Trl 2), which control the Council's maximum exposure to debt.

3.2 The Prls and Trls have been set on the basis of all known commitments and the effect of all known revenue and capital proposals relating to the Council.

3.3 **To allow for the ongoing effects of the recommended accounting treatment relating to existing LOBO loans (explained in paragraph 3.20 below), it is proposed that the additional maturity indicator (for LOBO loans only) and the relevant upper limit percentages are uplifted. The proposed additional maturity indicator and new upper limits are reflected in Trl 5, Upper & Lower Limits on the Maturity Structure of Borrowing (Appendix A, paragraphs 28 to 31).**

## *Monitoring and Reporting of the Prudential Indicators*

- 3.4 Progress will be monitored against the Prls and Trls throughout the year, particularly against the two borrowing limits. Cabinet will be kept informed of any issues that arise, including potential or actual breaches. Members will receive quarterly capital monitoring reports and quarterly treasury reports.
- 3.5 The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long term liabilities require the approval of the Council. In order to give operational flexibility, members are asked to delegate to the Associate Director, Finance, Revenues & Benefits and Pensions the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to members in the quarterly treasury report. The operational boundary is a key management tool for in-year monitoring. It will not be significant if the operational boundary is breached temporarily on occasions due to variations in cash flow. However, a sustained or regular trend above the operational boundary is considered significant and will lead to further investigation and action as appropriate. Any breach of the operational boundary will be reported to members at the earliest meeting following the breach. The authorised limit will in addition need to provide headroom over and above the operational boundary, sufficient for unusual cash movements, for example, and should not be breached.

## Borrowing Strategy

### *Levels*

- 3.6 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded (please refer to Appendix A – paragraph 12) with loan debt as cash supporting the Council's reserves, balances and cash flow have been used as a temporary measure (internal borrowing). This strategy is prudent, as investment returns are low and by borrowing internally and, therefore, having less cash to invest, counterparty (the other party that participates in a financial transaction, such as an organisation/bank from whom the Council borrows money/with which the Council deposits cash surpluses) risk is reduced.
- 3.7 Against this background and the risks within the economic forecast, caution will be adopted with the 2016-17 treasury operations. The Associate Director, Finance, Revenues & Benefits and Pensions will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
- a) if it was considered that there was a significant risk of a sharp **fall** in long and short term rates, e.g. due to a marked increase of risks around relapse into recession or of risks of deflation, then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
  - b) if it was considered that there was a significant risk of a much sharper **rise** in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.



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

### *Rate and Timing of Borrowing*

- 3.8 Taking account of the cash required to support the capital programme over the next three to five years, the Council has an anticipated underlying requirement, subject to the approval of the capital programme at Council on 23<sup>rd</sup> February 2016, to borrow an additional £85.2 million between now and the end of 2018-19. This is reflected in Prl 4 in Appendix A (Gross Borrowing – General Fund), i.e. the increase in gross borrowing to £318.3 million in 2018-19 from £233.1 million in 2014-15 and includes the refinancing of maturing loans. In 2016-17 two (PWLB) loans mature and become repayable, the first a £2 million loan maturing in June 2016 and the second a £10 million loan maturing in March 2017.
- 3.9 The timing of any borrowing is crucial in terms of interest rates and the potential to minimise interest costs. Prior to any actual borrowing the treasury team will, in conjunction with our treasury advisers, proactively manage the interest rate position, using all information available to inform the borrowing decision.
- 3.10 It is, of course, not always possible to obtain the lowest rates of interest, as there is a risk that unforeseen events can significantly alter the level of rates, however, ongoing active monitoring of rates will mitigate against this risk.
- 3.11 In supporting the capital programme, the Council will consider all borrowing options, such as:
- a) internal borrowing, using medium term cash balances;
  - b) fixed rate Public Works Loan Board (PWLB) borrowing;
  - c) long term fixed rate market loans at rates, which, dependent upon market conditions and availability, can be significantly below PWLB rates for the equivalent maturity period;

The decision will be made whilst maintaining an appropriate balance between PWLB and market debt in the debt portfolio.

### Other Debt Management Issues

#### *Policy on Borrowing in Advance of Need*

- 3.12 The Council will not borrow more than, or in advance of, its needs purely in order to profit from the investment of the extra sums borrowed because it is illegal. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the security of such funds is ensured.

#### *Debt Rescheduling*

- 3.13 As short term borrowing rates will be cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching

from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the debt repayment cost (i.e. premiums for early repayment).

3.14 The reasons for any rescheduling to take place will include:

- a) the generation of cash savings and / or discounted cash flow savings;
- b) helping to fulfil the treasury strategy;
- c) enhancing the balance of the portfolio (the maturity profile and/or the balance of volatility).

3.15 Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt early as short term rates on investments are likely to be lower than rates paid on current debt.

3.16 All rescheduling will be reported to members in a treasury report at the earliest meeting following its action.

#### *Lender Option Borrower Option (LOBO) Market Loans*

3.17 Wiltshire Council currently has borrowings of £61 million in LOBO loans.

3.18 There are basically two main types of LOBO loan (of which the Council has both in its portfolio):

- a) a loan with an 'initial period' at a relatively low rate of interest, on the completion of which, the rate will automatically increase to a 'secondary rate' under the terms of the loan agreement. The interest rate is then subject to 'call option dates' at certain predetermined stages (e.g. every six months, every five years) over the life of the loan, at which time the lender has the option to set a revised interest rate and the borrower has the option to repay the loan without penalty; or
- b) a loan subject to 'call option dates' only (i.e. there is no 'secondary rate') at which time the lender has the option to raise the interest rate and the borrower has the option to repay the loan without penalty.

3.19 If the lender exercises his option to revise the interest rate at one of the 'call option dates', the Council's strategy is that it will always exercise its option to repay the loan. Consideration will then be given to refinancing the debt where the overall level of debt prior to the repayment needs to be maintained.

3.20 LOBO loans are treated in accordance with CIPFAs Treasury Management in Public Services Guidance Notes for Local Authorities 2011 Edition, relating to the determination of the maturity of borrowing that affects the date on which a LOBO loan should be treated as maturing. The Guidance states that "if the lender has the right to increase the interest rate payable without limit, such as in a LOBO loan, this should be treated as a right to require payment." For the purposes of the appropriate PrI, therefore, maturity occurs at the next call option date – i.e. the date on which the lender has the right to increase the interest rate payable without limit. However, in the current market of relatively low interest

rates and very little significant upward movement in rates predicted in the near future, it is unlikely that the loans would be called in the short to medium term.

- 3.21 There have been no significant developments in respect of the changes to the future role of the PWLB following an amendment the Government tabled to the National Infrastructure Bill, referred to in last year's report. The 'new' clause (10) "enables a Minister of the Crown or the Commissioners for Her Majesty's Revenue and Customs, following a statutory consultation process, to make an order under the Public Bodies Act 2011 abolishing the board of Public Works Loan Commissioners and transferring its functions to another person." CIPFA have indicated that there is expected to be a consultation period followed by secondary legislation, which will be scrutinised by both Houses. When more details become available, this will be reported to Cabinet in the next appropriate quarterly treasury report.

### Short Term Cash Deficits

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

### Cash Investments

#### *Annual Investment Strategy*

- 3.23 The Annual Investment Strategy for 2016-17, which sets out the policy framework for the investment of cash balances, is shown in Appendix B.

#### Other key issues

- 3.24 Other key issues to note are:

- a) the risk appetite of this Council is low in order to give priority to the security of its investments;
- b) the borrowing of monies purely to invest or on-lend and make a return is unlawful;
- c) all Council investments will be in sterling. This will avoid foreign exchange rate risk.

#### *Short Term Cash Surpluses*

- 3.25 It is anticipated that temporary short term (up to three months) cash surpluses will arise regularly during the year, due to timing differences between income streams and payments. Investment of these surpluses will be in specific investments (e.g. short term Sterling investments of less than one year). Such investments will normally be short term deposits maturing on specific dates that reflect cash flow requirements at the date the deposit is made. However, under certain market conditions, money market funds will be used, particularly if they provide improved returns.

### *Longer Term Cash Surpluses (over three months, up to one year)*

- 3.26 Some cash surpluses, for example core revenue balances, net creditors, accrued reserves and special funds such as those for insurance and PFI can be invested on a long term basis. These cash surpluses may be used for capital financing requirements, where longer term interest rates mean that it is less cost effective to take out longer term loans.
- 3.27 Improved returns may be obtained by placing these surpluses in money market funds. The Associate Director, Finance, Revenues & Benefits and Pensions has delegated authority to select money market funds and appoint External Cash Managers within the current approved strategy and it is proposed that this authority is retained.
- 3.28 The proposed Investment Strategy for 2016-17 includes the use of unspecified investments (e.g. more than 12 months to maturity and for which external professional advice is required) that the Council's treasury adviser may recommend for investment of longer term cash surpluses.
- 3.29 Although the Council has been well positioned in terms of the balance between both loans and investments, rates of interest paid on deposits have been moving slightly lower over the last financial year. Following a further period of similarly low rates, the UK Bank Rate, according to Capita's latest forecast, is not expected to start increasing until quarter two of 2016.

### *Icelandic Deposits*

- 3.30 The major portion of the recoverable deposits (circa £11.7 million of the £12 million invested in 2008) has now been recovered and the Council is currently in liaison with Bevan Brittan solicitors (together with other local authorities) to recover any remaining monies due for distribution and the proportion of an earlier distribution in Icelandic Krona, still being held in an escrow account in Iceland.

### Minimum Revenue Provision

- 3.31 The minimum revenue provision (MRP) is the amount set aside for the repayment of the debt as a result of borrowings made to finance capital expenditure.
- 3.32 In accordance with Local Authorities (Capital Finance and Accounting) Regulations 2008 the Council adopted a MRP annual policy in May 2009.
- 3.33 For financial year 2015-16 the annual policy remained unchanged, in that a regulatory method of setting aside 4% of the borrowing requirement for supported borrowing and an asset life method calculation for any unsupported borrowing was applied.
- 3.34 It is proposed that this policy is retained, but kept under review, in 2016-17.

## **4. Overview and Scrutiny Engagement**

- 4.1 None have been identified as arising directly from this report.

## **5. Safeguarding Considerations**

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

## **6. Public Health Implications**

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

## **7. Procurement Implications**

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

## **8. Equalities Impact of the proposal**

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

## **9. Environment and Climate Change Considerations**

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

## **10. Risks Assessment and Financial Implications**

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

10.2 The strategies in Appendix A and Appendix B take account of the forecast movement in interest rates and allow sufficient flexibility to vary strategy if actual movements in interest rates are not in line with the forecast.

10.3 The Council's treasury adviser is currently predicting the following interest rate movements:

a) the Bank Rate has remained at 0.50% since March 2009. It is expected to rise to 0.75% by the end of the second quarter of 2016, rising further to 1.00% by the end of the final quarter of 2016. Then it is expected to rise again (by a further 0.25%) in each of the second and third quarters of 2017, rising to 2.00% by the end of quarter three 2018, remaining at 2% through to the first quarter of 2019;

b) medium term (10 year) PWLB borrowing rates are expected to rise, slightly, from 2.90% to 3.30% during 2016, then rising gradually to 4.10% by the end of March 2019.

10.4 Interest rates have remained low during 2015-16, following on from the economic downturn that started in late 2008. Based on the latest forecast, interest rates are not expected to rise until the second quarter of 2016. PWLB rates will fluctuate in line with Gilt prices, depending on market sentiment.

10.5 The risk that counterparties are unable to repay investments could jeopardise the Council's ability to meet its payments. Investment counterparty risk is controlled by using suitable criteria for assessing and monitoring credit risk, including the use of an up to date lending list. The lending list is based on counterparty categories relating to country, type, sector, maximum investment,

and maximum duration of investment (see Appendix B). The Council uses the credit worthiness service provided by its treasury advisers, which is a comprehensive modelling approach incorporating the credit ratings of all three major credit rating agencies, together with 'overlays' of Credit Default Swap (CDS) spreads (default risk), credit watches, credit outlooks and sovereign ratings from the agencies (a more detailed explanation is included within the Annual Investment Strategy in Appendix B).

10.6 Interest earnings are an important source of revenue for the Council and it is, therefore, critical that the portfolio is managed in a way that maximises the investment income stream, whilst managing exposure to risk and maintaining sufficient liquidity.

## **11. Legal Implications**

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

## **12. Options Considered**

12.1 Future consideration will be given to alternative borrowing and investment options to improve the cost effectiveness of and return on treasury activities for the Council. This may incorporate consideration of alternative sources of capital financing, such as the issuing of bonds, rather than the more traditional borrowing approaches, together with longer term investments, where appropriate and subject to security and liquidity of investments. Currently, the issuing of bonds has not been taken forward because of both the costs of issuance, such as gaining and maintaining a suitable credit rating (local authorities, including Wiltshire Council are presently rated AAA) and the interest rates, which may not be competitive (with PWLB rates).

LGA – Municipal Bond Agency:

12.2 The Council may also consider making use of this new source of borrowing as and when (and if) appropriate. The Municipal Bond Agency is in the process of being set up and becoming fully operational and will offer loans to local authorities in the near future. It is also hoped that the borrowing rates will be lower than those offered by the Public Works Loan Board (PWLB).

12.3 The options in relation to the revenue and capital budgets in these proposals are fully consistent with the figures included within the budget considerations.

## **13. Conclusion**

13.1 The Cabinet is requested to recommend that the Council approves and adopts the Treasury Strategy for 2016-17, including the proposed changes from last year.

**Michael Hudson**  
**Associate Director, Finance, Revenues & Benefits and Pensions**

---

Report Author:

Keith Stephens, Business Analyst (Cash and Treasury) Tel: 01225 713603, email:  
[keith.stephens@wiltshire.gov.uk](mailto:keith.stephens@wiltshire.gov.uk)

### **Background Papers**

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

### **Appendices**

Appendix A Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19  
Appendix B Annual Investment Strategy for 2016-17

**Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19**

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

**Prudential Indicators****Prl 1 – Capital Expenditure**

2. This Prl shows the actual and anticipated level of capital expenditure for the five years 2014-15 to 2018-19. The Capital Programme 2016-17 to 2018-19 will be submitted to Cabinet and Council in February 2016, which will ratify the budget for 2016-17. The estimate for 2017-18 is based on indicative figures as part of the Capital Programme and the estimate for 2018-19 is currently the same as 2017-18, however, estimated capital expenditure figures for future years are subject to change.

	<b>2014-15 Actual £million</b>	<b>2015-16 Expected £million</b>	<b>2016-17 Estimate £million</b>	<b>2017-18 Estimate £million</b>	<b>2018-19 Estimate £million</b>
<b>General Fund</b>	89.8	147.2	122.7	110.9	110.9
<b>Housing Revenue Account</b>	8.8	12.2	11.9	11.0	11.0
<b>Total</b>	<b>98.6</b>	<b>159.4</b>	<b>134.6</b>	<b>121.9</b>	<b>121.9</b>

3. The capital expenditure figures shown in Prl 1 assume a certain level of financing from borrowing each year. New and existing borrowing needs to be affordable and sustainable.

**Prl 2 – Ratio of Financing Costs to Net Revenue Stream**

4. Prl 2 identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream (funding receivable from the Government and council tax payers and rents receivable in the case of the HRA).

	<b>2014-15 Actual £million</b>	<b>2015-16 Expected £million</b>	<b>2016-17 Estimate £million</b>	<b>2017-18 Estimate £million</b>	<b>2018-19 Estimate £million</b>
<b>General Fund</b>	<b>6.3%</b>	<b>7.1%</b>	<b>8.1%</b>	<b>8.8%</b>	<b>8.9%</b>
<b>Housing Revenue Account</b>	<b>14.8%</b>	<b>14.7%</b>	<b>15.2%</b>	<b>14.7%</b>	<b>14.3%</b>

5. The General Fund cost of financing will rise proportionately over the reporting period because of the effect on financing costs where 'new debt' is expected to rise faster than 'old debt' is repaid. Previously the rise in General Fund financing costs was not an affordability issue as the new borrowing taken out was supported by Revenue Support Grant. Only by the use of continued Unsupported Borrowing was there any pressure on the Council Tax. In terms of the movement in the HRA ratio of financing costs in 2015-16, through 2016-17, 2017-18 and 2018-19, this is a reflection of fixed borrowing costs over the period against expected rental income.



## Prudential and Treasury Indicators for 2016-17, 2017-18 &amp; 2018-19

6. However, the changes to the Revenue Support Grant mechanism that were introduced for 2006-07 and later years (specifically the grant “floor”) mean that the Council may not be able to afford the financing costs of all the supported capital expenditure indicated by the Government, because we do not receive the full grant. This has the effect of “levelling the playing field” so that support for capital borrowing has to be considered alongside all other revenue priorities in the budget process. Support for capital can no longer be “passported” automatically.

Prl 3 – Estimate of Incremental Impact of Capital Investment Decisions on the Council Tax and Housing Rents

7. Prl 3 represents the potential increase in Council Tax/Housing Rents required to fund the planned increase in the capital budgets for the forthcoming year and future years as a proportion of the tax base at Band D/average weekly housing rents. Due to the change to the subsidy system there is no planned effect on average housing rents due to the additional borrowing required.

	2016-17 £	2017-18 £	2018-19 £
Effect on Band D Council Tax	-17.81	-25.19	-26.04
Effect on Average Housing Rent per week	0.00	0.00	0.00

8. The anticipated effect on Band D Council Tax in all years is a credit because there is a potential decrease in financing costs associated with the potential reduction in planned capital budgets against previous estimates on the basis of this Prl.

Prl 4 – Gross Borrowing and the Capital Financing Requirement

9. Prl 4 measures the so-called “Golden Rule” and focuses on prudence. Its purpose, as described in the Prudential Code, is: *“In order to ensure that over the medium term gross borrowing will only be for a capital purpose, the local authority should ensure that gross borrowing does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two years”.*
10. The Capital Financing Requirement (CFR) increases whenever capital expenditure is incurred. If resourced immediately (from capital receipts, direct revenue contributions or capital grant/contributions) the CFR will reduce at the same time that the capital expenditure is incurred, resulting in no net increase in CFR.
11. Where capital expenditure is not resourced immediately, there is a net increase in CFR, represented by an underlying need to borrow for capital purposes, whether or not external borrowing actually occurs. The CFR may then reduce over time through future applications of capital receipts, capital grants/contributions or further charges to revenue.
12. This Prl is necessary, because under an integrated treasury management strategy (in accordance with best practice under the CIPFA Code of Practice on Treasury Management in the Public Services), borrowing is not associated with particular items or types of expenditure, whether revenue or capital.

## Prudential and Treasury Indicators for 2016-17, 2017-18 &amp; 2018-19

	2014-15 Actual £million	2015-16 Expected £million	2016-17 Estimate £million	2017-18 Estimate £million	2018-19 Estimate £million
CFR – General Fund	369.1	413.8	439.1	449.1	432.1
CFR – HRA	122.6	122.6	122.6	122.6	122.6
Gross Borrowing – Gen Fund	233.1	280.1	314.1	323.1	318.3
Gross Borrowing – HRA	118.8	118.8	118.8	118.8	118.8
<b>CFR not funded by gross borrowing – Gen Fund</b>	<b>136.0</b>	<b>133.7</b>	<b>125.0</b>	<b>126.0</b>	<b>113.8</b>
<b>CFR not funded by gross borrowing – HRA</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>

13. General Fund gross borrowing is expected to increase as planned additional long term borrowing is taken out.
14. No problems are foreseen in meeting the “Golden Rule” over the period under review. The table above shows a relatively significant margin not funded by gross borrowing.

Pr1 5 – Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services (“The Code”)

15. The Revised CIPFA Code of Practice for Treasury Management in the Public Services 2009 was adopted by Wiltshire Council at its meeting on 23 February 2010.
16. All recommendations within this report are consistent with the Revised CIPFA Code.

**Treasury Management Indicators within the Prudential Code**

Tr1 1 – Authorised Limit for External Debt

17. The Authorised Limit is the Operational Boundary (see Tr1 2 below), including an allowance for unplanned and irregular cash movements. This allowance is difficult to predict, Cabinet approved an amended allowance of 2.5% in the Treasury Management Strategy 2012-13 at its meeting on 15 February 2012. It is proposed that an allowance of 2.5% is continued for General Fund borrowing for 2016-17 to 2018-19 (e.g. for 2016-17 this is reflected in the difference between the Authorised Limit of £471.7 million in the table below and the Operational Boundary of £460.2 million in the table following paragraph 21). This will be kept under review. The allowance provides for the possibility of additional borrowing during the year as a result of Government support for further schemes and provides headroom where the projection proves too optimistic (payments made earlier or receipt of income delayed against that forecast). There is no allowance in respect of HRA borrowing as it is capped and, therefore, cannot be exceeded.

## Prudential and Treasury Indicators for 2016-17, 2017-18 &amp; 2018-19

<b>Authorised Limit</b>	<b>2016-17 £million</b>	<b>2017-18 £million</b>	<b>2018-19 £million</b>
Borrowing – General Fund	471.7	483.0	466.6
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>595.1</b>	<b>606.4</b>	<b>590.0</b>

18. The Authorised Limit set by the Council is the statutory borrowing limit under Section 3(1) of the Local Government Act 2003, a breach would be serious and, therefore, there is the need to build in sufficient headroom.

Trl 2 – Operational Boundary for External Debt

19. The Operational Boundary and the Authorised Limit are central to the Prudential Code and reflect the limits that authorities place on the amount of their external borrowing.

20. The Operational Boundary is based on a prudent estimate of the most likely maximum level of external borrowing for both capital expenditure and cash flow purposes, which is consistent with other budget proposals. The basis of the calculation for General Fund borrowing 2016-17 (£460.2 million) is:

- Expected Capital Financing Requirement at 31 March 2016 of £413.8 million
- Plus the expected long-term borrowing to finance capital expenditure (unsupported only £40.9 million)
- Less the expected set-aside for debt repayment (£14.5 million)
- Plus the expected maximum level of short-term cash flow borrowing that is anticipated (£20.0 million).

21. The basis of the calculation for HRA borrowing 2016-17 is the debt settlement of £123.2 million.

<b>Operational Boundary</b>	<b>2016-17 £million</b>	<b>2017-18 £million</b>	<b>2018-19 £million</b>
Borrowing	460.2	471.2	455.2
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
<b>TOTAL</b>	<b>583.6</b>	<b>594.6</b>	<b>578.6</b>

22. The Operational Boundary for each year also includes a small provision for other long term liabilities.

23. The Operational Boundary is a key management tool for monitoring the Authority's expected level of borrowing. It is essential to ensure that borrowing remains within the limits set and to take appropriate action where any likely breach is anticipated. Monitoring will take place through the year and will be reported to Cabinet.

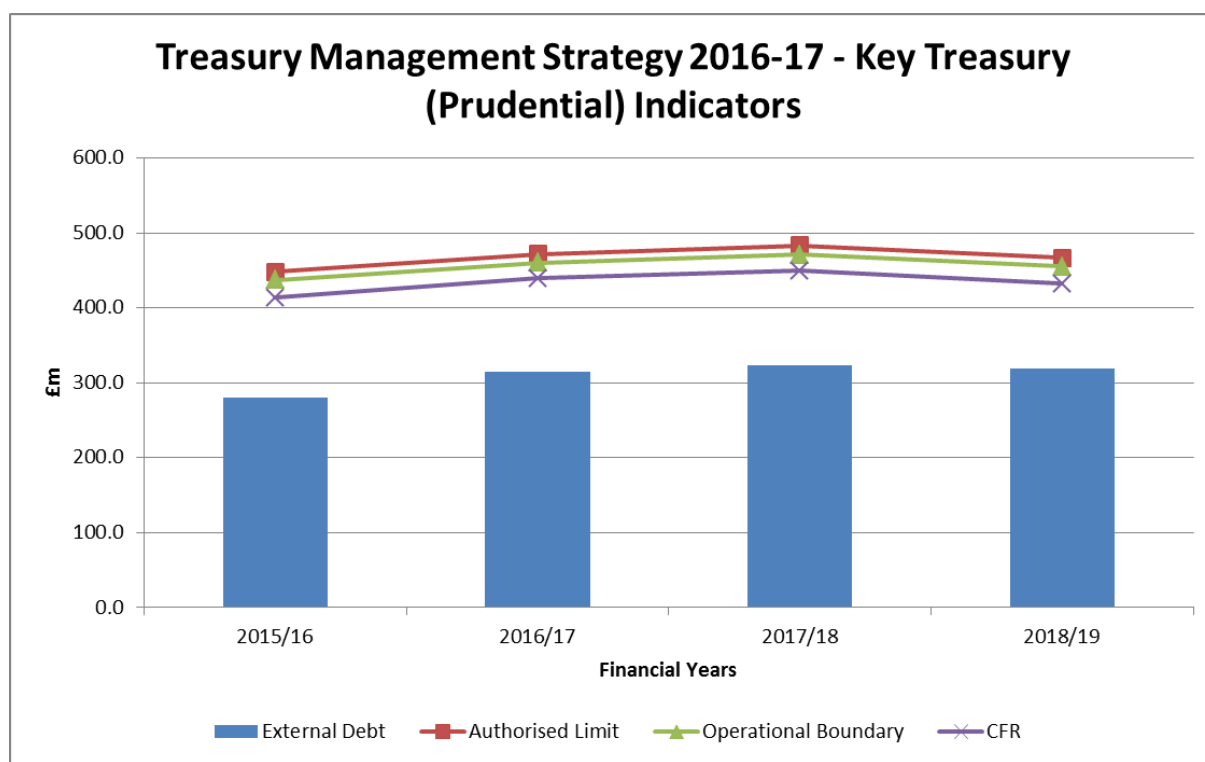
Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19

Trl 3 – External Debt – Actuals at 31 March 2015 and Expected 2016

24. This Trl shows the amount of gross external debt outstanding in periods prior to the budget years under consideration. Other long term liabilities relate to a provision for any borrowing required for finance leases on certain properties, plant, vehicles and equipment. It should be noted that as these figures are taken at a point in time, they are not comparable with the Authorised Limit and Operational Boundary, which are control limits.

	31/3/15 Actual £million	31/3/16 Expected £million
Borrowing – General Fund	233.1	280.1
Borrowing – HRA	118.8	118.8
Other Long Term Liabilities	0.2	0.2
<b>TOTAL</b>	<b>352.1</b>	<b>399.1</b>

The above Trls 1-3, together with the Capital Financing Requirement, are represented in the graph below, which shows their relative ‘positioning’. In order that the associated prudential/ treasury indicators are not breached, external debt should not exceed the CFR and the CFR should be below both the Operational Boundary and the Authorised Limit:



## Prudential and Treasury Indicators for 2016-17, 2017-18 &amp; 2018-19

**Treasury Management Indicators within the Treasury Management Code****Trl 4a and 4b – Upper Limit on Fixed Interest Rate Exposures and Variable Interest Rate Exposures, respectively**

25. Future interest rates are difficult to predict. Anticipated rates are shown in the main report, under Risk Assessment. Indications are that best value will be achieved by taking long-term loans at fixed rates in 2016-17. However, consideration of short term variable rate loans may prove to be advantageous, in 2016-17 and in future financial years.
26. Interest rates will be monitored closely, in conjunction with the treasury adviser, to take advantage of any favourable changes in circumstances. The strategy should still be flexible, the upper limit for fixed interest rate and variable interest rate exposures are set out below.

**The Council's upper limit for fixed interest rate exposure for the three year period 2016-17 to 2018-19 is 100% of net outstanding principal sums.**

**The Council's upper limit for variable interest rate exposure is 52% for 2016-17, 54% for 2017-18 and 56% for 2018-19 of net outstanding principal sums.**

**Trl 5 – Upper & Lower Limits on the Maturity Structure of Borrowing**

27. The Council's policy needs to ensure that it is not forced to refinance too much of its long term debt in any year when interest rates are high. The present long-term General Fund debt, of £231.1 million, falls due for repayment over the next 60 years. LOBO (Lender Option Borrower Option) market loans are included at rates determined by reference to the earliest date on which the lender can require payment (i.e. at the next interest rate call date), as currently recommended by CIPFA.
28. **To allow for the ongoing effects of this recommended accounting treatment relating to existing LOBO loans, it is proposed that the relevant upper limit percentages are uplifted. The proposed new limits are reflected in the table below.**
29. In order to protect the Council from this risk and to safeguard the continuity in treasury management financing costs, the following limits have been adopted.

<b>Limits on the Maturity Structure of Borrowing</b>	<b>Upper</b>	<b>Lower Limit</b>
Maturing Period:		
- under 12 months*	<b>25%</b>	0%
- 12 months and within 24 months*	<b>25%</b>	0%
- 2 years and within 5 years	45%	0%
- 5 years and within 10 years	75%	0%
- 10 years and above	100%	0%

**\*Uplifted from 15% last year**

**Prudential and Treasury Indicators for 2016-17, 2017-18 & 2018-19**

30. Most of the Council's debt matures within the period "10 years and above", albeit PWLB debt only. Depending on the maturity profile, the upper limits may require further amendment for future borrowing.
31. In addition to the main maturity indicators (above) it is considered prudent that, under normal circumstances, no more than 15% of long term loans, excluding LOBO loans, should fall due for repayment within any one financial year **and 25% in the case of LOBO loans, where maturity is deemed to be the "next call option date"** (see paragraph 3.20 in the main report).

Trl 6 – Principal Sums invested for periods of longer than 364 days

32. This Trl is covered by the Annual Investment Strategy, which is detailed in the following appendix.

## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

**The Main Strategy**

1. The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").
2. The general investment policy of the Council is the prudent investment of any surplus cash balances, the priorities of which are (in order):
  - a) the security of capital (first);
  - b) the liquidity of investments (second); and (then)
  - c) return (third).
3. The Council will aim to achieve the optimum return on investments commensurate with high levels of security and liquidity. The risk appetite of this Council is low in order to give priority to the security of its investments.
4. The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.
5. All Council investments will be in sterling. This will avoid foreign exchange rate risk.
6. Investment of the Council's normal cash flow requirements will be in specified investments, as prescribed in "The Guidance". The categories of organisations with which investments will be placed and the minimum high credit quality required for each category are those set out in the minimum requirements for high credit quality below.
7. Investments in money market funds may be made if the fund has a high credit rating (AAA), as prescribed in the minimum requirements for high credit quality below.
8. For specified investments made under the recommendations of the Council's treasury adviser, the approved policy must be followed and is bound by the minimum requirements for high credit quality below.
9. In addition, using the professional judgement of the Council's treasury advisers, non specified investments may be made in UK Government Bonds (Gilts) and in multilateral development banks, such as the European Bank for Reconstruction and Development (EBRD), (as defined in Statutory Instrument 2004 No. 534) with a high credit rating, as prescribed in the minimum requirements for high credit quality below. (Multilateral development banks, or MDBs are supranational institutions set up by sovereign states, which reflect the development aid and cooperation policies established by these states. They have the common task of fostering economic and social progress in developing countries by financing projects, supporting investment and generating capital.)

## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

10. Such investments are the only non-specified investments authorised for use and will only be:
  - a) in sterling
  - b) in the case of UK Gilts, for a maximum of 50 years; and
  - c) for investments maturing in excess of 12 months, limited to £30 million.
11. The Council will comply with the requirements of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, which were implemented on 1 January 2010, and will not pool pension fund cash with its own cash balances for investment purposes. Any investments made by the pension fund directly with this local authority will comply with the requirements of SI 2009 No 393. The Pension Fund Investment Strategy is approved by the Pension Fund Committee.
12. In accordance with guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using the advisors ratings service potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.
13. Furthermore, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Capita Asset Services, in producing its colour codings which show the varying degrees of suggested creditworthiness.
14. Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
15. The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.
16. The intention of the strategy is to provide security of investment and minimisation of risk.



## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

***Creditworthiness Policy***

17. This Council uses Capita Asset Services, Treasury solutions as its external treasury management advisors. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.
18. Capita provide a creditworthiness service, which employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:
- a) credit watches and credit outlooks from credit rating agencies;
  - b) CDS spreads to give early warning of likely changes in credit ratings;
  - c) sovereign ratings to select counterparties from only the most creditworthy countries.
19. This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:
- a) Yellow – 5 years (this category is for AAA rated Government debt or its equivalent, including an investment instrument – collateralised deposits, where the investment is secured only against local authority debt, namely LOBOs, making them effectively government exposure);
  - b) Dark pink – 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
  - c) Light pink – 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
  - d) Purple – 2 years;
  - e) Blue – 1 year (only applies to nationalised or semi nationalised UK Banks and their subsidiaries):
  - f) Orange – 1 year;
  - g) Red – 6 months;
  - h) Green – 100 days; and
  - i) No Colour – not to be used.
20. The advisor's creditworthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system, does not give undue preponderance to just one agency's ratings.

## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

21. All credit ratings will be monitored at least weekly (daily if there are any updates released by Capita Asset Services). The Council is alerted to changes in ratings of all three agencies through its use of the creditworthiness service.
22. If a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
23. In addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
24. Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that government support.
25. The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch Ratings.

**The Minimum requirements for "high credit quality"**

26. In accordance with the DCLG Guidance on Local Government Investments in respect of selection of counterparties with whom investments are placed, Wiltshire Council will comply with the minimum requirements below.
27. Credit ratings will be those issued by Fitch Ratings Ltd in respect of individual financial institutions (as shown below, where F1+ is the highest short term rating and AAA the highest long term rating). An exception is made in respect of money market funds, as shown below, where a different overall AAA rating is the highest.
28. **The minimum requirements for high credit quality, by type of institution, are as follows (please refer also to paragraph 30, relating to the removal of one of the minimum requirements this year):**
  - **Banks incorporated inside the United Kingdom with a short term credit rating of at least F1 or Government backed and their subsidiaries;**
  - **Banks incorporated outside the United Kingdom with a short term credit rating of at least F1+ and a long term rating of A+;**
  - **United Kingdom building societies with a short term credit rating of at least F1 or Government backed;**
  - **All local authorities and public bodies (as defined in S23 of the Local Authorities Act 2003) (ratings are not issued for most of these bodies);**

## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

- **Multilateral development banks (as defined in Statutory Instrument 2004 No. 534) with a short term credit rating of at least F1 and long term credit rating of AAA;**
  - **All banks & building societies must have a bank viability rating of at least bbb – except where the counterparty is UK Government backed (fully and partially) – (aaa being the highest, through aa, a and bbb);**
  - **Money market funds, which have been awarded the highest possible rating (AAA) from at least one of the following credit rating agencies, Standard and Poor's, Moody's Investor Services Ltd or Fitch Ratings Ltd.; and**
  - **Deposits must only be placed in money market funds subject to individual signed management agreements.**
29. In addition to the above criteria, the following limits will be applied to the total cumulative investments placed with an individual institution (or group of institutions where there is common ownership):
- a) **Up to £15 million:**
- **UK incorporated banks with a long term credit rating of at least AA;**
  - **Overseas banks that have a long term credit rating of at least AA;**
  - **Multilateral development banks;**
  - **Local authorities and other public bodies; and**
  - **Money market funds.**
- b) **Up to £12 million:**
- **Government backed UK banks and UK building societies and their subsidiaries**
- c) **Up to £8 million:**
- **Other UK incorporated banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);**
  - **Other overseas banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);**
  - **UK Building societies with long term credit rating of at least A; and**

## WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2016-17

- Government backed overseas banks and their subsidiaries
30. *The minimum requirement for high credit quality relating to support ratings has been removed this year (previously in paragraph 28), following the changes to Fitch ratings implemented (May 2015) by them in respect of “bail-in”, as approved by Cabinet and Council in February 2015. The ratings were amended in May/June 2015 and implemented under the adoption of the Treasury Strategy 2015-16 by Cabinet/Council and to “authorise the Associate Director, Finance, Revenues & Benefits and Pensions to amend the Strategy accordingly.”*

**Wiltshire Council**

**Cabinet**

**Date of Meeting**

---

**Subject: SCHOOL ADMISSIONS 2017/18**

**Cabinet member: Councillor Laura Mayes – Children’s Services**

**Key Decision: No**

---

## **Executive Summary**

This report has been produced as part of the statutory process for the determination of admission arrangements to maintained schools.

The Local Authority has a statutory duty to formulate and operate schemes to co-ordinate the admissions to all maintained schools and Academies within its area. We are proposing two co-ordinated schemes; one covers primary schools (including infants and juniors) and the other is for secondary schools. The co-ordination of admissions has been successful in past years and the schemes proposed for 2017/18 are substantially the same as those operating for the current academic year.

The Local Authority is also the statutory admission authority for the Voluntary Controlled and Community Schools in its area. As such it is required to formulate admission arrangements which outline how it will admit children to those schools. There are two proposed schemes one for secondary and one for primary (including infant and junior schools).

Following a period of consultation with pre-schools/nurseries, schools, parents, neighbouring authorities and Senior Officers at Wiltshire Council, all responses have been reviewed. Cabinet is now required to approve the four documents which are appended to this report which then will become the determined admission policies for Wiltshire for 2017/18.

The admissions process for the intakes in September 2017 begins in September 2016.

## **Proposal(s)**

Cabinet approves and determines:

- a) the proposed scheme for the co-ordination of admission to secondary schools for 2017/18.
- b) the proposed scheme for the co-ordination of admissions to primary schools for 2017/18.

c) the proposed admission arrangements for Voluntary Controlled & Community secondary schools for 2017/18.

d) the proposed admission arrangements for Voluntary Controlled & Community primary schools for 2017/18.

**Reason for Proposal**

The Local Authority has a statutory duty to have a determined admission policy for 2017/18 in place on or before 28 February 2016.

**Carolyn Godfrey**  
**Director Children's Services**

## **Wiltshire Council**

### **Cabinet**

**Date of meeting** 9 February 2016

---

**Subject:** SCHOOL ADMISSIONS 2017/18

**Cabinet member:** Councillor Laura Mayes – Children’s Services

**Key Decision:** No

---

### **Purpose of Report**

1. The Local Authority has a statutory duty to act in accordance with the School Admissions Code and has a statutory duty to formulate and operate schemes to co-ordinate the admissions to all maintained schools and Academies within its area. We are proposing two co-ordinated schemes; one covers primary schools (including infants and juniors) and the other is for secondary schools.

There is a legal requirement to have in place schemes for the co-ordination of admission to the schools within Wiltshire.

The Local Authority is also the statutory admission authority for Voluntary Controlled and Community Schools in its area. As such, it is required to formulate admission arrangements which outline how it will admit children to those schools. There are two proposed schemes one for secondary and one for primary (including infant and junior schools).

The report presents the four elements of the admissions policy which, following consultation, require to be determined by Cabinet.

### **Background**

1. The purpose of co-ordinated arrangements is to make the application process simpler for parents by ensuring that each child gets one offer for one school place. This requires the School Admissions team to work with colleagues in Academies, Foundation and Aided schools in Wiltshire and other local authorities.
2. The co-ordinated process is accepted by schools and the scheme does not need substantial revision at this time. The proposed schemes are substantially the same as those currently being used. All four schemes have been drafted in line with The School Admissions Code which came into force on 19 December 2014.
3. The LA is the admissions authority for all Community and Voluntary Controlled schools in the county. The governing bodies or Trusts of Academies, Voluntary Aided and Foundation schools are their own admissions authority.

4. Each admission authority has to determine the arrangements which are used when allocating school places. These proposed arrangements will be used solely for admissions to Community and Voluntary Controlled schools. They incorporate the criteria used to prioritise applications in situations when a school is oversubscribed (i.e. when more applications are received than places available) as well as showing how all admissions will be processed.

### **Main considerations for the Council**

5. The proposed co-ordinated schemes and admission arrangements have been sent out for consultation to all pre-schools / nurseries, schools, they have also been placed on the website for parents to view as well as being sent to neighbouring authorities. They have also been placed on the Wiltshire Council website. The documents were published in November 2015 and comments are invited to be received up until 23 December 2015.
6. The Local Authority has received one comment to date and therefore it is clear that the general issue of co-ordinating arrangements is not questioned. There is confidence that with suitable communication systems being in place, the co-operation between the admissions team and the Foundation, Voluntary Aided schools and Academies which is essential for the smooth operation of a co-ordinated scheme, will be forthcoming.
7. The proposed timetables for the primary and secondary co-ordinated schemes are based on those used in previous years and so they are familiar to schools and the admissions team at Wiltshire Council.
8. The statutory regulations give clear deadlines to which the co-ordinated admissions schemes must adhere.
  - Secondary Deadline            31 October 2016
  - Primary Deadline                15 January 2017
  - Secondary Notification Date 1 March 2017
  - Primary Notification Date    17 April 2017
9. The co-ordinated schemes include the provision to co-ordinate all admissions to all schools for the main years of entry. In line with the School Admissions Code, there is no longer the requirement for In Year applications to be co-ordinated cross border. In the attached schemes however, it is proposed that all In Year applications continue to be made directly to Wiltshire Council for places at Wiltshire schools. This is so that we can monitor which children are potentially out of the school system for the purpose of safeguarding.
10. The co-ordinated scheme for main round applications for places at primary schools (Reception intake) mirrors that which operates for secondary schools (Year 7 intake). Wiltshire residents may apply for an out of county school on a Wiltshire form. Out of county residents can apply for a Wiltshire school through their own local authority.



11. It is clear that there is widespread agreement with the proposed admission arrangements for Voluntary Controlled and Community schools which are considered to be fair and objective as required by the School Admissions Code.
12. Currently children living within a school's designated area are given priority over children from outside that area. The tie break used if a school is oversubscribed within any criterion is that of distance (straight line) from the school.
13. The Local Authority has also kept in the proposed arrangements for 2017/18 the criterion for the special planning area. This has been put in place to ensure that Wiltshire Council is providing as much support as possible to military families relocating to Wiltshire.
14. There are ongoing discussions with all Voluntary Aided, Foundation and Academies in the special planning area to encourage them to introduce the same criterion to their oversubscription criteria for the coming years.
15. The proposed co-ordinated schemes and admission arrangements are in accordance with the requirements of the School Admissions Code which came in to force on 19 December 2014.
16. The admission arrangements for Voluntary Controlled and Community schools will be operated within the appropriate co-ordinated scheme for admissions within Wiltshire and are compatible with the timetables laid down by the co-ordinated schemes.
17. Once determined by Cabinet, the schemes and admission arrangements will be circulated to all schools in Wiltshire and to our nine neighbouring local authorities. They will be implemented from September 2016 when the process of admitting children to the intake year in 2017 starts.

### **Safeguarding Implications**

18. In the interest of safeguarding, the Local Authority co-ordinates all applications for all children to Wiltshire schools this ensures that the School Admissions Team can monitor which children are potentially out of the school system. If a parent is unable to secure a place at their preferred school, the School Admissions Team will ensure that a place is allocated at a reasonable alternative.

### **Public Health Implications**

20. There are no public health issues arising directly from this report.

## **Corporate Procurement Implications**

21. There are no procurement implications directly arising from this report.

## **Equalities Impact of the Proposal**

22. Although not part of the proposed co-ordinated schemes or admission arrangements, it should be noted that all application forms can be and are produced in different languages on request.
23. The online system for applications to be made has developed since it was introduced in 2006. Over 60% of applications for September 2015 intakes were received electronically.
24. Paper copies of the application forms are also still available for parents/carers who do not have online access.

## **Environmental and Climate Change Considerations**

25. The admission policy of the local authority is to give local children priority when applying for their local school. This policy of 'local schools for local children' has been maintained for many years and is a way of encouraging parents to consider the environmental impact of long journeys to school.
26. Should the Admissions Team not be able to offer a place at a child's designated school and the child lives further than the statutory safe walking distance for the child's age, then free transport would be provided to the next nearest school with available places. The percentage of children this currently applies to in Wiltshire is 0.8%.

## **Risk Assessment**

27. Were the Local Authority not to determine co-ordinated schemes for its maintained schools, the Secretary of State would impose a scheme on us.
28. The Office of the Schools Adjudicator has a monitoring role to play in regards to admission arrangements. It is the statutory responsibility of admission authorities to ensure that these are in place by 28 February 2016.

## **Financial Implications**

29. The budget to support admission arrangements is funded from the Dedicated Schools Grant (DSG) received by the Local Authority. In line with latest school funding arrangements, some DSG funds formally held centrally by the LA to cover services provided, have now been delegated to schools so that they can choose whether or not to buy back those services from the LA.
30. Academies receive funding direct from the Education Funding Agency (EFA) to cover the cost of being included in the admissions coordinated scheme administered by the LA. The LA has set appropriate charges to cover the

administrative costs of including non-community schools in the coordinated scheme.

31. The Admissions Team budget covers the staffing and support costs of the team and the cost of managing and administering appeals for school places. This includes the costs of the Independent Appeals Panel and that of Democratic Services who service the appeals panel. Every parent has the right of appeal for a school place and therefore these costs are demand led. The LA however covers some of the costs by providing an appeals writing, presentation and administration service for academies and voluntary aided schools as resources allow, for which a fee is charged.
32. Whilst the percentage of applications for a school place made on-line is increasing, the volume of applications and appeals being requested are also increasing. Any increases in workload will be met through increased efficiencies and there are no plans currently to increase the Admissions budget.

### **Legal Implications**

33. The School Admissions Code, issued under Section 84 of the School Standards and Framework Act 1998, imposes mandatory requirements in relation to the discharge of functions relating to admissions to maintained schools. The Local Authority has a statutory duty to act in accordance with the relevant provisions of the Code. This includes a statutory duty to determine schemes for the co-ordination of admissions and admission arrangements for Voluntary Controlled and Community schools. Should the Local Authority fail to do so the Secretary of State may impose schemes. The proposed schemes and scheme changes have been drafted to comply with the requirements of the Schools Admissions Code which came into force on the 19<sup>th</sup> December 2014.

### **Options Considered**

34. It is a legal requirement to have these policies in place and therefore no alternative has been considered.
35. The schemes and arrangements as presented have been sent out to all schools for consultation and no alternative suggestions have been received to date.

### **Conclusion**

36. Cabinet is asked to approve the appended schemes which will become the determined admission policy for Wiltshire for 2017/18.

**Carolyn Godfrey**  
**Director Children's Services**

---

Report Author: Debbie Clare, Admissions Co-ordinator

## **Background Papers**

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

## **Appendices**

- a) Proposed Scheme for the Co-Ordination of Secondary Admissions 2017/18
- b) Proposed Scheme for the Co-Ordination of Primary Admissions 2017/18
- c) Proposed Admission Arrangements for Voluntary Controlled & Community Secondary Schools 2017/18
- d) Proposed Admission Arrangements for Voluntary Controlled & Community Primary Schools 2017/18

SECONDARY

**Proposed Co-ordinated Scheme for Secondary  
School Admissions for 2017/18**

Status: Proposed Co-ordinated Scheme 2017/18

# **Proposed Co-ordinate Admissions Scheme for secondary school admissions for year 2017/18**

## **Introduction**

1. This scheme for co-ordinated admissions is pursuant to section (89b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools within the LA area. It applies to all secondary schools in Wiltshire with effect from September 2017 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

## **Interpretation and Glossary**

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “primary school”, “secondary education” and “secondary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation, (F) or voluntary aided (VA) school (the Education Act 1996 defines school in section 4).

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly and hereafter referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to an F or VA school or UTC (University Technical College) means the governing body of that school/college;

“the specified year” means the school year beginning September 2017;

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of secondary education that is received before the deadline of 31 October 2016.

“Second and third round application” means any application for a place in the first year of secondary education that is received after the deadline of 31 October 2016

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number (PAN).

**The application round for entry into YR7 – 2017 opens on 1 September 2016. The deadline date for applications to be submitted is midnight on 31 October 2016. The home address given for the child must be the address where the child is resident as of the deadline date.**

### **Raising of participation age**

From the summer of 2015 new government legislation states that young people have to stay in education or training until their 18<sup>th</sup> birthday. This will usually be at secondary school until the academic year in which they are 16 (some students may transfer to Further Education or a University Technical College at 14). Students can then choose from one of the following options post-16; full-time education, such as school or college; an apprenticeship; employment or volunteering alongside part-time education or accredited training. It is compulsory that they participate in education or training until their 18<sup>th</sup> birthday. The only exception is early achievement of level 3 qualifications for example if they take A level exams in year 12.

### **General information**

3. Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2016 up until the deadline of 31 October 2016.
4. There will be a standard written application form known as the Secondary Common Application Form (SCAF). This form must be used to apply for the admission of pupils, into the first year of secondary education in the specified year, unless an online application has been submitted.

Parents who wish to apply for a place at in YR10 at a UTC should complete a UTC application form. Applications for UTC's cannot be submitted online.

5. Unless an online application has been made, the SCAF must be used as a means of expressing one or more preferences by the parent wishing to apply for a school place for their child either within or outside the county. The child must live in Wiltshire.
6. The LA will make arrangements to ensure
  - a. the SCAF is accompanied by written guidance notes explaining the co-ordinated admissions scheme, and
  - b. that copies are available on request from the LA and from all primary and secondary schools in the LA area, and
  - c. that an electronic version of the form is available for parents to make an online application.
7. The SCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order and give reason for their preferences. Schools may be inside or outside Wiltshire. It will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which it must be returned. They will also confirm that;

- a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
  - b. if a place cannot be offered at any one of their preferred schools, and the child is living within Wiltshire, a place at an alternative school will be allocated.
8. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude enable decisions to be made in accordance with the scheme's timescale as set out in the Appendix 1.
  9. The governing body of an Academy, (A) Foundation, (F) or Voluntary Aided (VA) School can ask parents who have expressed a preference for their school on the SCAF, to provide additional information on a supplementary form only if the additional information is required in order to apply their oversubscription criteria to the application.
  10. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a SCAF which expressed a preference for that school. The SCAF or an online application must have been returned to the LA by the deadline date.
  11. The deadline date for applications is **31 October 2016**. All completed SCAs are to be returned directly to the LA by the deadline date. Any Secondary Common Applications Forms (SCAs) which are incorrectly returned to schools must be forwarded to the LA to be submitted by the deadline. Forms returned to schools and not received by the LA by 31 October 2016 will be treated as late applications.
  12. The LA will send out an acknowledgement of receipt for each SCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement with 15 school days of posting their application.

### **Address**

13. The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.  
For Yr 7 September 2017 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2016.

### **Shared Parental Responsibility**

14. Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in



receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

## **Applications for children of UK Service Personnel (UK Armed Forces)**

15. Applications for children of service personnel with a confirmed posting to the county, returning from overseas to live in the county, will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admissions round.
16. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').
17. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
18. The LA will not refuse children of service personnel a place because they family does not currently live in the area. it is also not permitted to reserve places for these children
19. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr11. Their position on any waiting list will be set accordingly.

## **Armed Forces Personnel Relocating to Salisbury Plain - a Proposed Special Planning area for admissions**

20. Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.
21. Wiltshire Council has introduced from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to children eligible for service premium, rebasing to settlements around Salisbury Plain until 2018. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

22. Wiltshire Council is proposing to add criteria 'G' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.
23. The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.
24. Applications for children of service personnel with a confirmed posting will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.
25. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.
26. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
27. The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. it is also not permitted to reserve places for these children.
28. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr11. Their position on any waiting list will be set accordingly.
29. All applications will be dealt with in accordance with these admission arrangements.

## **Children from overseas**

30. Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.
31. Applications on behalf of children currently living outside the UK will be considered but until the children are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of future UK residency (or a service unit's postal address) will be required if application is made to an oversubscribed school.

## Selection test for Grammar Schools

32. Where a selection test of any kind is part of the school's admission arrangements, the admission authority is required to allow the child to sit the entrance exam and inform parents of the outcome prior to preferences being made.

## The Application Process

### First Round Applications for Secondary YR7 2017 Intake (applications submitted by the deadline of 31 October 2016)

33. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the SCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF where –
- it is acting in its separate capacity as an admission authority, or
  - an applicant is eligible for a place at more than one school, or
  - an applicant is not eligible for a place at any of the schools for which a preference was expressed.
33. The process by which the LA will allocate places is explained at paragraphs 35-43.
34. **31 October 2016 closing date for all Common Application Forms to be submitted by the School Admissions Team at County Hall. Applications submitted by this date will be classed as first round/on time applications.**
35. **By 18 November 2016** where parents have nominated a secondary school outside the LA area, the LA will notify the relevant LA.
36. **By 26 November 2016** the LA will notify all A, F and VA schools of every preference that has been expressed for that school. They will also notify the UTC in respect of applications for YR10 entry.
37. **16 December 2016: Exceptional circumstances deadline.**  
Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of 31 October 2016.
- where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move this must have been completed with an exchange of contracts before 16 December 2016).
  - a move into Wiltshire from outside the county after the deadline date but before 16 December 2016. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement) must be provided before 16 December 2016.
  - service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 16 December 2016.

- d. where a common application form has not been received by the LA but the parent can provide proof of posting.

Such late applications can only be considered if they are received by the LA before on **16 December 2016**.

Documentary evidence should be provided with the application (or at the latest by 16 December 2016) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

38. **By 9 January 2017** the LA will provide a final list to all admissions authorities of every preference that has been expressed for their school(s) including those considered as exceptional as outlined in paragraph 37 and those residents in other LA areas.
39. **By 16 January 2017** all UTC's, A, F and VA schools must have considered all of the preferences for their school and provided the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
40. The LA will then match this ranked list against all other ranked lists and:
- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
  - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
  - Where the child is not eligible for a place at any of the nominated schools (and they live in Wiltshire), the child will be allocated a place at their designated school unless an alternative place is available within the safe statutory walking distance from their home address.
  - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
41. **By 3 February 2017** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
42. **By 27 February 2017** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
43. On **1 March 2017 (National Offer Date)** letters will be despatched to all parents who submitted an application form by 31 October 2016 offering a place at one school.
44. These offer letters will give the following information:
- a. the name of the school at which a place is offered;
  - b. the reason why the child is not being offered a place at any of the other schools nominated on the SCAF;

- c. information about their statutory right of appeal against any decision to refuse places at other preferred schools;
  - d. contact details for the LA and the schools for which they expressed a preference.
45. **15 March 2017** the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority. If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 15 March 2017, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

### **Second Round Applications for Secondary YR 7, 2017 Intake (applications received between 1 November 2016 and 09 March 2017)**

46. Second round applications, i.e. those received between 1 November 2016 and 9 March 2017 (except those covered by paragraph 37) for the YR 7 Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

#### **Additional applications:**

**Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.**

**During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.**

**Parents can only hold one offer. Therefore if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.**

The LA will contact all UTC's, Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in 47-50 will be followed:

47. **23 March 2017** details of second round applications received between the 1 November 2016 and 9 March 2017 to be sent to UTC's, Academies, Foundation and Voluntary Aided Schools.

48. **6 April 2017** UTC's, Academies, Foundation and Voluntary Aided Schools to provide the LA with a ranked list of second round applications.

On receipt the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
- LA to send schools a list of late applicants being offered a place on 28 April 2016.

49. **28 April 2017** the LA will send out the second round offers for applications received between 1 November 2015 and 9 March 2016.

50. **12 May 2017** is the last date for offers to be accepted by parents. Parents should contact the Local Authority if accepting or declining the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

### **Third Round Applications for Secondary YR 7, 2017 Intake (applications received after 9 March 2017)**

51. Third round applications, i.e. those received after 9 March 2017 for the YR7 Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

**Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.**

**During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.**

**Parents can only hold one offer. Therefore if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.**

The LA will contact all UTC's Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in para 52 - 55 will be followed:

52. Applications received after the 9 March 2017 will be considered in date order of receipt and will be looked at after 15 May 2017 (i.e. once the second round of applications have been processed).
53. Any applications received by the LA after 9 March 2017 will be dealt with as soon as possible with allocations to a single school being made and offer letters sent out from the LA as soon as is practically possible.

Parents should contact the Local Authority if accepting or declining the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

54. Any applications received by any school should be forwarded to the LA within 5 days of receipt.

### **Applications for Secondary YR7, 2017 Intake (applications received after 22 July 2017)**

55. Any applications received by the LA after 21 July 2017 which express a preference for an aided, foundation school or an academy or a UTC will be forwarded to the school/college within five school days of receipt at which time the process for in year applications will apply.

### **Final List of expected Secondary Yr7 pupils to schools**

56. On or before 31 August 2017 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2017/18 school year.

### **Admitting in area children above Published Admissions Number (PAN)**

57. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. It must be noted we cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in school for local children is a service priority for the School Buildings and Places team.
58. The LA has the responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit local children to their designated school because this does not incorporate an additional transport costs which would be required were an alternative school to be allocated.
59. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route to it is unsafe or there may not be available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
60. It may not always be possible to find a space at the designated school if this is already oversubscribed. In area children will be given priority on any waiting list. If the designated area school is unable to accommodate any more children within the year group then the LA will allocate an alternative school which will be the next nearest school which has places available.
61. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child.

### **Transfer Applications for year groups other than Yr7 Secondary 2017 intake and Yr10 - UTC 2017 Intake**

**All transfer applications for all year groups, to Wiltshire Schools, should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority then they should apply directly to the authority in which the school is situated in. The transfer application process for Wiltshire Schools is explained below.**

62. The LA will make available copies of the Admissions Guide and CAF through all primary and secondary schools and on request from County Hall.
63. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA. The applicant may or may not live in Wiltshire.
64. Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly for details on how to apply.
65. Where a school receives an in year application form expressing a preference for that school the form should be forwarded to the LA within five school days of receipt.
66. Where the LA receives an in year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt.



67. Where the LA receives an in year application form expressing a preference for an Academy, F or VA school or UTC the application will be forwarded to the school within five school days of receipt.
68. For an Academy, F or VA school or UTC, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date of which the information was received by the school.
69. In all cases, a decision letter will be sent out by Wiltshire Council within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
70. If an application has been passed on to a selective school, it is recognised that such a school will not be able to make a response to the LA until after the result of an appropriate selection test has been received. The selective school will inform the LA of the outcome of the application as soon as practicable after the result of any selection test is known. A decision letter will be sent out by the LA and will provide information, if appropriate about the statutory right of appeal.
71. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
72. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
73. The school/academy will maintain waiting lists for all year groups for A, F & VA schools. This will also apply to waiting lists for UTC's.
74. In accordance with paragraph 2.21 of the School Admissions Code the LA is required to provide parents on request the availability of school places within its area. All schools must provide the LA with this information. This must be done on a termly basis with the first return to be sent by 4 September 2017.

### **Applications for transfer at a future date**

75. Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below.

This table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

<b>Date admission being sought</b>	<b>Earliest application should be submitted</b>	<b>Applications will be processed from</b>
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

76. Applications for transfer for VA and F schools and Academies and UTC's will be forwarded when received directly to the schools named for consideration in accordance with the schools own admissions policy.

## **Proof of address**

77. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A copy of your Council Tax Bill

A solicitor's letter stating contracts have been exchanged and specifying a completion date

A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

## **Fair Access Protocol**

78. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **Early or Delayed Transfer**

79. a. **Early transfer**

Children may only transfer early to a secondary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, the Authority's professional adviser(s). The application will not be agreed if one or more parties consider that the transfer would be inappropriate. Agreement to such a request would be considered exceptional.

- b. **Delayed transfer**

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing, The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties will continue in the lower year group unless it can be shown that it is in their best interests to rejoin their chronological year group. The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser consider it in the child's best interest to rejoin the chronological year group. An application for transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

### **Right of Appeal for the Admission of children outside their normal age group**

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

### **Right of Appeal**

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals is for the main round entry is:

#### **First round appeals**

For applications received from 1 September 2016 – 31 October 2016 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 15 March 2017.

#### **Second round appeals**

For applications received from 1 November 2016 – 9 March 2017 and for offers made on 31 May 2017 appeals must be received by the Local Authority no later than 12 May 2017.

#### **Third round appeals**

For applications received after the 9 March 2017 and for offers made as soon as possible after 15 May 2017 will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

#### **In Year Transfer Applications**

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code



## Appendix: 2017/18

## Timetable for Secondary co-ordination (Wiltshire)

<b>31 October 2016:</b>	<b>Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.</b>
18 November 2016:	Details of applications which include preferences for school in other LAs to be sent to those LAs.
26 November 2016:	Details of applications to be sent to F, VA schools, Academies and UTC's of all first round applicants.
16 December 2016:	<b>Last date for any exceptional applications to be considered.</b>
9 January 2017:	Final list sent out from LA to all admission authorities, including all applications which have been considered as falling under the exceptional circumstances criteria.
16 January 2017:	Academies, Foundation and VA schools and UTC's to provide the LA with ranked list of all first round applications.  Between 16 January and 4 February 2017, the LA will match the ranked list of all the schools and allocate places.
3 February 2017:	The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
27 February 2017:	By this date the LA will provide schools and UTC's with details of those children to be offered places at the school.
<b>1 March 2017:</b>	<b>Notification letters for first round applicants will be despatched and sent to parents.</b>
9 March 2017:	Deadline for second round applications
15 March 2017:	Last date for first round offers to be accepted by parents. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.
23 March 2017:	Details of second round applications received after deadline and before 9 March to be sent to Academies, UTC's Foundation and VA schools.
6 April 2017:	Academies, UTC's Foundation and VA schools to provide the LA with ranked list of late applications.
26 April 2017:	LA to send all schools a list of second round applicants being offered a place.
28 April 2017:	<b>Notification letters sent out by the LA for all second round applications received between the deadline 31 October 2016 and 9 March 2017.</b>

- 12 May 2017: Last date for second round offers to be accepted by parents. Parents should confirm their acceptance or decline directly to the Local Authority.
- 15 May 2017: Applications received after the 9 March will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.
- 31 August 2017: On or before the 31 August the LA will send out a list to all schools showing the pupils expected to join the school at the beginning of 2017/18 school year.

**PRIMARY**

**Proposed Co-ordinated Scheme for Primary School  
Admissions for 2017/18**

**Status:** Proposed Primary Co-ordinated Scheme 2017/18

# **Proposed Co-ordinated Admissions Scheme for Primary schools within Wiltshire for year 2017/18**

## **Introduction**

1. This scheme for co-ordinated admissions is pursuant to section 89(b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to Primary schools within the LA area. It applies to all Primary schools in Wiltshire with effect from September 2017 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

## **Interpretation and Glossary**

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “Primary education”, “primary school” and “Primary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation (F) or voluntary aided (VA) school

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

“admission authority” in relation to a community (C) or voluntary controlled (VC) school means the LA and, in relation to an academy, foundation or voluntary aided school means the governing body of that school;

“the specified year” means the school year beginning in September 2017.

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received before the deadline of 15 January 2017.

“second or third round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received after the 15 January 2017.

“In – Year application” means any application for any other year group in the school up to and including Yr 6;



“eligible for a place “means that a child’s name has been placed on a school’s ranked list within the school’s published admission number.

**The application round for entry into Reception 2017 opens on 1 September 2016. The deadline date for applications to be received is midnight on 15 January 2017. The home address given for the child must be the address where the child is resident as of the deadline date.**

#### Starting School

3. There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, Sure Start centres, pre-schools, day nurseries, playgroups or nursery schools

A child must be in full-time education in the term following their fifth birthday. In Wiltshire, children can start school at the earliest from the September following their fourth birthday. Full time provision will be made available in all reception classes for all children from September 2017.

#### General Information

4. Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2016 up until the deadline of 15 January 2017.
5. There will be a standard form for written applications known as the Primary Common Application form (PCAF) used for the admission of pupils into the first year of Primary education in the specified year.
6. Unless an online application has been made, the PCAF must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child either within or outside the county. The child must live in Wiltshire.
7. The LA will make arrangements to ensure
  - a. the PCAF is accompanied by written guidance notes explaining the co-ordinated admissions scheme, and
  - b. that copies are available on request from the LA and from all Primary schools in the LA area, and
  - c. that an electronic version of the form is available for parents to make an online application.
8. The PCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order. Schools may be inside or outside Wiltshire, and to give their reasons for each preference, explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which it must be returned. They will also confirm that;
  - a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or

- b. if a place cannot be offered at any one of their preferred schools, and the child is living in Wiltshire, a place at an alternative school will be allocated.
9. Split Site Schools – where a school operates from separate bases and each base provides for the full primary age range (i.e. Both Key Stage 1 and Key Stage 2), the two sites will be treated as separate schools for admissions purposes as they have their own discrete catchment area. This means that an application must name the site preferred. An applicant can use two preferences to name both sites.
10. The governing body of a Foundation (F) or Voluntary Aided school (VA) can ask parents who have expressed a preference for their school on the PCAF, to provide additional information on a supplementary form but only if the additional information is required in order to apply their oversubscription criteria to the application.
11. Where a school receives a supplementary form it may not be regarded as a valid application unless the parent has also completed a PCAF which expressed a preference for that school. The PCAF or an online application must have been returned to the LA by the deadline date.
12. The closing date for applications is **15 January 2017**. All completed PCAFs are to be returned directly to the LA. Any PCAFs which are incorrectly returned to schools must be forwarded to the LA to be received by the deadline. Forms returned to schools and not received by the LA by 15 January 2017 will be treated as late applications.
13. The LA will send out an acknowledgement of receipt for each PCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement within 15 school days of posting their applications.

### **Address**

14. The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.  
For Yr R September 2017 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2017.

### **Shared Parental Responsibility**

15. Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

### **Applications for children of UK Service Personnel (UK Armed Forces)**

16. Applications for children of service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.
17. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and the unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').
18. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
19. The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, it is also not permitted to reserve places for these children.
20. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr6. Their position on any waiting list will be set accordingly.
21. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

### **Armed Forces Personnel Relocating to Salisbury Plain - a Proposed Special Planning area for admissions**

22. Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.
23. Wiltshire Council is proposing from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to children eligible for service premium, rebasing to settlements around Salisbury Plain until 2018. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation

funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

24. Wiltshire Council has introduced criteria 'H' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.
25. The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.
26. Applications for children of service personnel with a confirmed posting will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.
27. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.
28. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
29. The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.
30. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr6. Their position on any waiting list will be set accordingly.)
31. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

### **Applications for Children from overseas**

32. Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right to abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.
33. Applications on behalf of children currently living outside the UK will be considered but until the child/ren are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of

the future UK residency will be required if an application is made to an oversubscribed school.

## The Application Process

### First Round Applications for Reception 2017 Intake (applications received before the deadline of 15 January 2017)

34. The LA will act as a clearing house for the allocation of places by the relevant admissions authorities in response to the PCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the PCAF where-
  - a. it is acting in its separate capacity as an admission authority, or
  - b. an applicant is eligible for a place at more than one school, or
  - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
35. The process by which the LA will allocate places is explained at paragraphs 37- 44.
36. **15 January 2017 Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**
37. **By 10 February 2017** where parents have nominated a Primary school outside the LA area, the LA will notify the relevant LA.
38. **By 10 February 2017** the LA will notify all F and VA schools and Academies of every preference that has been expressed for that school.
39. **By 8 March 2017** all F and VA schools and Academies must have considered all of the preferences for their school, and provide the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
40. The LA will then match this ranked list against all other ranked lists and:
  - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
  - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
41. Where the child is not eligible for a place at any of the nominated schools and the child lives in Wiltshire, they will be allocated a place at a school. This will be their designated school if places are available or at another school (to which there would be an entitlement to free school transport if it were outside the statutory safe walking distance from the home). Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
42. **By 3 April 2017** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.

43. By **12 April 2017** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
44. On **18 April 2017 (National Offer Date)** letters will be despatched to all parents who submitted an application by 15 January 2017 offering a place at one school.
45. These offer letters will give the following information:
- a. the name of the school at which a place is offered;
  - b. the reason why the child is not being offered a place at any of the other schools nominated on the PCAF;
  - c. information about their statutory right of appeal against any decisions to refuse places at other preferred schools;
  - d. contact details for the LA and the schools for which they expressed a preference.
46. **2 May 2017** is the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 2 May 2017, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

#### **Second Round Applications for Reception 2017 Intake (applications received between 16 January 2017 and 25 April 2017)**

47. Second round applications, i.e. those received between 16 January 2017 and 25 April 2017 for the Reception Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

**Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.**

**During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.**

**Parents can only hold one offer. Therefore if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.**

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if places are available, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in 48-51 will be followed:

48. By **3 May 2017** Details of second round applications received between the 16 January 2016 and 25 April 2016 to be sent to Academies, Foundation and Voluntary Aided Schools.
49. By **10 May 2017** Academies, Foundation and Voluntary Aided Schools should provide the LA with a ranked list of second round applications.

On receipt, the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
  - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
50. **31 May 2017** the LA will send out the second round offers for applications received between 16 January 2017 and 25 April 2017.
  51. **14 June 2017** is the last date for offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

### **Third Round Applications for Reception 2017 Intake (applications received after 25 April 2017)**

52. Third round applications, i.e. those received after 25 April 2017 for the Reception Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

**Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.**

**During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.**

**Parents can only hold one offer. Therefore if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.**

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if a place is available, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in 53 - 56 will be followed:

53. Applications received after the 25 April 2017 will be considered in date order of receipt and will be looked at after 30 June 2017 (i.e. once the second round of applications have been processed).
54. If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

#### **Applications for Reception 2017 Intake (applications received after 21 July 2017)**

55. Any applications received by the LA after 21 July 2017 which expresses a preference for an Aided, Foundation School or an Academy will be forwarded to the school within five school days of receipt at which time the process for in year applications will apply.

#### **Final List of expected reception pupils to schools**

56. On or before 31 August 2017 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2017/18 school year.

#### **Admitting in - area children above Published Admissions Number (PAN)**

57. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. We cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough



spaces in schools for local children is a service priority for the School Buildings and Places team.

58. The LA has responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit children to their designated school because this does not incorporate an additional transport cost which would be required were an alternative school be allocated.
59. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route is unsafe or there is no available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
60. It may not always be possible to find a space at the designated school if this is already oversubscribed. In - area children will be given priority on any waiting list. If the designated area school is unable to accommodate any more children within the year group then the LA will allocate an alternative school which will be the next nearest school which has available places.
61. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child. All other entitlements will be dealt with by the Passenger Transport Team.

## **The Transfer Application Process**

### **Transfer Applications for year groups other than Reception 2017 Intake.**

**All transfer applications for all year groups, to Wiltshire Schools, should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority then they should apply directly to the authority in which the school is situated in. The transfer application process for Wiltshire Schools is explained below.**

62. The LA will make available copies of the Admissions Guide and PCAF through all primary and secondary schools and on request from County Hall.
63. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA, once completed by the current school. The applicant may or may not live in Wiltshire.
64. Should a parent living in Wiltshire wish to apply for a school in another authority; they must contact that authority directly for details on how to apply.
65. Where a school receives an in year application form expressing a preference for that school the form should be forwarded to the LA within five school days of receipt.
66. Where the LA receives an in year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt.
67. Where the LA receives an in year application form expressing a preference for an Academy, F or VA school the application will be forwarded to the school within five school days of receipt.

68. For an Academy, F or VA school, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date of which the information was received by the school.
69. In all cases, Wiltshire Council will aim to send a decision letter out within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
70. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
71. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
72. The school/academy will maintain waiting lists for all year groups for A, F & VA schools.
73. In accordance with paragraph 2.21 of the School Admissions Code the LA is required to provide parents on request the availability of school places within its area. All schools must provide the LA with this information. This must be done on a termly basis with the first return to be sent by 6 September 2017.

#### **Applications for transfer at a future date**

74. Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below.

This table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

<b>Date admission being sought</b>	<b>Earliest application should be submitted</b>	<b>Applications will be processed from</b>
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

75. Applications for transfer for VA and F schools and Academies and UTC's will be forwarded when received directly to the schools named for consideration in accordance with the schools own admissions policy

#### **Proof of address**

76. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A solicitor's letter stating contracts have been exchanged and specifying a completion date

A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

### **Fair Access Protocol**

77. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

### **Early, deferred or delayed admission**

78. a. **Early admission**

Admissions to school earlier than the term following the child's 4<sup>th</sup> birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

b. **Deferred admission until later in the academic year**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2017 but will not be considered until June 2017.

Parents wishing to defer entry need to apply by the closing date 15 January 2016. Any request to defer or attend part-time should be made to the school as soon as an offer is received.

**c. Admission of children outside their normal age group**

*All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014*

*Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.*

The decisions on requests for applications outside the child's normal age group are made by the Admission Authority for any particular school, which in the case of Voluntary Controlled & Community Schools is the Council. For Voluntary Aided, Foundation Schools or Academies the Admissions Authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

All parents who wish to apply for delayed entry into reception for any Wiltshire school, must first submit a formal application to the Local Authority. If they are applying for a Voluntary Controlled or Community school, they will also need to make a written request at the time of application to the Local Authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents wish to apply for delayed entry to a Voluntary Aided, Foundation school or an Academy, then following the submission of the formal application to the Local Authority, the parent should contact the governing body of the school concerned to discuss their request.

All requests should be made in the September following the child's 3<sup>rd</sup> birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January. In the case of Voluntary Controlled and Community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the September following the child's 4<sup>th</sup> birthday. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and you are not offered a place, the Local Authority will make an alternative offer. However please note that delayed admission into reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, then after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Right of Appeal for the Admission of children outside their normal age group**

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

### **Right of Appeal**

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals is for the main round entry is:

**First round appeals**

For applications received from 1 September 2016 – 15 January 2017 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 2 May 2017.

**Second round appeals**

For applications received from 16 January 2017 – 25 April 2017 and for offers made on 31 May 2017 appeals must be received by the Local Authority no later than 14 June 2017.

**Third round appeals**

For applications received after the 25 April 2017 and for offers made as soon as possible after 30 June 2017 will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

**In Year Transfer Applications**

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code

## **Appendix: 2017/18 Timetable for Primary Co-ordination (Wiltshire)**

- 15 January 2017:** **Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**
- 10 February 2017: Details of applications which include preferences for schools in other LAs to be sent to those LAs.
- 10 February 2017: Details of applications to be sent to F, VA schools and Academies of all first round applicants.
- 8 March 2017: F, VA schools and Academies to provide the LA with ranked lists of all first round applicants.
- Between 14 March and 3 April the LA will match the ranked list from all schools and allocate places.
- 3 April 2017: The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
- 12 April 2017: By this date the LA will provide schools with details of those children to be offered places at the school.
- 18 April 2017:** **Notification letters despatched and sent to parents for all first round applicants.**
- 25 April 2017: Deadline for second round applications.
- 2 May 2017: Last date for first round offers to be accepted by parents. Parents should confirm their acceptance online, if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.
- 3 May 2017: Details of second round applications to be sent to F, VA schools and Academies of all second round applicants.
- 10 May 2017: F, VA schools and Academies to provide the LA with ranked lists of all second round applicants.
- 31 May 2017: **Notification letters despatched and sent to parents for all second round applicants.**
- 14 June 2017: Last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.
- 30 June 2017: Applications received after the 25 April will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.
- 31 August 2017: On or before the 31 August the LA will send out a list to all schools showing the pupils expected to join the school at the beginning of the 2017/18 school year.

This page is intentionally left blank



**Proposed Admission Arrangements for Community and Voluntary  
Controlled Secondary Schools for 2017/18**

**Status:** Proposed Admissions Arrangements 2017/18

# PROPOSED SECONDARY ADMISSION ARRANGEMENTS

## Wiltshire Council's proposed admission arrangements for admission to Voluntary Controlled and Community (VC and C) Secondary Schools for the 2017/18 academic year

### 1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Secondary Schools in Wiltshire. Foundation (F) Voluntary Aided (VA) Schools and Academies (A) are their own admission authorities and the governing bodies are responsible for determining their own procedures and policies.

**Proposed arrangements for the co-ordination of secondary admissions are made within the proposed co-ordinated admissions scheme 2017/18.**

**The application round for entry into Year 7 - 2017 opens on 1 September 2016. The deadline date for applications to be received is midnight on 31 October 2016. The home address given for the child must be the address where the child is resident as of the deadline date.**

#### a. Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

#### b. Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the Local Authority (LA) will make an offer for the highest ranked preferred school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place. Allocations will be made after all expressed preferences have been considered. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory 3 mile walking distance and has places available or it is a school to which free home to school transport would be provided.

#### c. Children with a statement of special educational needs or education, health and care plans

All children whose statement of special educational needs or education, health care plans names a school must be admitted. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Statutory SEN Service at which point this policy ceases to apply

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances. For example, a child living within a school's designated area and for whom no reasonable alternative school place is available, would be allocated a place at the designated school even if this exceeds the PAN. Reasonable in this circumstance is defined as a school within the statutory three mile safe walking distance from the child's home address or a school to which free home to school transport would be provided.

e. **Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Yr 7 September 2017 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2016.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

**g. Multiple Births**

The LA will endeavour to place siblings (e.g. twins, triplets etc) in the same school. If necessary schools will be required to admit over PAN to accommodate such children.

**h. Children of UK Service Personnel (UK Armed Forces)**

Applications for children of UK service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The local authority will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a Wiltshire school, a formal offer has been made and the place has been accepted. Their position on any waiting list will be set accordingly. The sibling link will not apply if the child that is going to be attending the school will be in year 11.

**i. Armed Forces Personnel Relocating to Salisbury Plain - a Proposed Special Planning area for admissions**

Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.

Wiltshire Council has agreed that from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to children eligible to service premium, rebasing to settlements around Salisbury Plain until 2018. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

Wiltshire Council is proposing to add criteria 'G' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.

The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.

Applications for children of service personnel with a confirmed posting will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, it is also not permitted to reserve places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a Wiltshire school, a formal offer has been made and the place has been accepted. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements.

## **2. Early or Delayed Transfer**

### **a. Early transfer**

Children may only transfer early to a secondary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, the Authority's professional adviser(s). The application will not be agreed if one or more parties consider that the transfer would be inappropriate. Agreement to such a request would be considered exceptional.

### **b. Delayed transfer**

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing, The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties will continue in the lower year group unless it can be shown that it is in their best interests to rejoin their chronological year group. The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser consider it in the child's best interest to rejoin the chronological year group. An application for transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

## **3. Deadline – applications received by the deadline date of 31 October 2016 will be considered as first round applications**

The closing date for main round applications (i.e. applications for entry into Secondary Yr7 2017) is 31 October 2016.

All applications received after the deadline of 31 October 2016, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the

deadline have been determined. Applications may be considered as being received on time if they meet the exceptional circumstances criteria as detailed in the Co-ordinated Admissions Scheme 2017/18.

#### **4. Oversubscription Criteria for Voluntary Controlled and Community Schools**

Where a secondary school is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

a. **Looked After Children/Previously Looked After Children**

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

b. **Vulnerable Children**

Children from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

c. **Designated Area Siblings and Shared Area Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 11, 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category;

d. **Other Children from the Designated Area or Shared Area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

e. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in years 11, 12 or 13 at the school as of the deadline date. Step, half and foster siblings are also included in this category;

f. **Children of staff at the school**

A child is considered under this criterion:

- i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the one of the above applies to the applicant must be provided at the time of application.

g. **Children eligible for service premium relocating to Salisbury Plain**

The above criteria will only apply to the following schools:

Amesbury - Stonehenge

h. **Other children**

Children to whom none of the above criteria apply.

**Tie Break**

If the school is oversubscribed within any of the above categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots.

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

## 5. **Waiting Lists**

Waiting lists for VC & C Schools will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for the all year groups will close on 21 July 2018.

Parents may submit a fresh application for the next academic year group which will be considered from 6 June 2018 onwards.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC or C school then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they neither accept nor decline the place within five working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission List will not be considered as an application for a school place.
- Parents must contact any Voluntary Aided, Foundation school or the Academy concerned to obtain information on the existence and or maintenance of a waiting list.
- Except for Service Families, children will considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement.
- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date, or;
- If they have been offered and accepted a place.

## **6. Applications for Secondary Yr7 Intake – applications received after 31 October 2016**

Applications received after the deadline of 31 October 2016 will be considered as late applications.

Applications received between the 1 November 2016 and 9 March 2017 will be treated as second round applications.

Applications received after the 9 March 2017 will be treated as third round applications.

## **7. In Year Transfer Applications for year groups other than Secondary Yr7 2017 Intake**

Applications received after the 21 July 2017 for the year of entry and any applications received for other year groups are classed as transfer applications.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next term.

All applications will be considered together with any applications already on a school's waiting list.

Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.



This table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

<b>Date admission being sought</b>	<b>Earliest application should be submitted</b>	<b>Applications will be processed from</b>
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three secondary ranked preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school then the place must be accepted or declined within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they neither accept nor decline the place within five working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed if supported by the LA's relevant professional adviser(s) and the school.

## **8. Proof of address**

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A solicitor's letter stating contracts have been exchanged and specifying a completion date  
A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

## **9. Fair Access Protocol**

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour, when there are places available, (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a previously looked after child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan, as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criterions for referral, and a copy of the protocol, can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **10. Sixth Form Admissions**

Parents or students wishing to enrol for sixth form courses at Voluntary Controlled or Community Secondary Schools should in the first instance contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

## **11. Appeal Process**

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school at which education is to be provided for their child.

The timescale for lodging admission appeals is detailed in the co-ordinated admission scheme for secondary schools 2017/18.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to Democratic and Members Service team at County Hall, Trowbridge. The clerk for the appeals panel will be provided by the D&M Service team.

If a place has been awarded by the independent appeal panel the place must be taken up within 28 days of the required date of admission stated on the original application form.

Should the place not be taken up within the 28 days the LA will then write to the parents informing them that the place has been withdrawn.

## **12. Further Appeals**

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

### Published Admission Numbers (PAN's) for VC & C Schools

<b>DfES</b>	<b>School</b>	<b>2017 PAN</b>
<b>4000</b>	<b>Abbeyfield School, Chippenham</b>	<b>180</b>
<b>4070</b>	<b>The Stonehenge School, Amesbury</b>	<b>164</b>

This page is intentionally left blank

**PRIMARY**

**Proposed Admission Arrangements for Community and Voluntary  
Controlled Primary Schools for 2017/18**

**Status:** Proposed Admissions Arrangements 2017/18

## **Proposed Primary Admission Arrangements**

### **Wiltshire Council Determined Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools for the 2017/18 Academic Year**

#### **1. General Information**

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools. Foundation (F), Voluntary Aided schools (VA) and Academies (A) are their own admissions authorities and the governing bodies are responsible for determining their own procedures and policies.

**Proposed Arrangements for the co-ordination of primary admissions are made with the proposed co-ordinated admissions scheme 2017/18.**

**The application round for entry into Reception 2017 opens on 1 September 2016. The deadline date for applications to be received is midnight on 15 January 2017. The home address given for the child must be the address where the child is resident as of the deadline date.**

##### **a. Designated Area**

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question.

##### **b. Preferences**

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer for the highest ranked preference school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place at an alternative school. Allocations will be made after all expressed preferences have been considered. An applicant will normally be offered a place at the designated school for their home address. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory walking distance and has places available or it is a school to which free home to school transport would be provided.

c. **Children with a statement of special educational needs or education, health and care plans**

All children whose statement of special educational needs or education, health and care plans names a school must be admitted. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Statutory SEN Service at which point this policy ceases to apply.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for whom there is no reasonable alternative place available would be admitted. "Reasonable" in this circumstance is defined as a school within the statutory safe walking distance from the applicant's home address of two miles for children aged under eight and three miles for children aged eight or over, or it is a school to which free home to school transport would be provided.

e. **Address**

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Yr R September 2017 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at the deadline date of 15 January 2017.

f. **Shared Parental Responsibility**

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

**g. Multiple Births**

The LA will endeavour to place siblings born at the same time (eg. twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code 2014, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30<sup>th</sup> or the 60<sup>th</sup> child admitted.

**h. Children of UK Service Personnel (UK Armed Forces)**

Applications for children of service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, it is also not permitted to reserve places for these children.

Children will be considered to be siblings if any brother or sister has been formally offered and have accepted a place at the school. Their position on any waiting list will be set accordingly. The sibling link will not apply if the child that is going to be attending the school will be in year 6.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

**i. Armed Forces Personnel Relocating to Salisbury Plain - a Special Planning area for admissions**

Leading up to September 2017 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.

Wiltshire Council is proposing from September 2015 to declare the community areas of Amesbury and Tidworth a 'special planning area for Admissions'. The proposal is to give an admission priority to children eligible for service premium, rebasing to settlements around Salisbury Plain until 2018. Wiltshire Council is working closely



with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.

Wiltshire Council has introduced criteria 'H' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.

The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.

Applications for children of service personnel with a confirmed posting will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.

Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area, it is also not permitted to reserve places for these children.

Children will be considered to be siblings if any brother or sister has been formally offered and have accepted a place at the school. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

## **2. Starting School**

There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, Sure Start Centres, pre-schools, day nurseries, playgroups or nursery schools.

A school place will be made available for children from the September following their 4<sup>th</sup> birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part-time and this will be provided by arrangement with the school governors, (part-time provision has been determined as either five mornings or five afternoons a week).

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part-time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children's cases should be discussed by the parents(s) with the school directly.

### **3. Joint admission arrangements with pre-schools**

A small number of schools enter into a formal joint arrangement with a pre-school or nursery to provide education jointly to children before they reach statutory school age. Such an arrangement usually involves each child attending school for some sessions each week and attending the pre-school or nursery school does not give priority in itself for admission to the partner school.

The date on which a child can be admitted to a joint arrangement must be no earlier than the start of the term following his or her 4<sup>th</sup> birthday but can be later than this.

Registration at any nursery or pre-school unit will not be considered as an application for a school place and no priority will be given to such children.

### **4. Early, deferred or delayed admission**

#### **a. Early admission**

Admissions earlier than the term following the child's 4<sup>th</sup> birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

#### **b. Deferred admission until later in the academic year**

Parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday. However, parents have the right to start their child in school in the September of the academic year following their fourth birthday. In such circumstances, parents also have the option to start their child on a part-time basis or defer their child's entry until later in that academic year.

If a parent decides to defer their child's entry to the school that they have been offered until later in the academic year, that place will be held for the child and will not be offered to another child. However, please note that entry cannot be deferred beyond the point at which their child reaches compulsory school age (for the avoidance of doubt the law states that a child reaches compulsory school age on the prescribed day following his or her fifth birthday [or on his or her fifth birthday if it falls on a prescribed day]. The prescribed days are 31 December, 31 March and 31 August). For children born between 1 April and 31 August, parents cannot defer entry beyond the beginning of the April term of the school year for which the offer was made.

Please note also that children who attend part-time until later in the school year cannot do so beyond the point at which they reach compulsory school age.

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year. The application can be submitted from April 2018 but will not be considered until at least June 2018.

Parents wishing to defer entry need to apply by the closing date 15 January 2017. Any request to defer or attend part-time should be made to the school as soon as an offer is received.

c. **Admission of children outside their normal age group**

*All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014:*

*Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.*

The decisions on requests for applications outside the child's normal age group are made by the Admission Authority for any particular school, which in the case of Voluntary Controlled & Community Schools is the Council. For Voluntary Aided, Foundation Schools or Academies the Admissions Authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case.

All parents who wish to apply for delayed entry into reception for any Wiltshire school, must first submit a formal application to the Local Authority. If they are applying for a Voluntary Controlled or Community school, they will also need to make a written request at the time of application to the Local Authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents wish to apply for delayed entry to a Voluntary Aided, Foundation school or an Academy, then following the submission of the formal application to the Local Authority, the parent should contact the governing body of the school concerned to discuss their request.

All requests should be made in the September following the child's 3<sup>rd</sup> birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January 2017. In the case of Voluntary Controlled and Community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;

- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the September following the child's 4<sup>th</sup> birthday. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and **you** are not offered a place, the Local Authority will make an alternative offer. However, please note that delayed admission into reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, then after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied.

### **Right of Appeal for admission of children outside their normal age group**

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry into reception they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.

## **5. Deadline – applications received by the deadline date of midnight 15 January 2017 will be considered as first round applications**

The closing date for main round applications (i.e. applications for entry into Reception 2017) is 15 January 2017.

All applications received after the deadline of 15 January 2017, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

## **6. Oversubscription Criteria for Voluntary Controlled and Community Schools**

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

### **a. Looked After Children/Previously Looked After Children**

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989.)

### **b. Vulnerable Children**

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

### **c. Linked Infants School (this criterion applies to infant-to-junior transfer applications only)**

Children who are pupils attending year 2 at the linked infant school as at the deadline date, irrespective of the status of the school, i.e. F, A, C or VC.

### **d. Designated area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infants school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

### **e. Other children from the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

f. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's school) at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

g. **Children of staff at the school**

A child is considered to fall under this criterion

- i. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

h. **Children eligible for service premium relocating to Salisbury Plain**

The above criteria will only apply to the following schools:

Durrington All Saints CE Infants School,  
Durrington CE Junior School,  
Figheledean St Michael's CE Primary School,  
Kiwi Primary School, Bulford,  
Larkhill Primary School,  
Collingbourne C E Primary School.  
Amesbury C of E Primary School  
Amesbury Archer Primary School

i. **Other Children**

Children to whom none of the above criteria apply.

## **Tie Break**

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots (random application).

The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

## 7. **Waiting lists**

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on a list will be determined by applying the published oversubscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on 22 July 2018.

A fresh application can be made for a place for the next academic year group but this will not be considered before 6 June 2018.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC or C schools then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5 working days, the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

### Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any VA, F school or the Academy concerned to obtain information on the existence of a waiting list.
- Except for service families, children will not be considered to be living within the designated area for a school until the LA receives an exchange of contracts or a signed tenancy agreement.
- Except for service families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

## 8. **Applications for Reception 2017 Intake – applications received after 15 January 2017**

Applications received after the deadline of 15 January 2017 will be considered as late applications.

Applications received between the 16 January 2017 and 25 April 2017 will be treated as second round applications.

Applications received after the 26 April 2017 will be treated as third round applications.

## **9. In Year Transfer Applications for year groups other than Reception 2017 Intake**

Applications received after the 24 July 2017 for the year of entry and any applications received for other year groups are classed as transfer applications.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next term.

All applications will be considered together with any applications already on a school's waiting list.

Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below. All applications will be considered together and are ranked using the oversubscription criteria listed in this policy.

This table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

<b>Date admission being sought</b>	<b>Earliest application should be submitted</b>	<b>Applications will be processed from</b>
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school then the place must be accepted or declined within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they neither accept nor decline the place within five working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be



taken up within the 28 working days the LA will then write to the parents informing them that the place has been withdrawn.

## **10. Proof of address**

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A solicitor's letter stating contracts have been exchanged and specifying a completion date.

A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill).

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

## **11. Fair Access Protocol**

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the governing body of any school refuse admission to a child with challenging behaviour where there are places available (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a Previously Looked After Child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criteria for referral, and a copy of the protocol, can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **12. Appeals Procedure**

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school which education is to be provided for their child.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

The timescale for lodging admission appeals is detailed in the co-ordinated admission scheme for secondary schools 2017/18.

If a place has been awarded by the independent appeal panel the place must be taken up within 28 days of the required date of admission stated on the original application form.

Should the place not be taken up within 28 days the LA will then write to the parents informing them that the place has been withdrawn.

### 13. Further Appeals

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

#### Published Admission Numbers (PANs) for VC & C Schools

<b>School – Voluntary Controlled</b>	<b>2017 for PAN</b>
<b>All Cannings CE Primary School</b>	<b>21</b>
<b>Amesbury CEVC Primary School</b>	<b>60</b>
<b>Ashton Keynes CE Primary School</b>	<b>30</b>
<b>Box CE Primary School</b>	<b>25</b>
<b>Bradford-on-Avon Christ Church</b>	<b>60</b>
<b>Brinkworth Earl Danby's CE Primary School</b>	<b>30</b>
<b>Longford CE (VC) Primary School</b>	<b>12</b>
<b>Broad Hinton CE Primary School</b>	<b>17</b>
<b>Broad Town CE Primary School</b>	<b>12</b>
<b>St. Nicholas CEVC Primary School, Bromham</b>	<b>12</b>
<b>Chirton CE Primary School</b>	<b>8</b>
<b>Churchfields, The Village School</b>	<b>26</b>
<b>Colerne CE Primary School</b>	<b>38</b>
<b>Collingbourne CE Primary School</b>	<b>17</b>
<b>St. Sampson's Primary Cricklade</b>	<b>60</b>
<b>Crudwell CE Primary School</b>	<b>17</b>

<b>Dinton CEVC Primary School</b>	<b>17</b>
<b>Durrington All Saints CEVC Infant School</b>	<b>60</b>
<b>Durrington CE Cont. Junior School</b>	<b>58</b>
<b>Figheledean St Michael's CE Primary School</b>	<b>17</b>
<b>Five Lanes Primary</b>	<b>20</b>
<b>Great Bedwyn CE Primary School</b>	<b>30</b>
<b>Hilperton CEVC Primary School</b>	<b>25</b>
<b>Holt VC Primary School</b>	<b>25</b>
<b>Hullavington CE School</b>	<b>21</b>
<b>Kington St. Michael CE Primary School</b>	<b>17</b>
<b>Lacock CE Primary School</b>	<b>12</b>
<b>Langley Fitzurse CE Primary School</b>	<b>16</b>
<b>Lea &amp; Garsdon CE Primary School</b>	<b>20</b>
<b>Lydiard Millicent CE Primary School</b>	<b>30</b>
<b>St Barnabas CE School, Market Lavington</b>	<b>20</b>
<b>St.Mary's CE Infant School, Marlborough</b>	<b>60</b>
<b>St.Peter's Junior School, Marlborough</b>	<b>60</b>
<b>Minety CE Primary School</b>	<b>21</b>
<b>North Bradley CE Primary School</b>	<b>25</b>
<b>Oaksey CE Primary School</b>	<b>13</b>
<b>Oare CE Primary School</b>	<b>17</b>
<b>Ogbourne St.George &amp; St. Andrew VC CE Primary School</b>	<b>13</b>
<b>Preshute CE Primary School</b>	<b>30</b>
<b>St. Mary's CE Primary School, Purton</b>	<b>60</b>
<b>Harnham CE Cont. Junior School, Salisbury</b>	<b>90</b>
<b>St. Katharine's CE (VC) Primary School, Savernake Forest</b>	<b>15</b>
<b>Seagry CE Primary School</b>	<b>12</b>
<b>Shalbourne CE Primary School</b>	<b>9</b>
<b>Sherston CE Primary School</b>	<b>30</b>
<b>Shrewton CE Primary School (New site)</b>	<b>17</b>
<b>Southwick CE Primary School</b>	<b>30</b>
<b>Staverton CEVC Primary School</b>	<b>45</b>
<b>Stratford sub Castle CEVC Primary School</b>	<b>21</b>
<b>Sutton Veny CEVC School</b>	<b>24</b>
<b>St John's CE Primary School, Tisbury</b>	<b>20</b>
<b>Bellefield Primary &amp; Nursery School, Trowbridge</b>	<b>42</b>
<b>Urchfont CE Primary School</b>	<b>16</b>
<b>The Minster CE Primary School, Warminster</b>	<b>30</b>
<b>Warminster Sambourne CEVC Primary School</b>	<b>21</b>
<b>St John's CE Primary, Warminster</b>	<b>21</b>
<b>Westbury CE Junior School</b>	<b>82</b>

<b>Westbury Leigh CE Primary School</b>	<b>60</b>
<b>Wilton and Barford CE Primary School</b>	<b>25</b>
<b>Winsley CEVC Primary School</b>	<b>21</b>
<b>Winterbourne Earls CE Primary School</b>	<b>30</b>

<b>School - Community</b>	<b>PAN for 2017</b>
<b>Amesbury Archer Primary School</b>	<b>60</b>
<b>Fitzmaurice Primary School, Bradford-on-Avon</b>	<b>45</b>
<b>Bratton Primary School</b>	<b>30</b>
<b>Kiwi School, Bulford</b>	<b>38</b>
<b>Fynamore Primary School, Calne</b>	<b>60</b>
<b>Priestley Primary School, Calne</b>	<b>30</b>
<b>Charter Primary School, Chippenham</b>	<b>47</b>
<b>Ivy Lane Primary School, Chippenham</b>	<b>60</b>
<b>Kings Lodge Community School, Chippenham</b>	<b>60</b>
<b>Monkton Park Community Primary School, Chippenham</b>	<b>38</b>
<b>Redland Community Primary School, Chippenham</b>	<b>40</b>
<b>St. Paul's Primary School, Chippenham</b>	<b>41</b>
<b>Lypiatt Primary School, Corsham</b>	<b>7</b>
<b>Nursteed Community Primary School, Devizes</b>	<b>30</b>
<b>Devizes Southbroom Infants School</b>	<b>90</b>
<b>Gomeldon Primary School</b>	<b>21</b>
<b>Hilmarton Primary School</b>	<b>16</b>
<b>Horningsham Primary School</b>	<b>12</b>
<b>Larkhill Primary School</b>	<b>60</b>
<b>Luckington Community School</b>	<b>8</b>
<b>Ludwell Community Primary School</b>	<b>12</b>
<b>Lyneham Primary</b>	<b>60</b>
<b>Mere School</b>	<b>30</b>
<b>Neston Primary School</b>	<b>30</b>
<b>Old Sarum Primary</b>	<b>30</b>
<b>Ramsbury School</b>	<b>30</b>
<b>Greentrees Primary School, Salisbury</b>	<b>60</b>
<b>Harnham Infant School, Salisbury</b>	<b>90</b>
<b>Salisbury Manor Fields Primary School</b>	<b>30</b>
<b>Woodlands Primary School, Salisbury</b>	<b>30</b>
<b>Stanton St. Quintin Primary School</b>	<b>21</b>
<b>Grove Primary School, Trowbridge</b>	<b>60</b>

<b>Holbrook Primary School, Trowbridge</b>	<b>45</b>
<b>Newtown Community Primary School, Trowbridge</b>	<b>45</b>
<b>Walwayne Court School, Trowbridge</b>	<b>42</b>
<b>New Close Community School, Warminster</b>	<b>30</b>
<b>Princecroft Primary School, Warminster</b>	<b>21</b>
<b>Bitham Brook Primary School, Westbury</b>	<b>42</b>
<b>Westbury Infants School</b>	<b>80</b>
<b>Westwood-with-Iford School</b>	<b>17</b>
<b>Wootton Bassett Infants</b>	<b>60</b>
<b>Noremarsch Junior Community School, Wootton Bassett</b>	<b>60</b>

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank