

SUMMONS

Council Meeting (Budget Meeting)

Date: **24 February 2015**

Time: **10.30 am**

Place: **Council Chamber - County Hall, Trowbridge BA14 8JN**

**PLEASE SIGN THE ATTENDANCE
BOOK BEFORE ENTERING THE
COUNCIL CHAMBER**

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

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

This summons and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

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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

1 **Apologies**

2 **Minutes of Previous Meetings** (*Pages 7 - 86*)

To approve as correct records and sign the minutes of the last ordinary meeting held on 21 October 2014 and the Extraordinary meeting held on 20 January 2015.

3 **Declarations of Interest**

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

4 **Announcements by the Chairman**

5 **Petitions**

5a) **Petitions Received**

No petitions have been received for presentation to this meeting.

5b) **Petitions Update** (*Pages 87 - 90*)

Report of the Democratic Governance Manager.

6 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

Questions

To receive any questions from members of the public received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Corporate Director) no later than 5pm on 17 February 2015. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

BUDGET 2015/16

To consider Wiltshire Council's Financial Plan
The updated Budget Report, Budget Book and Fees and Charges as
proposed can be accessed on the following link of the Council's website:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=1160&MId=9390&Ver=4>

7 Wiltshire Council Financial Plan 2015/16

- 7a) **Leader's Budget Speech (To be tabled)**
- 7b) **Proposed Amendments to the Budget proposals from the Liberal Democrat Group, with the comments of the relevant Statutory Officer.**
(Pages 91 - 98)
- 7c) **The reports of the Special Overview and Scrutiny Management Committee held on 4 February (attached) and 13 February 2015 (to follow)** *(Pages 99 - 108)*
- 7d) **Relevant extract of the minutes of Cabinet held on 10 February 2015**
(Pages 109 - 110)
- 7e) **Financial Plan - Report by Michael Hudson, Associate Director Finance and S.151 officer**
- 7f) **Council Tax Setting 2015/2016** *(Pages 111 - 132)*

8 Proposed Council Tax Reduction Scheme (Pages 133 - 166)

Report by Carolyn Godfrey, Corporate Director

9 Treasury Management Strategy 2015/16 (Pages 167 - 190)

Report by Carolyn Godfrey, Corporate Director

POLICY FRAMEWORK

Under its Constitution, the Council is responsible for approving the Policy Framework of the Council expressed in various plans and strategies which includes the subjects referred to in items below.

10 Child Poverty Strategy (Pages 191 - 294)

Report by Maggie Rae and Carolyn Godfrey, Corporate Directors and proposed Child Poverty Strategy.

Recommendation of Cabinet dated 11 November 2014:

That Cabinet approve the updated strategy and recommend its adoption to Council.

- 11 **Pay Policy Statement and the Publication of Senior Staff Pay** (*Pages 295 - 310*)

Report by Dr Carlton Brand, Corporate Director

COUNCILLORS' NOTICES OF MOTION

- 12 **Notices of Motion** (*Pages 311 - 312*)

For Council's ease of reference the rules on how motions on notice are dealt with at Council and guidance on amendments to motions taken from Part 4 of the Council's constitution are attached.

To consider the following notice of motion:

- 12a) **Notice of Motion No. 17 - Council Response Times - Councillors Jon Hubbard and Steve Oldrieve** (*Pages 313 - 314*)

To consider the attached motion.

OTHER ITEMS OF BUSINESS

- 13 **Establishment of the Local Pension Board for Wiltshire Council** (*Pages 315 - 336*)

Report by Carolyn Godfrey, Corporate Director

- 14 **Review of Part 3 of the Constitution - Area Board Election of Chairmen and Cabinet Member Representation** (*Pages 337 - 342*)

Report by Ian Gibbons, Associate Director, Legal and Governance, and Monitoring Officer

- 15 **Electoral Registration**

Reports by Dr Carlton Brand, Corporate Director

- 15a) **Appointment of Chief Counting Officer** (*Pages 343 - 344*)

- 15b) **Appointment of Deputy Electoral Registration Officers** (*Pages 345 - 348*)

16 **Review of Proportionality and Allocation of Seats on Committees to Political Groups**

16a) **Review of Committee Places** (*Pages 349 - 356*)

Report by Robin Townsend, Associate Director, Corporate Functions, Procurement and Programme Office

16b) **Membership of Committees and other Bodies**

To determine any requests from Group Leaders for changes to membership of committees in accordance with the allocation of seats to political groups previously approved by the Council and other bodies.

17 **Community Governance Review (Parish Boundaries)** (*Pages 357 - 360*)

Report by Dr Carlton Brand, Corporate Director

18 **Delegation of Executive Authority - Joint Strategic Economic Committee** (*Pages 361 - 388*)

Report by Robin Townsend, Associate Director, Corporate Function, Procurement and Programme Office

19 **Executive Decisions Taken Under Special Urgency Provision** (*Pages 389 - 394*)

Report by Robin Townsend, Associate Director Corporate Function, Procurement and Programme Office

MINUTES OF CABINET AND COMMITTEES

20 **Minutes of Cabinet and Committees**

- a. The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council and the Fire Authority as listed in the Minutes Book.
- b. The Chairman will invite the Leader, Cabinet members and Chairmen of Committees to make any important announcements.
- c. Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.
- d. Councillors will be given an opportunity to raise any questions on the minutes of the Wiltshire and Swindon Fire Authority – please submit any questions to Yamina Rhouati by 16 February 2015.
- e. Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.

21 **Proposed Combined Fire and Rescue Authority for Wiltshire and Dorset**
(Pages 395 - 442)

Report by Dr Carlton Brand, Carolyn Godfrey and Maggie Rae Corporate Directors together with a report from Councillor Chris Devine in his capacity as chairman of the Wiltshire and Swindon Fire Authority

The draft minute of Council on this subject dated 21 October can be found from page 14 of this Summons.

COUNCILLORS' QUESTIONS

22 **Councillors' Questions**

Please note that Councillors are required to give notice of any such questions in writing to the officer named on the first page of this agenda (acting on behalf of the Corporate Director) not later than 5pm on 17 February 2015. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Councillors prior to the meeting and made available at the meeting and on the Council's website.

PART II

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

None

Dr Carlton Brand
Corporate Director and Head of Paid Service
Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire BA14 8JN

COUNCIL

DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 21 OCTOBER 2014 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Glenis Ansell, Cllr Pat Aves, Cllr Chuck Berry, Cllr Nick Blakemore, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Mary Champion, Cllr Terry Chivers, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Brian Dalton, Cllr Andrew Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Stewart Dobson, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Dennis Drewett, Cllr Peter Edge, Cllr Peter Evans, Cllr Sue Evans, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Simon Jacobs, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr Bob Jones MBE, Cllr Simon Killane, Cllr Gordon King, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Alan MacRae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Helena McKeown, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Linda Packard, Cllr Mark Packard, Cllr Sheila Parker, Cllr Graham Payne, Cllr David Pollitt, Cllr Horace Prickett, Cllr Fleur de Rhé-Philippe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Jane Scott OBE, Cllr Jonathon Seed, Cllr James Sheppard, Cllr John Smale, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Thorn, Cllr Ian Tomes, Cllr Dick Tonge, Cllr Tony Trotman, Cllr John Walsh, Cllr Nick Watts, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Ian West, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Roy While (Chairman), Cllr Philip Whitehead, Cllr Christopher Williams and Cllr Graham Wright

Webcasting the Meeting

The Chairman advised all those attending the meeting, that the Council was recording this meeting for live and/or subsequent broadcast through the council's website. The images and sound recording may also be used for training purposes within the Council. By entering the meeting room, those attending were consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes. The Chairman explained that this was history in the making as this would be the first meeting of the Council to be webcast in this way. This would help enhance the transparency with which the Council made its decisions, and also ensure as

many people as possible can take part in decision making. It was noted that the meeting may also be recorded by the press or members of the public.

62 **Apologies**

Apologies for absence were received from Councillors Desna Allen, Rosemary Brown, Liz Bryant, Nick Fogg MBE, Mollie Groom, Keith Humphries, Paul Oatway, Nina Phillips and Leo Randall. Councillor George Jeans for lateness. Councillor Graham Payne for temporarily withdrawing from the meeting to attend and represent the Council at the funeral of Cannon Christopher Brown.

63 **Minutes of Previous Meeting**

The minutes of the Meeting held on 29 July 2014 were presented and it was,

Resolved:

That the minutes of the last Council meeting held on 29 July 2014 be approved as a correct record and signed by the Chairman.

64 **Declarations of Interest**

There were no declarations of interest.

65 **Budget - Setting the Scene**

Corporate Directors Dr Carlton Brand, Carolyn Godfrey, and Maggie Rae delivered a presentation on the Council's financial position and some of the challenges that would need to be faced as the budget for 2015/16 and future years were prepared.

The Corporate Directors referred to the achievements made by the Council since May 2013 and alignment of the budget with the Council's vision, aims and priorities as set out in its Business Plan. The presentation also referred to the existing and future challenges being faced by the Council. It was noted that a saving of £30 million was being identified for 2015/16 in the face of reductions in Government funding and service pressures whilst maintaining excellence.

66 **Announcements by the Chairman**

(a) Wiltshire Council Older Peoples' Day

The Chairman announced that the Council hosted an Older People's Day at County Hall earlier this month. Senior citizens from across the County were provided with the opportunity to speak with representatives from a number of

charities and organisations hosting exhibitions. There was also the opportunity to participate in various activities such as singing, Tai-Chi, quizzes and a tea dance.

The event was well attended throughout the day, providing a real opportunity to bring together senior citizens from different communities to meet new people, try different activities and to celebrate their contribution to society.

(b) Friend's Life Tour of Britain

The Council was delighted that the County of Wiltshire was part of the recent Friends Life Tour of Britain. Like the Olympic and Jubilee events, it showcased and promoted the County, giving tourism and local businesses a boost as well as bringing communities together.

It was inspiring to see professional riders like Sir Bradley Wiggins and Mark Cavendish, whose speed and skill was breathtaking as they raced past County Hall. The FanZone outside County Hall added significantly to the enjoyment of the occasion for all those who turned up to support the event. A big thank you went out to all those staff who were involved in supporting and running the event to ensure it ran safely, providing a memorable occasion for everyone and inspiring others to take up cycling.

(c) Ushakov Medal Presentations

The Chairman reminded Members that last September the Council hosted a ceremony to honour Wiltshire residents who received the Arctic Convoy Star Medal. At that time, veterans were waiting to hear if they would also receive the Ushakov Medal, the equivalent Russian military honour.

The Chairman was delighted to announce that 77 veterans from across the south-west were formally presented with their medals at County Hall in August. The Council was pleased to support the Russian Embassy by offering to provide the Ceremony Room as the venue for two special presentation ceremonies – the first to be held outside London. By doing so, it alleviated the need for veterans, all in their late 80s/early 90s, travelling to London or just receiving their medal through the post. The Chairman was proud and honoured to host these ceremonies. It was a huge privilege to welcome the veterans, 33 of which were Wiltshire residents, who greatly appreciated the Council's support to them. It was a very humbling and rewarding day.

(d) Wiltshire and Swindon Youth Orchestra Concerts

The Chairman announced that both he and his Vice-Chairman, had been privileged to attend Summer concerts by the Wiltshire and Swindon Youth Orchestra in Bradford-on-Avon and Salisbury in August.

The performances were outstanding with over 80 children and young people taking part. The Chairman congratulated Nick Howdle, Head of the Wiltshire Music Service, for encouraging and nurturing these talented young people and for giving all of us who attended these Concerts such a memorable evening.

(e) Canon Christopher Brown

The Chairman reported that as Councillors might be aware, Canon Christopher Brown, the Rector of St. James' Church, Trowbridge from 1988-2009 and Keevil from 2007-2009, had died recently after losing his battle with pancreatic cancer. He was also Rural Dean of Bradford on Avon from 1994-2001.

Canon Brown was highly regarded in Trowbridge through his active engagement with the community, schools and associations. He was a compassionate man with a wonderful sense of humour and would be greatly missed by many.

Councillor Graham Payne, who worked closely with Canon Brown as Chairman the White Ensign Association, would be attending his funeral today to represent the Council.

(f) British Construction Industry Awards

County Hall in Trowbridge had been nominated for this year's Prime Minister's Better Public Building Award, the only building in the South West to reach the shortlist. The British Construction Industry Awards were the industry's 'Oscars' for all round excellence in construction, with the Prime Minister's Better Public Building Award the pinnacle of the awards ceremony.

The winner of the award would be announced at a ceremony 29 October in London.

67 Public Participation

The Chairman reported receipt of questions as previously circulated from Mr Stephen Eades, Countess Amanda Cairns (represented by Mr Howard Ham) and Mr David Levy.

A copy of questions received together with the responses given by Councillor Toby Sturgis, Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property, Waste are attached as Appendix 1 to these minutes.

68 Petitions

69 Petitions Received

No petitions were received for presentation to the Council meeting.

70 **Petitions Update**

A report by the Democratic Governance Manager was presented which gave Council details of the 3 petitions received for the period since the last Council meeting.

Resolved:

That Council note the report, the petitions received and the actions being taken in relation to them, as set out in the Appendix to the report.

71 **City of Salisbury, Milford Hill, Britford and Old Manor Hospital Conservation Area Appraisals**

The Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste introduced a report on the City of Salisbury, Milford Hill, Britford and Old Manor Hospital Conservation Area Appraisals.

Council was asked to agree to the de-designation of the Salisbury Conservation Area, and simultaneously authorise the designation of four separate conservation areas, the boundaries of which as shown on the maps presented.

Resolved:

That Council agrees to de-designate Salisbury Conservation Area and simultaneously re-designate the same area (with minor boundary amendments) as four separate conservation areas namely: City of Salisbury, Milford Hill, Old Manor Hospital and Britford – each with its own written and illustrated appraisal.

72 **Licensing Act 2003 - Statement of Licensing Policy 2014 - 2019**

Councillor Stuart Wheeler, Cabinet Member for Hubs, Heritage & Arts, Governance and Support Services presented a revised Licensing Policy for 2014-19 as recommended to Council by the Licensing Committee at its meeting on 8 September 2014. The extensive consultation undertaken on the draft policy was noted.

Cllr Wheeler guided members through the accompanying report and moved that Council adopt the Licensing Policy and this was duly seconded by Councillor Pip Ridout, Chairman of the Licensing Committee.

The Chairman invited Group Leaders to comment before widening the debate to other members.

Councillor Jon Hubbard proposed the following amendment which was duly seconded by Councillor Helena Mckeown:

To number the recommendation in the report as (1) and add as (2):

'Council requests the Licensing Committee to specifically consider the four licensing objectives and bring back to full Council at a future meeting revised objectives that takes advantage of some of the additional powers available to local authorities including, but not restricted to, the power to adjust licensing objectives to take account of the scale of existing provision when considering new applications.'

The debate then centred on the amendment calling on Group Leaders before inviting other members. Councillor Peter Hutton, Portfolio Holder for Public Protection Services thanked officers for all their hard work in developing the Policy and echoed previous speakers in urging caution over making amendments to it without detailed consideration by the Licensing Committee.

Councillor Stuart Wheeler explained that the Council had no authority to change the legally defined licensing objectives. He considered that proposals to amend the Policy should have been raised at the Licensing Committee to enable it to examine them in detail. This was also echoed by Councillor Seed who also referred to the three month consultation exercise where such proposals could have been raised and taken into account.

On being put to the vote, the amendment was LOST.

Councillor Chris Caswill gave notice of a number of amendments he wished to make. He considered that the Policy could be strengthened in a number of areas to make it more proactive.

Councillor Caswill proposed the following amendment which was duly seconded by Councillor Jeff Osborn:

'In 1.1 Introduction, at the end of the first paragraph, add 'whilst also having regard the Government's 2012 alcohol Strategy.' (page 99)

Councillor Jane Scott was concerned that amendments of a complex nature were being proposed at this stage in the process. Councillor Wheeler reminding Council that the Licensing Policy was a legal document, expressed concern that amendments now proposed had not been the subject of detailed consideration by the Licensing Committee and not subject to consultation.

Councillor Jon Hubbard questioned the role of Council in debating and adopting the Policy, if it was not able to amend it as it saw fit. Councillors Jane Scott and Stuart Wheeler explained that any proposals to amend what was essentially a legal document, should be evidence based and considered alongside legal advice on the soundness of such proposals to amend it.

On being put to the vote, the amendment was LOST.

Councillor Chris Caswill referred to his other proposed amendments which were displayed on screen. To assist Council, he explained the background to each of the amendments which he agreed to withdraw if Council would agree to refer them to the Licensing Committee for detailed consideration. Councillors Stuart Wheeler and Pip Ridout gave such an assurance.

Resolved:

- (a) **That Council approves the Statement of Licensing Policy (2014 - 2019) (Appendix 1) under Licensing Act 2003 .**
- (b) **That the following amendments proposed by Councillor Chris Caswill as detailed below, be referred to the Licensing Committee:**
- In 8.0 Other licensing authority powers, add a new introductory text:

'The Licensing Authority welcomes the guidance given in the Government's 2012 alcohol Strategy and the encouragement for local communities and individuals to help set the standards and behaviours that they want to see in their surrounding area. It will have regard to the encouragement given to Licensing Authorities in the Strategy to make use of the powers available in order to take firm action to address the harms from alcohol, and if necessary, close down premises. In that spirit the Licensing Authority will be prepared to use the following powers where appropriate and necessary.' (p. 130)
 - In 1.2 Key Aims, delete 'vibrant' in the second bullet point (p 100)
 - In 1.4 Licensing Function, third paragraph, replace 'has regard to wider considerations affecting' with 'recognises in this policy its wider responsibilities to' ('the residential population and the amenity of the area.') (p. 101)
 - in 2.5 Dispersal Policy, replace 'should consider how the venue will' with 'must demonstrate how it will act to' (minimise the potential for disorder as customers leave the premises'). (p. 105)

73 Notices of Motion

For Council's ease of reference, the rules on how a motion is dealt with at Council, taken from Part 4 of the Council's constitution was presented.

73a) No. 11 - Fire Authority Merger - Councillors Jeff Osborn and Terry Chivers

At the last Council meeting held on 29 July 2014, Council adopted a motion submitted by Councillors Jeff Osborn and Terry Chivers which it amended to read as follows:

'This council understands the financial challenges the Wiltshire and Swindon Combined Fire Authority, as with all other public services, needs to address, but urges the Fire Authority to consider all options to address those challenges. To this end this council will consider the matter fully at its next meeting on 21 October 2014 when further information on all the options is available, including the views of the residents of Wiltshire, before formally giving its response to the Fire Authority as part of the consultation process.'

In accordance with the above adopted motion, Councillor Dick Tonge, Cabinet member for Finance, Performance, Risk, Procurement and Welfare Reform presented a report from the Corporate Directors for Council's consideration. It was noted that it had not been possible to include the views of the residents of Wiltshire as the consultation had not yet been completed.

The report referred to the seven options originally included in the Wiltshire draft business case and the resulting three options included in the public consultation document.

The report presented to Council advised members of the financial background surrounding the Wiltshire & Swindon Fire Authority proposals to strengthen the fire and rescue service whilst at the same time securing savings to enable a balanced budget. The report stated that of the options proposed by the Fire Authority, none fully addressed the £3.1 to £3.9 million shortfall for Wiltshire and Swindon Fire Authority by 2017/18 (nor the combined £5.4 million to £7.1 million shortfall faced by Wiltshire and Dorset).

In terms of the Wiltshire and Swindon Fire Authority remaining independent, due diligence of the £0.9 million savings by Wiltshire Council officers suggested that there was scope to deliver a saving at the earliest within the next four years ranging from £0.481 to £1.074 million. This would come from back office sharing of services such as IT and Accountancy, as well as better use and sharing of depots.

Wiltshire Council officers had not conducted due diligence on the merger with the Dorset Fire Authority option, the Business Case for which was also presented. However, it was suggested that c.£0.2 to £0.3 million of the savings that could be achieved under the independent option, such as use of depots, would also be possible from this option. It was clear that more savings would need to be identified whichever option was supported.

The report suggested that Council should not commit to an option without further information and clarification on the various issues highlighted in the report presented. In particular, the Council would need answers to the following questions:

- How will the funding gap be bridged?
- Are there further savings that could be made in collaboration with other public bodies?
- How will the equalisation of precepts be dealt with and what the impact will be on Wiltshire residents.
- How it can be assured that key local decisions are not prejudiced by being out voted by the other constituent authorities?

Councillor Tonge moved the following motion and this was duly seconded by the Leader of the Council:

'The council understands the financial challenges that the Wiltshire and Swindon Fire Authority faces and appreciates the work that has been done to spell out the options for the future as set out in the consultation document and the draft business case.

The council has concerns about the gap in funding, the uncertainty with regard to equalisation of precepts and the governance arrangements which could disadvantage Wiltshire.

The council seeks assurance in these matters and prefers not to commit to any option until such time as these issues are resolved.

Whichever option the Fire Authority decides upon this council would welcome closer cooperation to reduce costs in both organisations'.

Councillor Jeff Osborn was given the opportunity to respond to the motion.

A number of members expressed deep concern that a new motion should be presented without members' prior knowledge, with points of order being raised to this effect. Councillor Jeff Osborn sought clarification as to how the new motion as proposed related to his motion adopted at the last Council meeting. The Chairman explained that the last Council meeting in considering the motion submitted by Councillors Jeff Osborn and Terry Chivers, resolved to adopt that motion as amended as set out in the minutes of that meeting. The effect of that motion was that a report would be presented to this meeting.

Councillor Jon Hubbard considered that the motion Council should now be considering was the motion put forward by Councillors Jeff Osborn and Terry Chivers at the last meeting and not the motion now being put forward by

Councillor Dick Tonge. A number of members considered that any motion to be considered by Council should have been included in the Summons. Councillor Wheeler also sought to assist Council by clarifying the position.

Councillor Jeff Osborn moved an amendment as follows, duly seconded by Councillor Terry Chivers:

'That this local authority supports the merger as the only viable way forward to protect fire cover in this County.'

Councillor Jon Hubbard sought clarification by way of a point of order over the constitutional procedure in considering the motion. He sought clarification over whether the motion put forward by Councillor Dick Tonge constituted a motion or amendment. He now understood it to be a motion pointing out that it had not been circulated in advance and his concern that it could be seen to be attributed to the movers of the motion as considered at the last meeting from Councillors Jeff Osborn and Terry Chivers as set out in the Summons.

Ian Gibbons, Associate Director, Law and Governance and Monitoring Officer explained that the motion as adopted at the last meeting instructed that a report on the matter be brought to this meeting. Accordingly, the requested report was presented to this meeting which thereby discharged the terms of that motion.

Councillor Jon Hubbard requested that the meeting be adjourned to enable him to seek advice of the Monitoring Officer as he considered the process to be unconstitutional.

MEETING ADJOURNED AT THIS POINT

Once reconvened, Ian Gibbons explained that following discussions, a way forward had been agreed whereby the motion decided at the last Council meeting from Councillors Jeff Osborn and Terry Chivers would remain on the table as the main motion.

The motion submitted by Councillor Dick Tonge as presented earlier in the meeting, would now be treated as an amendment as additional wording to the main motion.

For the avoidance of doubt, the main motion by Councillor Jeff Osborn and seconded by Councillor Terry Chivers was as follows:

'This council understands the financial challenges the Wiltshire and Swindon Combined Fire Authority, as with all other public services, needs to address, but urges the Fire Authority to consider all options to address those

challenges. To this end this council will consider the matter fully at its next meeting on 21 October 2014 when further information on all the options is available, including the views of the residents of Wiltshire, before formally giving its response to the Fire Authority as part of the consultation process’.

The amendment by Councillor Dick Tonge and seconded by the Leader was as follows:

‘This council understands the financial challenges the Wiltshire and Swindon Combined Fire Authority, as with all other public services, needs to address, but urges the Fire Authority to consider all options to address those challenges. To this end this council will consider the matter fully at its next meeting on 21 October 2014 when further information on all the options is available, including the views of the residents of Wiltshire, before formally giving its response to the Fire Authority as part of the consultation process.

The council understands the financial challenges that the Wiltshire and Swindon Fire Authority faces and appreciates the work that has been done to spell out the options for the future as set out in the consultation document and the draft business case.

The council has concerns about the gap in funding, the uncertainty with regard to equalisation of precepts and the governance arrangements which could disadvantage Wiltshire.

The council seeks assurance in these matters and prefers not to commit to any option until such time as these issues are resolved.

Whichever option the Fire Authority decides upon this council would welcome closer cooperation to reduce costs in both organisations’

Councillor Chris Devine addressed Council in his capacity as Chairman of the Wiltshire and Swindon Fire Authority. Councillor Devine referred to the 3 options being considered. He confirmed that the public consultation was so far indicating a preference for option 3 from the public focus groups. He recognised that this Council and Swindon Borough Council were the Fire Authority’s largest stakeholders and that Swindon BC were in favour of option 3, although needed resolution on a number of issues. The Combined Fire Authority, an independent legislative body would make its decision on 11 November 2014. He referred to the recent award of a transformation grant of just over £5.4 million from central Government, conditional upon progressing with option 3. This would help fund some of the costs associated with option 3. Councillor Devine explained the projected financial position of the Fire Authority taking into account combined savings, the grant and equalisation of the precept would take the Fire Authority out of a deficit position. He also assured Council that he would be seeking equalisation of

representation.

The Chairman reminded the meeting that the debate was now in relation to the amendment from Councillor Dick Tonge. The Chairman invited comments initially from Group Leaders before widening the debate to other members.

The Leader of the Council reminded Council that the merger decision did not rest with this Council and that we were merely one of the consultees. She considered that it would be unsafe for this Council to support the merger whilst questions remained unanswered. The Council had only recently received further financial information and had not had sufficient time to carry out due diligence on this. Clarity was also needed on the issue of the precept and a clear undertaking on the issue of equalisation of representation to ensure equal parity on decision making. The Council should therefore not commit to an option without answers to these important issues.

Councillor Jon Hubbard considered that this Council had agreed at its last meeting that it would at this meeting having looked at the issues and listened to what people had said, agree to submit a response to the consultation process what it felt was right. He considered that the amendment if passed, would indicate that this Council was unable to reach a decision and that this would not demonstrate leadership by the Council. He considered that representation should be proportionate to population with those elected to serve on the body, working collectively rather than parochially.

Councillor Ernie Clark had understood the effect of the motion agreed at the last meeting was that a decision would be made at this meeting. He considered that the potential impact on the Fire Authority's precept was as a direct result of cuts in Government funding and previous zero percent increases by the Fire Authority.

The Chairman then widened the debate to other members summarised as follows:

- The Council's response should be to agree to Option 3 at the same time adding the Council's concerns to be taken into account
- The proposed merger represented the best way to protect the future of the fire service and achieving necessary savings.
- The transformation grant on offer from central Government demonstrated confidence in the merger proposal.
- Lack of clarity over key issues to be able to commit to a particular

option.

- What would be the impact on fire stations, particularly rural ones and would the merger lead to closures?
- Why had Dorset being selected as a prospective merger partner as opposed to other neighbouring Fire Authorities?
- Sharing of resources including accommodation between emergency services and campuses and amalgamating buying power could provide the much needed savings without the proposed merger. The Chairman of the Fire Authority did however explain the specific accommodation needs of the fire service which made sharing its accommodation difficult.
- None of the 3 options were conclusive enough or adequately evidenced to provide an informed choice.
- The Council should listen to the views of the people.
- The Council needs assurances over the future of the fire service, whether fire stations would remain open and whether front line staffing levels (employed and retained) would be maintained.
- seeking clarification over the status of the amendment in relation to the motion in the context of the constitutional process.
- The Fire Authority was an organisation very well respected by the public.
- Actual savings need to be properly assessed and evidenced.
- Concerns over equalisation of representation.

Councillor Jeff Osborn in exercising his right of reply, urged members to support the merger.

The AMENDMENT was then put to the vote and CARRIED and a recorded vote having been requested by the requisite number of members, the voting was recorded as follows:

For the motion (44)

Councillors Chuck Berry, Richard Britton, Allison Bucknell, Mary Champion, Richard Clewer, Mark Connolly, Christine Crisp, Andrew Davis, Fleur de Rhe-Philippe, Stewart Dobson, Mary Douglas, Peter Evans, Sue Evans, Jose

Green, Howard Greenman, Russell Hawker, Alan Hill, Charles Howard, Peter Hutton, Simon Jacobs, Julian Johnson, Simon Killane, Jerry Kunkler, Jacqui Lay, Alan MacRae, Laura Mayes, John Noeken, Mark Packard, Sheila Parker, Horace Prickett, Jane Scott, Jonathon Seed, James Sheppard, Toby Sturgis, John Thomson, Richard Tonge, Tony Trotman, Bridget Wayman, Philip Whalley, Stuart Wheeler, Roy While, Philip Whitehead, Jerry Wickham and Christopher Williams

Against the motion (27)

Councillors Pat Aves, Nick Blakemore, Trevor Carbin, Chris Caswill, Terry Chivers, Ernie Clark, Brian Dalton, Dennis Drewett, Peter Edge, Jon Hubbard, Chris Hurst, George Jeans, David Jenkins, Bob Jones, Magnus Macdonald, Helena McKeown, Ian McLennan, Stephen Oldrieve, Helen Osborn, Jeff Osborn, Linda Packard, Graham Payne, David Pollitt, Ian Thorn, Nick Watts, Ian West, and Graham Wright

Abstentions (2)

Councillors John Knight and Christopher Newbury

The amendment therefore became the substantive motion. The Chairman invited Group Leaders to speak on the motion before widening the debate to other members.

Councillor Jon Hubbard considered that the Council should be giving a definitive response to the consultation. He referred to the financial constraints under which the Fire Authority operated such as the capping of precepts.

Cllr Hubbard moved the following amendment which was duly seconded:

'Additionally, council requests that the leader writes to the Secretary of State for Communities and Local Government on behalf of the council pointing out the challenges posed to the Fire Authority with the capping of their precepts and the inequality of their status with parishes in this respect'.

The debate then centred on the above amendment and the Chairman invited remaining Group Leaders to comment before widening the debate to other members.

The Leader commented that she could see no benefit of writing to the Secretary of State in this regard. She added that the likely response would be that you could not compare a Fire Authority with a parish council.

A debate then ensued, summarised as follows:

- A suggestion that reference to parishes be omitted from the amendment.
- Both options 1 and 2 would leave a substantial funding gap which would result in the loss of fire fighters and the closing of fire stations whereas option 3 would achieve savings.
- Comparing the proposed merger with the Council's unitary arrangement was not relevant as the proposed merger involved a another County under a different process .
- Very little detailed information available on which this Council could base its decision.
- Clarification sought on what was on the table to which Ian Gibbons replied, summing up the position so far.

The amendment was then put to the vote and LOST.

Council returned to the substantive motion and on being put to the vote, was CARRIED and it was therefore

Resolved:

To adopt the following motion as amended as follows:

This council understands the financial challenges the Wiltshire and Swindon Combined Fire Authority, as with all other public services, needs to address, but urges the Fire Authority to consider all options to address those challenges. To this end this council will consider the matter fully at its next meeting on 21 October 2014 when further information on all the options is available, including the views of the residents of Wiltshire, before formally giving its response to the Fire Authority as part of the consultation process.

The council understands the financial challenges that the Wiltshire and Swindon Fire Authority faces and appreciates the work that has been done to spell out the options for the future as set out in the consultation document and the draft business case.

The council has concerns about the gap in funding, the uncertainty with regard to equalisation of precepts and the governance arrangements which could disadvantage Wiltshire.

The council seeks assurance in these matters and prefers not to

commit to any option until such time as these issues are resolved. Whichever option the Fire Authority decides upon this council would welcome closer cooperation to reduce costs in both organisations.

73b) No. 14 - Code of Conduct and Gifts and Hospitality - Councillors Terry Chivers and Jeff Osborn

The Chairman reported receipt of the above mentioned motion from Councillors Terry Chivers and Jeff Osborn. Accordingly, Councillor Terry Chivers moved the following motion which was duly seconded by Cllr Jeff Osborn:

'Further to this Council adopting its, Code of Conduct at Full Council in February, this Council considers amending the Code of Conduct to include a register of gifts and hospitality.'

The current code states,

The existing Code states, at paragraph 2, 'you must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.'

To protect members and to ensure full; transparency, for Wiltshire Council, and its members this Council adopts a register of interests for all gifts and hospitably over £25.00'.

In speaking to his motion, Councillor Chivers expressed surprise that there was no longer a requirement to register gifts and hospitality. He considered that for the reasons stated in his motion, such a requirement should be reinstated.

In response, Councillor Stuart Wheeler, Cabinet member for Hubs, Heritage & Arts, Governance and Support Services reminded Council of its previous deliberations on this issue and referred to the relevant extracts of the Code of Conduct. He agreed that it would be appropriate for members to register gifts and hospitality received. In order to simplify the process and avoid costs, Councillor Wheeler suggested that this could be on a self registration basis. Councillor Wheeler therefore suggested referral of the motion to the Standards Committee.

Resolved:

That motion no. 14 – Code of Conduct and Gifts and Hospitality be referred to the Standards Committee.

73c) **No. 15 - Publishing of Members' Allowances - Councillors Terry Chivers and Jeff Osborn**

The Chairman reported receipt of the above mentioned motion from Councillors Terry Chivers and Jeff Osborn. Accordingly, Councillor Terry Chivers moved the following motion which was duly seconded by Cllr Jeff Osborn:

'To ensure this Council, is as open and accountable, as possible, each year all members allowances, and expenses be published on the Council web site, within one month of the end of the financial year'.

In speaking to his motion, Councillor Chivers considered there had been unacceptable delays in publishing details of members' allowances paid this year. He explained that adoption of such a motion would ensure that details would in future, be published on the Council's website in a timely manner.

In response, Councillor Stuart Wheeler, Cabinet member for Hubs, Heritage & Arts, Governance and Support Services explained that the requirement was to publish the information as soon as reasonably practicable following the end of the financial year. He referred to the various calculations that had to be made following the last review of members' allowances and that the focus had been to ensure accuracy rather than speed in which the information was published.

Councillor Wheeler suggested the deletion of 'within one month of' and insertion of 'as soon as reasonably practicable but in any event, not later than three months following'. This was reluctantly accepted by Councillor Chivers.

On being put to the vote, it was

Resolved:

That notice of motion no. 15 – Publishing of Members' Allowances be ADOPTED as amended as follows:

'To ensure this Council, is as open and accountable as possible, each year, all members allowances and expenses be published on the Council web site as soon as reasonably practicable, but in any event, not later than three months following the end of the financial year'.

**73d) No. 16 - Establishment of a Wiltshire Energy Efficiency Board -
Councillors Steve Oldrieve and Jon Hubbard**

The Chairman reported receipt of the above mentioned motion from Councillors Steve Oldrieve and Jon Hubbard. Accordingly, Councillor Oldrieve moved the following motion, which had been with the agreement of his seconder, Cllr Hubbard, amended from the original submission to read as follows:

'1) Council notes the Cabinet's decision to sign the new Climate Change Local commitment, the successor to the previous Nottingham Declaration, confirming and strengthening the council's commitment to tackle the challenges of climate change.

2) Council recognises the commitments undertaken by the Cabinet's decision to sign the Climate Change Local commitment and acknowledges the importance of delivering not only through its own estate but also the important role it has as a community leader.

3) Council therefore undertakes to engage with public and private sector partners over the next 6 months to determine the viability of establishing an Wiltshire Energy Resilience Board, with the remit to work with partners across the county to jointly work to develop a strategy to achieve increased energy savings, and the consequential economic savings, to match and then exceed the South West Average'.

4) Council requests that the Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property, Waste report back to Cabinet on 17 March 2015 to report the outcome of engaging with key partners and recommends a way forward on this matter.'

In speaking to his motion, Councillor Oldrieve explained the background and purpose of such a motion. By adopting the motion, the Council would exercise its leadership role and establish a forum with other interested bodies across the County to undertake a vital role in carbon reduction.

Councillor Toby Sturgis, Cabinet member for Strategic Planning, Development Management, Strategic Housing, Property, Waste explained that this motion was an example of how a member could work with officers and the Cabinet member to bring forward a motion that could be supported and could deliver what was required. Cllr Sturgis urged support for the motion as amended. The Council would move forward with developing an energy resilience plan for consideration with partners and determine the viability of establishing an energy resilience board.

On being put to the vote, it was

Resolved:

That motion no. 16 – Establishing of a Wiltshire Energy Efficiency Board be adopted as amended as detailed above.

74 Membership of Committees

The Chairman invited Group Leaders to present any requests for changes to committee membership in accordance with the allocation of seats to political groups previously approved by Council.

Following requests made by Councillor Jon Hubbard, Leader of the Liberal Democrat group, it was

Resolved:

That Council approve the following membership changes:

1) Wiltshire Fire Authority

REMOVE – Councillor Howard Marshall
ADD – Councillor Peter Edge

2) Northern Area Planning

REMOVE - Councillor Howard Marshall
ADD - Councillor Nick Watts

REMOVE SUB - Councillor Nick Watts
ADD SUB - Councillor Linda Packard

3) Appeals

REMOVE - Councillor Howard Marshall
ADD - Councillor Ian West

4) Strategic Planning

REMOVE SUB - Councillor Howard Marshall
ADD SUB - Councillor Brian Dalton

5) Licensing

REMOVE SUB - Councillor Howard Marshall
ADD SUB - Councillor Jon Hubbard

6) Standards

REMOVE SUB - Councillor Howard Marshall
ADD SUB - Councillor Ian Thorn

75 Minutes of Cabinet and Committees

The Chairman moved that Council receive and note the following minutes as listed in the separate Minutes Book and this was duly seconded by the Vice-Chairman:

Cabinet	16 September 2014, 7 October 2014
Cabinet Capital Assets Committee	16 September 2014
Cabinet Transformation Committee	16 September 2014
Overview and Scrutiny Management Committee	9 September 2014
Environment Select Committee	2 September 2014
Licensing Committee	8 September 2014
Northern Area Planning Committee	16 July 2014, 27 August 2014, 17 September 2014
Eastern Area Planning Committee	7 August 2014, 28 August 2014
Southern Area Planning Committee	3 July 2014, 14 August 2014
Western Area Planning Committee	25 September 2014 23 July 2014, 3 September 2014
Strategic Planning Committee	24 September 2014 16 July 2014, 30 July 2014
Audit Committee	31 July 2014
Wiltshire Health and Wellbeing Board	31 July 2014
Wiltshire Pension Fund Committee	17 July 2014, 11 September 2014
Wiltshire Police and Crime Panel	4 September 2014

The Chairman invited questions from members on points of information or clarification on the above minutes and gave the Chairmen of those meetings the opportunity to make any important announcements on the work of their respective Committees.

Northern Area Planning Committee – 17 September 2014

Councillor Chris Caswill referred to the time change of the Committee. Councillor Tony Trotman, Chairman of the Committee responded and referred Councillor Caswill to his submitted question and response under 'Councillors' questions' – minute below.

Resolved:

That the above mentioned minutes be received and noted.

76 Councillors' Questions

The Chairman reported receipt of questions from Councillors Terry Chivers, Jeff Osborn, Helen Osborn, Simon Killane, Chris Hurst, Steve Oldrieve And Ernie Clark, Jon Hubbard And Chris Caswill, details of which were circulated in Agenda Supplement No. 1 together with responses from the relevant Cabinet member. Details of questions and responses are attached as Appendix 2 to these minutes.

Questioners were permitted to each ask one relevant supplementary question per question submitted and where they did so, the relevant Cabinet member responded.

Appendices

Appendix 1 – Questions from members of the public

Appendix 2 – Questions from members of the Council

(Duration of meeting: 11.00am – 5.20pm
Including an adjournment for lunch)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024, e-mail Yamina.Rhouati@wiltshire.gov.uk

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

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Wiltshire Council

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21 October 2014

Item 6 - Public Participation

From Mr Stephen Eades, Chippenham Resident

**To Councillor Toby Sturgis, Cabinet Member for Strategic Planning,
Development Management, Strategic Housing, Property, Waste**

Question 1

Is Wiltshire Council affirming in its current review of the Chippenham Development Plan Document (DPD) the strategic view that it expressed in June 2014 to the Inspector at the Core Strategy Examination in Public regarding the western boundary of Chippenham ? For the strategic view in question, I refer to the view expressed in the Section titled: *Strategic Approach to New Development in Chippenham*, paragraph 5.54b of the Wiltshire Council Document titled "*Modified version of the Chippenham Area Strategy*", as set out in the emerging Wiltshire Core Strategy (updated June 2014)

Response

From a planning policy perspective, for the purpose of identifying strategic mixed use development (housing, employment and community facilities) at the town currently the A350 is considered to be the logical boundary. Consequently land to the west of the A350 has not been identified as a potential direction for the town's growth for the purposes of the emerging Chippenham Site Allocations Development Plan Document (DPD).

Modifications to the emerging Wiltshire Core Strategy proposed by the Council during the examination process in relation to Core Policy 10 'Spatial Strategy - Chippenham Community Area' require strategically important mixed use sites for the town's expansion to be identified in a Chippenham Site Allocations DPD and sets out criteria to guide development at the town. The policy is accompanied by a diagram that indicates the areas of search for the strategic growth at the town that will be identified through the DPD, which do not include land to the west of A350. It is these strategic areas that are being assessed through the DPD process.

Core Policy 10 alongside other policies in the development plan (saved policies in the North Wiltshire Local Plan 2011 and emerging Wiltshire Core Strategy) and other material considerations including the National Planning Policy Framework will be taken into consideration in assessing relevant planning applications that come forward in advance of the DPD.

Item 6 - Public Participation

From Countess Amanda Cairns

To Councillor Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property, Waste and Councillor Fleur de Rhé-Phillipe, Cabinet Member for Economy, Skills and Transport

Question 2

- a) At the turn of the century North Wiltshire District Council, with the strong support of its Member of Parliament and a leading Councillor and of the residents west of the A350, rejected an application by Honda to erect a major assembly plant west of the A350, and the District Council designated the A350 as the logical and natural western boundary for Chippenham. This policy was endorsed at the time, and later confirmed in 2014, by Wiltshire Council. Does Wiltshire Council still hold absolutely to this same boundary policy concerning the A350 and, if not, why not ?
- b) If development, which would breach the long established A350 western boundary of Chippenham, were to be considered in principle by Wiltshire Council, would Officers and Officials of the Council seriously consider as an essential part of the planning process ,the immense human, and material damage and the personal distress which would be inflicted on Chippenham and Allington residents and on the rural and agricultural interests of communities nearby?

Response

From a planning policy perspective, the A350 is still considered to be a logical boundary to the town. Consequently, land to the west of the A350 has not been identified as a potential direction of growth for the purposes of the emerging Chippenham Sites Allocations DPD.

If a planning application for development to the west of the A350 was submitted, the applicant would be expected to provide supporting evidence. For proposed employment land, the applicant would be expected to demonstrate that their proposal is in the right location and supports the strategy, role and function of Chippenham as set out in the Wiltshire Core Strategy. For proposed retail development, the applicant would be expected to provide an impact assessment in accordance with national guidance which demonstrates that proposal will not harm the vitality and viability of Chippenham town centre. A sequential assessment would

also need to be undertaken to ensure development is on the most central site available.

Also, where a development will have significant transport implications, the Council would require a transport assessment to be prepared and submitted alongside an application in accordance with national guidance.

Any planning application will be thoroughly assessed to consider the impact of any development upon a whole range of considerations, including impact on: local residents through noise, lighting and other potential disturbance; ecology, archaeology visual impact and local landscape; local drainage system; and other matters that can be considered legitimate 'material planning considerations'.

The North Wiltshire Local Plan 2011 is the adopted development plan for the area. Appropriate weight will be given to relevant policies when determining any application. These include Policy BD3 Business Development on unallocated sites, Policy R4 Proposals Outside Primary Town Centre and Secondary Town Centre Frontage Areas and C3 Development Control Core Policy. The Local Plan 2011 is available to view at

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/northwiltshirelocalplan.htm>

Relevant policies in the emerging Wiltshire Core Strategy will also be a material consideration when determining any application. These include CP10 Spatial Strategy for Chippenham Community Area, CP34 Additional Employment Land and CP38 Retail and Leisure. The emerging Wiltshire Core Strategy is available to view at

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/wiltshirecorestrategy/wiltshirecorestrategyexamination.htm>

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Item 6 - Public Participation

From Mr David Levy, Bristol Resident (Wiltshire Student)

**To Councillor Toby Sturgis, Cabinet Member for Strategic Planning,
Development Management, Strategic Housing, Property, Waste**

Question 3

What relevance does the DPD have when the council can override this for commercial development purposes and is the council obliged to produce documentary evidence that they have considered all currently registered sites under the DPD before promoting breaching the A350 Western Boundary

Response

Modifications to the emerging Wiltshire Core Strategy proposed by the Council during the examination process in relation to Core Policy 10 'Spatial Strategy - Chippenham Community Area' require strategically important mixed use sites for the town's expansion to be identified in a Chippenham Site Allocations DPD. These sites will include provision for commercial development.

This preparation of this DPD does not and should not prevent other proposals for appropriate commercial development from coming forward. Core Policy 10 alongside other policies in the development plan (saved policies in the North Wiltshire Local Plan 2011 and emerging Wiltshire Core Strategy) and other material considerations including the National Planning Policy Framework will be taken into consideration in assessing relevant planning applications. The Local Plan 2011 is available to view at <http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/northwiltshirelocalplan.htm>

From a planning policy perspective, for the purpose of identifying strategic mixed use development (housing, employment and community facilities) at the town, currently the A350 is considered to be the logical boundary. Consequently land to the west of the A350 has not been identified as a potential direction for the town's growth for the purposes of the emerging Chippenham Site Allocations Development Plan Document (DPD).

For any application for commercial development on a site not identified in the development plan, an assessment, based on allocations previously proposed through the Wiltshire Core Strategy process to date, known sites and indeed sites under promotion through the Wiltshire Core Strategy and DPD should be

undertaken in order to demonstrate why they are not viable or suitable for the proposed use, and the positive impact and need for any proposed development at the identified location would need to be clearly spelt out.

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Item 14 - Public Participation

From Councillor Terry Chivers, Melksham Without North Division

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

Question 1

Over the past few months I have received endless complaints that replacement and new waste bins haven't been delivered within the 28 days which I understand is Council policy. I have today (14.08.14) received a complaint from a resident that is still waiting after 4 months. Some of the reasons given for this disgraceful service have been amazing. The latest being blaming the floods of last winter.

- 1) Can you tell me why residents are being forced to wait so long for replacement and new bins to be provided?
- 2) How much stock does the Council keep to ensure that replacements are provided within 28 days?
- 3) Will the Council make a public apology to the residents affected by this disgraceful level of service?
- 4) As well as a public apology can I suggest you write a letter of apology to those affected?

Response

1) I am pleased to report that we have now caught up with bin deliveries in the west of the county and we are complying with the 28 day delivery policy. There are a number of reasons why the service fell behind with delivering bins. West Wiltshire District Council introduced wheeled bins from 1994. Given the age of those original bins we experienced an unprecedented failure rate earlier this year following a period of bad weather, during which many bins were damaged having been blown over. It also became apparent that there was a fault with some of the lids on the plastic bottle and cardboard bin lids. The supplier has reimbursed the costs associated with replacing these lids, but this additional demand for service added to the backlog of deliveries. We have also had difficulties with staff shortages and during such times we prioritise the collection of waste and recycling over the delivery of bins. Additional resources have been deployed to enable us to clear the backlog and we have reviewed the number of people we need to deploy on this activity to ensure we meet our delivery times.

2) Historically we have ordered new bins once the stock levels fall to 800 bins for each type used. Given the increase in demand we are increasing these levels to 1,000 bins to ensure we don't run out of stock.

3) Any resident who has contacted the council to ask why their replacement bin has not been delivered has received an apology for the delay.

4) Those residents who complained in writing have received a written apology. Given that the backlog has now been cleared, it would not be a cost effective use of resources to write retrospectively to those residents who were affected.

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Item 14 - Public Participation

From Councillor Jeff Osborn, Trowbridge Grove Division

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

Question 2

For a number of months I have been trying to obtain a full list of all the sites/properties that Wiltshire Council has for disposal as capital assets.

To date despite a series of requests in various quarters, I have obtained only what can at best be termed a partial list.

Please can this situation be rectified so that I, and all members, can be provided with a comprehensive list at Full Council?

Response:

1. The list of "assets held for sale" that was requested by and provided to Cllr Osborne was an extract from the accounts and was, in accordance with the code of practice for the accounts, a list of those assets that the Council is beginning to sell rather than a full list of assets declared surplus for disposal. It was therefore a partial list.
2. Wiltshire Council has a full list of the land and property assets owned by the authority and also a list of potential assets that could be declared surplus by the Council. A full list of sites/properties that Wiltshire Council has for disposal as capital assets will not be provided at full council as this information is deemed to be commercially sensitive in that publication could materially affect the saleable value / capital receipt for sites/ properties and undermine the council's ability to secure the best consideration reasonably obtainable in accordance with its duty under section 123 of the Local Government Act 1972.
3. The programme for property asset disposals is subject to changing circumstances and is managed closely by the Strategic Asset Management Team and Finance Team and decisions are made within the governance framework of the Cabinet Capital Assets Committee (CCAC).

Wiltshire Council

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21 October 2014

Item 14 - Public Participation

From Councillor Jeff Osborn, Trowbridge Grove Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 3

A month or so back Hatts Travel went into administration. Much hard work was put in by our officers to get the services this company supplied retendered.

May I please have a statement documenting the extra cost involved in this retendering exercise?

Were all services satisfactorily retendered?

Where did the extra money come from?

What are the budgetary implications for the next and future financial years?

Response

The additional cost to the authority in the current financial year is £586,000. Most of this is due to significant increases in the cost of public transport contracts, including the Salisbury Park & Ride.

All of the public transport, education transport (both SEN and Mainstream) and social care contracts have been successfully re tendered in line with current procurement regulations and there were no disruptions to the travelling public. Due to the size of the contract (14 vehicles) the Park & Ride service is still being operated under short term arrangements by two of the local operators whilst a full scale procurement exercise is carried out to secure a long term operator.

Although, due to a lot of hard work by staff over the summer, all of the contracts were replaced without any break in service, Hatts' demise has created a situation where there is an acute shortage of buses and PCV drivers in Wiltshire at busy periods. As a result it is now proving difficult to deal with some of the capacity issues that normally arise at the start of the new school year.

The additional costs will have to be met from the Passenger Transport budgets.

The additional costs incurred are the equivalent of a full financial year impact of £746,000. However, due to the need to maintain continuity of service the contracts

have currently been let for relatively short periods, and it is expected that prices will fall again to some extent when they are next retendered and when the market has begun to adjust to Hatts demise. It is not known by how much this will reduce the additional costs, but it is likely that there will remain a significant longer term increase in costs. These extra costs will add to the financial pressures already facing the passenger transport budgets and make further reductions in bus services inevitable.

Wiltshire Council

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21 October 2014

Item 14 - Public Participation

From Councillor Jeff Osborn, Trowbridge Grove Division

To Councillor Stuart Wheeler, Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Question 4

Does the Council HR department operate a compromise agreement policy when staff leave our employment?

Does such a policy apply on a general or selective basis, that is, does it apply to all staff or only in exceptional cases?

Response

The council does not have a policy on settlement agreements and therefore these are not routinely used. However, the council reserves the right to use settlement agreements on occasions should the situation require it.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Helen Osborn, Trowbridge Lambrook Division

To Councillor Stuart Wheeler, Cabinet Member for Hubs, Heritage & Arts, Governance (including information management), Support Services (HR, Legal, ICT, Business Services, Democratic Services)

Question 5

I'm sure that I am not the only Wiltshire Councillor that receives complaints from members of the public, concerning the length of time it takes for the telephone to be answered by Wiltshire Council – customer care - at certain times of the day.

What is the average time, it takes for a call to be answered, how many calls are lost, or go un-answered in an average month?

How many staff are employed on the Council switchboard at present compared to 4 years ago?

Response

The current average connection rate for Customer Services is 86%, which is below the corporate target of 90%. This is largely due to a high turnover of staff over the last few months (around 10% of the workforce). This provides the challenge of recruiting and training new staff, as well as taking staff away from answering enquiries to provide the necessary training.

Average time to answer calls is currently running at 50 seconds.

The current structure in Customer Services is 71.9 FTEs, which covers dealing with enquiries from the public and associated administration on multiple access channels; i.e. Telephone, Face to face, Email/Letter, social media, e-form and application forms.

Staffing of Customer Services 4 years ago amounted to 108 FTEs.

NB: The subsequent reduction in staffing includes removing 2 layers of management from the team and responsibility for Revenues & Benefits enquiries being moved back to the service with additional resource transferred from Customer Services. It may also be useful to know that telephony demand has been managed down over time, the current average call volumes being approximately 50,000 calls per month, as opposed to an average of 70,000 calls per month 4 years ago.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Terry Chivers, Melksham Without North Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 6

Homes on the main A365, in Shurnhold, and Shaw, were flooded on the night of 24th September, it could be alleged, to the fact that Wiltshire Council have neglected in the duty to clear drains and gullies on this busy main road.

Would you not agree that by the photos, I have provided with this question it could be alleged that these drains haven't been touched for several years?

Would you agree, that as Cabinet Member for highways, that you should make a public apology on behalf of the Council that have let these residents down so badly?

Do you also feel that the Council should offer compensation to residents whose homes have been flooded, and seen their cars written off?

Response

I refer you to the Officer's response on 28th/29th September 2014.











Wiltshire Council

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21 October 2014

Item 14 - Public Participation

From Councillor Jeff Osborn, Trowbridge Grove Division

**To Councillor Richard Tonge, Cabinet Member for Finance, Performance, Risk,
Procurement and Welfare Reform**

Question 7

- a) How much has the Council borrowed over the last twelve months?
- b) How much interest are we paying on this?
- c) How much more can we borrow before we hit the “ceiling”?
- d) Will this be sufficient to finance the Campus programme?

Response

The answers to the first three questions can be found in the following papers. If Councillor Osborn could have these reports at hand on his Ipad I will refer to them in my verbal response.

- 1. How much has the Council borrowed over the last twelve months?**
- 2. How much interest are we paying on this?**
- 3. How much more can we borrow before we hit the “ceiling”?**

Cabinet 16th September 2014

http://cms.wiltshire.gov.uk/documents/s80038/Quarterly%20report%20on%20Treasury%20Management%20Strategy%202014-15_Qtr%20Ended%2030%20June%202014.pdf

Cabinet 24th September 2013

http://cms.wiltshire.gov.uk/documents/s63742/Quarterly%20report%20on%20Treasury%20Management%20Strategy%202013-14_Qtr%20Ended%2030%20June%202013_Updated%20for%20Cllr%20Ton.pdf

Council 25th February 2014

<http://cms.wiltshire.gov.uk/documents/s70043/Treasury%20Management%20Report.pdf>

- 4. Will this be sufficient to finance the Campus programme?**

The current programme is covered in the Treasury and Capital plans.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Jeff Osborn, Trowbridge Grove Division

To Councillor Richard Tonge, Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform and Councillor Jonathon Seed, Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding

Question 8

- a) What was the total budgeted cost of Corsham Campus?
- b) Has it come in under budget, on budget, or over budget?
- c) If it is the latter, can we please told by how much?
- d) What are the implications for the overall campus programme?

Response

- a) The initial budget allocated for the design and build of the campus was £12.5m
- b) The first phase of the campus opened in July this year. The second phase which includes the refurbishment of the existing leisure centre has uncovered the need for investment into new pipes and plumbing, new electrics and the removal of asbestos. This investment along with additional enhancements to reflect community need have resulted in the allocation of additional budget from the overall campus capital funding.
- c) The additional works and investment are estimated at £1m.
- d) The approved campuses (x 7) will be delivered within the overall campus capital funding budget.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Jeff Osborn, Trowbridge Grove Division

**To Councillor Jonathon Seed, Cabinet member for Communities, Campuses,
Area Boards, Leisure, Libraries and Flooding**

Question 9

Please may the Council be informed of the governance structure and responsibilities of the newly opened Corsham campus?

Is this likely to be a blueprint for other campuses as they are rolled out?

Response

The first phase of Corsham campus opened this July (2014). The campus will be fully open in 2015. The governance arrangements are still being developed for Corsham and other campuses. It is likely that a blueprint will be developed to ensure community input into an operational campus.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Terry Chivers, Melksham Without North Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 10

Over the past year local residents have had to dodge a large pothole outside The Bear Garage Atworth on the A365. This has damaged cars entering and leaving the garage which isn't good for trade, this has been reported a number of times.

I welcome the fact that this has been repaired on a temporary basis this week, but am also horrified to learn that this is the seventh time this year alone that a temporary job has been done.

How much has it cost to repair this pothole seven times on a temporary basis, would you note agree that this is a total waste of public money?

When can we expect a permanent job to be done on this dangerous pothole that has damaged countless cars?

Response

I refer you to the Officer's response of 3rd October 2014 at 9:51.

Item 14 - Public Participation

From Councillor Simon Killane, Malmesbury Division

To Councillor Jane Scott OBE, Leader of the Council

Question 11

Use of media broadcasting technology to bring all Important Wiltshire Council Public meetings to the public!

1) I welcome the progress that is being made with visual and sound recording of Full Council Meetings. I would like to know about how the council will make full recordings available so that the public can use the internet to access the meetings live or when most convenient for them. I would also like to know how it is proposed to make it easy to those who do not have access to computers. Will meetings be played or streamed in public areas at all major council hub buildings?

2) I would also like to know how the public will be able to easily access particular agenda items of interest without the need to trawl through what can be lengthy meetings. Finally I would like to know what plans the council may have to roll out recording to their important Wiltshire Council meetings such as Cabinet, Area Planning, Area Boards and Scrutiny Committees.

Response

- 1) The meetings that are recorded will be streamed live to the web and can be accessed in real time as proceedings happen. There will be a link on the Council web site that will allow access to the Wiltshire page on the Public-I site. Once broadcast, recordings will remain available for viewing on the website for a minimum of 6 months and options are being assessed to extend this further.

The broadcast will be available on any device that can access the Council website – mobiles, tablets etc. and can be viewed via this medium. The minutes of the meetings will remain as the formal record and these will be available via the usual channels after the meeting.

The streaming or playing of the broadcasts in public areas of major council buildings is under consideration but will not be provided for the October full Council meeting.

- 2) The agenda and any relevant papers will be available in links and shown in the resources section at the top of the screen during the live webcast. Once completed, the webcasts are listed on the right hand side and opening them

up will display the sections of each meeting plus provide access to the documentation. The name of the lead speaker for each item will also link into details relating to their organisational profile

With regard to the second part of the question there is only a commitment to webcast Full Council meetings at this current time.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Simon Killane, Malmesbury Division

To Councillor Toby Sturgis, Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste

Question 12

Giving Working Councillors and the General Public the opportunity to conveniently attend meetings about major housing, business or retail developments in their area.

I and the other members of the Northern Area Planning Committee have been informed that our Monthly Committee meetings are to be re-scheduled to 3pm rather than the current 6pm time. Issues surrounding the locking the building have been touted as the justification for the change.

I am puzzled and dismayed by this change and the flimsy reasons reason given for the change to an earlier time. Firstly, shouldn't all committee councillors be consulted properly and given the opportunity to vote on any time change? It was made clear to us at the previous meeting by the chair that the change was not open for debate at that meeting! How can it be right to make a change that has serious consequences for councillors who need to work to subsidise their incomes! Please note that committee councillors also attend an officer briefing that usually lasts an hour and so would need to be there for 2pm. How can it be right to make it more difficult for members of the public to attend meetings that we all know can be of immense interest and importance to them?

Surely this kind of decision just makes the council more inaccessible to working councillors and the public. Isn't this a backward step that fails to address the need to make the council more representative of the people that it serves?

Response

The Chairman of NAPC is conscious of the concerns of some members regarding the timing of committee meetings and has sought to balance the needs of applicants, agents, members and visitors alongside the experience of committees which habitually meet during the working day. The current timing of Northern Area Planning Committees is now in line with council, cabinet, capital assets and other important committee meetings, indeed both the Western Area Planning Committee and Strategic Planning Committee's are held during the day.

It is unfortunately not possible to meet all expectations when scheduling meetings. The change in start time of the Committee has been widely publicised prior to the meeting on 8th October 2014.

We have notified all Parish/Town councils of the change, all local planning agents have been advised, all Division Members in the north and those who are on NAPC have been advised.

The ability to keep Council hubs, including Monkton Park open past 6.00 pm still remains. The change of time for the meeting was agreed with the Chairman for the reasons detailed previously.

The timings of committees will be on the agenda for the next planning committee which takes place on the 29th of October and will be discussed then, taking into consideration the needs of all those with an interest in attending the meetings..

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Christ Hurst, Royal Wootton Bassett North Division

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

Question 13

Why has the Council decided to stop maintaining overgrown trees in Royal Wootton Bassett?

Response

The council has not stopped maintaining trees on its land in Royal Wootton Bassett. However, we do not cut back healthy trees simply due to their size. The budget available for tree works is focussed on dealing with trees that are dead, dying or dangerous or causing physical damage to property. These works continue to be carried out in Royal Wootton Bassett just as they do across Wiltshire as a whole. Neighbouring landowners are legally permitted to cut back overhanging branches as far as their boundaries. If a resident wants to carry out additional works beyond their boundary they should agree these with the countryside team and use a suitably qualified contractor who has been approved by Wiltshire Council.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Terry Chivers, Melksham Without North Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 14

Residents in the Melksham area are fed up with litter bins not being emptied. Both I and Melksham Without Parish Council are constantly reporting missed bins. And only this week in the Melksham News, residents in Bowerhill are complaining that bins are not being emptied.

Why is this part of the BBLPs not being monitored, and what will you be doing to ensure it is.

Response

The Council retains ownership and is responsible for emptying 3,687 litter bins across the county. Some ownership has transferred or remains the responsibility of the Town or Parish Councils who have their own arrangements for emptying to meet local demand.

The bins which are Wiltshire Council's responsibility are all emptied on a regular schedule basis. The frequency of emptying is predetermined and is set which varies depending on use. It is possible from time to time that some bins can overflow due to unexpected use. The Council will attend to these when brought to our attention through the App or other means. Where it is identified that a change in frequency is needed, this is can be made.

It is not possible to check the condition of every bin all the time, so the Contractor BBLP, is monitored on emptying of these bins on a random basis.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Terry Chivers, Melksham Without North Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 15

Conservative controlled Devon County Council, are cutting back on gritting this winter even suggesting that residents should grit their own roads.

Can you guarantee that Wiltshire Council have no plans to cut the gritting service this winter?

Response

The Council has over a number of years identified the roads which form a network of precautionary routes. These consist of all A, B and some C roads which are routinely treated with salt during the winter season. These roads represent the most heavily trafficked and to which finite resources of gritting vehicles, salt and operatives are deployed. In times of adverse weather as these resources become available and where reasonably practicable they are deployed onto other roads.

Following the extreme weather of 2013 and 2014, the Secretary of State for Transport published a report encouraging the transport sector including councils to have robust contingency plans to mitigate against significant weather encountered in the winter seasons. To this end The Department of Transport working with the Met Office and other Government Departments this year has reissued advice in respect of 'Get Ready for Winter' Campaign. As in previous years this includes promoting the advice the Government produced on self-help, known as the Snow Code. (www.metoffice.gov.uk/get-ready-for-winter/out-and-about/the-snow-code) The guidance provides advice on the public clearing snow and ice from footpaths and pavements.

The Council has successfully delivered the 1t salt bags scheme to many Town and Parishes and continues to work with the more remote communities to develop Snow Wardens self help and build resilience.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Terry Chivers, Melksham Without North Division

To Councillor John Thomson, Deputy Leader of the Council and Cabinet Member for Highways and Streetscene and Broadband

Question 16

Looking back at a copy of last Septembers Wiltshire Gazette and Herald, Michelle Donelan Conservative PPC, for Chippenham, had a letter published calling for free parking in the Chippenham area. She also had the support of Eric Pickles MP.

Our local MP Duncan Hames has also started a local petition calling for one hours free parking.

Taking into account the current financial state of this Council, can we deliver free parking in the County, or are Michelle and Duncan headline grabbing?

Response

As has been widely publicised, the Council has embarked on a review of car parking service in Wiltshire, including looking at parking charges. Having consulted main stakeholders earlier in the year regarding the review, we are about to start full consultation which will last three months. Everyone including local politicians are invited and encouraged to feed into the consultation and all comments will be given due considered, with a decision by Cabinet expected in March 2015.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Jeff Osborn, Trowbridge Grove Division

To Councillor Laura Mayes, Cabinet Member for Children's Services

Question 17

There has been much media attention recently accorded to a statement from the charity "4 Children" saying that as a result of funding restrictions they will be closing various children's centres just when they are starting to have a positive impact in local communities.

Knowing that 4 Children operate children centres in the county, could I please be informed whether any are scheduled, or likely, to close - particularly in the Trowbridge area.

Response

All of Wiltshire's Children's Centre services are provided by voluntary and community sector organisations. The contracts for running these early support services for families with young children expire on 31 March 2016. Discussions on the future delivery of Children's Centre services are starting now so that we can look at how we wish to deliver support for families with young children in the future. These discussions need to take account of the Council's future responsibilities for commissioning Health Visitors and the development of the Council's Early Help Service within Children's Services. The Children's Services Select Committee will be involved in work to look at the future delivery of early support services through Children's Centres.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

**From Councillor Stephen Oldrieve, Trowbridge Paxcroft Division and
Councillor Ernie Clark, Hilperton Division**

**To Councillor John Thomson, Deputy Leader of the Council and Cabinet
Member for Highways and Streetscene and Broadband**

Question 18

With reference to the construction of the Hilperton Relief Road and on-going discussions we have been having with Officers, please can you:

1. Provide details on provisions to mitigate impact on Bats
2. Provide details of lighting for the proposed road
3. Provide details of landscaping

Response

1. The developer has obligations under condition 11 of their planning permission 04/01389/FULES as follows:

No development shall take place until details have been provided to facilitate the crossing above the road by bats at Middle Lane have been submitted to, and approved in writing by, the Local Planning Authority. The development shall be carried out in accordance with the approved details before the road is opened to traffic.

This condition was partially discharged by the developer several years ago when details of a bat gantry were provided and approved in writing by the Council. By way of background, bat gantries are wire bridges erected across carriageways along the line of hedgerows or other linear features where they are being breached by a new road scheme. The theory is that where hedgerows are being used by bats for commuting, the wires provide a guide, encouraging them to fly above the height of passing traffic and thus avoid being killed by oncoming cars. Bats are protected throughout Europe by the Habitats Directive 1992 which is enacted in England through the Habitats Regulations. These place a duty on competent authorities to have regard to the presence of protected species. Bat survey work undertaken by the developer at the time of the planning application demonstrated that bats used the hedgerows along Middle Lane for commuting. A bat gantry was therefore proposed as mitigation and duly conditioned.

The Landscape and Design Service was contacted by the developer earlier this year asking whether it was still necessary to implement this condition. Since the permission was granted, scientific research has been conducted on A roads in the

North of England which has cast doubt on the effectiveness of bat gantries. Correspondence between one of the Councils Ecologists and the developers Engineer explored the possibility of alternatives in particular the use of bunds and tree planting to raise the height of bats as they flew towards the road. However it was clear that additional land take would be required to erect bunds and ensure the safe provision of the adjacent pedestrian and horse crossing. The developer did not therefore consider this to be a viable alternative and the intention is currently to erect the bat gantry as agreed.

The gantry could yet be omitted altogether and the council could give proper consideration to this if an application was made to remove the condition. Further consideration would be needed by the Councils ecologist to decide whether there was a sufficient weight of evidence to justify not erecting the gantry. The Ecologist has been in discussion with Lighting Engineers at Atkins to ensure the lighting scheme is designed to minimise impacts on bats.

2.

The lighting plan is in the process of an ongoing technical engineering approval. Officers will be happy to supply the details of the lighting plan once the approval has been obtained.

3.

Landscaping details are contained within the planning file for the Hilperton Relief Road. Planning officers can provide the required details on request, and if there are any further questions on this or other matters relating to the planning permission, officers will be happy to respond to these and provide any information that is required.

Item 14 - Public Participation

From Councillor Jon Hubbard, Melksham South Division

To Councillor Laura Mayes, Cabinet Member for Children's Services

Question 19

a) Could the cabinet member inform me what the increase in participation in Council Funded youth services has been following the introduction of the new Community Led Positive Activities for Young People which started on 1st October 2014?

b) Is this number in line with your expectations?

Response

The model came into effect on 1st October and as such it is too early to measure participation rates linked to the new model. Community Area Boards, supported by Community Area Managers and Community Youth Officers, are working hard to ensure the development of youth/positive activities in each area. Local Youth Networks (LYNs) are being established and Community Youth Officers have so far been appointed to 17 of the 18 areas – with the interview for the remaining area (Trowbridge) scheduled to be completed by 14/11/14.

Community Youth Officers and Community Area Managers will be work with their Local Youth Networks to embed effective arrangements for monitoring and evaluating the impact of the positive activities offer in each area. Overall; this is the responsibility of the LYN and therefore CYOs have a direct responsibility for supporting the monitoring of outcomes. There will however be an onus on providers to report back on positive activity outcomes to the Area Boards. The toolkit that has been issued supports this.

Examples of the type of activity that is taking place to commence delivery of the new model are summarised below:

Corsham – Campus event for young people planned for 22/10/14. First Local Youth Network (LYN) meeting fixed for 4th November which will bring together providers and young people to plan provision for their area. A 12-months sports programme is also being arranged with the charity Sporting Family Change

Devizes – The LYN has now met for the first time, and the Community Youth Officer has been consulting with young people through schools. Plans include holding a workshop for young people in order to identify key positive activities required; although activities are beginning to take shape with the Area Board supporting Rowde Parish Council to continue with their youth club, plans for a Year 11 lunch

club at Devzies School, and the official opening of Devizes Skate Park on 18/10/14 which many young people have campaigned for.

Calne – The LYN is being set up and an Youth Open Space Event has been arranged for 18/11/14 where there will be opportunities for young people and the community to come together to share ideas on what activities they would like in the area. The Community Youth Officer (CYO) a “positive ticket” initiative for young people in partnership with the Neighbourhood Policing Team which will reward good deeds with a chance to gain prizes and make a presentation to the local Area Board.

Chippenham – Use of Riverbank Studios for youth activities looks set to continue with plans for self-defence and anti-bullying classes. The inaugural meeting of the LYN is this week

Pewsey – Young people are being contacted via social media through Pewsey Vale School to encourage their involvement in the LYN. The LYN management group is being set and will be undertaking a survey to ask young people what they want and what they consider is missing in their area. The CYO will reach out to ‘hard to reach’ young people in order to ensure that their views are heard.

Malmesbury – The CYO has been active in meeting community groups and young people – building contacts and consensus which will inform the makeup of the LYN which will be launched in December.

Marlborough – A special youth themed Area Board meeting is fixed for 25/11/14 when the CYO will be launching a draft strategic plan for the area which will set the direction for provision of youth activities in the area.

RWB, Lyneham, Purton & Cricklade – Two LYNs are being set up; one for Purton and Cricklade and another for RWB and Lyneham. The CYO is working with local partners including Green Square Housing to set up activities and local schools. There is a plan to hold a regular surgery in the secondary schools so young people can approach and suggest ideas or gain information on youth activities and to make active use of social media.

Warminster – A youth conference is planned at Kingdown School on 3rd December. The LYN is being set up and taking shape.

Trowbridge – A drop-in event for young people is planned for 8th and 13th November. This will help to collate young people’s views. Consultation with schools and young people online will also take place to determine local priorities.

Bradford-on-Avon – The LYN is taking shape with an open day planned for young people and community members 18/10/14 in order to coordinate and harness enthusiasm for setting up the LYN.

Melksham – A network evening was held on 24/09/14 bringing together providers of services and to launch the LYN. The Melksham Multi-Agency Forum is also being re-launched to ensure local services work together to provide quality support for children and young people.

Westbury – The CYO is setting up the LYN and finalising an action plan. The CYO has been meeting with a range of local organisations and there are plans for a networking event in November

Salisbury – The LYN is being set up by the CYO and the area board will be meeting young people at Salisbury teenage market as well as planning a youth assembly conference in November. There will also be a consultation event with young people through Salisbury College.

South West Wiltshire (Mere & Tisbury) -The area board and CYO are considering how to ensure transport is available to take people around the area. They are also working with a local charity called Seeds for Success to ensure provision into the future.

Southern Wiltshire - Voluntary-led youth clubs in West Dean, Old Sarum and Alderbury are being set up and the area board and CYO are working with existing voluntary-led youth clubs to provide support. The core of the LYN management group has been formed and it has been agreed to set up the LYNs in six clusters for the rural area.

Tidworth – The CYO and Area Board have started work setting up the LYN and are planning a youth-themed area board in November as well as a consultation event with Wellington Academy.

From the above, it can be seen that Area Boards have fully embraced the new Community Led Model and are working energetically to deliver on the new agenda. I am confident that we will be able to demonstrate effective outcomes although it must be noted that we will not be able to have our first reports in respect of these until 2015.

Item 14 - Public Participation

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Jane Scott OBE, Leader of the Council

Question 20

- (a) Why has this administration approved moving Planning Committee meetings from evenings to afternoons, thereby excluding thousands of working people from attending and effectively depriving councillors with day jobs of the opportunity to become members of Planning committees?
- (b) Why has there been no public information, and no public consultation, about the change in the case of the Northern Area Planning Committee? Is it because this change is considered unimportant?
- (c) It has been suggested that the change of time may be something to do with no longer being able to keep the Monkton Park offices open after 6 PM. If so, why is this not possible, given that it has been possible for the last two decades?
- (d) If it is really impossible to keep the building open, why was nothing done to find an alternative venue?
- (e) Will you take this chance to say publicly that the Northern Area Planning Committee meetings will be moved back to evenings as soon as possible?

Response

- (a) Why has this administration approved moving Planning Committee meetings from evenings to afternoons, thereby excluding thousands of working people from attending and effectively depriving councillors with day jobs of the opportunity to become members of Planning committees?

The Chairman of NAPC is conscious of the concerns of some members regarding the timing of committee meetings and has sought to balance the needs of applicants, agents, members and visitors alongside the experience of committees which habitually meet during the working day. The current timing of Northern Area Planning Committees is now in line with council, cabinet, capital assets and other important committee meetings, indeed both the Western Area Planning Committee and Strategic Planning Committee's are held during the day.

It is unfortunately not possible to meet all expectations when scheduling meetings. The change in start time of the Committee has been widely publicised prior to the meeting on 8th October 2014.

- (b) Why has there been no public information, and no public consultation, about the change in the case of the Northern Area Planning Committee? Is it because this change is considered unimportant?

We have notified all Parish/Town councils of the change, all local planning agents have been advised, all Division Members in the north and those who are on NAPC have been advised.

- (c) It has been suggested that the change of time may be something to do with no longer being able to keep the Monkton Park offices open after 6 PM. If so, why is this not possible, given that it has been possible for the last two decades?

The ability to keep Council hubs, including Monkton Park open past 6.00 pm still remains. The change of time for the meeting was agreed with the Chairman for the reasons detailed previously.

- (d) If it is really impossible to keep the building open, why was nothing done to find an alternative venue?

We have used alternative venues where Monkton Park has not been available, but this does have cost implications. Members and offices may weight this cost against the potential benefits of an alternative venue as part of any review.

- (e) Will you take this chance to say publicly that the Northern Area Planning Committee meetings will be moved back to evenings as soon as possible?

The timings of committees will be on the agenda for the next planning committee which takes place on the 29th of October and will be discussed then, taking into consideration the needs of all those with an interest in attending the meetings.

Item 14 - Public Participation

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Jane Scott OBE, Leader of the Council

Question 21

What protocols are currently in place for the desirable maximum time delay for officer responses to (a) members of the public and (b) elected members? Is performance in this area being monitored and encouraged?

Response

1. The information relating to officer responses to members of the public is detailed in the customer care performance standards:
 - a. The standard target is for officers to respond to 100% of letters or e-mails from the public within 10 working days of receipt or, if this is not possible, to acknowledge within five working days. Similarly, all councillors are expected to reply to correspondence within 10 days. Paragraph 7 of the Code of Conduct states that members must 'have regard to' the 'Roles and Responsibilities of Wiltshire Councillors' (Appendix 1 to the Code), which states at paragraph 6.8 that unitary councillors will be expected to 'acknowledge any enquiries normally within 4 working days of receipt, and provide a substantive response, where required, within 10 working days if possible'.
 - b. The "public" excludes agents/consultants when acting on the Council's behalf and members of the Council.
 - c. Appendix 1 to Protocol 2 of the Council's constitution regarding Councillor - Officer Relations details that a responses to councillor enquiries via emails and telephone calls:
 - will be acknowledged within two working days of receipt, giving details of an alternative contact if the officer concerned is absent from the office
 - a substantive response will be provided within seven working days of receipt. If that is not possible an explanation will be given as to the reason for the delay, what action is being taken, and when a response will be sent.

2. Performance monitoring in relation to response times is unable to be monitored. This is because individuals are charged with sending out their own responses and it is not done via a pool. Many responses are also sent via email, which does not provide a mechanism for monitoring.
3. Complaints and Freedom of Information requests are dealt with separately and responded to corporately within 20 working days as defined in the Freedom of Information Act (2000). Careful monitoring is carried out by the Council's Governance team to ensure compliance with the statutory requirements.

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Keith Humphries, Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)

Question 22

(a) How much has this Council spent on Local Welfare Assistance schemes to support vulnerable people in each of the Financial Years 2012-13 and 2013-14?

(b) How much is budgeted for the current Financial Year?

(c) Is it your expectation that this Council's expenditure on these kinds of support for vulnerable people will be scrapped in 2015-16 if the Coalition Government goes ahead with its proposed removal of the £347 million? Or if not scrapped, significantly reduced?

Response

a - 2012/13 None
 2013/14 £355,000

b - £400,000 (includes an additional £50k included for bad weather provision and potential impact of roll out of universal credit)

c – A verbal answer will be given at the meeting

Wiltshire Council

Council

21 October 2014

Item 14 - Public Participation

From Councillor Chris Caswill, Chippenham Monkton Division

To Councillor Keith Humphries, Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing)

Question 23

The Care Quality Commission produced a highly critical report on one of the Council's Help to Live At home providers, Mears, in July this year. The service was deemed to be inadequate in all five of the CQC review areas. As you know, the responses to that Report were reviewed by the Health Select Committee last month, where we were assured that lessons were being learnt and that Mears had an Action plan in place to remedy the many very troubling deficiencies in the services being provided to Wiltshire residents. We were also told that the CQC would be carrying out a follow up investigation.

A second very critical CQC report has now been published. In August, the Mears service to Wiltshire residents was still found not to meet the necessary standard for 'the care and welfare of the people who use its services'? While this latest review reports fewer missed visits, it also found 6 out of 8 care plans were either missing or out of date, office computer records which did not match the records in the visited homes, medical needs not being met, people at significant risk of harm, a lack of responsiveness to peoples' concerns, ill-informed managers and a leadership that is 'not effective'. It bluntly records a major impact of the ongoing deficiencies and states that this Help to Live at Home service is failing to meet the requirements of the law.

- (1) What conclusions have been drawn from this second report, and by whom?
- (2) What actions did the Council take to secure improvement in the Mears service between the two CQC visits and what was achieved by those actions?
- (3) Overall Mears is still listed on the CQC web site as failing to meet standards in four of the five CQC review areas. Mears have been prohibited from taking on any more clients for twelve weeks while these problems are addressed. What is the Council going to do to sort this out in the next weeks rather than months?

What lessons have been learnt from this unfortunate saga about the effectiveness of the Council's commissioning processes?

Response:

(1) What conclusions have been drawn from this second report, and by whom?

The question refers to the second report that was issued as a result of a visit by the CQC to Mears which took place over nine weeks ago. There have been significant improvements since then.

At the Health Select Committee meeting in September attended by the CEO of Mears, their chief operations manager and James Cawley, Associate Director a very full and frank explanation of the sudden problem that had occurred was given and a copy of the detailed Mear's recovery plan was presented. A full debate took place at the meeting.

The minutes of the meeting can be viewed at:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=1123&MId=8191&Ver=4>

The action plan can be viewed at:

<http://cms.wiltshire.gov.uk/documents/s80299/Mears%20CQC%20Action%20Plan.pdf> .

The council's view is that that following the first report there were significant issues that it would be unlikely could be overcome in a few weeks. Time would be required to ensure that the robust action plan could be fully implemented and work continues with Mears to ensure this is the case.

In a later inspection report published on October 3rd the CQC noted that improvements have been made. They also stated that the outcome in respect of care and welfare of customers no longer required enforcement action.

Weekly reports are provided to the Council detailing hours delivered, staff recruited (and left), missed visits and arrangements made to manage these. Copies of these reports are going to be provided to the Chair, Vice-Chair of the Health Select Committee and the Chair H2L@H task group

(2) What actions did the Council take to secure improvement in the Mears service between the two CQC visits and what was achieved by those actions?

In addition to analyzing and reviewing the weekly reports mentioned above an officer of the Council spends one day a week in the Mear's office checking delivery of the service and back office functions.

Mears, at our request, have introduced an electronic monitoring system that records all visits, appointed a service manager and senior manager to work exclusively in Wiltshire and are undertaking customer and staff surveys.

In addition, the Council's quality assurance team is meeting with 60 customers to review their support plans and obtain their views of the service. Officers are also monitoring Mears' plans for ensuring every customer has a support plan in their home and that staff receive the required training and supervision.

The situation regarding missed visits last for the week 6th -12th October was

No. of planned visits	Missed visits	Late visits	Alternative arrangements
6845	2	0	0

(3) Overall Mears is still listed on the CQC web site as failing to meet standards in four of the five CQC review areas. Mears have been prohibited from taking on any more clients for twelve weeks while these problems are addressed. What is the Council going to do to sort this out in the next weeks rather than months?

Mears continue to deliver a service to their existing customers. Until the company are allowed to take new clients we source alternative services if required.

The CQC web site shows the results of the inspection in August and should be updated following the planned inspection in November. We are confident that the actions Mears have taken will be reflected in this follow up inspection.

It is worth noting that unemployment figures in this part of the county are low and care staff are in short supply. Mears have a plan to address this which includes offering all members of staff the opportunity to become salaried rather than have a zero hours contract. Sixteen new members of staff are in the pipeline.

Wiltshire Council is working with the company to explore a range of options to assist with recruitment including providing accommodation for staff.

What lessons have been learnt from this unfortunate saga about the effectiveness of the Council's commissioning processes?

The care of our elderly and vulnerable residents is of the highest priority for the council and accordingly great effort was put into ensuring that the best possible outcome of the tender process for the H2L@H service was obtained.

Mears were appointed as a result of a very robust tender process which was completed in accordance with the Council's procurement regulations. It resulted in a number of bids which were subjected to a full assessment process. The Corporate director, Cabinet member for Adult services and Wiltshire CCG Chief accountable officer were involved in the final selection panel as were customers, and operational staff. This panel reviewed all the evidence from the various assessments and the company presentations. There is no doubt that the process was rigorous and that the best bidder won both on quality and price. The final decision was unanimous. The service offered by Mears in the south was working well (as it continues to do in the east) until late May. The problem which occurred was unique to the circumstances and despite due diligence by Mears could not really have been foreseen at the time for the reasons already explained to the members of the Health Select Committee and in the paper provided by Mears for that meeting. It should be noted that earlier this year the council received a national award, assessed by an independent panel, as the best council in the country for its commissioning, specifically the H2LaH service. It should be further noted that on November 12th the council is due to receive another national award, assessed by a different organisation, as the countries best council for commissioning of services for the over 50s.

COUNCIL

DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 20 JANUARY 2015 AT COUNCIL CHAMBER - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Desna Allen, Cllr Glenis Ansell, Cllr Chuck Berry, Cllr Richard Britton, Cllr Rosemary Brown, Cllr Liz Bryant, Cllr Allison Bucknell, Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Mary Champion, Cllr Terry Chivers, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Mark Connolly, Cllr Christine Crisp, Cllr Andrew Davis, Cllr Mary Douglas, Cllr Dennis Drewett, Cllr Peter Edge, Cllr Peter Evans, Cllr Sue Evans, Cllr Nick Fogg MBE, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Mollie Groom, Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Alan Hill, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Keith Humphries, Cllr Chris Hurst, Cllr Peter Hutton, Cllr Simon Jacobs, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr Simon Killane, Cllr Gordon King, Cllr John Knight, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Magnus Macdonald, Cllr Alan MacRae, Cllr Howard Marshall, Cllr Laura Mayes, Cllr Helena McKeown, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Bill Moss, Cllr John Noeken, Cllr Paul Oatway, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Linda Packard, Cllr Mark Packard, Cllr Graham Payne, Cllr David Pollitt, Cllr Horace Prickett, Cllr Leo Randall, Cllr Fleur de Rhé-Philippe, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Jane Scott OBE, Cllr Jonathon Seed, Cllr John Smale, Cllr Toby Sturgis, Cllr John Thomson, Cllr Ian Tomes, Cllr Dick Tonge, Cllr Tony Trotman, Cllr John Walsh, Cllr Nick Watts, Cllr Bridget Wayman, Cllr Fred Westmoreland, Cllr Ian West, Cllr Philip Whalley, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Jerry Wickham, Cllr Christopher Williams and Cllr Graham Wright

1 Apologies

Apologies for absence were received from Councillors Pat Aves, Nick Blakemore, Brian Dalton, Tony Deane, Chris Devine, Stewart Dobson, Bill Douglas, Bob Jones, Christopher Newbury, Nina Phillips, Sheila Parker, James Sheppard, Ian Thorn and Roy While.

2 Declarations of Interest

In inviting declarations of disclosable interests, the Chairman reminded members of the letter of advice previously circulated by the Monitoring Officer.

In the context of the Wiltshire Core Strategy and in the interests of transparency, the following councillors declared that they were directors or non-executive directors of the following housing associations, noting that this was not a disclosable pecuniary interest in the subject under consideration, given

the strategic nature and purpose of the core strategy, and they would therefore be participating in the consideration and voting on it:

Councillors John Noeken, Bridget Wayman, Magnus Macdonald and Richard Britton - directors of Selwood Housing Association; and
Councillor Richard Clewer - Astor Group Housing Association.

3 Announcements by the Chairman

(A) NEW YEAR'S HONOURS LIST

Awarded an OBE

Mr Ian Elgy, for services in support of Military Operations.
Mr James Adam Robertson Ernest Ward, for services to Law and Order in the South West and service to the community.

Awarded an MBE

Mr David John Ashmore, for services to Housing in the South West of England.
Mr (Gordon Arthur) Hector Cole, for services to Heritage Crafts.
Mr Patrick Hallgate, for services to the Economy in the South West.
Mrs Margaret Williams, for services to the Anglican Diocese of Bristol and to the community in Swindon, Wiltshire.

Awarded a BEM (Medal of the Order of the British Empire)

Mr John Edward Davies, for services to Cricket in Bishops Cannings and to the community in Devizes, Wiltshire.
Mrs Joy Hicks, for services to charity in Melksham, Wiltshire.

The Chair registered the Council's congratulations to those who had received honours.

(B) CHANGE TO DATE OF JULY COUNCIL MEETING

The Chairman asked Councillors to note that the date of the July Council meeting had been changed from 28 July to 14 July 2015.

4 Public Participation

A number of statements were made as follows:

The Chairman drew the meeting's attention to the statements made by Mr Michael Sprules, as previously circulated and attached as an appendix to these minutes. Mr Sprules thanked the meeting for allowing the submission of these statements and, having no additional comments to make, asked that these be taken into account by Council.

Mr Malcolm Toogood stated that he hoped that sufficient protection would be given to the A350 as a boundary to development in Chippenham, and expressed concern that proposals to amend the Town Council boundary may have a detrimental effect on this protection.

Cllr Stuart Wheeler, Cabinet Member, replied that whilst his comments were noted, the review of parish boundaries did not impact on the Core Strategy.

Mr Daniel Gerber drew the meeting's attention to concerns he had with the policy on Sustainable Energy.

Cllr Toby Sturgis, Cabinet Member, in response, stated that as the issues raised related to an extant planning application, it would not, therefore, be appropriate for him to comment further.

5 Petitions Received

No petitions had been received for presentation to this meeting.

6 Notices of Motion

No notices of motion had been received for presentation to this meeting.

7 Councillors' Questions

No Councillor's questions had been received for presentation to this meeting.

8 Adoption of Wiltshire Core Strategy

The Council had received the Inspector's Report into the examination of the Wiltshire Core Strategy Development Plan Document (DPD). It concluded that, subject to the changes set out in the Report, the submitted Core Strategy was sound. The Inspector's Report was final and the examination was now closed. This left this authority with the choice of adopting the Core Strategy, as amended in response to the Inspector's recommendations, or not.

Upon adoption, the Core Strategy would become part of the statutory development plan for Wiltshire and the authority would be legally bound to take planning decisions in accordance with its policies unless there were other material considerations which merit setting them aside in any given case. It set

out key strategic planning policies for managing sustainable development across the county.

The Chairman referred members to the officer's report, the inspector's report and the various documents and plans as circulated. He reiterated the purpose of the item: namely that it was for Council to consider the Cabinet's recommendation on adoption of the Wiltshire Core Strategy from its meeting on 16 December 2014. The resulting draft minute of cabinet was included in the documentation before Council.

The Chairman advised members on the approach that he would be taking, on legal advice, in dealing with potential amendments. He explained that:

Any amendment that would affect the policies would invalidate the Plan and would therefore negate a motion to adopt the plan. Any such amendment would therefore be rejected in accordance with paragraph 100 of part 4 of the constitution.

The Chairman called upon Councillor Toby Sturgis, Cabinet Member, to present the item. Cllr Sturgis reminded Council of how the Core Strategy had progressed, culminating in it now being presented for adoption.

Following his presentation, in which he expressed his gratitude to the officers of the Spatial Planning Team in particular and other officers across the Council, Councillor Sturgis proposed, and Councillor Jane Scott, Council Leader, seconded, the following motion as set out in the report presented:

That following the recommendation by Cabinet at its meeting on 16 December 2014, Council:

- (i) Notes the content of the Inspector's report into the examination of the Wiltshire Core Strategy (**Appendix 1**) and his conclusions regarding legal compliance and soundness and accepts the modifications in the Appendix of the Inspector's Report, which the Inspector considers are necessary to make the plan sound in accordance with legislation and other focused and minor modifications that have arisen during the examination, which have been consulted on, or made in the interest of accuracy and consistency.*
- (ii) Adopts the Wiltshire Core Strategy, as amended as set out in (i) above as part of the statutory development plan for Wiltshire (**Appendices 2 and 2a**).*
- (iii) Delegates authority to the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste, for further minor changes to be made to the Core Strategy prior to publication in the interests of accuracy and consistency.*

- (iv) *Subject to Council approval of (ii) above, agrees that the Associate Director for Economic Development and Planning in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste, undertakes the final stages associated with the formal adoption and publication of the Core Strategy.*

The Chairman then invited Members of Council to debate the motion, starting with group leaders before widening the debate to other members.

A number of members spoke on the item, with members generally accepting that the Core Strategy should now be adopted. Councillor Sturgis responded to questions raised.

Following debate, it was:

Resolved

That following recommendation by Cabinet at its meeting on 16 December 2014, Council:

- (i) **Notes the content of the Inspector's report into the examination of the Wiltshire Core Strategy (Appendix 1) and his conclusions regarding legal compliance and soundness and accepts the modifications in the Appendix of the Inspector's Report, which the Inspector considers are necessary to make the plan sound in accordance with legislation and other focused and minor modifications that have arisen during the examination, which have been consulted on, or made in the interest of accuracy and consistency.**
- (ii) **Adopts the Wiltshire Core Strategy, as amended as set out in (i) above as part of the statutory development plan for Wiltshire (Appendices 2 and 2a).**
- (iii) **Delegates authority to the Associate Director for Economic Development and Planning, in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste, for further minor changes to be made to the Core Strategy prior to publication in the interests of accuracy and consistency.**
- (iv) **Subject to Council approval of (ii) above, agrees that the Associate Director for Economic, Development and Planning in consultation with the Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste, undertakes the final stages associated with the formal adoption and publication of the Core Strategy.**

There being no further business, the Chairman reminded the members that the next meeting of Council would be on the 24th February, and called the meeting to a close.

Appendix

Appendix – Statements from member of the public

(Duration of meeting: 11.00 - 11.46 am)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024, e-mail Yamina.Rhouati@wiltshire.gov.uk

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

Wiltshire Council

Council

20 January 2015

Public Participation

Statement from Mr Michael Sprules, - Chairperson RADAR
(Residents Against Development Affecting Recreational Land)

Statement : -

“Sport Provision” is “Lost” as Archaeological Excavations scar Westinghouse Sports Ground at the West End of Chippenham.

Cabinet Members and attending Elected Members

It is with a heavy heart that I write this Statement to Full Council today. Cabinet Members and Elected Members will be aware that I have spoken at Cabinet many times, over the past five years, in regard to my concerns over Westinghouse Sports Ground and for the potential for this “Existing Sport Provision” to be “Lost” prior to being provided elsewhere.

Indeed, on 22nd April 2014, I submitted a Statement to Cabinet which demonstrated a “Deficit” in “Sport Provision”, at the West End of Chippenham, following the decision of Westinghouse Cricket Club to fold. In light of recent events at Westinghouse Sports Ground, I have resubmitted this Statement for the attention of Cabinet Members and attending Elected Members.

Sport England legislation is clear on the matter of “Mitigation of Sport Provision”. It states that, *“In light of para 74 of the National Planning Policy Framework, Local Planning Authorities should ensure that the requirement for any replacement provision to be of an **equivalent or better quantity and quality and suitably located in relation to the current users.** Planning conditions and/or legal agreements should be used to **facilltate, secure and enhance the replacement provision, along with ensuring it is available before the loss of the existing provision.”***

Indeed, Officers for the Wiltshire Council Leisure Strategy Team, that are working on the emerging Sports Pitch Strategy for Wiltshire, have stated the following, in regard to Outdoor Recreation and Playing Pitches within Chippenham, *“It is **vital** that all sites presently identified as outdoor recreation /playing pitch sites **remain** as such and are **protected**, prime examples of these being **Stanley Park & Chippenham Sports Club.** Whilst Chippenham Town Council are keen to further develop **Stanley Park** (fishing lakes, further sports pitches and upgrading of existing facilities) which should be encouraged there is a **significant distance** from a number of the strategic sites to this site therefore **Chippenham Sports Club, Westinghouse Recreation Ground and Chippenham Rugby club** become **important** not only because of the sports they develop but also because of their **geographic balance position** for*

the town and its sports facilities.

Westinghouse Recreation Ground though presently not used by any sports club due to its uncertain future, needs to **remain** as a **designated recreation area** and therefore **protected to meet the demands** of the **present** and **future population** of Chippenham even if residential development as per the existing planning application does take place." It is worth noting that Officers at the Wiltshire Council Leisure Strategy Team have also submitted this statement to the upcoming Chippenham DPD.

This is given greater clarification by an email that I received from Sport England. In this email, Mr. Brian Taylor, Area Development Manager (Wiltshire North), states, "As you are aware there is a legal agreement associated with the decision that requires the **provision of replacement sporting facilities**. This requires certain actions to have been undertaken prior to commencement of development. We have **not** been advised that these actions have been **satisfactorily resolved** as yet. "

Furthermore, I have now received an email from Mr. David Boakes, at Siemens U.K., in which he states that, "I have been in discussions with Linden Homes and their partner Sovereign Housing Association over the last few months, but have **not** been able to **reach an agreement** with them to **complete the sale** of the former sports ground at this time. It is now likely that the legal title of the land will transfer to Linden Homes at the end of the option agreement in March 2017."

Having spoken to Mr. Clive Wiltshire, Managing Director of Linden Homes (Western), on 24th November 2014, Mr. Wiltshire gave me an assurance that no "**Mitigation**" of "**Sport Provision**" would potentially begin until such time as Westinghouse Sports Ground was owned by Linden Homes.

In light of this, I was saddened to be witness to the Archaeological Excavations that took place at Westinghouse Sports Ground on 18th December 2014.

Although there are Conditions within the planning Decision that need to be satisfied, it should be noted that there are also Pre-Commencement Conditions, held within the Section 106 Agreement, that also need to be satisfied in regard to the much needed "**Sport Provision**".

The fact that Archaeological Excavations have now been carried out on Westinghouse Sports Ground, which is still considered as "**Existing Sport Provision**" (that is to say "**Sport Provision**" that is yet to be Commenced, Completed and ready to use elsewhere) has set a dangerous "**Precedent**" in this instance.

Any Developer or Agent could now, potentially, request an Archaeological Excavation on any "**Existing Sport Provision**" within the Settlement Boundary – Present and Future – of Chippenham. This now firmly puts "**At Risk**" : **Chippenham Rugby Football Club, Chippenham Town Football Club, Chippenham Sports Club, John Coles Park Sports Provision** and, of course, **Stanley Park**.

Indeed, if any request for an Archaeological Excavation of "**Existing Sport Provision**", within

Chippenham, by a Developer or Agent were to be refused then, that Developer or Agent could cite **Westinghouse Sports Ground** as the **“Precedent”**.

As Cabinet Members and Elected Members debate the Adoption of the **Wiltshire Core Strategy**, in this Chamber, it is important to remember that there were areas of the **Core Strategy** that were considered, by Mr. Andrew Seaman, Planning Inspector charged with testing the Soundness and Robustness of the **Wiltshire Core Strategy**, to be **“Unsound”**. One of these areas was the need for a more Sound and Robust Site Allocation for Chippenham.

As the **Wiltshire Core Strategy “Adoption”** will help the County of Wiltshire to prevent Speculative Development, it remains my hope that, moving forward, the Town of Chippenham can grow in a **“Balanced Way”** as the Chippenham DPD progresses.

May I, once again, reiterate the sentiment that all Cabinet Members and Elected Members continue to work with myself and all other parties to facilitate a solution to this issue that will, ultimately, be satisfactory to Mr. David Boakes, Estates Manager, Siemens U.K., Mr. Clive Wiltshire – Managing Director of Linden Homes (Western) and, finally, a solution that will be to the benefit of the Local Residents of Chippenham.

May I, once again, thank Cabinet Members and, indeed, Elected Members for allowing me to submit this statement.

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Wiltshire Council

Council

20 January 2015

Public Participation

Statement from Mr Michael Sprules, - Chairperson RADAR
(Residents Against Development Affecting Recreational Land)

Statement : -

“Health” and “Well-being” of Young Children a Priority as Deficit in “Sport Provision” Identified at West End of Chippenham.

Cabinet Members and attending Elected Members

In light of recent events at Westinghouse Sports Ground, I thought it would be prudent to resubmit this Statement which was originally submitted to Cabinet on 22nd April 2014.

As many Members will know, I have been attending Cabinet and Full Council Meetings at Wiltshire Council for four years now. During that time, one topic continues to cause debate time and time again. That topic is **“Health and Well-Being of Young Children”**.

It has been said that the **“Health”** and **“Well-Being”** of Young Children can be helped by nutrition and exercise. Indeed, the active participation in Sport, of our Young Children, potentially helps in decreasing their obesity levels.

How sad then, that one specific group of over 60 Young Children, at Chippenham, will no longer receive that much needed exercise and Active Sport Participation. I talk here, of course, about the Young Children who attended Westinghouse Sport and Recreation Ground and have been Mentored in Sports by the Members of Westinghouse Cricket Club.

With Westinghouse Cricket Club not receiving the much needed **“Mitigation”** to their new facilities and with the developer's indecisiveness to set out a **“Timetable”** for which **“Mitigation”** would take place, Westinghouse Cricket Club, regrettably, felt unsupported in their attempts to request this **“Timetable”** for their much needed **“Mitigation”** and, therefore, took the decision to Fold.

Therefore, this year, with Westinghouse Cricket Club having folded..... **GONE !!** Is the Mentoring in Sport provided by the Members of Westinghouse Cricket Club..... **GONE !!** Is the much needed exercise that these 60 Young Children had in their lives during the summer months and, finally..... **GONE !!** Is the **“Health”** and **“Well-Being”** that this exercise and Sport participation would have provided to these 60 Young Children and that Cabinet and Elected Members value so much.

It is with some sadness that the loss of **“Health”** and **“Well-Being”**, for these 60 Young Children, weighs heavily on my mind. Just because the indecisiveness of one developer to not provide much needed **“Mitigation”** results in the loss of an 87 year old, well established, Cricket Club, does not in itself demonstrate that the **“Sport Provision”** should also be lost or no longer **“Mitigated”**.

With this in mind, I felt that there was now a need to demonstrate that there is an **“Unidentified Deficit”** of **“Sport Provision”** within the West End of Chippenham. How fortuitous, therefore, that I had only to look no more than 200 yards down the road to the Chippenham Sports Club.

Having met with the Chairman of Chippenham Sports Club, I am now aware of a considerable **“Deficit”** in **“Sport Provision”**. At present, Chippenham Cricket Club have numerous Young Children comprising many Youth Teams. These Young Children have to share facilities with Chippenham Town Football Club – not the most ideal pitch for Youth Cricket - and also use the Grounds at Sheldon and Hardenhuish Schools – which do not have Changing Room facilities that these Young Children so desperately need.

There is an **“Unidentified Deficit”** in **“Sport Provision”** at the West End of Chippenham and now there is **“Available Sport Provision”** at Westinghouse Sports Ground that would be ideally suited and, indeed, accessible to bring even greater benefit to the **“Health”** and **“Well-Being”** of even more Young Children.

Cabinet and Elected Members, there are already 60 Young Children who have lost their right to the **“Health”** and **“Well-Being”** that they enjoyed through Active Sport Participation and **“Mentoring”** once provided by the Members of Westinghouse Cricket Club.

I hope that all of Cabinet and Elected Members would now be prepared to work together with myself, Officers at Wiltshire Council, Chippenham Sports Club, Sport England, the E.C.B., Wiltshire Cricket Board, Siemens UK and Linden Homes in order to help **“Tenant”** Westinghouse Sports Ground so that the **“Health”** and **“Well-Being”** of these 60 Young Children can be restored and that the numerous Young Children from Chippenham Sports Club can also benefit from much needed **“Cricket Provision”**.

Once the **“Tenanting”** of Westinghouse Sports Ground is achieved I hope that all of Cabinet and Elected Members can continue to work with myself and all other parties to facilitate a solution, to this issue, that will, ultimately, be satisfactory to Siemens, Mr. Clive Wiltshire – Managing Director of Linden Homes Western and, finally, a solution that will be to the benefit of the **“Health”** and **“Well-Being”** of all our Young Children, something that I know, from my four years of attending Cabinet and Full Council, that all Members value so much.

May I, once again, thank Cabinet Members and, indeed, Elected Members for allowing me to submit this statement.

Wiltshire Council

Council

24 February 2015

Petitions Update

Petitions Received

As of 11 February 2015, six petitions have been received by Wiltshire Council since the last report to Council on 21 October 2014. Further details are shown at Appendix 1 to this report.

No requests have been received to present petitions at this meeting.

Proposal

That Council notes the petitions received and the actions being taken, as set out in the Appendix to this report.

Yamina Rhouati
Democratic Governance Manager

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NAME	DATE RECEIVED	RESPONDENTS	ACTION
Concerns raised by residents of sheltered housing scheme in Harnham)	17/10/2014	32	Official response sent by Adult Care Commissioning & Housing and subsequent meetings arranged.
Petition to tackle the Gull problem in Devizes.	20/10/2014	320	Devizes Area Board established a Working group to examine the problem. A plan to stop breeding has been developed in consultation with an expert. Part of the funding for the project has been agreed, the remaining funding is to be sourced. Petition remains active.
Improve road safety on the A338 between Salisbury and Ringwood	17/11/2014	454	Communications attempted to contact the originator through <i>change.org</i> to explain the petitions process but were unsuccessful in receiving a response. Petition remains active.
Petition for a grit bin for Evans Close, Chippenham, from residents through Duncan Hames MP	09/12/2014	34	Official response sent by Wiltshire Council explaining that extra bins could not be provided however existing ones could be relocated. It was also noted that Chippenham Town Council had provided a bin for Evans Close prior to the petition being submitted.
Petition to Chief Executive BT Openreach South West. To provide the Cannings Exchange with	19/01/2015	250	Issue noted at Devizes Area Board and official response sent by the Programme Office. BT would not install superfast broadband as it was not commercially viable. As such, Wiltshire

Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

Fibre Optic superfast broadband ASAP in 2015. Wiltshire Council was requested to support the installation of super-fast broadband in this area.			Council will be initiating the roll-out in this area. Surveying work has begun and the build is expected to begin in Summer 2015. Petition remains active.
To allow one hour free parking in Wiltshire car parks to help local town centres and support local businesses - Petition from Duncan Hames MP	05/02/15	3750	Official response sent by Highways. The petition will be considered as part of the consultation on the current Car Parking Review. Petition remains active.

Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

Liberal Democrat Party Amendment to 2015/16 Budget

Like all local authorities Wiltshire Council is facing ever increasing pressures on our budget, with more and more really tough decisions having to be made.

None of us came into local government to cut services, or try and reduce opportunities for people in our communities. These amendments to the Conservative administration's budget face up to these harsh realities and try to provide an alternative solution that we believe better meets the needs of Wiltshire's communities.

In order to find funding to try and mitigate some of the worst of the cuts being imposed we are calling for one of the most difficult and challenging decisions to be made, that is to increase the Council Tax by 1.9%, thus raising a net return of £1.7m.

This will result in an increase of just £23.23, or £0.45 per week, for band D properties, just £15.48 per year, £0.30 per week, for Band A households.

These proposals will reverse the need to introduce the new Garden Waste Tax of £40 annually, as well as protect local services such as the Wiltshire Hopper, Wiltshire Music Service, reductions in spending on local street scene, and reintroducing revenue spending opportunities for Area Boards.

This suggestion is not unique, indeed although the final numbers are not known it would appear that approximately half of Tier 1 authorities across the country will be choosing to increase Council Tax this year and not accepting the Council Tax Freeze Grant.

Spending Proposals

Garden Waste Collections

At the end of last year Wiltshire Council undertook a consultation asking the people of the county which of three uncosted solutions would be the best way of dealing with the spiralling costs of waste collections, 94% of the respondents were clear that they did not want to see a charge for the collections introduced.

Alongside this, many residents still remember the promises made by the council that the removal of their weekly household waste collections was to be matched by the introduction of **free** garden waste collections.

We are concerned that the true costs of implementing this new charged for scheme will prove prohibitive and the whole service will be placed at risk. We only need to look to neighbouring councils like North Somerset to see where the proposed policy has already failed and been abandoned.

The Liberal Democrat proposal is for the most popular of the options offered to residents in the consultation to be implemented and a 3 month break in Garden Waste collections to be introduced.

This will require an additional investment of £550,000 against the current administration proposals.

Wiltshire Music Service

Wiltshire punches above its weight in the number of professional musicians who start their learning and training in our county. We are rightly proud of this and would like to see this outstanding service maintained and protected.

Indeed, in a recent survey of schools across the county, the Music Service was one of the most popular amongst respondents.

Our proposals will reverse the saving of £148,000 proposed in the administrations budget and protect this service.

Wiltshire Hopper Service

Supporting the more vulnerable members of our community is an aim shared by all members of this council. It is hard to understand how withdrawing a service that helps some of these most vulnerable residents make vital journeys to hospital is helping achieve this.

However, it is also clear that the Wiltshire Hopper service does not operate as efficiently or as effectively as we may hope. Therefore, whilst retaining funding for the service for the next year, we are also asking the the provision of this service and the needs of its legitimate users should be considered in the review of subsidised public transport being undertaken by the council. We also envisage the proposed Community Transport Champion (see below) being able to help find viable and sustainable alternatives to this service for future years.

For the purposes of good budgeting we have included a full year's costing of the service in our amendments (£130,000) but would aim to see the review into this service completed inline with the rest of the PST consultation and review with a realistic replacement in place by January 2016.

Concessionary Fares

Wiltshire is a big rural county and many areas are poorly served by public transport. Additionally, even those lucky enough to live near bus routes may struggle to cope with the pressures and challenge of busses.

That is why the Taxi vouchers scheme is so important, and why we feel so strongly that it should be protected.

Likewise concessionary passes for carers, whilst sometimes difficult to justify in pure economic terms, offer a lifeline for some home trapped individuals who just would not be able to travel without support.

Reversal of this proposed withdrawal of this for future applicants will require an additional investment of £70,000.

Arts Grants

Wiltshire is proud of its heritage. We have much to celebrate in our county and good vibrant cultural activities lead not only to more robust sustainable communities, but they also attract external economic investment.

Community arts activities also play an important role in delivering opportunities for people in our rural towns and villages to interact and come together as a community.

Whilst we appreciate that all areas of our spend will need to feel the pinch, and will need to recognise that there is less funding available, we believe that the role played by Arts and Cultural groups across Wiltshire are too important to reduce funding by this level.

We propose reversing the proposed reduction in funding of £89,000 and instead maintaining the current spend. However, we would also like to see groups within the council, such as the Legacy Board, working more closely with community arts and cultural groups to deliver long-term sustainable solutions.

Museum Concessions

It is hard to argue that large well funded organisations, such as television companies or major publishers, should pay to take advantage of the services offered by our museum service.

However it is also a painful truth that these cuts will also impact on all of the other voluntary and local organisations who rely on the services of this service to help build local collections and create exciting and interesting history based attractions in towns and villages across the county.

We therefore propose that some work is undertaken to identify if there are opportunities for charging corporate users of the service, the existing free service to community groups should be maintained. As we have been unable to ascertain the level of savings that could be found by making just this change, rather than the full cuts recommended by the administration, we have for this year proposed reversing the whole cut of £70,000.

Highways and Street Scene

The administration's budget identifies a number of ways in which additional savings can be found from this service. Whilst accepting that some of these savings are deliverable we are keen to continue to support and develop the Community Teams responsible for helping maintain our towns and villages.

We absolutely accept that improved partnership working with Town and Parish councils could lead to savings, but we would like to see these savings invested in improving the overall capacity of the service.

Therefore we propose reversing £249,000 of the reduction in funding proposed by the administration, but would like to see this investment used to develop the service, not simply stop any rationalisations planned.

Community Transport Champion

The proposed review of funding for subsidised passenger transport is an unfortunate necessity. However, we strongly believe that more opportunities can be made of Community Transport based solutions.

Community First have done some great working with community to try and facilitate and develop community transport schemes. However, their cause has not always been at the top of the agenda when looking at all transport solutions within the council.

We are therefore proposing the establishment of a new position of Community Transport Champion within the council passenger transport team, who's dedicated role will be to promote and develop new opportunities for community transport groups to bid for and deliver services across the county.

This role will work in partnership with the established role at Community First to help develop the role of Community Transport Schemes across the county.

The role will require an investment of £50,000.

Area Board Funding

Area Boards are one of the real success stories of Wiltshire Council. However, the challenges of having only capital funding will impose severe restrictions on how the boards are able to support the good work of local community groups.

We propose replacing £363,000 of the Area Board capital funding with revenue funding, thus increasing the range of projects the boards are able to support.

Details of the breakdown of funding for each community board are detailed below.

	Current Capital Funding	Proposed Capital Funding	Proposed Revenue Funding
AMESBURY	£64,822.70	£39,416.07	£25,406.63
BRADFORD ON AVON	£39,795.66	£27,664.32	£12,131.33
CALNE	£45,607.04	£25,264.00	£20,343.04
CHIPPENHAM	£91,818.10	£54,759.00	£37,059.10
CORSHAM	£41,917.23	£26,575.71	£15,341.53
DEVIZES	£67,755.37	£41,852.14	£25,903.23
MALMESBURY	£41,067.80	£27,641.75	£13,426.05
MARLBOROUGH	£42,644.60	£23,605.14	£19,039.45
MELKSHAM	£56,141.23	£33,998.00	£22,143.23
PEWSEY	£38,045.44	£28,707.51	£9,337.93
RWB&C	£58,392.60	£36,178.43	£22,214.17
SALISBURY	£91,396.55	£61,644.64	£29,751.92
SOUTHERN WILTSHIRE	£43,664.83	£27,879.91	£15,784.92
SOUTH WEST WILTSHIRE	£76,522.73	£61,766.49	£14,756.24
TIDWORTH	£46,662.45	£31,941.68	£14,720.77
TROWBRIDGE	£91,003.81	£58,423.02	£32,580.79
WARMINSTER	£51,756.52	£33,674.81	£18,081.72
WESTBURY	£37,985.33	£23,007.39	£14,977.94
TOTALS		£664,000.00	£363,000.00
	£1,027,000.00		£1,027,000.00

Wiltshire Council Liberal Democrat Group

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Liberal Democrat Party Amendment to 2015/16 Budget

It is proposed to increase the Council's income in the budget by £1.719m through proposing a 1.9% Council Tax increase. The resultant additional income will be used to reverse a number of proposals within the Administrations current budget proposals. In summary the changes are as follows:

Investment	£m	Funding	£m
1. Reverse garden waste charging and introduce suspension - 3 months	£ 0.550	Council Tax at 1.9%	1.719
2. Reverse music service decision	£ 0.148		
3. Reverse part of Hopper proposal but require review of how it is delivered which can deliver some savings.	£ 0.130		
4. Reverse the decision on concessionary fares	£ 0.070		
5. Reverse the decision to remove art grants	£ 0.089		
6. Reverse the decision to remove museum concessions	£ 0.070		
7. Invest in Highways, reversing some of the savings to be reviewed and will add back some, also add in new investment in community projects	£ 0.249		
8. Invest in community transport champion	£ 0.050		
9. Reduce capital and reintroduce revenue to Area Boards	£ 0.363		
Total invest	£ 1.719	Total Funding	1.719

Statutory Officer's Comments

The additional £1.719m Council Tax is calculated as follows:

Wilshire Council Funds	
Band D Council Tax with 1.9% increase	£1,245.66
Band D Properties	£170,842.49
Total project to raise	£212,811,001.77

Currently forecast	
Band D Council Tax with no increase	£1,222.43
Band D Properties	£170,842.49
Band D Properties	£208,842,985.05
Plus Ctax Freeze Grant	£2,248,116.00
Total Assumed CT & Freeze Grant sum	£211,091,101.05

Additional if go for 1.9% increase (£212,811,001.77 minus £211,091,101.05)	£1,719,900.72
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We are aware of the full details of the Liberal Democrat amendment as set out on the first page, and consider the proposals are viable and financially deliverable, and whilst reducing the number of saving proposals and introducing in some cases alternative arrangements, for example Waste Suspension for 3 months as opposed to charging; they do not impact adversely on the substantive financial motion as they would not change the net budget requirement, the level of Council Tax or reserves proposed.

Michael Hudson, Associate Director, Finance (and section 151 officer)

Wiltshire Council

APPENDIX

**Cabinet
10 February 2015**

**Council
24 February 2015**

Special Meeting of the Overview and Scrutiny Management Committee Report on the Draft 2015-16 Budget

Purpose of report

1. To feed back to Cabinet and Full Council a summary of the main issues discussed at the special meeting of the Overview and Scrutiny Management Committee held on 4 February 2015.

Background

2. This special meeting of the Overview and Scrutiny Management Committee provided an opportunity for non-executive councillors to question the Cabinet Member for Finance and the Associate Director for Finance on the draft 2014/15 budget before it is considered at Cabinet on 10 February 2015 and Full Council on 24 February 2015.
3. The Cabinet Member for Finance, supported by the Associate Director of Finance, gave a presentation covering the key components and influences on setting this year's budget, under the themes below:
 - I. 12 key Business Plan actions
 - II. Strategic saving proposals
 - III. Service budget summaries
 - IV. Risks
4. The key messages were as follows:
 - Council Tax frozen again (5th year) for 2015/16 despite a 13% reduction in Government Revenue grant
 - Protection of delivery in vulnerable adults and children
 - Investment in highways and waste continues
 - Safeguarding the commitment to Military Civil Integration
 - Ongoing investment in the economy, more homes and campuses
 - Despite taking out over £123m in savings in last 5 years without significant impact on frontline service performance

Main issues raised during questioning and debate

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

Financial Planning Task Group

6. Details arising from the work of the Financial Planning Task Group are included at annex to this report.

Environment Select Committee

7. It was noted that charging for green waste collection, although contrary to the views expressed during public consultation, was necessary due to an unforeseen reduction in monies received from Central Government. This charge equated to a £0.800M strategic saving in order to maintain the adult care budget as originally proposed.
8. In response to a question on how the monies received via the Community Infrastructure Levy were taken into account in this year's budget, it was stated that these monies were accounted for in the capital programme on page 58 of the budget report.
9. It was confirmed that the Gypsy and Traveller communities are catered for by a specific annual budget which is matched by a grant.
10. It was confirmed that the budget for flooding protection remains the same as last year, which is a base budget of £0.500M. There is an ongoing programme of work to alleviate the risk of flooding which increases the overall budget for flooding to £1M to deliver the key projects as an investment to protect against additional highways issues.
11. It was agreed that waste disposal should be a topic that is considered by the Environment Select Committee or a subsequent Task Group; it was acknowledged that the current work of the Waste Task Group on communications may contribute to lessening the waste that goes to landfill through clear messages and a new campaign to encourage recycling.
12. A comprehensive consultation with regard to public transport, primarily bus services, will be conducted throughout the county to redesign the transport links for Wiltshire in order to build better service which offers better value and is sustainable. This will include improving links to GP surgeries and other key services and provision being made through community transport services such as Link. It is intended that the public will be educated on how much routes are costing and how they are used so that consultation responses are informed decisions. The cross-cutting nature of this work would require the joint input from all three select committees.
13. Concern was raised with regard to whether the turning off of street lights would provoke public safety concerns, as has been the case elsewhere. It was noted that this does not appear to be the case in Wiltshire and many have expressed their

support for this proposal, particularly as Wiltshire has an intelligent system which allows for strategic lights to be kept on such as at roundabouts and crossings and that emergency services are able to ensure that relevant lights are switched on as required. It was confirmed that this proposal only applied between the hours of midnight and 5:30 am.

Children's Select Committee

14. It was confirmed that the £0.403M savings identified for Integrated Youth and Prevention Services represented the remainder of the savings agreed by Cabinet in May, following the review of positive leisure time activities for young people. The savings agreed in May had represented only part-year savings.
15. It was confirmed that the £0.437M savings in School Effectiveness would not affect the council's LASER (school improvement) service. Children's Select Committee would be looking at the effectiveness of the Council's School Improvement Strategy in its first year following an invitation from the Executive.
16. It was noted that £1.283M would be invested in frontline safeguarding of children, on top of the £3.7M net invested in the last three years. The Cabinet Member reported that the £1.005M savings would be sought by reducing the numbers of out-of-county placements and finding efficiencies in the service. It was also hoped that the delivery of the Early Help Strategy would reduce the overall number of children and young people who needed to be in the care system.
17. There would be a £45.8 million investment in modernisation of housing over 4 years. It was reported that the Special Educational Needs and/or Disabilities (SEND) Task Group had raised concerns about availability of suitable housing for people with SEND. A range of projects were underway looking at how to meet the housing needs of particular groups, including those with SEND. For example, through the Corporate Parenting Panel and others, looking at schemes such as flexible tenancies and independent living with some supervision for care leavers.
18. The Music Service would be reviewed, with a saving of £0.172M, which would need to be clarified further.
19. Following a question about the £0.698M saving in Commissioning and Performance, it was confirmed that the Council would continue to invest in the County's children's centres as an important part of its Early Help Strategy.

Health Select Committee

20. It was noted that the complexity and numbers of care packages required, as demonstrated by the 100 Day Challenge, is a key test for the budget in that while the budget remains largely the same the increase in demand adds significant strain. Additional pressure is levied through the implementation of the Care Act and additional support for carers. This is estimated using a national budgeting tool and estimates on how many carers will come forward for support.

21. It was highlighted that the Public Health provision is being increasingly focussed on preventing health issues in order to create savings across the health and social care system in the long term.
22. It was confirmed that the Health Select Committee would contribute to the prevention agenda in considering the role of personal responsibility for one's health, with particular reference to health checks and screening offered by GP's. Furthermore, the Health Select Committee have agreed to undertake a piece of work on the interlinking issues of obesity and poverty in partnership with the Children's Select Committee.
23. Concern was raised regarding the alternative provision for the Hospital Bus Hopper Services at the Royal United Hospital and Great Western Hospital, in order to save £0.130M. It was expressed that this is a valuable service; however it has been observed that the service is in fact under used and misused by staff. Work is being undertaken to look at the whole patient experience, which includes travel to and from treatment; the acute hospitals are engaged in this with the option being given for them to retain the service.
24. It was noted that the voluntary sector is a vital element to providing health and social care across Wiltshire, therefore the proposed minimum 10% reductions in grants caused concern. It was highlighted that this decision had been taken with the full knowledge of the voluntary sector agencies and much officer time had been dedicated to work through the potential impacts upon them, this includes explaining that where multiple grants have previously been made, that this will now be streamlined to single grants to save on our own administrative costs. All grants will be required to contribute to a Council priority.
25. Particular reference was drawn to agencies' back office management and the fact that the reductions in grants could be recouped by more efficient management. No objections have been received regarding this decision to date.

General Enquiries and Observations

26. The disposal of council assets was raised, and it was noted this was being achieved slower than would be preferred, but that it was essential such complex disposals were done correctly.
27. The use of agency staff within the council was discussed, and it was stated this was kept to a minimum, but there would always be some necessity for agency staff, particularly with areas such as Safeguarding. The Financial Planning Task Group would be scrutinising this further.
28. Other topics raised included confirming the grant to Area Boards remained at the same level but that proportion to each Board would be calculated at a later date, the need to negotiate with town and parish councils regarding them taking on more responsibility and management of assets, and queries regarding the mental health budget

Conclusion

29. That Cabinet and Council take into account the comments from the Overview and Scrutiny Management Committee and the Financial Planning Task Group in considering the update to the Financial plan 2015/16.

Councillor Simon Killane
Chairman of the Overview and Scrutiny Management Committee

Report Author: Kieran Elliott, Senior Democratic Services Officer 01225 718504 or kieran.elliott@wiltshire.gov.uk and Paul Kelly, Overview and Scrutiny Manager (and designated Scrutiny Officer), 01225 713049 or paul.kelly@wiltshire.gov.uk

Annex - Report of the Financial Planning Task Group

Overview and Scrutiny Management Committee

4 February 2015

Report of the Financial Planning Task Group – 3 February

Issue	Response
Budget monitoring (page 5 para 2.3 and page 6 para 3 - also see separate report to Cabinet on 10 Feb just published)	<p>Reported at period 9 as £0.900m overspend.</p> <p>This is now a downward trend due to management action and a “stop-spending” directive given to get to a balanced year end.</p> <p>However will be looked at in more detail by the Task Group due to the limited time with the report.</p>
<p>Budget setting process for 2015/16 – reasonable approach? (Page 6 para 2.6)</p> <p>Also includes</p> <ul style="list-style-type: none"> - Public consultation - Councillor briefing - Scrutiny engagement 	<p>Been a robust approach over many months involving the political and corporate leadership.</p> <p>General view that the public events have been well received and can be supplemented online.</p> <p>The councillor briefing was well attended and separating this from the scrutiny process seemed to work.</p> <p>The outcome from 3 stages of scrutiny should mean that full Council is better informed when it comes to the debate.</p>
How reliable is the information used and systems that support it?	Finance team work closely with services in building-up the picture from the information held. Cabinet Member was satisfied but happy to hear of incidents where this can be improved.
How good are our assumptions and future planning in respect of demand and costs?	Again close working between finance and services as well as applying local and national data. Will also be reviewed and adjusted moving through the year
Bridging the funding gap – reasonable approach for identifying savings?	Combination of strategic savings, corporate targets, service efficiencies and charges to make up the shortfall. Not easy – hard

	decisions in some areas but linked to commitments given in the Business Plan. Will be more fully debated at the Management Committee, Cabinet and Council.
Level of reserves prudent?	Operate with a smaller “back-pocket” than some authorities! Careful ongoing management of the budget should avoid too many surprises.
<u>Specific areas identified for review during the year by TG</u>	
- Learning disability (page 90 in budget book)	<p>Budget was rescued last year and £3m added to base for next year to better reflect costs of packages.</p> <p>A joined-up “cradle to grave” approach will make things better at the beginning with longer-term benefits. Outcome will be reflected in budget over time.</p>
-Waste (page 100 - includes strategic savings)	<p>Latest position showing £2.5m overspend. More homes and generating more waste are the main problems.</p> <p>Proposal to introduce green waste charges along with other measures to save £1.4m but also invest £1.6m to reflect service pressures next year</p>
-Legal services (page 107)	<p>Overspending on agency staff but service will be reviewed for next year.</p> <p>The Task Group will take a closer look at spend on agency, interim and consultancy staff generally. However some limitation on scrutiny’s remit when it comes to staffing matters.</p>
-Procurement (page 26 para 9.7)	<p>Difficult to track savings. Another £0.5m next year. New centralised approach being implemented to introduce discipline and expertise in procurement and commissioning.</p> <p>The Task Group will continue to monitor developments.</p>
Borrowing on capital programme (page 20)	Reprogramming resulted in £1m revenue

para 8.8/9)	underspend returned to general fund this year. Bigger programme next year but better management so may not see the same situation.
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Councillor Glenis Ansell, Chairman of the Financial Planning Task Group

Report Author: Paul Kelly, Overview and Scrutiny Manager (and designated Scrutiny Officer)

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

MINUTES OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE MEETING HELD ON 4 FEBRUARY 2015 AT THE KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Simon Killane (Chairman), Cllr Alan Hill (Vice Chairman), Cllr Christine Crisp, Cllr Stewart Dobson, Cllr Peter Edge, Cllr Jon Hubbard, Cllr Gordon King, Cllr Jacqui Lay, Cllr Jeff Osborn, Cllr Pip Ridout, Cllr Ian Thorn, Cllr John Walsh, Cllr Bridget Wayman, Cllr Philip Whalley and Cllr Paul Oatway QPM (Substitute)

Also Present:

Cllr Glenis Ansell, Cllr Mollie Groom, Cllr Keith Humphries, Cllr Laura Mayes, Cllr Fleur de Rhé-Philipe, Cllr Jane Scott OBE, Cllr Jonathon Seed, Cllr John Thomson, Cllr Dick Tonge, Cllr Roy While and Cllr Philip Whitehead

14 Apologies

Apologies were received from Councillor John Noeken, who was substituted by Councillor Paul Oatway QPM.

15 Declarations of Interest

There were no declarations.

16 Chairman's Announcements

There were no announcements.

17 Public Participation

There were no statements or questions submitted.

18 Purpose of Meeting

Members noted and approved the proposed meeting structure.

19 Wiltshire Council's Financial Plan Update 2015/16

The draft Wiltshire Council Financial Plan Update for 2015/16 was presented by Councillor Dick Tonge, Cabinet Member for Finance, Performance and Risk and the Associate Director (Finance) ahead of its submission to Cabinet on 10 February and Full Council on 24 February 2015.

Details of proposed investments and savings were outlined within the context of continued reductions in the government revenue support grant to the council and the freeze on council tax being extended, as well as the impact of the savings implemented through previous budgets.

The Committee, along with other members in attendance including the Chairman of the Financial Planning Task Group and members of the Executive, discussed the proposed budget, and clarification was sought on several issues from the attending Cabinet Members and Corporate Leadership Team, with full details contained in the report as appended to these minutes. Particular focus was given to strategic savings, service budget proposals, risks and the emphasis in relation to the council's business plan and key actions.

Areas of discussion included analysing areas of overspend for solutions, awaiting publication of the staff survey to determine the impact upon staffing resources, whether savings could be delivered while still protecting the vulnerable and other demands on the council, and how to manage increasingly numerous and complex demands upon services. Proposed strategic savings including with regards music provision and charging for garden waste collection were assessed, along with other topics as detailed in the appended report.

At the conclusion of debate, it was,

Resolved:

- 1) To thank the Financial Planning Scrutiny Task Group for their work in monitoring the progress and management of the current budget and the creation of the draft budget for 2015/16; to acknowledge the dedication and zeal that has gone into the process on behalf of this Committee.**

- 2) That the Overview and Management Committee believes that the draft budget has been properly and appropriately scrutinised.**

20 Date of Next Meeting

The date of the next meeting was confirmed as Friday 13 February 2015 to scrutinise opposition group amendments to the budget, followed by an ordinary meeting on Tuesday 3 March 2015.

21 Urgent Items

There were no urgent items.

(Duration of meeting: 10.30 am - 12.30 pm)

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

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

Extract of the Draft minutes of Cabinet dated 10 February 2015

23 Wiltshire Council's Financial Plan 2015/16

Key Councillor Dick Tonge presented a report which provided an assessment in advance of draft proposals going to Council to set a budget for 2015/16 and the impact on Council Tax, rents, fees and charges, the capital programme, schools overall budgets, as well as Council reserves.

The Leader also invited the following Members to speak to the item: Councillor Simon Killane, as Chair of Overview & Scrutiny Chair; Councillor Christine Crisp, as Chair of Health Select Committee; Councillor Jon Hubbard, as Leader of the Liberal Democrat Group and chairman of Children's Select Committee; Councillor Roy While, as members of the Financial Planning Task Group; and Councillor Chris Caswill.

In the course of the presentation and the discussion, the issues discussed included: the consultations with the representatives of the Trade Unions; that the results of public consultation would be published in time for consideration by Council; that the work of the Scrutiny Task Group was praised; the benefit of involving the individual Select Committees; that the Liberal Democrat Group would present their amendments to the Overview & Scrutiny Committee; and that whilst some base budgets may be protected, that additional demographic and policy changes would increase demand on revenue.

In response to a question from Councillor Chris Caswill, Carolyn Godfrey, Corporate Director, stated that although Ofsted had taken over responsibility for an aspect of their work, resulting in a reduction in the budget, Early Years Advisory Teachers remained a key support role and there would not be reductions in frontline support.

Resolved:

That Cabinet recommend to Council that it:

- (a) Endorses the update of the Financial Plan for 2015/16.**
- (b) Approves the savings and investment proposals summarised at Sections 9 and 7 respectively of this report and at Appendix 1, to provide a net revenue budget for 2015/16 of £314.983 million.**
- (c) To:**
 - (i) Freeze Wiltshire Council's element of the Band D council tax for 2015/16 £1,222.43, as calculated in accordance with statute, as set out in Section 10 of this report.**

- (ii) Set the Council's total net expenditure budget for 2015/16 at £314.983 million.**
- (iii) Set a 2.2% increase for dwelling rents in accordance with rent restructuring;**
- (iv) Set the HRA Budget for 2015/16 as set out at Appendix 1G of this report.**
- (v) That all other service charges related to the HRA be increased by 2.2%, including garage rents.**
- (vi) Approve the Capital programme proposed at Appendix 1F of this report.**
- (vii) Set the changes in fees and charges set out in detail at Section 8 of and at Appendix 1H of this report.**

Reason for Decision:

To enable the Council to set its revenue, capital, housing revenue accounts, fees and charges, levels of reserves and resultant Council Tax for 2015/16 to then issue Council Tax and rent bills. To provide the Council with a strong business and financial plan for sustainable delivery for 2013-17.

Wiltshire Council

Council

24 February 2015

Council Tax Setting 2015/2016

Executive Summary

This report sets out, in the complex format prescribed by law, the resolutions required from the Council to set the Council Tax for the year 2015/2016.

Using the tax base, approved by Cabinet on 16 December 2014 of 170,842.49 band D equivalent households, and the draft net budget requirement of £314.983 million (which in order to fund requires a council tax requirement is £208.843 million) gives a band D council tax for 2015/2016 of £1,222.43.

Fire, Police and Town/Parish precepts are in addition to the Wiltshire Council basic Council Tax.

The main body of the report sets out the statutory calculations, and shows the Fire, Police and Town/Parish precepts for every parish in Wiltshire along with the total Council Tax figures.

Proposal

That the Council approves the resolutions as set out within the report.

Reason for Proposal

To meet the statutory requirement to set the Council Tax. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

Michael Hudson

Associate Director, Finance

24 February 2015

COUNCIL TAX SETTING 2015/2016

Purpose of Report

1. The purpose of this report is to enable the Council to calculate and approve the Council Tax requirement for 2015/2016.

Background

2. The Localism Act 2011 requires the billing authority to calculate the council tax requirement for the year.
3. Cabinet approved the 2015/2016 Wiltshire Council tax base of 170,842.49 on 16 December 2014.

Wiltshire Council

4. At the Cabinet meeting on 10 February 2015 it was recommended that Wiltshire Council freeze its element of the band D Council Tax for 2015/2016 at £1,222.43.
5. Since the Cabinet meeting on 10 February 2015, the precept levels of other precepting authorities have been received. These are detailed below:

Town & Parish Councils

6. The Town & Parish Council Precepts for 2015/2016 are detailed in Appendix B and total £14,206,458.20. The increase in the average band D Council Tax for Town & Parish Councils is 3.28% and results in an average band D Council Tax figure of £83.16 for 2015/2016 (£80.52 for 2014/2015)

Office of the Police & Crime Commissioner for Wiltshire & Swindon

7. The Office of the Police & Crime Commissioner for Wiltshire & Swindon met on 5 February 2015 and set their precept in respect of the Wiltshire area at £28,014,752 adjusted by a Council Tax Collection Fund contribution of £611,665. This results in a band D Council Tax of £163.98 for 2015/2016. This represents an increase of 1.90% compared to £160.92 for 2014/2015.

Wiltshire & Swindon Fire Authority

8. Wiltshire & Swindon Fire Authority met on 12 February 2015 and set their precept in respect of the Wiltshire area at £11,084,261 adjusted by a Council Tax Collection Fund contribution of £241,822. This results in a band D Council Tax of £64.88 for 2015/2016. This represents an increase of 1.98% compared to £63.62 for 2014/2015.

Conclusions

9. The recommendations are set out in the formal Council Tax Resolution in Appendix A.
10. If the formal Council Tax Resolution in Appendix A is approved, the total band D Council Tax will be as follows:

	2014/2015	2015/2016	Increase	Increase
	£	£	£	%
Wiltshire Council	1,222.43	1,222.43	0.00	0.00
Office of the Police & Crime Commissioner for Wiltshire & Swindon	160.92	163.98	3.06	1.90
Wiltshire & Swindon Fire Authority	63.62	64.88	1.26	1.98
Sub – Total	1,446.97	1,451.29	4.32	0.30
Town & Parish Council (average)	80.52	83.16	2.64	3.28
Total	1,527.49	1,534.45	6.96	0.46

Risks Assessment

11. A full risk assessment of the budget proposals has been provided to Cabinet on 10 February 2015 in Wiltshire Council's Financial Plan 2015/2016.

Equality and Diversity Impacts of the Proposal

12. None have been identified as directly arising from this report, although equality and diversity impacts have been considered by officers and portfolio holders when preparing budget proposals.

Financial Implications

13. The financial implications are outlined in the report.

Legal Implications

14. The legal implications are outlined in the report.

Public Health Implications

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

Environmental Implications

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

Safeguarding Implications

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

Options Considered

18. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

Reasons for Proposals

19. To meet the statutory requirement to set the Council Tax. The calculations are as defined by law, and the figures will change only if the budget proposal is amended

Proposal

20. That the Council approves the resolutions as set out within the report.

Michael Hudson
Associate Director, Finance

Report Author: Stuart Donnelly Principal Accountant

The following published documents set out the statutory requirements and powers relevant to the subject of this report:

Local Government Finance Act 1992
Localism Act 2011

The following published documents have been referred to during the preparation of this report:

Wiltshire Council's Financial Plan 2015/2016
Council Tax Base 2014/2015 Cabinet Report 16 December 2014

Appendices:

Appendix A Wiltshire Council - Council Tax Resolution 2015/2016
Appendix B Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016
Appendix C Wiltshire Council - Town & Parish Precepts 2015/2016

The Council is recommended to resolve as follows:

1. It be noted that on 16 December 2014 the Council calculated:
 - (a) the Council Tax Base 2015/2016 for the whole Wiltshire Council area as 170,842.49 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,
 - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2015/2016 (excluding Parish precepts) is £208,842,985.
3. That the following amounts be calculated for the year 2015/2016 in accordance with Sections 31 to 36 of the Act:
 - (a) £907,644,458 **(Gross Revenue Expenditure including transfers to reserves, parish precepts and any collection fund deficit)** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).
 - (b) £684,595,015 **(Gross Revenue Income including transfers from reserves, General Government Grants and any collection fund surplus)** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) £223,049,443 **(Net Revenue Expenditure including parish precepts)** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
 - (d) £1,305.59 **(Wiltshire Council band D tax plus average Town & Parish Councils Band D Council Tax)** being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts), as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
870.39	1,015.46	1,160.52	1,305.59	1,595.72	1,885.85	2,175.98	2,611.18

- (e) £14,206,458 **(Aggregate of Town & Parish Council Precepts)** being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).
- (f) £1,222.43 **(band D Council Tax for Wiltshire Council purposes only)** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates, as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

Council Tax Schedule 2015/2016	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon	109.32	127.54	145.76	163.98	200.42	236.86	273.30	327.96
Wiltshire & Swindon Fire Authority	43.25	50.46	57.67	64.88	79.30	93.72	108.13	129.76
Town & Parish Council (Average)	55.44	64.68	73.92	83.16	101.64	120.12	138.60	166.32
Total	1,022.96	1,193.46	1,363.95	1,534.45	1,875.44	2,216.43	2,557.41	3,068.90

Council Tax Charge by band per Parish/Town Council								
Aldbourne Parish Council	21.69	25.30	28.92	32.53	39.76	46.99	54.22	65.06
Alderbury Parish Council	31.59	36.85	42.12	47.38	57.91	68.44	78.97	94.76
All Cannings Parish Council	30.87	36.02	41.16	46.31	56.60	66.89	77.18	92.62
Allington Parish Council	27.66	32.27	36.88	41.49	50.71	59.93	69.15	82.98
Alton Parish Council	24.07	28.09	32.10	36.11	44.13	52.16	60.18	72.22
Alvediston Parish Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amesbury Town Council	40.63	47.41	54.18	60.95	74.49	88.04	101.58	121.90
Ansty Parish Council	14.37	16.77	19.16	21.56	26.35	31.14	35.93	43.12
Ashton Keynes Parish Council	33.09	38.60	44.12	49.63	60.66	71.69	82.72	99.26
Atworth Parish Council	31.89	37.21	42.52	47.84	58.47	69.10	79.73	95.68
Avebury Parish Council	31.85	37.15	42.46	47.77	58.39	69.00	79.62	95.54
Barford St Martin Parish Council	26.30	30.68	35.07	39.45	48.22	56.98	65.75	78.90
Baydon Parish Council	31.53	36.79	42.04	47.30	57.81	68.32	78.83	94.60
Beechingstoke Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Berwick Bassett & W/Bourne Monkton Parish Council	17.17	20.04	22.90	25.76	31.48	37.21	42.93	51.52
Berwick St James Parish Council	10.69	12.48	14.26	16.04	19.60	23.17	26.73	32.08
Berwick St John Parish Council	35.95	41.94	47.93	53.92	65.90	77.88	89.87	107.84
Berwick St Leonard Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Biddestone Parish Council	21.63	25.23	28.84	32.44	39.65	46.86	54.07	64.88
Bishops Cannings Parish Council	20.90	24.38	27.87	31.35	38.32	45.28	52.25	62.70
Bishopstone Parish Council	13.36	15.59	17.81	20.04	24.49	28.95	33.40	40.08
Bishopstrow Parish Council	12.66	14.77	16.88	18.99	23.21	27.43	31.65	37.98
Bowerchalke Parish Council	20.63	24.06	27.50	30.94	37.82	44.69	51.57	61.88
Box Parish Council	61.91	72.23	82.55	92.87	113.51	134.15	154.78	185.74
Boyton Parish Council	5.83	6.80	7.77	8.74	10.68	12.62	14.57	17.48
Bradford On Avon Town Council	73.93	86.26	98.58	110.90	135.54	160.19	184.83	221.80
Bratton Parish Council	36.35	42.40	48.46	54.52	66.64	78.75	90.87	109.04
Braydon Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bremhill Parish Council	9.44	11.01	12.59	14.16	17.31	20.45	23.60	28.32
Brinkworth Parish Council	18.59	21.68	24.78	27.88	34.08	40.27	46.47	55.76
Britford Parish Council	10.59	12.35	14.12	15.88	19.41	22.94	26.47	31.76
Broad Hinton & W/Bourne Bassett Parish Council	10.25	11.96	13.67	15.38	18.80	22.22	25.63	30.76
Broad Town Parish Council	9.25	10.80	12.34	13.88	16.96	20.05	23.13	27.76
Broadchalke Parish Council	13.88	16.19	18.51	20.82	25.45	30.07	34.70	41.64
Brokenborough Parish Council	8.89	10.37	11.85	13.33	16.29	19.25	22.22	26.66
Bromham Parish Council	30.65	35.76	40.87	45.98	56.20	66.42	76.63	91.96
Broughton Gifford Parish Council	18.17	21.20	24.23	27.26	33.32	39.38	45.43	54.52
Bulford Parish Council	25.93	30.26	34.58	38.90	47.54	56.19	64.83	77.80
Bulkington Parish Council	25.38	29.61	33.84	38.07	46.53	54.99	63.45	76.14
Burbage Parish Council	23.26	27.14	31.01	34.89	42.64	50.40	58.15	69.78
Burcombe Parish Council	32.33	37.71	43.10	48.49	59.27	70.04	80.82	96.98
Buttermere Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Calne Town Council	140.22	163.59	186.96	210.33	257.07	303.81	350.55	420.66
Calne Without Parish Council	4.74	5.53	6.32	7.11	8.69	10.27	11.85	14.22
Castle Combe Parish Council	18.53	21.61	24.70	27.79	33.97	40.14	46.32	55.58
Chapmanslade Parish Council	9.84	11.48	13.12	14.76	18.04	21.32	24.60	29.52
Charlton Parish Council	15.22	17.76	20.29	22.83	27.90	32.98	38.05	45.66

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

Council Tax Schedule 2015/2016	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon	109.32	127.54	145.76	163.98	200.42	236.86	273.30	327.96
Wiltshire & Swindon Fire Authority	43.25	50.46	57.67	64.88	79.30	93.72	108.13	129.76
Town & Parish Council (Average)	55.44	64.68	73.92	83.16	101.64	120.12	138.60	166.32
Total	1,022.96	1,193.46	1,363.95	1,534.45	1,875.44	2,216.43	2,557.41	3,068.90

Council Tax Charge by band per Parish/Town Council	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Charlton St Peter & Wilsford Parish Council	9.06	10.57	12.08	13.59	16.61	19.63	22.65	27.18
Cherhill Parish Council	13.08	15.26	17.44	19.62	23.98	28.34	32.70	39.24
Cheverell Magna (Great Cheverell) Parish Council	23.27	27.15	31.03	34.91	42.67	50.43	58.18	69.82
Chicklade Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chilmark Parish Council	19.98	23.31	26.64	29.97	36.63	43.29	49.95	59.94
Chilton Foliat Parish Council	23.21	27.07	30.94	34.81	42.55	50.28	58.02	69.62
Chippenham Town Council	101.61	118.54	135.48	152.41	186.28	220.15	254.02	304.82
Chippenham Without Parish Council	38.68	45.13	51.57	58.02	70.91	83.81	96.70	116.04
Chirton Parish Council	16.45	19.20	21.94	24.68	30.16	35.65	41.13	49.36
Chitterne Parish Council	31.68	36.96	42.24	47.52	58.08	68.64	79.20	95.04
Cholderton Parish Council	29.80	34.77	39.73	44.70	54.63	64.57	74.50	89.40
Christian Malford Parish Council	19.21	22.42	25.62	28.82	35.22	41.63	48.03	57.64
Chute Forest Parish Council	29.20	34.07	38.93	43.80	53.53	63.27	73.00	87.60
Chute Parish Council	24.11	28.12	32.14	36.16	44.20	52.23	60.27	72.32
Clarendon Park Parish Council	21.69	25.30	28.92	32.53	39.76	46.99	54.22	65.06
Clyffe Pypard Parish Council	9.29	10.84	12.39	13.94	17.04	20.14	23.23	27.88
Codford Parish Council	15.15	17.68	20.20	22.73	27.78	32.83	37.88	45.46
Colerne Parish Council	36.87	43.02	49.16	55.31	67.60	79.89	92.18	110.62
Collingbourne Ducis Parish Council	33.40	38.97	44.53	50.10	61.23	72.37	83.50	100.20
Collingbourne Kingston Parish Council	29.49	34.40	39.32	44.23	54.06	63.89	73.72	88.46
Compton Bassett Parish Council	20.94	24.43	27.92	31.41	38.39	45.37	52.35	62.82
Compton Chamberlayne Parish Council	28.53	33.29	38.04	42.80	52.31	61.82	71.33	85.60
Coombe Bissett Parish Council	21.07	24.58	28.09	31.60	38.62	45.64	52.67	63.20
Corsham Town Council	91.17	106.37	121.56	136.76	167.15	197.54	227.93	273.52
Corsley Parish Council	15.97	18.64	21.30	23.96	29.28	34.61	39.93	47.92
Coulston Parish Council	16.01	18.68	21.35	24.02	29.36	34.70	40.03	48.04
Cricklade Town Council	110.87	129.35	147.83	166.31	203.27	240.23	277.18	332.62
Crudwell Parish Council	20.34	23.73	27.12	30.51	37.29	44.07	50.85	61.02
Dauntsey Parish Council	34.91	40.73	46.55	52.37	64.01	75.65	87.28	104.74
Devizes Town Council	83.41	97.31	111.21	125.11	152.91	180.71	208.52	250.22
Dilton Marsh Parish Council	21.05	24.56	28.07	31.58	38.60	45.62	52.63	63.16
Dinton Parish Council	23.83	27.81	31.78	35.75	43.69	51.64	59.58	71.50
Donhead St Andrew Parish Council	19.79	23.08	26.38	29.68	36.28	42.87	49.47	59.36
Donhead St Mary Parish Council	22.46	26.20	29.95	33.69	41.18	48.66	56.15	67.38
Downton Parish Council	32.41	37.81	43.21	48.61	59.41	70.21	81.02	97.22
Durnford Parish Council	7.95	9.27	10.60	11.92	14.57	17.22	19.87	23.84
Durrington Town Council	34.09	39.78	45.46	51.14	62.50	73.87	85.23	102.28
East Kennett Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
East Knoyle Parish Council	15.07	17.58	20.09	22.60	27.62	32.64	37.67	45.20
Easterton Parish Council	42.49	49.57	56.65	63.73	77.89	92.05	106.22	127.46
Easton Grey Parish Council	3.16	3.69	4.21	4.74	5.79	6.85	7.90	9.48
Easton Royal Parish Council	27.29	31.83	36.38	40.93	50.03	59.12	68.22	81.86
Ebbesbourne Wake Parish Council	6.66	7.77	8.88	9.99	12.21	14.43	16.65	19.98
Edington Parish Council	14.60	17.03	19.47	21.90	26.77	31.63	36.50	43.80
Enford Parish Council	19.41	22.64	25.88	29.11	35.58	42.05	48.52	58.22
Erlestoke Parish Council	45.31	52.87	60.42	67.97	83.07	98.18	113.28	135.94
Etchilhampton Parish Council	13.39	15.63	17.86	20.09	24.55	29.02	33.48	40.18

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

Council Tax Schedule 2015/2016	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon	109.32	127.54	145.76	163.98	200.42	236.86	273.30	327.96
Wiltshire & Swindon Fire Authority	43.25	50.46	57.67	64.88	79.30	93.72	108.13	129.76
Town & Parish Council (Average)	55.44	64.68	73.92	83.16	101.64	120.12	138.60	166.32
Total	1,022.96	1,193.46	1,363.95	1,534.45	1,875.44	2,216.43	2,557.41	3,068.90

Council Tax Charge by band per Parish/Town Council

Everleigh Parish Council	25.61	29.88	34.15	38.42	46.96	55.50	64.03	76.84
Figheldean Parish Council	47.05	54.90	62.74	70.58	86.26	101.95	117.63	141.16
Firsdawn Parish Council	25.19	29.39	33.59	37.79	46.19	54.59	62.98	75.58
Fittleton Parish Council	30.11	35.12	40.14	45.16	55.20	65.23	75.27	90.32
Fonthill Bishop Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fonthill Gifford Parish Council	18.23	21.27	24.31	27.35	33.43	39.51	45.58	54.70
Fovant Parish Council	19.48	22.73	25.97	29.22	35.71	42.21	48.70	58.44
Froxfield Parish Council	28.04	32.71	37.39	42.06	51.41	60.75	70.10	84.12
Fyfield & West Overton Parish Council	14.53	16.95	19.37	21.79	26.63	31.47	36.32	43.58
Grafton Parish Council	13.09	15.28	17.46	19.64	24.00	28.37	32.73	39.28
Great Bedwyn Parish Council	18.75	21.88	25.00	28.13	34.38	40.63	46.88	56.26
Great Hinton Parish Council	19.86	23.17	26.48	29.79	36.41	43.03	49.65	59.58
Great Somerford Parish Council	12.78	14.91	17.04	19.17	23.43	27.69	31.95	38.34
Great Wishford Parish Council	17.69	20.63	23.58	26.53	32.43	38.32	44.22	53.06
Grimstead Parish Council	28.23	32.94	37.64	42.35	51.76	61.17	70.58	84.70
Grittleton Parish Council	9.71	11.32	12.94	14.56	17.80	21.03	24.27	29.12
Ham Parish Council	15.76	18.39	21.01	23.64	28.89	34.15	39.40	47.28
Hankerton Parish Council	16.26	18.97	21.68	24.39	29.81	35.23	40.65	48.78
Heddington Parish Council	9.29	10.84	12.39	13.94	17.04	20.14	23.23	27.88
Heytesbury & Knook Parish Council	17.52	20.44	23.36	26.28	32.12	37.96	43.80	52.56
Heywood Parish Council	9.13	10.66	12.18	13.70	16.74	19.79	22.83	27.40
Hilmarton Parish Council	15.83	18.46	21.10	23.74	29.02	34.29	39.57	47.48
Hilperton Parish Council	9.52	11.11	12.69	14.28	17.45	20.63	23.80	28.56
Hindon Parish Council	30.71	35.83	40.95	46.07	56.31	66.55	76.78	92.14
Holt Parish Council	17.85	20.82	23.80	26.77	32.72	38.67	44.62	53.54
Horningsham Parish Council	44.19	51.56	58.92	66.29	81.02	95.75	110.48	132.58
Hullavington Parish Council	24.23	28.26	32.30	36.34	44.42	52.49	60.57	72.68
Idmiston Parish Council	19.21	22.42	25.62	28.82	35.22	41.63	48.03	57.64
Keevil Parish Council	18.65	21.76	24.87	27.98	34.20	40.42	46.63	55.96
Kilminster Parish Council	23.97	27.96	31.96	35.95	43.94	51.93	59.92	71.90
Kington Langley Parish Council	34.72	40.51	46.29	52.08	63.65	75.23	86.80	104.16
Kington St Michael Parish Council	36.51	42.60	48.68	54.77	66.94	79.11	91.28	109.54
Lacock Parish Council	23.11	26.97	30.82	34.67	42.37	50.08	57.78	69.34
Landford Parish Council	24.52	28.61	32.69	36.78	44.95	53.13	61.30	73.56
Langley Burrell Parish Council	29.58	34.51	39.44	44.37	54.23	64.09	73.95	88.74
Latton Parish Council	19.64	22.91	26.19	29.46	36.01	42.55	49.10	58.92
Laverstock & Ford Parish Council	8.59	10.02	11.45	12.88	15.74	18.60	21.47	25.76
Lea & Cleverton Parish Council	14.79	17.26	19.72	22.19	27.12	32.05	36.98	44.38
Leigh Parish Council	18.89	22.03	25.18	28.33	34.63	40.92	47.22	56.66
Limpley Stoke Parish Council	32.79	38.25	43.72	49.18	60.11	71.04	81.97	98.36
Little Bedwyn Parish Council	15.83	18.46	21.10	23.74	29.02	34.29	39.57	47.48
Little Cheverell Parish Council	20.71	24.17	27.62	31.07	37.97	44.88	51.78	62.14
Little Somerford Parish Council	22.16	25.85	29.55	33.24	40.63	48.01	55.40	66.48
Longbridge Deverill Parish Council	11.37	13.27	15.16	17.06	20.85	24.64	28.43	34.12
Luckington Parish Council	18.61	21.71	24.81	27.91	34.11	40.31	46.52	55.82
Ludgershall Town Council	57.16	66.69	76.21	85.74	104.79	123.85	142.90	171.48
Lydiard Millicent Parish Council	19.15	22.34	25.53	28.72	35.10	41.48	47.87	57.44

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

Council Tax Schedule 2015/2016	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
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Wiltshire & Swindon Fire Authority	43.25	50.46	57.67	64.88	79.30	93.72	108.13	129.76
Town & Parish Council (Average)	55.44	64.68	73.92	83.16	101.64	120.12	138.60	166.32
Total	1,022.96	1,193.46	1,363.95	1,534.45	1,875.44	2,216.43	2,557.41	3,068.90

Council Tax Charge by band per Parish/Town Council

Lydiard Tregoze Parish Council	22.94	26.76	30.59	34.41	42.06	49.70	57.35	68.82
Lyneham & Bradenstoke Parish Council	22.95	26.78	30.60	34.43	42.08	49.73	57.38	68.86
Maiden Bradley Parish Council	62.87	73.34	83.82	94.30	115.26	136.21	157.17	188.60
Malmesbury Town Council	118.33	138.05	157.77	177.49	216.93	256.37	295.82	354.98
Manningford Parish Council	22.16	25.85	29.55	33.24	40.63	48.01	55.40	66.48
Marden Parish Council	7.57	8.84	10.10	11.36	13.88	16.41	18.93	22.72
Market Lavington Parish Council	40.15	46.84	53.53	60.22	73.60	86.98	100.37	120.44
Marlborough Town Council	99.55	116.15	132.74	149.33	182.51	215.70	248.88	298.66
Marston Meysey Parish Council	17.80	20.77	23.73	26.70	32.63	38.57	44.50	53.40
Marston Parish Council	17.43	20.33	23.24	26.14	31.95	37.76	43.57	52.28
Melksham Town Council	58.55	68.30	78.06	87.82	107.34	126.85	146.37	175.64
Melksham Without Parish Council	35.55	41.47	47.40	53.32	65.17	77.02	88.87	106.64
Mere Parish Council	62.51	72.93	83.35	93.77	114.61	135.45	156.28	187.54
Mildenhall Parish Council	40.79	47.58	54.38	61.18	74.78	88.37	101.97	122.36
Milston Parish Council	9.95	11.61	13.27	14.93	18.25	21.57	24.88	29.86
Milton Lilbourne Parish Council	22.82	26.62	30.43	34.23	41.84	49.44	57.05	68.46
Minety Parish Council	11.85	13.83	15.80	17.78	21.73	25.68	29.63	35.56
Monkton Farleigh Parish Council	19.78	23.08	26.37	29.67	36.26	42.86	49.45	59.34
Netheravon Parish Council	37.56	43.82	50.08	56.34	68.86	81.38	93.90	112.68
Netherhampton Parish Council	6.03	7.03	8.04	9.04	11.05	13.06	15.07	18.08
Nettleton Parish Council	10.21	11.92	13.62	15.32	18.72	22.13	25.53	30.64
Newton Toney Parish Council	32.10	37.45	42.80	48.15	58.85	69.55	80.25	96.30
North Bradley Parish Council	9.57	11.17	12.76	14.36	17.55	20.74	23.93	28.72
North Newton Parish Council	19.45	22.70	25.94	29.18	35.66	42.15	48.63	58.36
North Wraxall Parish Council	19.43	22.67	25.91	29.15	35.63	42.11	48.58	58.30
Norton & Foxley Parish Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Norton Bavant Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oaksey Parish Council	40.65	47.42	54.20	60.97	74.52	88.07	101.62	121.94
Odstock Parish Council	30.62	35.72	40.83	45.93	56.14	66.34	76.55	91.86
Ogbourne St Andrew Parish Council	10.48	12.23	13.97	15.72	19.21	22.71	26.20	31.44
Ogbourne St George Parish Council	26.33	30.71	35.10	39.49	48.27	57.04	65.82	78.98
Orcheston Parish Council	9.48	11.06	12.64	14.22	17.38	20.54	23.70	28.44
Patney Parish Council	10.67	12.45	14.23	16.01	19.57	23.13	26.68	32.02
Pewsey Parish Council	39.32	45.87	52.43	58.98	72.09	85.19	98.30	117.96
Pitton & Farley Parish Council	17.31	20.20	23.08	25.97	31.74	37.51	43.28	51.94
Potterne Parish Council	18.91	22.07	25.22	28.37	34.67	40.98	47.28	56.74
Poulshot Parish Council	29.75	34.71	39.67	44.63	54.55	64.47	74.38	89.26
Preshute Parish Council	16.59	19.35	22.12	24.88	30.41	35.94	41.47	49.76
Purton Parish Council	71.54	83.46	95.39	107.31	131.16	155.00	178.85	214.62
Quidhampton Parish Council	29.41	34.32	39.22	44.12	53.92	63.73	73.53	88.24
Ramsbury Parish Council	33.79	39.42	45.05	50.68	61.94	73.20	84.47	101.36
Redlynch Parish Council	19.96	23.29	26.61	29.94	36.59	43.25	49.90	59.88
Roundway Parish Council	27.38	31.94	36.51	41.07	50.20	59.32	68.45	82.14
Rowde Parish Council	37.43	43.66	49.90	56.14	68.62	81.09	93.57	112.28
Royal Wootton Bassett Town Council	126.54	147.63	168.72	189.81	231.99	274.17	316.35	379.62

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

Council Tax Schedule 2015/2016	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon	109.32	127.54	145.76	163.98	200.42	236.86	273.30	327.96
Wiltshire & Swindon Fire Authority	43.25	50.46	57.67	64.88	79.30	93.72	108.13	129.76
Town & Parish Council (Average)	55.44	64.68	73.92	83.16	101.64	120.12	138.60	166.32
Total	1,022.96	1,193.46	1,363.95	1,534.45	1,875.44	2,216.43	2,557.41	3,068.90

Council Tax Charge by band per Parish/Town Council

Rushall Parish Council	31.63	36.91	42.18	47.45	57.99	68.54	79.08	94.90
Salisbury City Council	70.00	81.67	93.33	105.00	128.33	151.67	175.00	210.00
Savernake Parish Council	4.95	5.78	6.60	7.43	9.08	10.73	12.38	14.86
Seagry Parish Council	47.45	55.36	63.27	71.18	87.00	102.82	118.63	142.36
Sedgehill & Semley Parish Council	15.73	18.35	20.97	23.59	28.83	34.07	39.32	47.18
Seend Parish Council	13.09	15.28	17.46	19.64	24.00	28.37	32.73	39.28
Semington Parish Council	16.39	19.12	21.85	24.58	30.04	35.50	40.97	49.16
Shalbourne Parish Council	6.25	7.30	8.34	9.38	11.46	13.55	15.63	18.76
Sherrington Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sherston Parish Council	24.31	28.36	32.41	36.46	44.56	52.66	60.77	72.92
Shrewton Parish Council	20.17	23.54	26.90	30.26	36.98	43.71	50.43	60.52
Sopworth Parish Council	5.18	6.04	6.91	7.77	9.50	11.22	12.95	15.54
South Newton Parish Council	12.85	14.99	17.13	19.27	23.55	27.83	32.12	38.54
South Wraxall Parish Council	10.71	12.49	14.28	16.06	19.63	23.20	26.77	32.12
Southwick Parish Council	15.43	18.00	20.57	23.14	28.28	33.42	38.57	46.28
St Paul Without	8.09	9.43	10.78	12.13	14.83	17.52	20.22	24.26
Stanton St Bernard Parish Council	27.93	32.58	37.24	41.89	51.20	60.51	69.82	83.78
Stanton St Quintin Parish Council	14.07	16.41	18.76	21.10	25.79	30.48	35.17	42.20
Stapleford Parish Council	15.67	18.28	20.89	23.50	28.72	33.94	39.17	47.00
Staverton Parish Council	21.96	25.62	29.28	32.94	40.26	47.58	54.90	65.88
Steeple Ashton Parish Council	30.11	35.12	40.14	45.16	55.20	65.23	75.27	90.32
Steeple Langford Parish Council	12.89	15.04	17.19	19.34	23.64	27.94	32.23	38.68
Stert Parish Council	6.75	7.87	9.00	10.12	12.37	14.62	16.87	20.24
Stockton Parish Council	4.25	4.95	5.66	6.37	7.79	9.20	10.62	12.74
Stourton Parish Council	13.13	15.31	17.50	19.69	24.07	28.44	32.82	39.38
Stratford Tony Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sutton Bengier Parish Council	13.55	15.81	18.07	20.33	24.85	29.37	33.88	40.66
Sutton Mandeville Parish Council	6.23	7.26	8.30	9.34	11.42	13.49	15.57	18.68
Sutton Veny Parish Council	23.13	26.99	30.84	34.70	42.41	50.12	57.83	69.40
Swallowcliffe Parish Council	14.83	17.30	19.77	22.24	27.18	32.12	37.07	44.48
Teffont Parish Council	35.09	40.93	46.78	52.63	64.33	76.02	87.72	105.26
Tidcombe & Fosbury Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tidworth Town Council	79.05	92.23	105.40	118.58	144.93	171.28	197.63	237.16
Tilshead Parish Council	31.42	36.66	41.89	47.13	57.60	68.08	78.55	94.26
Tisbury Parish Council	38.87	45.34	51.82	58.30	71.26	84.21	97.17	116.60
Tockenham Parish Council	25.71	29.99	34.28	38.56	47.13	55.70	64.27	77.12
Tollard Royal Parish Council	41.75	48.70	55.66	62.62	76.54	90.45	104.37	125.24
Trowbridge Town Council	93.09	108.61	124.12	139.64	170.67	201.70	232.73	279.28
Upavon Parish Council	25.31	29.53	33.75	37.97	46.41	54.85	63.28	75.94
Upper Deverills Parish Council	26.05	30.40	34.74	39.08	47.76	56.45	65.13	78.16
Upton Lovell Parish Council	22.42	26.16	29.89	33.63	41.10	48.58	56.05	67.26
Upton Scudamore Parish Council	15.33	17.89	20.44	23.00	28.11	33.22	38.33	46.00
Urchfont Parish Council	56.39	65.79	75.19	84.59	103.39	122.19	140.98	169.18
Warminster Town Council	54.93	64.08	73.24	82.39	100.70	119.01	137.32	164.78
West Ashton Parish Council	9.02	10.52	12.03	13.53	16.54	19.54	22.55	27.06
West Dean Parish Council	38.53	44.96	51.38	57.80	70.64	83.49	96.33	115.60
West Knoyle Parish Council	33.78	39.41	45.04	50.67	61.93	73.19	84.45	101.34

Wiltshire Council - Council Tax Banding Schedule by Authority 2015/2016

Council Tax Schedule 2015/2016	Band A (£)	Band B (£)	Band C (£)	Band D (£)	Band E (£)	Band F (£)	Band G (£)	Band H (£)
Wiltshire Council	814.95	950.78	1,086.60	1,222.43	1,494.08	1,765.73	2,037.38	2,444.86
Office of the Police & Crime Commissioner for Wiltshire & Swindon	109.32	127.54	145.76	163.98	200.42	236.86	273.30	327.96
Wiltshire & Swindon Fire Authority	43.25	50.46	57.67	64.88	79.30	93.72	108.13	129.76
Town & Parish Council (Average)	55.44	64.68	73.92	83.16	101.64	120.12	138.60	166.32
Total	1,022.96	1,193.46	1,363.95	1,534.45	1,875.44	2,216.43	2,557.41	3,068.90

Council Tax Charge by band per Parish/Town Council								
West Lavington Parish Council	38.19	44.55	50.92	57.28	70.01	82.74	95.47	114.56
West Tisbury Parish Council	15.97	18.64	21.30	23.96	29.28	34.61	39.93	47.92
Westbury Town Council	58.50	68.25	78.00	87.75	107.25	126.75	146.25	175.50
Westwood Parish Council	22.75	26.54	30.33	34.12	41.70	49.28	56.87	68.24
Whiteparish Parish Council	26.17	30.54	34.90	39.26	47.98	56.71	65.43	78.52
Wilcot & Huish Parish Council	15.18	17.71	20.24	22.77	27.83	32.89	37.95	45.54
Wilsford-cum-Lake Parish Council	6.38	7.44	8.51	9.57	11.70	13.82	15.95	19.14
Wilton Town Council	69.14	80.66	92.19	103.71	126.76	149.80	172.85	207.42
Wingfield Parish Council	33.90	39.55	45.20	50.85	62.15	73.45	84.75	101.70
Winsley Parish Council	13.77	16.06	18.36	20.65	25.24	29.83	34.42	41.30
Winterbourne Parish Council	21.43	25.00	28.57	32.14	39.28	46.42	53.57	64.28
Winterbourne Stoke Parish Council	47.08	54.93	62.77	70.62	86.31	102.01	117.70	141.24
Winterslow Parish Council	25.33	29.55	33.77	37.99	46.43	54.87	63.32	75.98
Woodborough Parish Council	28.61	33.37	38.14	42.91	52.45	61.98	71.52	85.82
Woodford Parish Council	13.15	15.35	17.54	19.73	24.11	28.50	32.88	39.46
Wootton Rivers Parish Council	12.05	14.05	16.06	18.07	22.09	26.10	30.12	36.14
Worton Parish Council	25.91	30.23	34.55	38.87	47.51	56.15	64.78	77.74
Wylve Parish Council	16.07	18.75	21.43	24.11	29.47	34.83	40.18	48.22
Yatton Keynell Parish Council	15.95	18.61	21.27	23.93	29.25	34.57	39.88	47.86
Zeals Parish Council	11.56	13.49	15.41	17.34	21.19	25.05	28.90	34.68

Wiltshire Council - Town & Parish Precepts 2015/2016

Parish/Town Council	2014/2015			2015/2016			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Aldbourne Parish Council	767.83	24,716.76	32.19	770.38	25,063.24	32.53	1.06%
Alderbury Parish Council	930.53	44,086.34	47.38	929.22	44,028.31	47.38	0.00%
All Cannings Parish Council	250.98	10,597.00	42.22	255.85	11,848.41	46.31	9.69%
Allington Parish Council	184.29	7,717.42	41.88	189.00	7,842.18	41.49	(0.93%)
Alton Parish Council	103.53	2,251.29	21.74	107.77	3,891.44	36.11	66.10%
Alvediston Parish Meeting	46.00	0.00	0.00	46.87	0.00	0.00	0.00%
Amesbury Town Council	3,515.27	203,710.00	57.95	3,517.22	214,374.55	60.95	5.18%
Ansty Parish Council	73.57	1,523.63	20.71	70.67	1,523.63	21.56	4.10%
Ashton Keynes Parish Council	639.84	32,770.63	51.22	665.12	33,008.06	49.63	(3.10%)
Atworth Parish Council	473.36	22,646.00	47.84	476.32	22,787.00	47.84	0.00%
Avebury Parish Council	216.72	10,237.08	47.24	218.03	10,416.07	47.77	1.12%
Barford St Martin Parish Council	193.85	8,456.00	43.62	195.24	7,702.88	39.45	(9.56%)
Baydon Parish Council	283.50	14,101.00	49.74	283.11	13,390.00	47.30	(4.91%)
Beechingstoke Parish Council	65.77	0.00	0.00	62.53	0.00	0.00	0.00%
Berwick Bassett & W/Bourne Monkton Pa	83.69	2,208.06	26.38	87.75	2,260.61	25.76	(2.35%)
Berwick St James Parish Council	73.33	1,167.82	15.93	74.19	1,190.01	16.04	0.69%
Berwick St John Parish Council	131.99	7,000.00	53.03	129.83	7,000.00	53.92	1.68%
Berwick St Leonard Parish Council	15.53	0.00	0.00	15.52	0.00	0.00	0.00%
Biddestone Parish Council	243.59	8,000.00	32.84	246.58	8,000.00	32.44	(1.22%)
Bishops Cannings Parish Council	761.06	16,150.00	21.22	772.63	24,225.00	31.35	47.74%
Bishopstone Parish Council	263.22	5,274.39	20.04	267.87	5,368.00	20.04	0.00%
Bishopstrow Parish Council	62.88	1,200.00	19.08	63.18	1,200.00	18.99	(0.47%)
Bowerchalke Parish Council	173.93	5,289.89	30.41	172.78	5,346.62	30.94	1.74%
Box Parish Council	1,449.75	134,746.24	92.94	1,460.10	135,597.00	92.87	(0.08%)
Boyton Parish Council	87.98	586.58	6.67	85.85	750.20	8.74	31.03%
Bradford On Avon Town Council	3,662.50	373,929.00	102.10	3,767.78	417,854.00	110.90	8.62%
Bratton Parish Council	485.45	24,711.70	50.90	491.71	26,809.69	54.52	7.11%
Braydon Parish Council	25.46	0.00	0.00	27.36	0.00	0.00	0.00%
Bremhill Parish Council	447.17	4,852.24	10.85	451.47	6,392.13	14.16	30.51%
Brinkworth Parish Council	573.78	15,995.39	27.88	590.69	16,470.18	27.88	0.00%
Britford Parish Council	183.05	2,965.26	16.20	187.33	2,974.64	15.88	(1.98%)
Broad Hinton & W/Bourne Bassett Parish	377.21	5,806.56	15.39	380.84	5,858.79	15.38	(0.06%)
Broad Town Parish Council	254.32	3,525.00	13.86	261.25	3,625.00	13.88	0.14%
Broadchalke Parish Council	307.61	6,495.91	21.12	314.64	6,551.01	20.82	(1.42%)
Brokenborough Parish Council	94.87	1,265.00	13.33	99.50	1,326.34	13.33	0.00%
Bromham Parish Council	744.18	34,098.67	45.82	752.81	34,612.03	45.98	0.35%
Broughton Gifford Parish Council	331.92	8,652.00	26.07	335.73	9,152.00	27.26	4.56%
Bulford Parish Council	1,148.11	41,327.47	36.00	1,186.68	46,167.46	38.90	8.06%
Bulkington Parish Council	117.01	4,500.00	38.46	118.21	4,500.00	38.07	(1.01%)
Burbage Parish Council	740.33	31,499.39	42.55	754.06	26,309.82	34.89	(18.00%)
Burcombe Parish Council	58.23	2,501.43	42.96	61.87	3,000.00	48.49	12.87%
Buttermere Parish Council	30.12	0.00	0.00	30.89	0.00	0.00	0.00%
Calne Town Council	5,201.48	1,039,984.00	199.94	5,337.54	1,122,660.00	210.33	5.20%
Calne Without Parish Council	1,092.22	5,824.47	5.33	1,106.55	7,871.87	7.11	33.40%
Castle Combe Parish Council	159.12	4,588.81	28.84	166.67	4,632.33	27.79	(3.64%)
Chapmanslade Parish Council	299.52	3,863.81	12.90	297.38	4,390.51	14.76	14.42%
Charlton Parish Council	222.00	4,876.50	21.97	228.25	5,209.84	22.83	3.91%
Charlton St Peter & Wilsford Parish Cour	80.82	800.00	9.90	80.93	1,100.00	13.59	37.27%
Cherhill Parish Council	343.85	6,698.29	19.48	345.59	6,779.75	19.62	0.72%
Cheverell Magna (Great Cheverell) Paris	239.60	8,044.24	33.57	244.11	8,521.88	34.91	3.99%

Wiltshire Council - Town & Parish Precepts 2015/2016

Parish/Town Council	2014/2015			2015/2016			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Chicklade Parish Council	38.18	0.00	0.00	36.09	0.00	0.00	0.00%
Chilmark Parish Council	230.72	6,848.58	29.68	229.86	6,889.47	29.97	0.98%

Wiltshire Council - Town & Parish Precepts 2015/2016

Parish/Town Council	2014/2015			2015/2016			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Chilton Foliat Parish Council	188.24	6,600.00	35.06	189.62	6,600.00	34.81	(0.71%)
Chippenham Town Council	11,379.61	1,717,463.00	150.92	11,465.93	1,747,577.00	152.41	0.99%
Chippenham Without Parish Council	87.11	4,000.00	45.92	86.17	5,000.00	58.02	26.35%
Chirton Parish Council	171.37	2,114.71	12.34	172.07	4,247.00	24.68	100.00%
Chitterne Parish Council	130.76	6,039.00	46.18	132.17	6,280.56	47.52	2.90%
Cholderton Parish Council	84.13	3,800.00	45.17	85.01	3,800.00	44.70	(1.04%)
Christian Malford Parish Council	338.43	8,967.58	26.50	346.18	9,976.33	28.82	8.75%
Chute Forest Parish Council	85.50	3,868.00	45.24	88.31	3,868.00	43.80	(3.18%)
Chute Parish Council	161.20	6,000.00	37.22	168.71	6,100.00	36.16	(2.85%)
Clarendon Park Parish Council	114.59	600.00	5.24	110.66	3,600.00	32.53	520.80%
Clyffe Pypard Parish Council	140.18	2,000.00	14.27	143.52	2,000.00	13.94	(2.31%)
Codford Parish Council	331.30	7,080.06	21.37	334.31	7,600.00	22.73	6.36%
Coleme Parish Council	911.87	50,078.10	54.92	930.59	51,467.73	55.31	0.71%
Collingbourne Ducis Parish Council	354.50	17,412.93	49.12	364.40	18,257.00	50.10	2.00%
Collingbourne Kingston Parish Council	203.51	8,917.19	43.82	213.66	9,449.55	44.23	0.94%
Compton Bassett Parish Council	105.56	2,695.56	25.53	107.28	3,370.00	31.41	23.03%
Compton Chamberlayne Parish Council	60.14	2,250.00	37.41	58.41	2,500.00	42.80	14.41%
Coombe Bissett Parish Council	348.62	10,854.03	31.13	344.72	10,893.44	31.60	1.51%
Corsham Town Council	4,286.13	586,187.00	136.76	4,364.97	596,953.00	136.76	0.00%
Corsley Parish Council	327.26	8,000.00	24.45	333.92	8,000.00	23.96	(2.00%)
Coulston Parish Council	81.18	1,960.00	24.14	81.59	1,960.00	24.02	(0.50%)
Cricklade Town Council	1,485.70	240,106.00	161.61	1,505.80	250,426.00	166.31	2.91%
Crudwell Parish Council	494.85	15,097.74	30.51	498.99	15,226.40	30.51	0.00%
Dauntsey Parish Council	242.97	12,000.00	49.39	248.23	13,000.00	52.37	6.03%
Devizes Town Council	3,763.77	462,363.64	122.85	3,787.69	473,864.00	125.11	1.84%
Dilton Marsh Parish Council	667.92	17,858.12	26.74	674.42	21,301.43	31.58	18.10%
Dinton Parish Council	282.78	10,645.00	37.64	287.97	10,296.00	35.75	(5.02%)
Donhead St Andrew Parish Council	242.57	7,252.00	29.90	244.31	7,252.00	29.68	(0.74%)
Donhead St Mary Parish Council	452.91	14,542.76	32.11	458.37	15,441.82	33.69	4.92%
Downton Parish Council	1,241.26	57,819.87	46.58	1,247.02	60,616.13	48.61	4.36%
Durnford Parish Council	175.22	1,989.60	11.36	173.83	2,072.05	11.92	4.93%
Durrington Town Council	2,066.94	104,074.75	50.35	2,115.83	108,203.24	51.14	1.57%
East Kennett Parish Council	50.61	0.00	0.00	50.76	0.00	0.00	0.00%
East Knoyle Parish Council	330.21	7,062.07	21.39	336.31	7,599.31	22.60	5.66%
Easterton Parish Council	227.30	14,500.00	63.79	232.08	14,790.00	63.73	(0.09%)
Easton Grey Parish Council	43.81	0.00	0.00	42.19	200.00	4.74	N/A
Easton Royal Parish Council	135.41	5,600.00	41.36	136.82	5,600.00	40.93	(1.04%)
Ebbesbourne Wake Parish Council	101.17	999.56	9.88	100.05	999.50	9.99	1.11%
Edington Parish Council	317.54	6,238.55	19.65	324.60	7,109.15	21.90	11.45%
Enford Parish Council	245.98	4,730.40	19.23	247.98	7,217.95	29.11	51.38%
Erlestoke Parish Council	90.38	5,584.26	61.79	88.78	6,034.38	67.97	10.00%
Etchilhampton Parish Council	70.46	1,403.91	19.92	71.17	1,429.85	20.09	0.85%
Everleigh Parish Council	87.60	3,367.18	38.44	89.24	3,428.69	38.42	(0.05%)
Figheledean Parish Council	214.95	15,170.61	70.58	220.39	15,554.51	70.58	0.00%
Firsdown Parish Council	277.53	8,974.00	32.34	275.47	10,410.10	37.79	16.85%
Fittleton Parish Council	100.76	4,333.49	43.01	102.45	4,626.44	45.16	5.00%
Fonthill Bishop Parish Council	37.60	0.00	0.00	42.24	0.00	0.00	0.00%
Fonthill Gifford Parish Council	54.08	1,400.00	25.89	54.84	1,500.00	27.35	5.64%
Fovant Parish Council	317.24	8,787.82	27.70	314.66	9,195.11	29.22	5.49%
Froxfield Parish Council	138.30	6,000.00	43.38	142.64	6,000.00	42.06	(3.04%)

Wiltshire Council - Town & Parish Precepts 2015/2016

Parish/Town Council	2014/2015			2015/2016			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Fyfield & West Overton Parish Council	384.20	8,361.82	21.76	387.12	8,436.93	21.79	0.14%

Wiltshire Council - Town & Parish Precepts 2015/2016

Parish/Town Council	2014/2015			2015/2016			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Grafton Parish Council	320.62	6,900.00	21.52	331.03	6,500.00	19.64	(8.74%)
Great Bedwyn Parish Council	547.51	15,212.67	27.79	548.43	15,425.25	28.13	1.22%
Great Hinton Parish Council	102.06	3,000.00	29.39	100.69	3,000.00	29.79	1.36%
Great Somerford Parish Council	370.51	6,726.00	18.15	363.97	6,977.00	19.17	5.62%
Great Wishford Parish Council	129.91	3,500.00	26.94	133.13	3,531.29	26.53	(1.52%)
Grimstead Parish Council	265.25	9,000.00	33.93	271.52	11,500.00	42.35	24.82%
Grittleton Parish Council	268.84	3,930.66	14.62	270.00	3,931.57	14.56	(0.41%)
Ham Parish Council	105.70	3,000.00	28.38	105.75	2,500.00	23.64	(16.70%)
Hankerton Parish Council	146.83	3,523.49	24.00	149.39	3,644.15	24.39	1.63%
Heddington Parish Council	186.58	2,591.42	13.89	189.00	2,634.24	13.94	0.36%
Heytesbury & Knook Parish Council	330.33	8,692.37	26.31	330.45	8,683.43	26.28	(0.11%)
Heywood Parish Council	288.68	3,843.77	13.32	290.38	3,979.55	13.70	2.85%
Hilmarton Parish Council	288.99	7,084.28	24.51	302.01	7,169.53	23.74	(3.14%)
Hilperton Parish Council	1,871.82	26,205.48	14.00	1,814.20	25,906.78	14.28	2.00%
Hindon Parish Council	224.66	7,282.41	32.41	224.47	10,341.16	46.07	42.15%
Holt Parish Council	653.23	16,666.00	25.51	661.02	17,697.00	26.77	4.94%
Horningsham Parish Council	143.24	9,309.25	64.99	155.26	10,292.03	66.29	2.00%
Hullavington Parish Council	466.58	16,561.98	35.50	478.26	17,380.24	36.34	2.37%
Idmiston Parish Council	875.36	24,449.75	27.93	870.34	25,086.47	28.82	3.19%
Keevil Parish Council	226.13	6,200.37	27.42	229.90	6,431.47	27.98	2.04%
Kilmington Parish Council	127.04	4,111.33	32.36	131.50	4,727.55	35.95	11.09%
Kington Langley Parish Council	350.51	18,160.00	51.81	353.25	18,396.50	52.08	0.52%
Kington St Michael Parish Council	281.60	15,423.85	54.77	297.85	16,313.77	54.77	0.00%
Lacock Parish Council	485.00	10,757.30	22.18	482.88	16,741.13	34.67	56.31%
Landford Parish Council	570.27	19,000.00	33.32	571.00	21,000.00	36.78	10.38%
Langley Burrell Parish Council	122.84	4,600.00	37.45	169.03	7,500.00	44.37	18.48%
Latton Parish Council	224.72	6,336.00	28.19	230.79	6,800.00	29.46	4.51%
Laverstock & Ford Parish Council	2,402.05	29,905.00	12.45	2,579.44	33,211.80	12.88	3.45%
Lea & Cleverton Parish Council	382.12	8,592.13	22.49	395.76	8,782.75	22.19	(1.33%)
Leigh Parish Council	134.67	3,830.50	28.44	136.62	3,870.86	28.33	(0.39%)
Limpley Stoke Parish Council	289.09	12,924.30	44.71	289.48	14,236.87	49.18	10.00%
Little Bedwyn Parish Council	126.08	3,095.18	24.55	130.24	3,091.66	23.74	(3.30%)
Little Cheverell Parish Council	78.61	2,425.13	30.85	78.70	2,445.35	31.07	0.71%
Little Somerford Parish Council	180.59	6,076.34	33.65	182.79	6,076.00	33.24	(1.22%)
Longbridge Deverill Parish Council	377.28	6,130.32	16.25	379.97	6,482.38	17.06	4.98%
Luckington Parish Council	291.09	7,400.00	25.42	293.81	8,201.62	27.91	9.80%
Ludgershall Town Council	1,306.20	100,390.44	76.86	1,330.07	114,044.80	85.74	11.55%
Lydiard Millicent Parish Council	731.80	19,905.00	27.20	738.67	21,211.50	28.72	5.59%
Lydiard Tregoze Parish Council	207.43	7,000.00	33.75	207.37	7,135.00	34.41	1.96%
Lyneham & Bradenstoke Parish Council	1,428.50	87,573.00	61.30	1,452.02	50,000.00	34.43	(43.83%)
Maiden Bradley Parish Council	125.06	10,400.14	83.16	131.06	12,358.90	94.30	13.40%
Malmesbury Town Council	1,871.47	322,491.71	172.32	1,896.44	336,599.15	177.49	3.00%
Manningford Parish Council	186.79	6,120.95	32.77	185.59	6,169.30	33.24	1.43%
Marden Parish Council	51.82	332.60	6.42	52.82	600.00	11.36	76.95%
Market Lavington Parish Council	730.10	42,746.15	58.55	731.14	44,027.97	60.22	2.85%
Marlborough Town Council	3,137.05	457,444.68	145.82	3,171.08	473,544.00	149.33	2.41%
Marston Meyse Parish Council	105.65	2,840.00	26.88	108.62	2,900.00	26.70	(0.67%)
Marston Parish Council	77.17	1,930.12	25.01	76.52	2,000.00	26.14	4.52%
Melksham Town Council	4,271.95	371,110.00	86.87	4,382.93	384,930.00	87.82	1.09%
Melksham Without Parish Council	2,966.74	123,496.42	41.63	3,121.00	166,423.59	53.32	28.08%

Wiltshire Council - Town & Parish Precepts 2015/2016

Parish/Town Council	2014/2015			2015/2016			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Mere Parish Council	1,088.10	99,220.86	91.19	1,119.81	105,002.13	93.77	2.83%

Wiltshire Council - Town & Parish Precepts 2015/2016

Parish/Town Council	2014/2015			2015/2016			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Mildenhall Parish Council	210.17	13,000.00	61.85	212.48	13,000.00	61.18	(1.08%)
Milston Parish Council	53.48	828.43	15.49	53.58	800.00	14.93	(3.62%)
Milton Lilbourne Parish Council	251.82	7,872.18	31.26	260.23	8,906.69	34.23	9.50%
Minety Parish Council	662.04	11,946.15	18.04	672.66	11,960.69	17.78	(1.44%)
Monkton Farleigh Parish Council	169.00	4,624.45	27.36	168.50	5,000.00	29.67	8.44%
Netheravon Parish Council	375.81	19,568.39	52.07	381.60	21,500.00	56.34	8.20%
Netherhampton Parish Council	191.97	1,736.33	9.04	194.75	1,760.46	9.04	0.00%
Nettleton Parish Council	328.49	4,886.84	14.88	326.45	5,000.00	15.32	2.96%
Newton Toney Parish Council	164.86	7,014.00	42.55	165.30	7,960.00	48.15	13.16%
North Bradley Parish Council	665.90	9,504.14	14.27	672.55	9,659.16	14.36	0.63%
North Newton Parish Council	189.22	3,700.00	19.55	188.46	5,500.00	29.18	49.26%
North Wraxall Parish Council	204.17	6,000.00	29.39	205.80	6,000.00	29.15	(0.82%)
Norton & Foxley Parish Meeting	63.01	0.00	0.00	63.58	0.00	0.00	0.00%
Norton Bavant Parish Council	54.03	0.00	0.00	55.12	0.00	0.00	0.00%
Oaksey Parish Council	223.61	13,365.17	59.77	226.31	13,798.12	60.97	2.01%
Odstock Parish Council	239.83	9,580.00	39.95	245.34	11,268.47	45.93	14.97%
Ogbourne St Andrew Parish Council	184.48	2,889.93	15.67	184.17	2,894.41	15.72	0.32%
Ogbourne St George Parish Council	204.93	6,500.00	31.72	214.03	8,451.98	39.49	24.50%
Orcheston Parish Council	101.43	1,434.42	14.14	102.12	1,452.12	14.22	0.57%
Patney Parish Council	59.78	563.41	9.42	60.78	973.29	16.01	69.96%
Pewsey Parish Council	1,407.82	82,038.69	58.27	1,452.17	85,648.24	58.98	1.22%
Pitton & Farley Parish Council	355.83	7,258.88	20.40	358.96	9,323.98	25.97	27.30%
Potterne Parish Council	563.96	16,000.00	28.37	572.39	16,238.00	28.37	0.00%
Poulshot Parish Council	142.28	5,454.40	38.33	152.00	6,784.39	44.63	16.44%
Preshute Parish Council	76.63	2,050.00	26.75	82.39	2,050.00	24.88	(6.99%)
Purton Parish Council	1,625.95	171,902.00	105.72	1,724.79	185,087.21	107.31	1.50%
Quidhampton Parish Council	143.17	5,342.00	37.31	146.54	6,466.00	44.12	18.25%
Ramsbury Parish Council	896.18	44,646.03	49.82	907.32	45,986.00	50.68	1.73%
Redlynch Parish Council	1,519.91	44,615.69	29.35	1,530.82	45,832.75	29.94	2.01%
Roundway Parish Council	1,968.12	80,833.36	41.07	1,950.08	80,088.96	41.07	0.00%
Rowde Parish Council	469.50	26,357.73	56.14	483.11	27,120.45	56.14	0.00%
Royal Wootton Bassett Town Council	4,009.84	761,101.00	189.81	4,226.50	802,232.00	189.81	0.00%
Rushall Parish Council	70.00	3,224.65	46.07	73.30	3,478.09	47.45	3.00%
Salisbury City Council	13,646.26	1,432,857.30	105.00	13,820.27	1,451,128.30	105.00	0.00%
Savernake Parish Council	133.47	1,000.00	7.49	134.52	1,000.00	7.43	(0.80%)
Seagry Parish Council	152.91	8,458.04	55.31	161.57	11,500.00	71.18	28.69%
Sedgehill & Semley Parish Council	272.11	6,432.72	23.64	279.01	6,580.88	23.59	(0.21%)
Seend Parish Council	503.49	9,962.00	19.79	510.33	10,021.00	19.64	(0.76%)
Semington Parish Council	366.81	8,168.56	22.27	376.62	9,258.05	24.58	10.37%
Shalbourne Parish Council	315.33	3,000.00	9.51	319.70	3,000.00	9.38	(1.37%)
Sherrington Parish Council	32.55	0.00	0.00	34.92	0.00	0.00	#DIV/0!
Sherston Parish Council	679.69	24,784.84	36.46	694.53	25,322.62	36.46	0.00%
Shrewton Parish Council	716.23	17,606.91	24.58	722.03	21,848.04	30.26	23.11%
Sopworth Parish Council	58.95	492.14	8.35	63.61	494.26	7.77	(6.95%)
South Newton Parish Council	222.46	4,228.51	19.01	225.99	4,355.81	19.27	1.37%
South Wraxall Parish Council	210.53	3,495.19	16.60	217.77	3,496.49	16.06	(3.25%)
Southwick Parish Council	694.21	14,075.00	20.27	712.16	16,477.04	23.14	14.16%
St Paul Without	929.67	11,276.00	12.13	945.08	11,463.00	12.13	0.00%
Stanton St Bernard Parish Council	80.54	2,458.42	30.53	82.83	3,469.65	41.89	37.21%
Stanton St Quintin Parish Council	250.29	5,366.39	21.44	256.05	5,402.00	21.10	(1.59%)

Wiltshire Council - Town & Parish Precepts 2015/2016

Parish/Town Council	2014/2015			2015/2016			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Stapleford Parish Council	132.85	3,037.33	22.86	135.06	3,173.56	23.50	2.80%

Wiltshire Council - Town & Parish Precepts 2015/2016

Parish/Town Council	2014/2015			2015/2016			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Staverton Parish Council	661.70	20,757.53	31.37	652.89	21,505.22	32.94	5.00%
Steeple Ashton Parish Council	421.45	19,032.68	45.16	425.03	19,194.35	45.16	0.00%
Steeple Langford Parish Council	233.92	4,323.18	18.48	232.69	4,500.00	19.34	4.65%
Stert Parish Council	91.13	911.30	10.00	90.05	911.30	10.12	1.20%
Stockton Parish Council	81.80	500.00	6.11	78.48	500.00	6.37	4.26%
Stourton Parish Council	91.70	1,838.10	20.04	96.41	1,898.00	19.69	(1.75%)
Stratford Tony Parish Council	28.20	0.00	0.00	29.02	0.00	0.00	0.00%
Sutton Benger Parish Council	433.03	8,699.57	20.09	467.73	9,508.95	20.33	1.19%
Sutton Mandeville Parish Council	134.32	1,200.00	8.93	136.47	1,275.00	9.34	4.59%
Sutton Veny Parish Council	297.88	10,523.22	35.33	306.94	10,651.95	34.70	(1.78%)
Swallowcliffe Parish Council	99.71	2,247.55	22.54	101.88	2,266.05	22.24	(1.33%)
Teffont Parish Council	136.65	6,379.00	46.68	141.79	7,463.00	52.63	12.75%
Tidcombe & Fosbury Parish Council	53.50	0.00	0.00	54.33	0.00	0.00	0.00%
Tidworth Town Council	1,938.84	201,023.13	103.68	2,038.77	241,759.85	118.58	14.37%
Tilshead Parish Council	131.34	6,250.00	47.59	133.58	6,295.00	47.13	(0.97%)
Tisbury Parish Council	847.96	44,822.73	52.86	893.69	52,106.39	58.30	10.29%
Tockenham Parish Council	112.74	3,600.00	31.93	114.24	4,405.28	38.56	20.76%
Tollard Royal Parish Council	63.78	3,200.00	50.17	63.88	4,000.00	62.62	24.82%
Trowbridge Town Council	9,616.60	1,326,290.00	137.92	10,226.12	1,427,981.00	139.64	1.25%
Upton Parish Council	444.57	16,164.04	36.36	450.10	17,089.75	37.97	4.43%
Upper Deverills Parish Council	166.73	6,510.00	39.04	166.57	6,510.00	39.08	0.10%
Upton Lovell Parish Council	91.22	3,007.36	32.97	90.72	3,050.50	33.63	2.00%
Upton Scudamore Parish Council	137.75	3,100.80	22.51	135.97	3,127.58	23.00	2.18%
Urchfont Parish Council	475.60	39,329.67	82.70	490.43	41,485.38	84.59	2.29%
Warminster Town Council	5,609.73	454,801.96	81.07	5,707.03	470,211.33	82.39	1.63%
West Ashton Parish Council	302.43	4,070.58	13.46	306.24	4,143.62	13.53	0.52%
West Dean Parish Council	101.69	3,158.49	31.06	103.81	6,000.00	57.80	86.09%
West Knoyle Parish Council	63.15	2,689.66	42.59	63.23	3,203.76	50.67	18.97%
West Lavington Parish Council	440.99	25,259.46	57.28	449.11	25,725.02	57.28	0.00%
West Tisbury Parish Council	268.43	5,981.79	22.28	267.91	6,419.00	23.96	7.54%
Westbury Town Council	4,372.89	343,697.00	78.60	4,494.73	394,427.00	87.75	11.64%
Westwood Parish Council	466.55	10,898.58	23.36	470.72	16,060.96	34.12	46.06%
Whiteparish Parish Council	681.44	26,753.33	39.26	685.06	26,895.46	39.26	0.00%
Wilcot & Huish Parish Council	260.29	5,448.73	20.93	264.09	6,012.57	22.77	8.79%
Wilsford-cum-Lake Parish Council	57.33	500.00	8.72	52.23	500.00	9.57	9.75%
Wilton Town Council	1,201.51	115,810.79	96.39	1,273.21	132,048.88	103.71	7.59%
Wingfield Parish Council	183.17	6,372.64	34.79	185.00	9,407.03	50.85	46.16%
Winsley Parish Council	889.08	18,538.35	20.85	903.84	18,662.99	20.65	(0.96%)
Winterbourne Parish Council	545.21	16,985.00	31.15	554.84	17,834.00	32.14	3.18%
Winterbourne Stoke Parish Council	83.69	5,300.00	63.33	82.56	5,830.00	70.62	11.51%
Winterslow Parish Council	867.11	21,707.33	25.03	874.28	33,212.22	37.99	51.78%
Woodborough Parish Council	140.45	2,994.06	21.32	139.74	5,995.66	42.91	101.27%
Woodford Parish Council	221.52	4,163.29	18.79	228.35	4,505.35	19.73	5.00%
Wootton Rivers Parish Council	119.69	2,162.80	18.07	127.68	2,307.18	18.07	0.00%
Worton Parish Council	257.35	9,519.98	36.99	257.68	10,015.58	38.87	5.08%
Wylye Parish Council	202.64	4,867.87	24.02	203.40	4,903.54	24.11	0.37%
Yatton Keynell Parish Council	362.25	8,750.00	24.15	365.68	8,750.00	23.93	(0.91%)
Zeals Parish Council	261.78	4,169.74	15.93	256.76	4,452.05	17.34	8.85%
TOTAL / AVERAGE	167,334.47	13,473,538.42	80.52	170,842.49	14,206,458.20	83.16	3.28%

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Wiltshire Council

Council

24 February 2015

The Council Tax Reduction Scheme

Executive Summary

This report provides an update on the introduction of the CTR scheme which was introduced in April 2013. This report outlines the impact of the scheme, at the end of its first year in operation, specifically on collection rates in Wiltshire and in comparison with neighbouring authorities.

The scheme has been subject to the rigours of appeal and challenge and found to be both robust and fair in comparison to schemes operated by other authorities.

The report examines the impact of reducing the amount of council tax benefit, however the overall findings suggest current scheme is finely balanced with some households struggling to pay. Whilst overall collection rates have remained stable, it is apparent that more work is needed to assess the impact of debt on families and their ability to meet the cost of council services.

Best practice suggests that a discretionary fund is made available to support those most disadvantaged by welfare reforms but delivered in conjunction with other financial support and debt management. The process to award discretionary payments is set out in attachments to this report.

The report also highlights an anomaly in the administration of local council tax discounts concerning the treatment of empty homes and seeks to close this loophole.

In conclusion the report recommends the local council tax reduction schemes should remain unchanged for a further year, but augmented by the introduction of a discretionary fund to be used in conjunction with other schemes to support the most vulnerable. The sum of £200,000 has already been found in the budget to pay for this scheme. Cabinet at its meeting on 10 February 2015 considered and agreed the following proposals for recommendation to Council.

Proposals

That Council:

1. Confirms the £200,000 discretionary fund, in the budget is made available to support those households with multiple debts. The report is supplied with a policy, procedure and equality impact assessment to support the introduction of the new fund.
2. Agrees to close a loophole identified in the administration of the council tax charged on empty homes and to propose the minimum duration of six weeks a property must be occupied before another period of discount or exemption can apply
3. Agrees that in all other aspects the council scheme remains unchanged in 2015-16.
4. That work is carried out to identify and implement a more coordinated approach to managing debt that avoids duplication within the Council.
5. That key staff be trained and qualified to deliver financial support and personal budgeting.

Reason for Proposal

The local council tax reduction scheme is unique to Wiltshire and was introduced with a range of other welfare reforms. There is an obligation to review the scheme annually and to determine whether the changes justify public consultation. The proposals are based on the outcomes and findings from the first full year of operating the scheme and the research carried out on the impact of schemes in other local authorities.

Carolyn Godfrey
Corporate Director

The Council Tax Reduction Scheme

Purpose of Report

1. To provide an update on the introduction of the CTR scheme in the county (outlining the scheme, and providing some national context).
2. To set out the background and reasons for a discretionary council tax reduction fund
3. To demonstrate the impact of amending the CTR scheme for 2015-16.
4. To clarify the local discount in respect of empty property and determine the minimum period a property must be occupied before another discount or exemption can apply, being six weeks.

Relevance to the Council's Business Plan

5. The scheme supports the most vulnerable by awarding a 100% reduction to those receiving Disabled Living Allowance but offers work incentives to those who can. The scheme supports the plan which wants to see a reduction in those claiming benefit through economic growth and the creation of new jobs, thereby creating stronger and more resilient communities.

Main Considerations for the Council

6. CTR is a mechanism through which those on a low income are given a reduction in their council tax. There are two elements, one predominantly determined by legislation known as the statutory scheme for pensioners, and the other element, which this report concerns itself with, being the local scheme for those of working age. The extent of the support for working aged claimants being the significant issue.

7. When the scheme was originally introduced in April 2013 it was based on a caseload of 30,085 claimants. On 1st July 2014 29,082 households were entitled to a reduction. These household can be broken down into three groups. 13,327 were pensioners and were protected from any change. A further 5,237 working aged claimants were protected because they were considered to be vulnerable or unable to work which means any alteration in the scheme will affectively be borne by the remaining 10,518 working aged claimants. Careful consideration

was also given to the ability to pay the net bill, with efforts to keep a typical weekly charge to below £6.00

8. The cost of the scheme amounted to £24.8 million in 2013-14. The cost of the scheme in 2014-15 has fallen by £500,000 to £24.3 million, equating to an average award of £838.00 per claimant household, despite increases in precepts by the, Fire, Police and most town and parishes. The cost of the scheme is currently met through the settlement funding assessment paid by central government.

9. Whilst the number of properties subject to council tax has grown from 205,000 in April 2013 to the current number of 209,784, the number of recipients has fallen slightly since the scheme was introduced. Although the fall in claimant numbers is slight there is still a fall in the overall percentage of households claiming CTR, a fall in the actual number of people receiving CTR and a fall in the amount that has been awarded in 2014-15 in comparison to the year before.

10. Careful consideration was given to the scheme at its inception to meet the governments criteria, yet raise a council tax bill that was cost effective to collect and affordable, based on an average weekly charge of less than £6.00. Concern was shown for the impact any reduction in benefit would have on collection rates and the administrative difficulties managing more debts would have on the service. Considerable work has been done on this subject and further comparisons are shown below.

11. As well as introducing a local council tax scheme the council also introduced its own scheme regarding the treatment of empty property. It was agreed that property that was temporarily empty, between occupiers would be exempt for three months. It was also agreed that property undergoing refurbishment would be exempt for six months. It was not made explicit how long the minimum period of occupation should be before the property was entitled to another exemption. This scenario has been tested by a number of our customers since the scheme was introduced and it is a loophole that needs closing. Historically this period has always been six weeks and it is recommended this provision is incorporated into the local scheme from April 2015.

12. Table of collection Rates and CTR Schemes

The table below demonstrates the overall impact on our ability to collect council tax in comparison to other authorities since the changes to both the reduction scheme and changes to exemptions on empty property were introduced.

Authority	Collection Rate 2012-13 Pre CTR	Collection Rate 2013-14 Post CTR	CTR Scheme
			max % liability for Working age
Bath	99%	98.80%	22%
Bournemouth	97%	96.40%	20%
Bracknell Forrest	97.60%	97.60%	8.50%
Cornwall UA	97.8%	97.1%	25%

Herefordshire	98.60%	98.40%		8.50%
Isle of Wight	97.80%	97.70%		8.50%
Milton Keynes	97.90%	97.50%		20%
Northumberland UA	97.7%	97.55		0%
Reading	97.10%	96.90%		15%
Shropshire	98.35	98.1%		0%
South Glos	98.30%	98.40%		20%
Swindon	97.90%	97.40%		20%
Wiltshire	97.80%	97.80%		20%

13. The analysis for 2013-14 reveals that of comparator authorities, only one, South Gloucestershire, managed to improve collection rates in comparison with the previous year. Only Wiltshire and Bracknell Forrest managed to maintain its rate, the remaining 7 authorities all seeing a fall.

- A) The table (at Para 12) indicates that those authorities who seemingly offer more generous schemes have still seen a fall in collection rate, however the table fails to include or acknowledge the possible impact of any increase in the council tax, nor do we have any information as to the impact of collection on those whose schemes are less generous in year two.
- B) The potential income that the council would have collected from those in receipt of CTR amounted to £7.3 million of which £1.6 million was outstanding at the end of the year, the majority owed by those of working age who are either in work or low income, or out of work. Those in receipt of CTR equate to 15% of all households in Wiltshire and the debt owed by the same cohort equates to 26% of the total arrears outstanding and due in respect of 2013-14 only. Of those entitled to council tax reduction 3200 or 20% of the working age caseload are currently subject to a court order and a payment plan. Whilst the number of households subject to highly complex debt issued is relatively small, often these cases involve multiple debts, including rent arrears due to the council which would suggest that further work is carried out to look at the management of debt across the organisation as a whole.
- C) Around 70% of those affected by the introduction of the under-occupancy charge (or bedroom tax) have also had to pay council tax for the first time. Around 2,000 households faced an increase in both their council tax and their rent. Although the numbers have fallen slightly since April 2013, 2,428 households have had their housing benefit reduced in Wiltshire because they were under-occupying their homes.

Since the introduction of the Council Tax Reduction Scheme in April 2013, the CTR caseload has reduced from 30,085 to 29,082 claims, as detailed below:

Month	Pensioners	Vulnerable	Working Age Employed	Working Age Other	Total
April 2013	13991	4991	3476	7627	30085
July 2013	13889	5056	3589	7397	29931
October 2013	13796	5161	3534	7175	29666
January 2014	13669	5241	3618	7126	29654
April 2014	13485	5269	3590	7025	29369
July 2014	13327	5237	3623	6895	29082

Projections:

In calculating the following figures, it is assumed that there are no changes to the scheme as it currently stands other than to the amount of the restriction applied to the Council Tax used in the calculation.

All applicable amounts, incomes, council tax charges, non-dependant deductions, tapers, capital limits etc have been based on the current 2014/15 scheme amounts. An increase in caseload has not been factored in.

a) No changes to current scheme

If no changes were made to the current scheme and the Working Age Other and Working Age Employed groups continued to be calculated based on a 20% restriction being applied to the Council Tax, the projected CTR expenditure for 2015-16 would be: **£23,946,867.33**. The table below explains the impact, expressed as a weekly charge.

b) Restriction increased to 30%

If the restriction applied was increased to 30% of the Council Tax, the projected CTR expenditure would be reduced to **£22,908,399.20**. (Saving of around £1.4m compared with current year's expenditure)

Copies of projection spreadsheets:



CTR projections.pdf

Within the Working Age Employed and Working Age Other groups, there are 10,518 claimants (as at July 2014) divided between the Council Tax Bands as detailed in the following table. This also shows how much each claimant would be expected to pay by band based on the 20% and 30% restrictions.

Council Tax Band	Working Age Employed	Working Age Other	Average Council Tax	Annual contribution at 20% restriction	Weekly amount	Annual contribution at 30% restriction	Weekly amount
A	628	2375	£1,018.33	£203.67	£3.92	£305.50	£5.87
B	1323	2476	£1,188.05	£237.61	£4.57	£356.42	£6.85
C	1186	1512	£1,357.77	£271.55	£5.22	£407.33	£7.83
D	310	361	£1,527.49	£305.50	£5.87	£458.25	£8.81
E	132	117	£1,866.93	£373.39	£7.18	£560.08	£10.77
F	39	43	£2,206.37	£441.27	£8.49	£661.91	£12.73
G	5	10	£2,545.82	£509.16	£9.79	£763.75	£14.69
H	0	1	£3,054.98	£611.00	£11.75	£916.49	£17.62

Implications of changing the scheme

14. The CTR scheme in Wiltshire appears to have succeeded in terms of reducing expenditure on the scheme, reducing the number of recipients and limiting the impact on the council to collect the council tax. However it can also be seen that the scheme is delicately balanced. Aspects of the scheme could be less generous however reducing the overall awards will have significant impact on a relatively small cohort who are already facing financial pressures from a number of welfare changes.
15. If the scheme were to change, in terms of any eligibility criteria or alteration to the scheme's parameters, which would impact upon the recipients levels of benefit, then the council must undertake a consultation exercise to explain the rationale behind any change and seek the opinion of its residents regarding the change.
16. During the initial consultation a proposal was made and accepted that a discretionary policy should be deployed to award additional CTR in cases of hardship. Subsequent case law and best practice has agreed with Wiltshire's stance and placed an onus on councils to develop a discretionary scheme in accordance with Regulation 13a of LGFA 1993 whereby councils should have a clear procedure for the discretionary reduction of council tax in addition to their CTR scheme. It has become evident that without such a scheme additional and targeted support cannot be given to those who are genuinely unable to pay the remainder of their bill.

Safeguarding Implications

17. None

Public Health Implications

18. None

Corporate Procurement Implications

19. None

Equalities Impact of the Proposal

An Equalities Impact Assessment has been prepared for the introduction of the discretionary council tax reduction, and this is attached at Appendix 4. In summary the key points are:

- In designing the both the council tax reduction scheme and the discretionary scheme every attempt has been made to minimize the effect of the reduced funding and to prevent discrimination against people who are disadvantaged, vulnerable or with protected characteristics
- Disabled people can find it much harder to secure employment than non – disabled people. The main scheme will continue to provide additional protection for disabled people from the 20% reduction in support.
- Whilst the main scheme has had a negative impact on those in work but on a low wage, the scheme will continue to provide an incentive for people to gain work by offering an enhanced earnings taper. (The local scheme disregards more earned income than the scheme it replaced)
- War pensioners and their widows will also receive protection from the 20% reduction in support.

Environmental and Climate Change Considerations

20. None

Risk Assessment

21. The provision of a discretionary fund will enable greater support and opportunity for engagement with those who are least able to pay their council tax. Without this fund there is no mechanism to engage with the debtor or manage down debt where there are a multiple debts owed to the council.

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

22. The relative success of the scheme in the first year of its operation has minimised any negative impact on the council. However the report highlights the risk of not providing a framework whereby council tax debt can be reduced at the discretion of officers who are increasingly involved in personal budgeting support and debt management.

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

23. The purpose of the discretionary fund is for it to be used in conjunction with other national and local welfare benefits to manage down debt and treat debt owed to the council holistically.

Financial Implications

24. The cost of funding the discretionary scheme will be £200,000 per annum and this sum has already been identified in the budget.

Legal Implications

25. The council has always had the ability to waive or reduce council tax owed, under Section 13a of the Local Government Finance Act. This report set a limit on the amount that may be awarded under this scheme, each year.

Options Considered

26. The introduction of the local council tax reduction scheme meant the council faced a new set of risks, in terms of reputation and cost if the scheme did not cope with scrutiny, appeal, challenge and increased debt as a result of introducing a less generous scheme. The scheme has met these challenges and proven to be both robust and well designed. Whilst a small number of residents have been financially disadvantaged by the scheme, the overall impact upon the council has not been as significant as in other authorities. Based on these findings and experiences the options are to minimise the changes to the scheme until 2016-17. Changes will then be made to accommodate the impact of Universal Credit.

Conclusions

27. The local council tax reduction scheme is both well designed robust and in its current state affordable. It offers financial support to those least able to pay. The delivery of the local scheme has reduced the overall expenditure on council tax benefit yet the collection rate has remained stable. From the findings set out above it should be concluded that the scheme is fit for purpose. However the addition of a discretionary fund will add a further mechanism whereby council tax can be reduced in conjunction with other local discretionary schemes, financial support, debt management and direction to other welfare benefits.

Michael Hudson
Associate Director, Finance

Report Author:

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22nd January 2015

Background Papers

None

Appendices

Appendix A Report on Discretionary Council Tax Reductions

Appendix B Policy on Discretionary Council tax Reduction

Appendix C Equality Impact Assessment of Discretionary Council Tax
Reductions

**Wiltshire Council
(Appendix A)**

Cabinet

13th October 2014

Subject: Discretionary Council Tax Reduction Scheme

Cabinet member: Dick Tonge

Key Decision: Yes

Executive Summary

Since the introduction of the local council tax reduction scheme it has become evident that a small number of household are enduring genuine financial hardship as a result of welfare reform and a variety of changes to national welfare benefits, including the expectation that they will contribute toward their council tax.

This reports sets out a proposal to amend the existing Council Tax Reduction Scheme to provide further powers to award reductions in council tax to those encountering severe hardship and specifically council tax arrears.

It is recommended that a provision is made within the scheme to award additional discretionary reduction up to a maximum of £2,000 in respect of council tax which is paid in addition to any entitlement to council tax reduction.

The discretionary council tax reduction will be a means tested award, which can be awarded in respect of one or many council tax debts based on policy that engages with the individual and in doing so supports the Council's goal of building strong resilient communities and protecting the most vulnerable in society. This new policy would help ease the administrative burden on the service caused by those most affected by welfare reform and to minimise the risk and impact of council tax arrears and the additional costs non-payment can cause to both the individual and to the council. The scheme also adds to the range of service that the council can offer in terms personal budgeting support which the Department of Work and Pensions deem to be a key element in the delivery of their new joint-working framework called a Delivery Partnership Agreement (DPA), announced in November 2014.

Proposals

1. That cabinet ratify proposals within the report to introduce a discretionary council tax reduction policy (DCTR) to deal with those entitled to some council tax reduction and are unable to pay the remaining part of their bill due to financial hardship.
2. The criteria and delivery model for DCTR will focus on establishing the income and needs of the individual and whether that individual is being supported by other services provided by the council.
3. It is recommended that members agree a £200,000 discretionary fund that could be used and distributed to those already in receipt of council tax reduction but who face exceptional circumstances where pursuit of monies owed may in fact incur greater cost for the authority

Reasons for Proposal

Now that the impact of welfare reform is better understood it is evident that some council tax debts arising from the introduction of the local scheme may never be paid or become unmanageable without the targeted, discretionary financial support.

Since the introduction of local council tax reduction schemes a number of cases have been disputed in the law courts and council's have been criticised for not using their full discretion to reduce council tax debts, under the provision of Section 13a of the Local Government Finance Act 1993.

Best practice now suggests that local authorities should operate and publish a discretionary scheme and whilst Section 13a offers wider powers for exceptional circumstances, like flooding, this policy is specifically to be used for those already in receipt of council tax reduction.

This report seeks agreement on a new policy in Wiltshire to ensure we continue to deliver our goal of building strong and resilient communities, and protecting the most vulnerable in society. Specifically, the policy will arm staff with the ability to award additional financial help in respect of council tax debts, whether it be a current or a long term matter where the applicant seeks help and presents circumstances to the council which meet the criteria of the scheme.

The proposal meets the aims of Department of Work and Pensions, enabling the council to provide personal budgeting support under the umbrella of the Delivery Partnership Agreement.

Michael Hudson - Service Director, Finance
Ian P Brown, Head of Revenues and Benefits

Wiltshire Council

Cabinet

13th October 2014

Subject: Discretionary Council Tax Reduction scheme

Cabinet member: Councillor Dick Tonge

Key Decision: Yes

1. Purpose of Report

1.1 The overriding principle of the Council is to build strong and resilient communities, as part of that, a key element is to protect the most vulnerable in society. The welfare reform changes are aimed at incentivising people into to work. This Council Tax Reduction scheme supports that aim. However, because the scheme cannot be as generous as it once was, it may create circumstances that put vulnerable families at greater risk of debt or incurring greater and escalating costs. The consequence for the authority is the raising of debt that may never be paid and a greater administrative burden for the authority, in order to manage these debts.

1.2 Wiltshire Council aims to provide a discretionary council tax reduction scheme that offers one-off financial support to prevent financial hardship through engagement between the customer and the Revenues and Benefits Service. The purpose is to avoid additional cost and greater debt through a mechanism of engagement and signposting to help build more resilient and capable communities. This report aims-

To establish a policy and a fund that could be used, at the discretion of officers, and awarded to those in receipt of council tax reduction who have access to no other funds and where income is established to be so low that to pursue the debt would cause greater or exceptional financial hardship.

2. Background

Section 13 a of the Local Government Finance Act 1992 always had a provision to 'reduce the amount which *he (the person liable for council) is liable to pay as respects the dwelling and the day, to such an extent as it thinks fit.*

The legislation goes on to suggest that:- *the power under this section includes power to reduce an amount to nil, and further:-*

The power under this section may be exercised in relation to particular cases or by determining a class of cases in which liability is to be reduced to an extent provided by the determination.

- 2.2 Discretionary Council tax Reduction (DCTR) will be deemed a class of cases where at the discretion of officers the payer's liability may be reduced by an agreed sum or if less than £2,000, to nil.
- 2.3 Unlike the discretionary housing payments which are funded by the government, discretionary council tax payments will be funded from the council's collection fund.
- 2.4 Like a discretionary housing payment the officer's decision to either award or refuse an application for discretionary council tax reduction is final. It cannot be the subject of an appeal.

3. Awarding DCTR

- 3.1 There are no prescribed tests under the current arrangements. However, before awarding DCTR, the following criteria must be satisfied:
 - the customer is entitled to council tax reduction
 - the customer is in severe financial hardship and has approached the council with evidence of this fact; and
 - there are sufficient funds within the Council's overall DCTR fund.
- 3.2 The award of DCTR is at the discretion of the Council. The award can be backdated and be awarded in respect of council tax arrears accruing over a number of years up to a maximum award of £2000.00 The scheme will be promoted via the council's web-site and inviting claimants to apply, where appropriate.
- 3.4 All claims for DCTR must be made in writing using the prescribed application form by the customer (or appointee) to the Council's Revenues and Benefits Service. (The form can be down loaded from the web or is available at all council offices)

4. Design and delivery approach to new scheme

- 4.1 The Council's approach to the delivery of the new scheme needs to be set within the broader agenda of the welfare reform programme. The council has successfully introduced a number of discretionary payment schemes since April 2013 including local welfare provision (LWP). The advantage of this approach will mean that the processing of an application may result in an offer or sign-posting to other discretionary awards. It is therefore sensible, where possible, for residents to be assessed in a holistic manner rather than having to pass through multiple assessment procedures.
- 4.2 The Council's Revenues and Benefits team have historically delivered these types of scheme. The team are already skilled in delivering regular and one off awards in a consistent, measured and secure way. The DCTR scheme will form part of suite of services offered in conjunction with partners, specifically the DWP through the Delivery Partnership Agreement and supporting the ambition of the agreement to offer personal budgeting support. The team already have access to data held by the DWP which is subject to stringent security checks and data sharing protocols, through the Customer Information System (CIS).
- 4.3 The intention is, over time, to establish and develop the Government's concept of universal support by providing a range of support services within a framework set out by the Delivery Partnership Agreement of which DCTR is one of many options that may be made available. Furthermore, applications received which are covered through other provisions will be refused and applicants appropriately signposted and supported to access an alternative provision.
- 4.4 It is envisaged that work on 'Systems Thinking' the customer access strategy and the development of a delivery partnership agreement with the DWP will be the catalyst for far more joined up working across housing, revenues, benefits, adult and children's services.
- 4.5 Because the funding provided for the scheme is considerably less than the estimated impact of the welfare reforms in Wiltshire it has been necessary to create a robust scheme that prioritises those most in need.
- 4.6 Key challenges in the design of the scheme have been with regard to whether or not to prioritise particular client groups. Research has confirmed that it is those of working age, without regular employment who are managing the most difficult debts.
- 4.7 Preparation for welfare reform within Wiltshire has seen unprecedented levels of data exchange, made possible by the council's new revenues and benefits system. It has enabled cross-referencing benefit databases with housing record and records held by children's and adult services.

(These recommendations are made in conjunction with Government advice, in terms of best practice, contained in the DWP Circular HB/CTB A4 2012 para 52)

- 4.8 Those outside of the remit of the service would be directed to other forms of support by means of intelligent signposting to other schemes or organisations that can help tackle people's underlying financial needs or problems.

5. Consultation and Communication

- 5.1 Training for council staff who will deal with customers affected by welfare reform will be given throughout the winter of 2014.
- 5.2 Draft proposals have been shared with housing provides and prepared in conjunction with the council's housing policy team.
- 5.3 In terms of the discretionary council tax reduction scheme, almost 1,000 responses were returned regarding our council tax reduction scheme, 86% agreeing with the suggestion that a discretionary fund should be made available to protect the most vulnerable people from the impact of any changes

6. Environmental and climate change considerations

- 6.1 None

7. Equalities Impact of the Proposal

- 7.1 An equality analysis is attached at Appendix C

8. Risk Assessment

- 8.1. The introduction of any scheme, specifically a local scheme, carries with it the inherent risk, in terms of its design, to minimise challenge and dispute whilst offering a simple and cost effective solution.
- 8.2 The funding arrangements will mean that the Council will inherit a new financial risk due to the uncertainty over estimations of demand for these awards, particularly in context of wider reforms and specifically the impact of the introduction of universal credit and proposed changes to the benefit cap, later in the year. However early prevention, through identification to apply for DCTR may prevent the council incurring substantial costs at later stages as a result of avoiding other debt, eviction or homelessness.
- 8.3 The scheme is targeted at some of the most vulnerable members of our community and consideration will have to be given to the range of behaviours staff may encounter. Further work may be required to ensure

the security of staff and members of the public who may encounter a dissatisfied customer in crisis, and who may not behave in a rational way.

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

- 9.1 Any failure to provide an appropriate and targeted scheme to manage the relatively small sums involved will have a negative impact on the well being of vulnerable people and the reputation of the council.
- 9.2 Since the introduction of local council tax reduction schemes local authorities are under greater scrutiny to use all their discretionary powers to mitigate the most severe consequences of welfare reform. The adoption of this policy demonstrates a proactive response and a mechanism to determine discretionary reductions in council tax.

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

- 10.1 Demand for the scheme may outweigh budget, to mitigate against this council will monitor expenditure carefully through designated I.T. system and provide a measured approach to ensure available budget is targeted to those most in need.

11. Financial Implications

- 11.1 Government have made no financial provision for a discretionary fund for council tax reduction. It is evident that debts for some households have increased since the welfare reforms were introduced and there has to be a process of engagement with the customer to reduce these debts, rather than simply write-debt off.
- 11.2 It is recommended that the Revenues and Benefits service introduces a new, annual budget of £200,000 to meet the cost of the scheme . It is proposed that this is funded from retention of funds recovered from fraudulent benefit claims. The Council is investing in expanding its corporate fraud team and as a result the level of monies recovered is anticipated to increase but has not previously been budgeted for in setting the base budget for prudence. This will be monitored and action taken if this were unlikely to provide the full funding to ensure funding is available. This of course will need to be assessed alongside the need for expenditure on this fund as this fund will only be used in extraordinary cases, determined by the same application process where council tax reduction does not fully meet the council tax due, and the impact is highly likely to lead to increased costs to the authority above the potential short term support.
- 11.3 It is recommended that this provision be reviewed on an annual basis.

12. Legal Implications

- 12.1 Section 13A of The Local Government Finance Act has always made provision for a council to remit at its own cost council tax on the grounds of exceptional circumstances. However with the introduction of the local scheme this provision has been made more widely known by Government.
- 12.3 By ring fencing a specific sum may prevent the abuse of this regulation for those who believe that their circumstances are sufficiently exceptional that they prevent the payment of council tax. In other words, any suggestion of being unable to pay will be analysed using a simple means test, determined by application.

13. Proposals

1. That cabinet ratify proposals within the report to include discretionary council tax reduction payment scheme to support the local council tax reduction scheme and the impact of welfare reform.
2. Given the significant uncertainties about the scale of impact of welfare reform and the differences within the scheme it is recommended that members agree £200,000 funding of the DCTP scheme to cope with the impact of welfare reforms which will be determined and awarded to those in addition to their council tax reduction, who face exceptional circumstances that could lead to greater local authority costs if the council tax were pursued in the normal way.

Michael Hudson, Service Director, Finance
Ian P Brown, Head of Revenues and Benefits

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Date of report:

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Appendix B

Discretionary Council Tax Reduction (DCTR)

Policy Document

Please read this document carefully and retain it for future reference

Introduction

Section 13a of the Local Government Finance Act 1992 makes provision for councils to waive or reduce council tax in extraordinary circumstances, a facility that was not greatly used until the full impact of the local council tax reduction scheme was felt along with other changes introduced as part of welfare reform, effective from April 2013. Historically the Child Support, Pensions and Social Security Act 2000 provided arrangements which allowed local authorities to make Discretionary Housing Payments (DHP) to customers in receipt of Housing Benefit but the change in 2013 meant that DHP could no longer be used to meet the council tax.

The Discretionary Council Tax Reduction Scheme provides limited funding to support customers through anomalies and hardship in situations where the normal council tax reduction scheme does not meet specified council tax costs.

The overall purpose of the scheme is to reduce the risk of indebtedness and homelessness and support the stability of families and communities in line with the Council's goal to build sustainable communities and protect the most vulnerable in society. It aims to protect council tax payers from incurring excessive debt and encourage engagement with the council. This scheme may be offered in conjunction with other local welfare support schemes or as a stand-alone award. It may form part of rescue-package that the customer may need to manage a series of complex or inter-related debt that requires financial assistance, guidance and support from a variety of bodies.

Background

As part of its engagement and consultation which took place prior to the introduction of the council tax reduction scheme in Wiltshire, there was a consensus that a discretionary reduction scheme should be made available for exceptional circumstances and the learning, evidence and case law gathered from the first year of the scheme is highlighting the need for this policy.

The scheme is therefore a local scheme. It is not government funded, it is funded by the council through monies saved through the investigation of fraudulent activity and from income generated by the Revenues Service from the withdrawal of discounts.

Basic eligibility criteria

It is not possible to prescribe the circumstances that will result in the award of DCTR as each case is likely to be unique and should be considered on its merit, taking into account any relevant information provided by the customer. However before considering an award the Council must be satisfied that the customer is entitled to council tax reduction and meets the following criteria:-

- has a council tax liability
- requires specific assistance paying council tax.

All applications for DCTR will be duly considered in conjunction with this policy document, the applicant's individual circumstances and the Department for Work and Pensions guide: - <http://www.dwp.gov.uk/docs/discretionary-housing-payments-guide-draft.pdf>

Applying for a DCTR

Wiltshire Council will bring to the attention of any applicant for council tax reduction, details of the DCTR scheme. All claims for DCTR must be made in writing using the prescribed applications form which can be downloaded at <http://www.wiltshire.gov.uk/counciltaxhousingandbenefits/housingandcounciltaxbenefit/benefitsrentcltaxnotcovered.htm>

Considerations in awarding a DHP

In deciding whether to award a DCTR, the Council will take into account:

- The shortfall between council tax reduction and their council tax liability
- Any steps taken by the applicant to reduce their council tax liability
- The financial and medical circumstances of the claimant, their partner and any dependants and any other occupants of the claimant's home
- The income and expenditure of the claimant, their partner and any dependants or other occupants of the claimant's home. – **Income form Disability Living Allowance/Personal Independent Payment (PIP) will be disregarded in full when considering the household income**
- Any savings or capital that might be held by the claimant or their family
- The level of indebtedness of the claimant and their family
- The nature of the claimant and their family's circumstances
- The amount available in the DCTR budget at the time of the application
- Whether the claimant has been awarded a Discretionary Housing Payment (DHP)
- The possible impact on the Council of not making such an award, eg. the pressure on priority homeless accommodation
- Any other special circumstances brought to the attention of the Council.

Awards

Discretionary Council Tax Reduction should not undermine the purpose and nature of the Council Tax Reduction scheme nor should it support irresponsible behaviour. The Council expects awards to be made in unusual or extreme circumstances where additional help will have a significant effect in alleviating hardship, debt and reducing the risk of homelessness.

In general, the Council will also give higher priority to assisting people, particularly families with children of school age (to ensure stability in children's education) to retain an established home. Low priority will be given to assisting people who take on housing costs which because of the nature, location or price of the property are unaffordable and unsustainable from the start.

Prioritisation of awards due to welfare reform

Welfare reform changes will greatly increase the number of customers who face an increase in the amount of council tax they have to pay. In considering a DCTR award due to reforms of the benefit system priority will be given to some of the most vulnerable customer base including:

- Social sector tenants affected by the under occupation size criteria who live in properties that have been substantially adapted to meet needs arising from severe disabilities and to aid independent life. It may be perverse and uneconomic to expect people to move in these particular circumstances given it would generate greater cost of re-adaptations to an alternative home.
- Social sector tenants affected by the under occupation size criteria who may have long term medical conditions which create difficulty in sharing a room with another person.
- Short term support for families affected by the Benefit Cap that is due to be introduced in the summer of 2013. Failure to do so could lead to the council finding emergency and costly temporary accommodation for families far in excess of the savings reaped by central government.
- Those affected by the introduction of universal credit

Period of Award

Awards in most instances will be for an agreed period or an agreed sum. The Council recognises that a small proportion of awards will need to be awarded retrospectively. However the maximum amount of any award will be £2000.00

Making Payments

The Discretionary Council Tax Reduction will be deducted from the claimant's council tax account.

Notification of award

The Revenues Service will inform the customer in writing of the outcome of their application. Where the application is unsuccessful, the Revenues Service will set out the reasons why the decision has been made and explain the right of review. Where the application is successful , the Revenues Service will advise:

- The amount of DCTR awarded
- The period of the award

Change of circumstances

The Council may need to revise an award of a DCTR where the claimant's circumstances have materially changed

Overpayments

If there is an overpayment of DCTR the authority will consider whether it's appropriate to seek recovery.

Recoverable overpayments will be recovered by through an adjustment to the claimant's council tax account.

Right of review

There are no formal rights of appeal against decisions in relation to DCTR but where a review of the decision is requested, arrangements will be made for considerations to be heard by a panel of senior officers. This will ensure consistent decision making across the service.

DCTR Financial Assessment Form – Income and Expenditure – Please detail all income and expenditure for you and your partner (if applicable)

Income	Weekly amount		Expenditure	Weekly amount
	You	Partner		
Wages/Salary			Rent/Mortgage	
Income support			Gas	
Jobseekers Allowance			Electricity	
Employment & Support Allowance			Water & Sewage Rate	
Incapacity Benefit			Other Fuel	
Working Tax Credit			Telephone	
Child Tax Credit			Mobile Phone	
Child Benefit			Food	
Retirement Pension			Household & Toiletries	
Private Pension			Council Tax Payments	
DLA (care rate)			Internet/Broadband	
DLA (Mobility)			TV Rental	
Widows Pension			TV Licence	
Pension Credits			Sky, TV or Cable	
Maintenance			Insurance	
Carers Allowance			Car Expenses	
Savings			Petrol	
Other Income, please list below:			Other travel expenses	
			Loans	
			Fines	
			School Meals	
			Clothing	
			Catalogue	
			Social Fund Loan	
			Other expenditure, please list below:	
Total	£		Total	£

I declare that all of the information I have given is correct and complete

Signed	
Dated	

I have completed the above form on behalf of the person claiming and confirm that the information I have written is correct

Signed	
Dated	

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Appendix C

Equality Analysis for Discretionary
Council Tax Reduction Scheme

Name of service/policy/project/decision to undergo equality analysis:
Discretionary Council Tax Reduction Scheme
Key contact person and others involved:-
Julie Higinbotham, Benefits and Investigations Manager Ian Brown, Head of Revenues and Benefits
Date completed: D e c e m b e r 2 0 1 4
Review date (at least annually): January 2016
Identify aims:
<p>The Welfare Reform Act 2012 ended the provision of the national council tax benefit scheme for working aged claimants. A national scheme still exists for those of pensionable age, the determinants and parameters set nationally and updated each year. For those of pensionable age the scheme can reduce a claimants council tax liability to zero. Under the rules determined, partly by consultation, the local (means tested) scheme offers up to an 80% reduction in council tax bills. The only exception is where the claimant is entitled to Disability Living allowance (DLA) or the Care Component of Employment Support Allowance (ESA). In these cases up to 100% reduction can be awarded.</p> <p>The scheme has been operating for 18 months and it is evident that a small number of residents are struggling to find the find additional council tax that they have been asked to pay and the purpose of the discretionary scheme is to enable awards to be made to those in financial hardship and where pursuit of the council tax may result in additional financial burden on the council in terms of rent arrears, eviction, homelessness or hunger. There is no national funding for the scheme however case law and evidence of best practice is highlighting the need for councils to use their discretion under the provision of Section 13a of the Local Government Finance Act 1992 to reduce council tax in exceptional cases.</p>
Discretionary Housing Payment will be available to all Wiltshire residents who are entitled to council tax reduction. Access is given by direct application, via the completion of a means test and determined by officers and referral from other services including housing , housing options, Children's Services and Adult Social Care.
Those people falling outside the remit of the service will be directed to other forms of support by means of intelligent signposting to other organizations that can provide appropriate help and support.

Unfortunately, the amount of funding the council will receive will not cover the huge impact of welfare reform, despite an increase in funding. Although the Council has been given the opportunity to deliver further discretionary payments, the level of awards will still have to be determined on need, regardless of the individual's circumstances as the scheme has to be delivered within a finite budget.

Whilst we do not have evidence of historic spend on which to base the scheme, the numbers involved and the sums awarded have not been significant. Generally this has been due to the historic generosity of the scheme and the fact that the scheme had kept in line with the cost of living in Wiltshire. However there is growing evidence of the extent of council tax debt owed by those in receipt of council tax reduction and the impact even a 20% contribution is having on some households who may have debts outstanding for many years.

This historical data can only provide an indication in terms of future demand and trends. Wider equality data across all of the protected characteristics will be captured as part of the application process to the new scheme

The service is available to anyone residing in the county who is in receipt of council tax reduction and satisfies the eligibility criteria. Eligibility is based on need as well as the applicant's individual circumstances and level of exposure to risk if no assistance was offered.

This new scheme aims to provide:

- Support for key groups, affected by welfare reform rather than just a means tested award
- Access to other support packages that go beyond addressing the immediate crisis but rather helps people to help themselves, by accessing other funds and information that may be more appropriate.
- Local access routes
- Easier application process but with stricter eligibility criteria, determining level or extent of award up to a maximum of £2,000.

Wiltshire Council has developed a scheme that seeks to provide greater access to those most in need and limits opportunities for abuse.

Customers, many of whom will have complex needs will be better served by a locally delivered more integrated and holistic approach that Wiltshire Council is now in a position to offer.

During the development of the scheme the Council has tried hard to balance the reality of a significant cut in funding with protecting and targeting the scheme towards the most vulnerable members of our community. Particular focus has been on the potential impact that this change of model will have on the people with protected characteristic under the Equality Act:-

Two groups defined in the Equality Act are known to be disproportionately targeted either by welfare reform and specifically the benefit cap (which imports a bias against cultures predisposed to large families), or by the under occupancy charge (disabled persons). There is substantial national and local evidence to suggest that while Wiltshire's relative cultural homogeneity means the former are few in number, the latter are not.

Disability

Research undertaken by the council and by a number of other researchers has confirmed that those with a disability will be disproportionately affected by these changes, specifically under occupancy charges. Our evidence suggests that homes that been the grant funded to provide adaptations, equate to 22% of all homes subject to an under occupancy charge. Even where there is no adaptation many of those affected are explaining that it is impossible for a member of the household to share a bedroom, whether that be a partner, spouse or sibling, because of the nature of the disability.

There is concern that access to the scheme for individuals with this particular characteristic, may be difficult. Action will be taken to target communication about the scheme to disabled groups. Furthermore, the scheme will be regularly monitored and evaluated to ensure disabled people continue to get the support they require.

Age

In reviewing local data in respect of similar discretionary awards made during 2012/13 the following table illustrates that customers of pensionable received far lower rates of award. However those of pensionable age are better protected by the council tax reduction regulations which will take effect from 1st April 2013 than those of working age, who will bear the full impact. Both a minimum contribution towards council and the under occupancy charge will not apply to any household where the resident is of pensionable age.

Discretionary Housing Awards based on Age in 2012-13

Age Bracket	
Under 35s	203
Between 35 and Pension	270
Pensionable age	63
Total	536

Religion/Belief

It would appear that the most of the historic data, and reports collated were prior to the new Equality Duty that came into effect from April 2011 and therefore do not make reference to all of the 9 protected characteristics. Wider equality data across all of the protected characteristics will be captured as part of the application process to the new scheme.

Gender

Unfortunately, there is rather limited disaggregated data for a comprehensive analysis of gender in relation to applicants and success rates across Wiltshire; although, local data suggests that a majority of recipients are women. However, the provision of a locally-delivered service may promote a more equal spread of applications across gender or at least help us to understand why there is such a marked difference in take up.

Genderreassignment

There is no national data on gender reassignment as it is not relevant in terms of accessing the scheme. The merits of collecting equality data across all protected characteristics will be considered as the scheme progresses.

Sexualorientation

There is no national data on sexuality as it is not relevant in terms of accessing the scheme. The merits of collecting equality data across all protected characteristics will be considered as the scheme progresses.

Race

The council does not currently keep case level data on race. Support will be given in terms of accessing the new service with particular regard to interpretation services, availability of forms and information in different languages and targeted benefit campaigns. Furthermore, the merits of collecting equality data across all protected characteristics will be considered as the scheme progresses.

The new scheme will not discriminate against any protected group covered by the Equality Act 2010.

Marriage andCivil Partnership

Marriage Couples and civil partnerships are recognised equally under the new scheme. Furthermore wider equality data across all of the protected characteristics will be captured as part of the application process to the scheme.

Pregnancy andMaternity

The council does not currently keep case level data on pregnancy or maternity. Support will be given in terms of accessing the new service with particular regard to those who are pregnant as the arrival of a child will impact upon the under occupancy charge. The wider equality data across all of the protected characteristics will be captured as part of the application process to the new scheme.

Deprived/SocioEconomic/Disadvantagedgroups

The overriding driver to devolve the scheme to a local level is to ensure it benefits those most disadvantaged individuals in the community. By delivering the scheme, in conjunction with other discretionary funds, locally, may ensure that applicants can be sign-posted or encouraged to apply for other funding available from the council. Funding allocation will be carefully monitored to ensure equity across the socio economic divide, however priority will be given those most affected by welfare reform.

Senior staff and stakeholders have been consulted in the design and delivery of the new scheme, and the policy document setting out the scope and qualifying criteria will be put before cabinet in February 2015.

In developing a new scheme it was recognized that Wiltshire residents need a local system of targeted support. The new scheme will hopefully deliver this by being more informed and unified to ensure that the customer receives the most appropriate service.

Furthermore, it is recognised that this is another in a series of changes to welfare provision. It is likely that the qualifying criteria and design of the DCTR scheme will continue to develop over time, through wider consultation and ongoing review of case load and the analysis of applications in order to better understand and measure need and local demand.

- This impact Analysis will be published alongside the policy document on the council's website
- Awareness sessions are currently taking place amongst stakeholders and other council departments
- The council will be working with the DWP in terms of a Delivery Partnerships Agreement (DPA) which will include budgeting support will to those who may need help claiming both national and local welfare benefits. This scheme forms part of the range of services that will be available and delivered by the local authority, in conjunction with the DWP and voluntary sector to those in deprived socio-economic groups.

Reviewing your Decision

- The scheme will be reviewed quarterly by senior managers

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Wiltshire Council

Council

24 February 2015

Treasury Management Strategy 2015-16

Executive Summary

This report presents the Treasury Management Strategy for 2015-16 including:

- a) the Prudential and Treasury Indicators (PrIs and TrIs) for the next three years;
- b) other debt management decisions required for 2015-16 that do not feature within the PrIs or TrIs, as shown in paragraphs 3.11 to 3.20;
- c) the Annual Investment Strategy for 2015-16 (No changes from last year, however, please refer to paragraph 3.23 of the report in respect of a potential requirement for a future change relating to the minimum requirements for high credit quality, Paragraph 28 of the Main Strategy in Appendix B); and
- d) the updated Treasury Management Practices.

Proposals

Following recommendation by Cabinet at its meeting on 10 February 2015, Council is recommended to:

- a) adopt the Prudential and Treasury Indicators (Appendix A);
- b) adopt the Annual Investment Strategy (Appendix B), subject to the need for future amendment resulting from any potential change in the minimum requirements for high credit quality and authorise the Associate Director, Finance, Revenues & Benefits and Pensions to amend the Strategy accordingly, unless he considers the amendment(s) to be of major significance, in which case formal Council approval will be sought at the earliest opportunity;
- 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 2015-16 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

Carolyn Godfrey
Corporate Director

Treasury Management Strategy 2015-16

1. Purpose of Report

- 1.1 This report, which was presented to Cabinet on 10 February 2015, asks the Council to approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2015-16.

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 Council

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.

Monitoring and Reporting of the Prudential Indicators

- 3.3 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.
- 3.4 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

- 3.5 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.
- 3.6 Against this background and the risks within the economic forecast, caution will be adopted with the 2015-16 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

- 3.7 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 24th February 2015, to borrow an additional £89.9 million between now and the end of 2017-18. This is reflected in Prl 4 in Appendix A (Gross Borrowing – General Fund), i.e. the increase in gross borrowing to £335.1 million in 2017-18 from £245.2 million in 2013-14.
- 3.8 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.

- 3.9 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.
- 3.10 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

- 3.11 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

- 3.12 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).
- 3.13 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).
- 3.14 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.
- 3.15 All rescheduling will be reported to members in a treasury report at the earliest meeting following its action.

- 3.16 Wiltshire Council currently has borrowings of £61 million in LOBO loans.
- 3.17 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.
- 3.18 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.
- 3.19 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.

Addendum – Proposed amendment to the National Infrastructure Bill re PWLB

- 3.20 There has been a certain amount of speculation about the future role of the PWLB following an amendment the Government tabled to the above Bill (currently going through the House of Lords) on 18th December covering changes to the governance of PWLB lending arrangements, which are subject to a consultation process. The latest information from the Council's treasury advisers, who have been in discussion with PWLB, is that the proposal is for the role of the PWLB Commissioners to be removed and, in time, the PWLB will be renamed. "There is an expectation that the current lending arrangements will remain in place going forward." More detail is expected to be available in the planned consultation.

Short Term Cash Deficits.

- 3.21 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

- 3.22 The Annual Investment Strategy for 2015-16, which sets out the policy framework for the investment of cash balances, is shown in Appendix B.

'Bail-in'

- 3.23 Paragraph 28 of the Main Strategy includes a number of additional minimum requirements for "high credit quality", two of which ("All banks & building societies must have a bank viability rating....." and "In addition, all banks and building societies to which the Authority may lend funds must have a support rating.....") are linked to implied sovereign support, which may be removed by the rating agencies before January 2016 when bail-in measures are finally enacted. (When a 'bail in' takes place the interests of the bank's existing (i.e. prior to the failure) shareholders are cancelled, diluted or transferred and the claims of unsecured creditors (e.g. depositors) are written down by an amount sufficient to absorb the losses incurred. The amounts by which deposits are written down are then converted into equity in order to recapitalise the bank and allow it to continue operating.)
- 3.24 Credit Rating Agencies have indicated that, as a result of the impending bail-in measures, they may remove "uplifts" due to implied sovereign support, provided to institutions through much of the financial crisis, in response to this evolving regulatory regime. The actual timing and effects of the changes is still under discussion, however, Fitch Ratings have indicated that the removal of these "uplifts" could result in their standalone viability rating becoming redundant and are considering the effect on all their current support ratings of 1 to 5 (1 being the highest), with a view to lowering them all to 5. **It is important to stress that the rating agency changes being considered do not reflect any changes in the underlying status of the institution or credit environment, merely the implied level of sovereign support that has been built into ratings during the financial crisis.**
- 3.25 If the rating agencies fully implement the removal of the "uplift" as indicated, particularly in respect of the Fitch standalone rating and current support ratings, this will impact on the proposed Annual Strategy for 2015-16, including the possible need to remove the two minimum requirements for "high credit quality" referred to above. Depending on consideration, by him, of the significance of the changes required to the Strategy, it is proposed that the Associate Director, Finance, Revenues & Benefits and Pensions be authorised to amend the Strategy accordingly.

Other key issues

3.26 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

3.27 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)

3.28 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.

3.29 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.

3.30 The proposed Investment Strategy for 2015-16 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.

3.31 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 Bank Rate is not expected to start increasing until quarter 4 (October to December) 2015.

Icelandic Deposits

3.32 The latest position on the recovery of the £12 million investments, frozen as a result of the collapse of the Icelandic banks, Heritable (£9 million) and Landsbanki (£3 million), is that the Council has recovered:

- a) £8.5 million from the administrators of Heritable; and

- b) £2.9 million of its original investment in the Landsbanki Islands hf Bank (LBI).

3.33 The Council has now recovered slightly in excess of 94% of the £9 million originally invested in Heritable. As this is extremely close to the expected final recovery proportion (of 95%), it is unlikely that any further distributions will be significant, relative to those previously received. The timing and quantum of any further distributions are dependent upon the outcome of ongoing legal proceedings. A further progress report from the administrators is expected in March 2015.

3.34 The Council sold its claim against the insolvent estate of LBI on 17 October 2014. The claim was sold through a sales process brokered by Deutsche Bank. The price at which the claim was sold was based on a reserve price set by Wiltshire Council on the basis of legal advice received from Bevan Brittan and Wiltshire Council's own analysis of the financial position. The proceeds of the sale were paid in cash in Pounds Sterling. The sale means that Wiltshire Council has recovered 96% of the amount that was originally deposited with LBI in 2008. Wiltshire Council is, therefore, no longer a creditor of LBI.

3.35 Write-offs are fully provided for in the accounts.

Minimum Revenue Provision

3.36 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.

3.37 In accordance with Local Authorities (Capital Finance and Accounting) Regulations 2008 the Council adopted a MRP annual policy in May 2009.

3.38 For financial year 2014-15 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.

3.39 It is proposed that this policy is retained in 2015-16.

4. Environmental and Climate Change Considerations

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

5. Equalities Impact of the Proposal

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

6. Risks Assessment and Financial Implications

6.1 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.

- 6.2 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.
- 6.3 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 final quarter of 2015, rising further to 1.00% by the end of the first quarter of 2016. Then it is expected to rise again (by a further 0.25%) during the first and third quarter of 2017 and rising to 2.00% by the end of quarter one 2018;
 - b) medium term (10 year) PWLB borrowing rates are expected to rise, slightly, from 2.60% to 3.20% during 2015, then rising gradually to 4.20% by the end of March 2018.
- 6.4 Interest rates have remained low during 2014-15, 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 end of 2015. Although PWLB rates will fluctuate in line with Gilt prices, depending on market sentiment.
- 6.5 Interest rates are difficult to accurately forecast, PWLB rates and bond yields are particularly unpredictable at present and we are experiencing exceptional levels of volatility, which are highly correlated to geo-political and sovereign debt crisis developments.
- 6.6 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).
- 6.7 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.

7. Legal Implications

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

8. Public Health Implications

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

9. Safeguarding Considerations

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

10. Options Considered

10.1 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 maintain a suitable credit rating (local authorities, including Wiltshire Council are presently rated AAA) and the interest rates, which have not been competitive (with PWLB rates).

Municipal Bond Agency:

10.2 It is likely that the Municipal Bond Agency, currently in the process of being set up, will be offering 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). The Council intends to consider making use of this new source of borrowing as and when (and if) appropriate.

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

11. Conclusion

11.1 The Council is requested to consider the recommendations as set out in the Executive Summary of this report.

Michael Hudson

Associate Director, Finance, Revenues & Benefits and Pensions

Report Author:

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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 2015-16, 2016-17 & 2017-18

Appendix B Annual Investment Strategy for 2015-16

Prudential and Treasury Indicators for 2015-16, 2016-17 & 2017-18

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 2013-14 to 2017-18. The Capital Programme 2015-16 to 2017-18 will be submitted to Cabinet and Council in February 2015, which will ratify the budget for 2015-16. The years 2016-17 to 2017-18 are based on indicative figures as part of the Capital Programme.

	2013-14 Actual £million	2014-15 Expected £million	2015-16 Estimate £million	2016-17 Estimate £million	2017-18 Estimate £million
General Fund	84.5	127.5	131.7	58.0	45.1
Housing Revenue Account	6.2	9.6	15.3	10.6	10.6
Total	90.7	137.1	147.0	68.6	55.7

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).

	2013-14 Actual £million	2014-15 Expected £million	2015-16 Estimate £million	2016-17 Estimate £million	2017-18 Estimate £million
General Fund	6.2%	6.5%	7.3%	8.7%	10.0%
Housing Revenue Account	15.3%	14.9%	14.6%	14.3%	13.9%

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 fall in HRA financing costs in 2014-15, through 2015-16, 2016-17 and 2017-18, this is a reflection of fixed borrowing costs over the period against expected rental income.

Prudential and Treasury Indicators for 2015-16, 2016-17 & 2017-18

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.

	2015-16 £	2016-17 £	2017-18 £
Effect on Band D Council Tax	-17.98	-11.42	1.80
Effect on Average Housing Rent per week	0.00	0.00	0.00

8. The anticipated effect on Band D Council Tax in the first two 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 2015-16, 2016-17 & 2017-18

	2013-14 Actual £million	2014-15 Expected £million	2015-16 Estimate £million	2016-17 Estimate £million	2017-18 Estimate £million
CFR – General Fund	348.6	386.4	416.2	451.6	454.3
CFR – HRA	122.6	122.6	122.6	122.6	122.6
Gross Borrowing – Gen Fund	245.2	246.1	289.1	333.1	335.1
Gross Borrowing – HRA	118.8	118.8	118.8	118.8	118.8
CFR not funded by gross borrowing – Gen Fund	103.4	140.3	127.1	118.5	119.2
CFR not funded by gross borrowing – HRA	3.8	3.8	3.8	3.8	3.8

13. No significant movement in General Fund gross borrowing is anticipated in 2014-15. In the following financial years, 2015-16 to 2017-18, 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 2015-16 to 2017-18 (e.g. for 2015-16 this is reflected in the difference between the Authorised Limit of £448.2 million in the table below and the Operational Boundary of £437.2 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 2015-16, 2016-17 & 2017-18

Authorised Limit	2015-16 £million	2016-17 £million	2017-18 £million
Borrowing – General Fund	448.2	488.7	492.5
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	571.6	612.1	615.9

18. The Authorised Limit set by the Authority 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 2015-16 (£437.2 million) is:

- Expected Capital Financing Requirement at 31 March 2015 of £386.4 million
- Plus the expected long-term borrowing to finance capital expenditure (unsupported only £43.9 million)
- Less the expected set-aside for debt repayment (£13.1 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 2015-16 is the debt settlement of £123.2 million.

Operational Boundary	2015-16 £million	2016-17 £million	2017-18 £million
Borrowing	437.2	476.7	480.5
Borrowing – HRA	123.2	123.2	123.2
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	560.6	600.1	603.9

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.

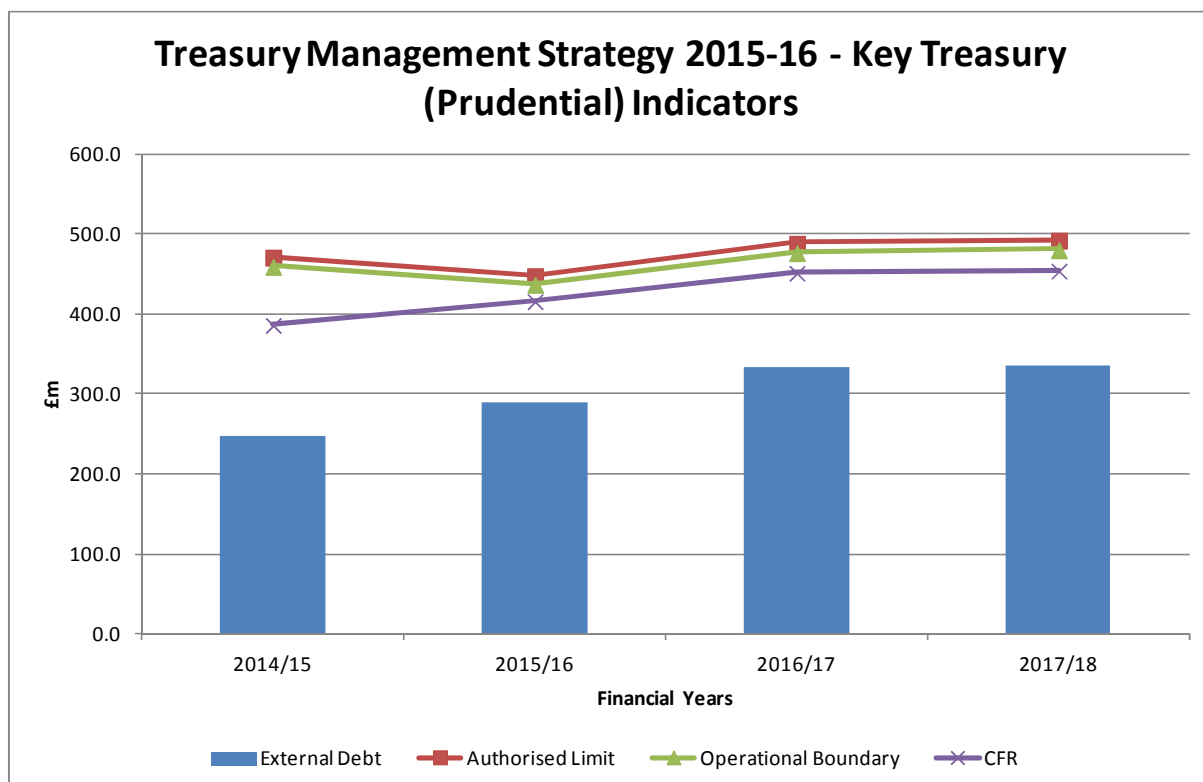
Prudential and Treasury Indicators for 2015-16, 2016-17 & 2017-18

Trl 3 – External Debt – Actuals at 31 March 2014 and Expected 2015

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.

	31/3/14 Actual £million	31/3/15 Expected £million
Borrowing – General Fund	245.2	246.1
Borrowing – HRA	118.8	118.8
Other Long Term Liabilities	0.2	0.2
TOTAL	364.2	365.1

The above Trls 1-3, together with the Capital Financing Requirement, are represented in graphical form below:



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 2015-16. However, consideration of short term variable rate loans may prove to be advantageous, in 2015-16 and in future financial years.

Prudential and Treasury Indicators for 2015-16, 2016-17 & 2017-18

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 2015-16 to 2017-18 is 100% of net outstanding principal sums.

The Council's upper limit for variable interest rate exposure is 50% for 2015-16, 52% for 2016-17 and 54% for 2017-18 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 £243.2 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. 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 amendment for further borrowing in the future.

28. In addition to the main maturity indicators it is considered prudent that no more than 15% of long term loans should fall due for repayment within any one financial year.

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.

Limits on the Maturity Structure of Borrowing	Upper	Lower Limit
Maturing Period:		
- under 12 months	15%	0%
- 12 months and within 24 months	15%	0%
- 2 years and within 5 years	45%	0%
- 5 years and within 10 years	75%	0%
- 10 years and above	100%	0%

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

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

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2015-16

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 2015-16

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 2015-16

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 2015-16

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:
 - **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 2015-16

- **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);**
 - **In addition, all banks and building societies to which the Authority may lend funds must have a support rating of no more than 3 (in the range 1, being the highest support rating to 5, the lowest);**
 - **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);**

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2015-16

- **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**
- **Government backed overseas banks and their subsidiaries**

30. There have been no changes from last year.

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Wiltshire Council

Council

24 February 2015

Reducing Child Poverty Strategy 2014 – 2020

Executive Summary

1. The purpose of this item is to present an update on the Wiltshire Reducing Child Poverty Strategy 2014-20.
2. Reducing child poverty has been a government target for many years. The [Child Poverty Act](#), which commits this and future governments to eradicating child poverty by 2020, received Royal Assent in March 2010 tasking local areas to produce a child poverty needs assessment and strategy. This strategy document fulfils that requirement.
3. This strategy has been developed by the multi-disciplinary Child Poverty Group which reports to the Wiltshire Children & Young People's Trust Executive. The strategy was made available for wide consultation with the public including children and young people, the public and private sector, businesses and voluntary sector organisations. All responses were considered and inform the final strategy.
4. A child poverty needs assessment sits alongside this strategy and a summary of its main findings is included in the strategy. A copy of the full needs assessment is available as an appendix to this report.
5. The aim of the strategy is to reduce the number of children in Wiltshire living in poverty in addition to mitigating the impacts of poverty on children's health and wellbeing.

Proposal

The Strategy has undergone an official period of consultation, and was approved by Cabinet in November 2014. Full council is asked to formally approve the updated strategy in line with the Council's statutory duty to have a strategy to reduce child poverty.

Reason for Proposal

1. Part 2 of the Child Poverty Act 2010 places duties on local authorities and named partners to 'cooperate with a view to reducing and mitigating the effects of child poverty in their areas'. They are also required to prepare and publish local child poverty needs assessments and to develop joint child poverty strategies.
2. Child poverty features as a priority in key top-level Wiltshire documents. It is in the Wiltshire Assembly's "People, Places and Promises: Wiltshire Community Plan 2011-2026" which was adopted in April 2011. It is included in Wiltshire Council's 2013-2017 Business Plan through priorities to protect those who are most vulnerable, boost the local economy and bring communities together to enable and support them to do more for themselves. In addition, the Wiltshire Children and Young People's Trust (comprised of representatives from key children's services in Wiltshire) specifically states in its vision a commitment to "reduce, prevent and mitigate the effects of child poverty" – and this is reflected in its Children & Young People's Plan 2012-2015 and in the various commissioning strategies which sit underneath it.

Maggie Rae
Corporate Director

Date of meeting 24th February 2015

Subject: Reducing Child Poverty Strategy 2014 – 2020

Cabinet member: Cllr Keith Humphries and Cllr Laura Mayes
Cllr Laura Mayes – Children’s Services
Cllr Keith Humphries – Public Health

Key Decision: No

Purpose of Report

1. This Council report briefs members on the development of the Wiltshire Reducing Child Poverty Strategy 2014 – 2020. The strategy provides the strategic direction for Wiltshire Council and partner organisations in reducing the level of children living in poverty in Wiltshire, and mitigating the effects of child poverty across Wiltshire.

In 1999 the Government pledged to eradicate child poverty in the UK, but was unable to meet the first milestone of the pledge which was to halve the number of children living in poverty by 2010. The number of children living in relative income poverty in 2010/11 was reduced to 2.3 million; however this was 600,000 less than the number required to meet the 2010 target. The next target of the pledge is to eradicate child poverty by 2020.

Under part 2 of the 2010 Child Poverty Act, Local Authorities and named partner authorities have a duty to cooperate to reduce and mitigate the effects of child poverty in their local areas. A local child poverty needs assessment must be produced in order to understand the characteristics of low income and disadvantaged families in the area. It should also include identification of the key drivers to address these needs, which will inform the development of a local child poverty reduction strategy.

In late February 2014 a Child Poverty Strategy consultation was launched by the government setting out the actions to be taken between 2014-17. Although the final strategy will not be available for some months there are key principles which are echoed within Wiltshire’s draft strategy for 2014-20. The government’s consultation document focuses on tackling child poverty through:

- Supporting families into work and increasing their earnings
- Improving living standards
- Preventing poor children becoming poor adults through raising their educational attainment.

This paper presents an update on the development of both the Wiltshire Child Poverty Needs Assessment and related Strategy 2014-2020.

Background

2. Today in the UK 17% of children, 2.3 million, live in poverty. This is one of the highest rates in the industrialised world. Growing up in poverty is known to have a profound impact on children's physical and mental health, on educational attainment, aspirations, well-being, and long term economic productivity.

An analysis by Her Majesty's Revenue and Customs (HMRC) demonstrated that in 2011 Wiltshire had 11,610 children living in poverty, which represents 11.4% of all children in Wiltshire.

Children are said to be living in relative income poverty if their household's income is less than 60 per cent of the median national income.

The development of the draft needs assessment and strategy have been led by Public Health and Children's Services, and the reports have been produced by the multi-disciplinary child poverty group, which reports to the Children and Young People's Trust Executive. They aim to provide an overview of current need in Wiltshire and the strategic objectives to address this.

Relevance to the Council's Business Plan

3. The Wiltshire Child Poverty Strategy aims to reduce the number of children living in poverty and mitigate the effects of child poverty. It seeks to provide a view of the causes, barriers and challenges of child poverty, set a shared vision and encourage a coordinated approach to address child poverty and its impact.

Child Poverty features as a priority in key top-level Wiltshire documents. It is in the Wiltshire Assembly's "People, Places and Promises: Wiltshire Community Plan 2011-2026" which was adopted in April 2011. It is included in Wiltshire Council's 2013-2017 Business Plan through its priorities to protect those who are most vulnerable, boost the local economy and bring communities together to enable and support them to do more for themselves.

In addition, the Wiltshire Children and Young People's Trust (comprised of representatives from key children's services in Wiltshire) specifically states in its vision a commitment to "reduce, prevent and mitigate the effects of child poverty" – and this is reflected in its Children & Young People's Plan 2012-2015 and in the various commissioning strategies which sit underneath it.

Main Considerations for the Council

4. The Wiltshire Child Poverty Strategy 2014 – 20 sets the strategic direction for Wiltshire Council, together with other partner organisations, under the direction of the Wiltshire Children & Young People's Trust Executive.

The goal of the Child Poverty Act is to end child poverty by 2020. The Child Poverty Act sets targets for the government to meet by 2020 on four different measures of poverty – including relative income poverty. These targets are based on the proportion of children living in:

- relative low income (whether the incomes of the poorest families are keeping pace with the growth of incomes in the economy as a whole)
- combined low income and material deprivation (a wider measure of people's living standards)
- absolute low income (whether the poorest families are seeing their income rise in real terms)
- persistent poverty (length of time in poverty)

The Wiltshire Children and Young People's Trust partnership has signed up to this strategy and are tasked with driving change at a local level to improve outcomes for children and young people.

Safeguarding Implications

5. Safeguarding is a key priority for Wiltshire Council, both in terms of the services that they deliver and commission and this applies equally to the Wiltshire Child Poverty Strategy and its implementation.

This strategy does not raise any new or additional safeguarding issues to be considered by the cabinet. Wiltshire Council and the organisations that they commission have in place safeguarding policies, procedures and workforce development plans to ensure safeguarding is and continues to be a key priority.

Public Health Implications

6. Reducing child poverty is vital to reducing health and lifestyle inequalities and to improving the quality of people's lives across the whole lifecycle.

Environmental and Climate Change Considerations

7. There are no environmental or climate implications in relation to this council paper.

Equalities Impact of the Proposal

8. The strategy aims to ensure services will be delivered with due regard to equality legislation and that all children will have equitable access to services.

The whole aim of this strategy is to improve equalities. Any adverse or positive impacts from an equalities perspective have been incorporated

within the identified issues in the strategy and delivery plan. For example, it is recognised in the section “Children at greatest risk of poverty” that some groups of people are more likely to be impacted by poverty and therefore there needs to be awareness of the potential risks for these groups.

Risk Assessment

8. The main risks associated with the Wiltshire Child Poverty Strategy is that the numbers of people living in poverty in Wiltshire may increase as a result of the economic downturn and the potential impacts of the reforms to the welfare system. The strategy addresses this through thematic assessments which focus on jobs and the economy which in turn will shape the interventions to be delivered through the implementation plan.

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

10. The significant risk associated with not implementing this strategy would include:
 - Placing the wellbeing of children who live in poverty in Wiltshire at significant risk through a lack of suitable interventions to mitigate the effects of poverty on health and wellbeing.
 - Allowing the number of children living in poverty in Wiltshire to increase through a lack of interventions to reduce this number.
 - The council will not be able to fulfil its duty under part 2 of the 2010 Child Poverty Act if a Child Poverty Strategy, based upon a local needs assessment, is not approved and published.

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

11. The Child Poverty Strategy has already undergone formal public consultation and was written by the multi-disciplinary Child Poverty Group therefore there are no foreseen risks of this strategy being implemented.

Financial Implications

12. There are no immediate financial implications linked to this updated strategy. The strategy outlines ways of improved practice and working together more effectively to achieve better outcomes for children and young people. Longer term, this strategy should contribute to reduced costs with less burden on social housing, health and Childrens Services.

Legal Implications

13. The Child Poverty Act 2010 received Royal Assent on 25th March 2010. Part 2 of the act sets out the duties of local authorities and others. The Act requires local authorities to make arrangements to promote co-operation between the

authority and its partners with a view to reducing, and mitigating the effects of child poverty in their area. This includes arrangements to publish an assessment of children living in poverty in its area and to prepare a joint child poverty strategy for its area. This report covers those aspects. There are no other specific legal issues or implications arising from this report.

***Proposal**

14. Council is asked to approve the Child Poverty Strategy for implementation.

***Reason for Proposal**

15. Once the Child Poverty Strategy has been approved by Council the implementation plan can be signed off and work can begin to mitigate and reduce the effects of child poverty in Wiltshire in line with our responsibilities as laid out in the Child Poverty Act.

Frances Chinemana
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26th January 2015

Footnote

Since the Child Poverty Strategy and Needs Assessment for Wiltshire were written updated figures have been released by HMRC which detail the percentage of children living in low income families in 2012 from a snapshot taken on 1st August 2012.

These figures show a small reduction in the number of children living in low income families in Wiltshire from 11.4% to 10.6%. The release of these new figures will be used in the production of local area briefings on child poverty to reflect the most up to date information on children living in low income families available.

Background Papers

None

Appendices

Appendix 1 Wiltshire Child Poverty Strategy 2014-20
Appendix 2 Wiltshire Child Poverty Needs Assessment

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Wiltshire Children & Young People's Trust
To improve outcomes for children & young people in Wiltshire
and to promote and support resilient individuals, families and communities.



Reducing Child Poverty Strategy

2014 – 2020
Version 1.1

Strategy prepared by:

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Document History

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Version 1.0	11/11/2014	Post consultation	Cabinet
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Introduction

1. Reducing child poverty has been a government target for many years. The [Child Poverty Act](#), which commits this and future governments to eradicating child poverty by 2020, received Royal Assent in March 2010 tasking local areas to produce a child poverty needs assessment and strategy. This strategy document fulfils that requirement.
2. It is acknowledged that the huge changes resulting from the national cost pressures which are impacting at the time of writing, both on public services and people's lives, are creating some uncertainty and shifting baselines. Future strategies and action plans will need to build on this document in light of these changes.
3. This strategy has been developed by the multi-disciplinary Child Poverty Group which reports to the Wiltshire Children & Young People's Trust Executive. This consultation draft will be available for wide consultation with the public including children and young people, the public and private sector, businesses and voluntary sector organisations. All responses will be considered and will inform the final strategy prior to sign-off.
4. A child poverty needs assessment sits alongside this strategy and a summary of its main findings is included in this document.

Links to other strategies

5. Child Poverty features as a priority in key top-level Wiltshire documents. It is in the Wiltshire Assembly's "People, Places and Promises: Wiltshire Community Plan 2011-2026" which was adopted in April 2011. It is woven through the Wiltshire Council's 2013-2017 Business Plan through its priorities to protect those who are most vulnerable, boost the local economy and bring communities together to enable and support them to do more for themselves. In addition the Wiltshire Children and Young People's Trust (comprised of representatives from key children's services in Wiltshire) specifically states in its vision to "reduce, prevent and mitigate the effects of child poverty" – and this is reflected in its Children & Young People's Plan 2012-2015 and in the various commissioning strategies which sit underneath it.
6. Early intervention has become a strong theme underpinning national policy and guidance over recent years (such as the Allen and Munro reports, revised Ofsted Inspection Framework and Working Together to Safeguard Children and Young People). A growing evidence base showing how providing help as soon as it's needed can greatly improve outcomes for children and young people is supporting this agenda. In Wiltshire the Children and Young People's Trust and the Wiltshire Safeguarding Children Board (through their joint Early Intervention sub group) have recently approved their joint Early Help Strategy and an Early Help Improvement Plan is currently being prepared. Through cross-membership of the Early Intervention sub group and the Child Poverty Task Group the two strands of work will be coordinated to ensure consistency and reduced opportunity for duplication.
7. In late February 2014 a Child Poverty Strategy consultation was launched by the government setting out the action to be taken from 2014-17. Although the final strategy will not be available for some months there are key principles which are echoed within Wiltshire's draft

strategy. The government's consultation document focuses on tackling child poverty through:

- Supporting families into work and increasing their earnings
- Improving living standards
- Preventing poor children becoming poor adults through raising their educational attainment.

The aim

8. The goal of the Child Poverty Act is to end child poverty by 2020. The Child Poverty Act sets targets for the government to meet by 2020 on four different measures of poverty – including relative income poverty. These targets are based on the proportion of children living in:
 - relative low income (whether the incomes of the poorest families are keeping pace with the growth of incomes in the economy as a whole) - target is less than 10%
 - combined low income and material deprivation (a wider measure of people's living standards) - target is less than 5%
 - absolute low income (whether the poorest families are seeing their income rise in real terms) - target is less than 5%
 - persistent poverty (length of time in poverty) - target is to be set in regulations by 2015
 - Data for these 4 measures are currently not available at a local level
9. This strategy supports both the reduction of child poverty in Wiltshire and mitigation of the effects of child poverty. It seeks to provide a view of the causes, barriers and challenges of child poverty, set a shared vision and encourage a coordinated approach to address child poverty and its impact.
10. The Wiltshire Children and Young People's Trust partnership will be asked to sign up to this strategy and are tasked with driving change at a local level to improve outcomes for children and young people.

What is child poverty?

11. Children are said to be living in relative income poverty if their household's income is less than 60 per cent of the median national income. Essentially, this looks at whether the incomes of the poorest families are keeping pace with the growth of incomes in the economy as a whole. It should be noted that a change to the way in which poverty is measured has been proposed and is currently under discussion by central government. Some of the suggested possible dimensions for inclusion in this new measure are income and material deprivation; worklessness; unmanageable debt; poor housing; parental skill level; access to quality education; family stability, and; parental health. For the purposes of this Strategy the existing measure is used and if a subsequent change is made the Child Poverty Group will refresh reported data.
12. Today in the UK 17% of children, 2.3 million, live in poverty. This is one of the highest rates in the industrialised world.

13. Living in poverty means more than just having a low income. Extensive research and data show that children who grow up in poverty face a greater risk of having poor health, being exposed to crime and failing to reach their full potential. This in turn can limit their potential to earn the money needed to support their own families in later life, and so a cycle of poverty is created. Therefore in order to ensure today's poor children are not tomorrow's poor adults child poverty must be tackled.
14. The central government Child Poverty Unit has collated an extensive library of research and data. Particularly relevant to Wiltshire is the research report on the cost of living in rural communities. "Country Life: tougher to make ends meet"¹ says that people living in rural communities need to spend 10-20% more than those in urban areas to reach a minimum acceptable living standard. This is due to things such as the need to run a car, higher energy bills and the location of rural services. This is further exacerbated as pay levels for many rural workers are often lower than those working in urban areas.

¹ Country Life: tougher to make ends meet – Nov 2010 Joseph Rowntree Foundation/Commission for Rural Communities

Children at greatest risk of poverty²

15. Some groups of children living in particular circumstances are known to be at a greater risk of living in poverty:

- **Lone parents** - before housing costs over a third, 35%, (50% after housing costs) of children living in lone parent families are poor, compared with 18%, of children in couple families.
- **Large families** - 40%, of children in families with four or more children are poor, compared with 19% of children in one-child families.
- **Children with disabilities and children with disabled parents** - a result of lower incomes as either the parents/carers need to look after disabled children and so cannot work) or disabled parents being less likely to be in paid work. Additional disability-related costs also impact on family budgets.
- **Children who are carers** - young carers, those living with a disabled parent or in households with drug/alcohol misuse or domestic violence all have experiences or responsibilities that can make it difficult for them to focus on their education and achieve good outcomes.
- **Children who have teenage parents** – babies of teenage mothers have a 63% increased risk of being born into poverty compared to babies born to mothers in their twenties.
- **Children growing up in social housing** - 49% of children in local authority accommodation are poor before housing costs (rising to 58% after housing costs).
- **Black and minority ethnic children** - children living in households headed by someone from an ethnic minority are more likely to be living in a poor household. This is particularly the case for households headed by someone of Pakistani or Bangladeshi origin, where well over half the children are living in poverty.
- **Asylum seekers** - there is no robust quantitative data on asylum seekers. Parents in this group are prohibited from working and are only entitled to safety net support at a lower level than the usual income support/Jobseekers Allowance.
- **Traveller and gypsy children** - there is a severe lack of robust quantitative data, including poverty, for this group. However, both practice knowledge and other studies show that some have few financial resources.
- **Children with a parent in prison** – it is recognised that these children are more likely to be living in poverty.
- **Children in care** - young people leaving care are likely to be at increased risk of living in poverty. Attainment levels of children in care are not equal to their peer group and more children who have been looked after become NEET (Not in Education, Employment or Training) than those who have not been looked after.
- **Children offending or at risk of offending** – being involved in criminal activity whilst young has been shown to have a negative impact on later life chances. Furthermore, the children of young offenders are more likely to live in poverty themselves, reinforcing the ‘cycle of poverty’.

Local Needs Assessment

16. Whilst Wiltshire is considered to be a generally prosperous area, there are pockets of deprivation that are often hidden in official statistics. Wiltshire is a large, predominantly rural

² Children at Greatest Risk of Poverty available at www.childpovertytoolkit.org.uk/At-Greatest-Risk-of-Child-Poverty

county with a population of 474,300, of which 19.2% (91,066) are aged 15 years and under. Almost half of the population resides in towns and villages with less than 5,000 people³.

17. An analysis by HMRC demonstrated that in August 2011 Wiltshire had 11,610 children (0-19yrs) living in poverty, which represents 11.4% of children. This is an increase of 400 children (0.4%) in Wiltshire since 2008, which compares well with other local authority areas in the South West of England. However, as detailed within the report, there is high variability in Wiltshire with pockets of high deprivation found in particular localities and significant deprivation across some vulnerable groups.
18. Through the work of our Joint Strategic Assessment, we are familiar with areas of poverty and deprivation in Wiltshire. There are challenges in rural areas when using measures of deprivation, as deprivation is less obvious and can be 'hidden' when factors such as economies of scale and the distances involved are not taken into consideration.
19. Deprivation data is usually reported against defined geographical areas known as Lower Super Output Areas (LSOAs). There are 285 LSOAs in Wiltshire. These are defined nationally for the release of statistical information at a small geographical area. For planning purposes the County is split into 20 community areas. These community areas generally include a market town and its surrounding villages. Where possible the data within this strategy will be presented by LSOA or community area.
20. Wiltshire as a whole is characterised by its rurality and is notable for the scale of its military presence. Currently 1 in 50 residents in Wiltshire are Army personnel – that's around 12,000 (30,000 including their families) and 27% of this population are veterans. This is set to rise to around 16,000 (est. 38,000 including families) by 2020 making Wiltshire the largest military county in the UK. Approximately 1,000 young people in Wiltshire are Army Cadets and 12% go on to have careers within the Army⁴.
21. This strategy is supported by a comprehensive needs assessment which gives detailed evidence of both national and local child poverty gained through analysis of data and direct input from stakeholders and families.

Geographical assessment

22. Of the 285 Lower Super Output Areas (LSOAs) in Wiltshire, 14 have numbers of children living in poverty which are more than 2 standard deviations⁵ above the Wiltshire average of 11.4%. This means that in certain LSOAs the percentage of children living in poverty ranges from 26.9% to 46.1%. These areas are detailed in table 2 below. Ten LSOAs have over 30% of children living in poverty, an increase of one extra LSOA in Wiltshire with this high percentage of children living in poverty when compared to 2008.

³ Office for National Statistics. 2011 Mid year estimate

⁴ Wiltshire Assembly Conference "Wiltshire – a military county", 2nd December 2013.

⁵ Standard Deviation is a measure of the spread or [dispersion](#) of a set of data. The more widely the values are spread out, the larger the standard deviation. In data which is normally distributed it is very likely that 95% of the data points will lie within 2 standard deviations of the mean. Therefore any that lie outside of this range would be considered significant.

Table 2 LSOAs with a percentage of children in low income families two or more standard deviations above the Wiltshire average (Source: DWP)

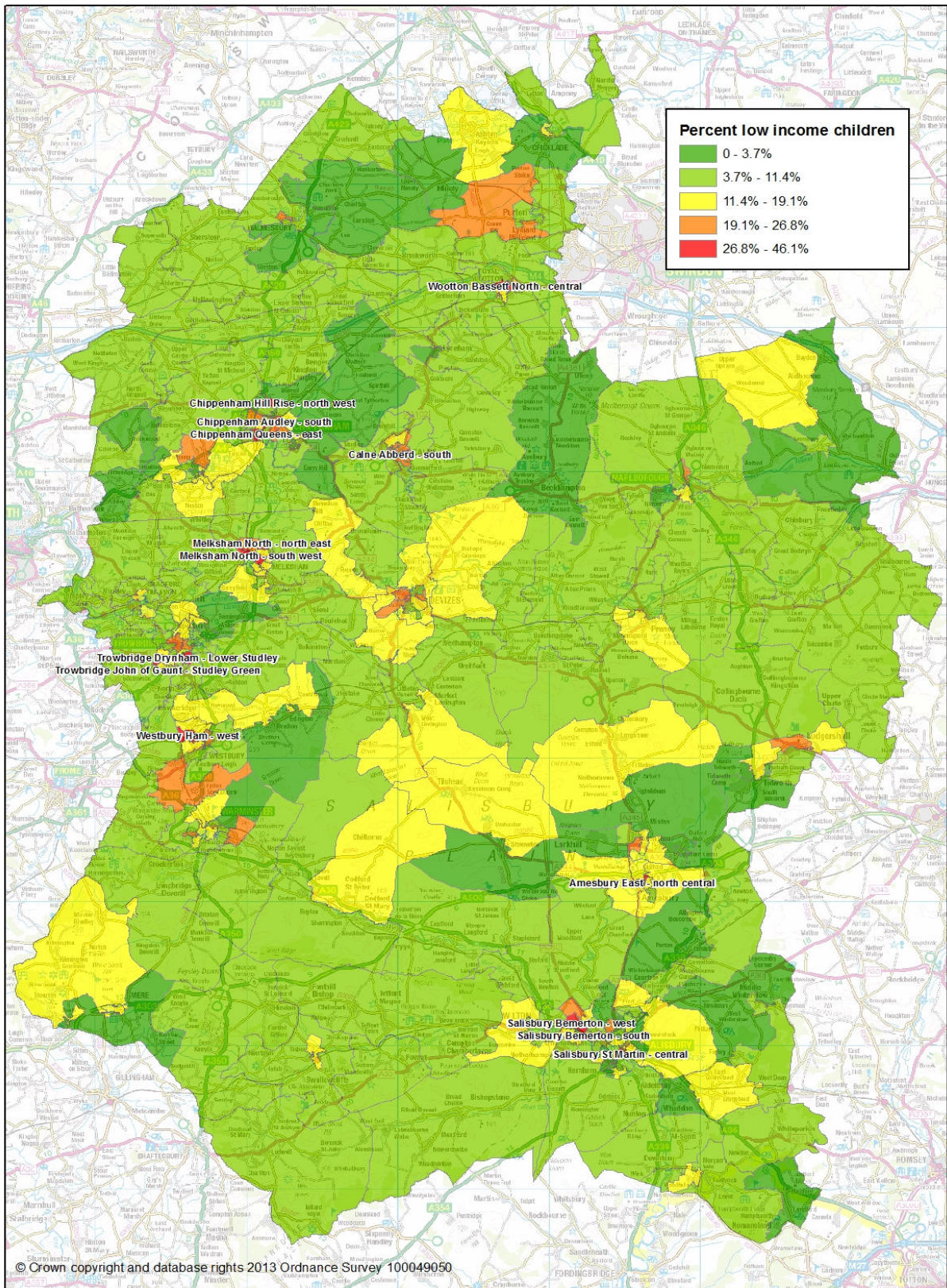
Lower Super Output Area name	Community Area	Children in Child Benefit families	Children in families in receipt of CTC (<60% median income) or IS/JSA	% of children in low-income families	Number standard deviations above average
Trowbridge John of Gaunt - Studley Green	Trowbridge	555	255	46.1%	4
Melksham North - north east	Melksham	380	135	35.5%	3
Calne Abberd - south	Calne	255	90	35.4%	3
Amesbury East - north central	Amesbury	275	90	32.8%	2
Chippenham Queens - east	Chippenham	325	105	32.7%	2
Salisbury St Martin - central	Salisbury	355	115	32.0%	2
Trowbridge Drynham - Lower Studley	Trowbridge	590	180	30.9%	2
Chippenham Audley - south	Chippenham	360	110	30.7%	2
Melksham North - south west	Melksham	340	105	30.7%	2
Chippenham Hill Rise - north west	Chippenham	465	140	30.4%	2
Salisbury Bemerton - south	Salisbury	520	150	29.2%	2
Wootton Bassett North - central	R.WB & Cricklade	410	115	28.5%	2
Salisbury Bemerton - west	Salisbury	480	130	27.1%	2
Westbury Ham - west	Westbury	470	125	26.9%	2

23. The percentage of children living in low income families in each LSOA has not remained constant between 2008 and the latest figures of 2011. Some LSOAs in Wiltshire have shown a decrease in the percentage of children in low income families since 2008. The largest decrease in percentage was seen in Salisbury Bishopdown – central, the rate decreased here from 17.1% in 2008 to 7.5% in 2011. The 12 LSOAs in Wiltshire with the largest decrease (5% or more) in children living in low income families are detailed in table 3 below.

Table 3 LSOAs where the percentage of children in low income families decreased by five percentage points or more between 2008 and 2011 (Source DWP)

LSOA name	Community Area	2008	2011	Change in % points
Salisbury Bishopdown - central	Salisbury	17.1%	7.5%	-9.6%
Melksham North - north east	Melksham	42.7%	35.5%	-7.2%
Trowbridge Drynham - central	Trowbridge	25.1%	17.9%	-7.2%
Pewsey south	Pewsey	22.0%	14.8%	-7.2%
Cricklade central	Royal Wootton Bassett & Cricklade	26.0%	19.0%	-7.0%
Ludgershall east & Faberstown	Tidworth	24.6%	17.9%	-6.7%
Salisbury St Martin - central	Salisbury	38.0%	32.0%	-6.0%
Dilton Marsh & Upton Scudamore	Part Warminster; Part Westbury	25.8%	19.8%	-6.0%
Staverton & Hilperton (part)	Part Bradford on Avon; Part Trowbridge	22.7%	17.3%	-5.4%
Trowbridge John of Gaunt - Wingfield Rd	Trowbridge	18.2%	12.9%	-5.3%
Salisbury St Edmund - east (Milford north)	Salisbury	15.8%	10.7%	-5.1%
Trowbridge Adcroft - Seymour	Trowbridge	29.8%	24.7%	-5.1%

Figure 2 Map of percentage of children living in poverty by LSOA, 2011



24. Of the ten areas with over 30% of all children living in 'poverty' seven are located in one of three towns (Trowbridge, Melksham and Chippenham) and the remaining three are in the towns of Salisbury, Calne and Amesbury.

Thematic Assessment

Jobs and the Economy

25. Worklessness and low paid work are the key factors in child poverty. The term worklessness includes:
- Those that are economically active but unemployed i.e. those claiming Jobseekers Allowance;
 - Those that are economically inactive but who would want to work. There is evidence to suggest that a significant proportion of the economically inactive population would like to work if they had the right opportunity, incentive or path back to employment. This could include lone parents and/or people claiming incapacity or other health/income related benefits.
26. Historically worklessness has been a major cause of children living in poverty. However, the underlying causes as to why adults are out of work are complicated and issues differ for those long term unemployed versus those who have recently lost their job. The level of worklessness has increased in recent years with approximately 9.3% of the working age population in Wiltshire being on one or more out of work benefits in February 2013. The proportion of workless households in Wiltshire has risen from 12.5% in 2008 to 16.1% in 2012.
27. The percentage of children living in workless households in Wiltshire in 2012 was 8%, this compares well to the national average of 14.9%, and the South West regional average of 11.2%.
28. However, this figure varies significantly by community area, from the lowest percentage in Malmesbury where 6% of households with dependent children have no adult in employment to Westbury where 12.8% of households with dependent children have no adult in employment. To improve young people's outcomes and outlook on life, it is vital that the cycle of dependency on benefits is broken and young people aspire to a career or work life.
29. Wiltshire continues to have a high economic activity rate for residents aged 16-64 (80.1%) compared to other areas; Wiltshire claimant count levels are consistently below those found in the South West and England. Since the start of 2014 the national Job Seekers Allowance claimant rate has been maintained at 3.0%. The latest rate for Wiltshire at 1.5% is half the national rate. The proportion of 18-24 year old JSA claimants in Wiltshire currently stands at 3.6% (nationally 5.2%). Youth unemployment continues to account for a disproportionate share of unemployment in Wiltshire (29.5%). The adjusted NEET (not in employment, education or training) figure for Wiltshire, based on the period November 2012 to January 2013 was 6.0% and equates to 493 of 12,803 young people aged 16-18. This is higher than the comparable figures for England and the South West but not appreciably so.
30. Residents' pay rates in Wiltshire are 7% lower than the national average and in-work poverty is becoming a real issue. Similarly, workplace pay rates are below the national average, with those working in Wiltshire only earning 89% of the average across England. Overall, total pay has declined by £7.50 per week in Wiltshire whilst in England it has risen by £16 per week. Data on pay levels and commuting flows indicates that the outward commuting of higher skilled workers from Wiltshire has long been a feature of the economy.

31. Future increases in part-time and principally female employment are anticipated. Forecasts show that between 2010 and 2020 female employment is expected to rise by 11.4%. This partly reflects the rise in part-time work which is expected to grow at almost twice the rate (13.4%) of full time work (7.5%). The availability of part time work in the local economy may be enabling more young people than average to combine work with learning.
32. Overall, employment is forecast to increase in Wiltshire by 19,300 (or 9.1%) over the period 2010-2020. Note that these employment projections exclude the potential outcomes of the military/civilian integration programme. The programme represents an opportunity to change the skills and business profile of the county.
33. The occupational profile is predicted to continue to shift towards higher-order occupations, with the greatest levels of growth being amongst Managers, Professionals and Associate Professionals.
34. The key priorities for Wiltshire Council and partners is to create new jobs and businesses, to seize the opportunities generated by the military/civilian integration programme, and to develop the skills of its residents, ensuring many more young people are working in Wiltshire.

Education

35. Children who grow up in poverty are more likely to leave school without qualifications. Local authorities measure the attainment gap to enable comparison with other areas.
36. In Wiltshire there is continued focus on the attainment of vulnerable groups of children and young people at various stages of their development. The first key measure is at the Foundation Stage Profile which measures achievements of children aged 5 against assessment scales. There are subsequent measures at Key Stage 2 and GCSE level for children who are eligible for free school meals compared with children who are not eligible.

	2010 %	2011 %	2012 %		2013 %
Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest					
Wiltshire	29	29	27	<i>(Testing changes)</i>	32
Statistical neighbours	30	29	28		32
England	33	31	30		37
Attainment Gap FSM/non FSM Key Stage 2 inc English & Maths (Read, Write & Maths from 2013)				<i>(Testing changes)</i>	
Wiltshire	27	24	20	24	23
Statistical neighbours	26	26	23	26	24
England	21	20	17	19	19
Attainment Gap FSM/non FSM GCSE inc Eng & Maths					
Wiltshire	36	32	31		36
Stats Neighbours	33	33	33		32
England	28	28	26		27

37. For Wiltshire across all three measures there is a percentage difference or “gap” and this gap is increasing as seen in the preceding table (note, however, that changes to testing took place during 2012 meaning year to year comparisons should be made with caution). The Vulnerable Learners Action Group is in place to set out the strategy and specific initiatives to close these gaps.
38. Adult attainment is also key to ensure the resident working population in Wiltshire have the skills and knowledge to improve their employability and/or sustain employment. Adult attainment measures are taken at ‘Level 2’ which broadly means the literacy or numeracy required to meet the standards of a key skills qualification at Level 2 (or, very roughly, the underlying literacy/numeracy required to achieve GCSE grades A*-C).
39. Between 2009 and 2012 Wiltshire’s performance on adult attainment has continued to improve:
- The Level 2 attainment rate has increased by a further 3.2% to 77.7%. Wiltshire continues to outperform the regional rate of 75.2% and the national rate of 71.8%.
 - Those without at least a Level 2 qualification (generally considered to be the minimum for employability) has decreased from 25.5% to 22.3%. Wiltshire continues to outperform the regional rate of 24.8% and the national rate of 28.2%.
 - Those without any qualifications at all has reduced from 7.0% to 5.9% (16,400 people compared to 19,600). Wiltshire continues to outperform the regional rate of 7.0% and the national rate of 9.7%.

Transport

40. Getting to work, school or college and accessing services is all dependent on transport. Poor public transport can mean that low income families face reduced choice or difficulties accessing services, employment and support - or are forced into car ownership (reducing the money they have available to spend on other things).
41. Wiltshire Council spends £5 million on supported bus services and community transport, which doubles the level of public transport that would otherwise be available. 44% of rural households have access to an hourly or better weekday daytime bus service, 89% to a daily or better weekday service. However, due to the growing pressures on public spending, budgets have been reduced in recent years and an ongoing programme of reviews is underway focusing in particular on services that are relatively poorly used or expensive to provide in relation to the number of passengers using them. A thorough assessment of local transport needs for those areas with the highest number of families living in poverty or at risk of living in poverty (whether in-work or not) must be undertaken to inform the development of a socially-inclusive transport policy for Wiltshire.

What works?

42. The Centre for Excellence and Outcomes in Children and Young People’s Services⁶ has reviewed a variety of child poverty publications, toolkits and guides to produce the key

⁶ C4EO Research Summary 1 Child Poverty January 2010

components of a child poverty strategy:

- effective multi-agency partnerships which draw on the experience, resources and expertise across the whole area
- sufficient and sustained resources
- active participation of children, young people, families and communities
- differentiated approaches to address the needs of different groups or areas in the community
- monitoring and evaluation focused on outcomes rather than outputs.

The Centre for Excellence and Outcomes also concludes priority outcomes are:

- maximising of family income – a mixed economy of provision is required, which can help the jobless into work, help those in work to progress, and financially support those unable to work
- narrowing outcome gaps for children and young people living in poverty, particularly in education and health.

Independent Reviews – the case for early intervention

43. Government sponsored reports from Professor Eileen Munro and MPs Frank Field and Graham Allen have all stressed the importance of intervening earlier. Professor Eileen Munro in her review of child protection writes of the need to develop an “all-encompassing and pervasive early intervention culture” and notes “Preventative services can do more to reduce abuse and neglect than reactive services. Many services and professions help children and families so coordinating their work is important to reduce inefficiencies and omissions.”
44. Providing early help can narrow the gap for children who are at risk of poorer outcomes (Waldman, 2008, Karoly, Kilburn, & Cannon, 2005; Statham and Biehal, 2005). It can also improve practice and outcomes by attending to risk and protective factors at an early stage, focusing on causes of problems not symptoms. The 2010 Marmot Review, ‘Fair Society, Healthy Lives’ was clear that “later interventions are considerably less effective if children have not had good foundations”
45. Frank Field’s “The Foundation Years: preventing poor children becoming poor adults”⁷ found that “... children’s life chances are most heavily predicated on their development in the first five years of life. It is family background, parental education, good parenting and the opportunities for learning and development in those crucial years that together matter more to children than money, in determining whether their potential is realised in adult life. The things that matter most are a healthy pregnancy; good maternal mental health; secure bonding with the child; love and responsiveness of parents along with clear boundaries, as well as opportunities for a child’s cognitive, language and social and emotional development. Good services matter too: health services, Children’s Centres and high quality childcare.” The report notes that differences in skill levels are impacted by 22 months of age. It acknowledges that later interventions can be effective but stresses that the most effective and cost effective way to help is in the earliest years of a child’s life. It also stresses the importance of breaking

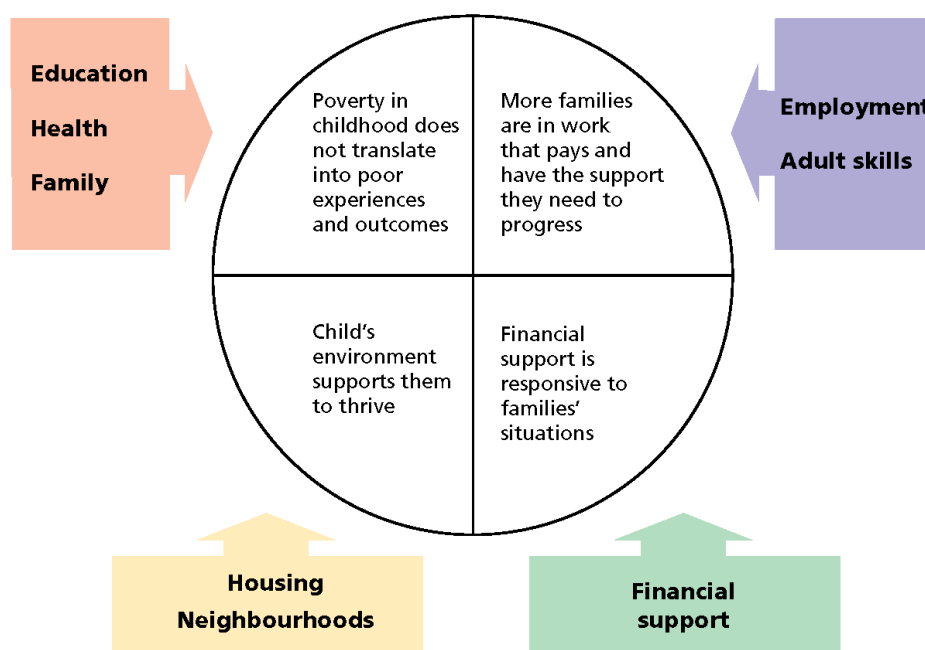
⁷ “The Foundation Years: preventing poor children becoming poor adults:” Frank Field December 2010. The report of the Independent review on Poverty and Life Chances.

intergenerational cycles of poverty and raising parental aspiration.

46. In response to growing support and a growing evidence base for early intervention the Early Intervention Foundation was launched April 2013 with cross-party support. Chaired by Graham Allen, the EIF is offering assessment of what works, advice to commissioners and providers and advocacy to assist with gaining support for early intervention locally. Wiltshire was successful in its application to the EIF to become one of the pioneering “Early Intervention Places” and a Statement of Intent was agreed in February 2014 outlining work which will be done together in 2014/15. There is a need to ensure the early intervention work focuses on those factors which are likely to result in a child or young person living in poverty.

The building blocks to combat child poverty

47. Nationally, it has been suggested that there are 4 key building blocks which work together to prevent, reduce and mitigate the effects of poverty⁸.



Education, health and family

- ensuring access to quality education for all children and young people and narrowing the gap in attainment of different groups
- improving physical and mental health outcomes for all children and parents, reducing health inequalities and improving support for those with disabilities and poorer health
- reducing pressures on families and strengthening their capabilities by providing as much support as possible.

Housing, neighbourhoods and communities

- ensuring all children grow up in decent homes that support their health and education

⁸ “Ending Child Poverty: Making it happen”, HM Government Child Poverty Unit, 2009

- taking action on neighbourhoods, play and green spaces, transport and crime to ensure all children can thrive in safe and cohesive communities, with equal access to work, cultural and leisure opportunities.

Adult skills and employment

- building on successes in education to ensure all adults have the skills necessary to enter, stay and progress in work
- ensuring more parents can enter, stay and progress in work (including childcare), to help parents balance work and family life and ensure those in work can escape poverty.

Financial support

- ensuring financial and material support remain an important public service; provided through a modern welfare system that recognises the additional barriers families face, while maintaining incentives to work.

48. In addition, promoting resilience in children and young people is key to them being able to cope with adversity and helps to minimise the impact of poverty. Factors known to promote resilience in children and young people⁹ are:

- Strong social support networks.
- The presence of at least one unconditionally supportive parent or parent substitute.
- A committed mentor or other person from outside the family.
- Positive school experiences.
- A sense of mastery and a belief that one's own efforts can make a difference.
- Participation in a range of extra-curricular activities.
- The capacity to re-frame adversities so that the beneficial as well as the damaging effects are recognised.
- The ability - or opportunity - to "make a difference" by helping others or through part time work.
- Not to be excessively sheltered from challenging situations which provide opportunities to develop coping skills.

⁹ "Promoting Resilience: a review of effective strategies for child care services", Tony Newman 2002, prepared for the Centre for Evidence-Based Social Services, University of Exeter.

What's happening to tackle child poverty in Wiltshire?

49. As child poverty manifests itself in a multitude of ways and can have many causes, any attempt to describe the wide array of plans, interventions and activities being undertaken by services in Wiltshire is unlikely to be fully comprehensive. The following provides a flavour of some of the initiatives in Wiltshire; a fuller account of what is happening in Wiltshire is available in the accompanying Joint Strategic Needs Assessment (section 7).

Area	Provision and/or initiatives (indicative, not exhaustive)
Early years education, childcare, parenting & carers support and early intervention	<ul style="list-style-type: none"> • Free Entitlement to 15 hours childcare per week for 3-4 year olds and free education and childcare to 2 year olds from the most vulnerable families. • Children's Centres offering a wide variety of support to parents of 0-11 year olds • Monitoring of childcare sufficiency with action plans to develop provision in areas/communities in need • Educational programmes in schools with targeted intensive support • Parent Support Advisers providing parenting programmes and 1:1 parenting support working with both the child and the family in and out of school • Teenage Pregnancy and Young Parents support – reducing teenage conceptions, raising aspirations and supporting teenage parents into education, employment and training • Family Learning and Partners in Literacy - accreditation of settings as Investors in Families and supporting literacy in the home • Young Carers support service offered through Spurgeons and Youth Action Wiltshire • High-need intensive family support offered through Wiltshire Families First (Action for Children) and Wiltshire Family Support Teams (part of Children's Social Care services) • Healthy Child Programme and Family Nurse Partnership programme • A breadth of Voluntary sector support to Children and Families
Encouraging economic development, including training skills and opportunities for parents and young people	<p>Formation of a new Wiltshire Education, Employment & Skills Board (amalgamating some existing groups) began in January 2014 and has a direct relationship with the Swindon & Wiltshire Local Enterprise Partnership (LEP). The new Board enables full integration of the Education, Employment & Skills agenda and work has commenced on developing a new multi-agency Education, Employment & Skills Strategy for Wiltshire accompanied by an Increasing Participation & Employment Plan and Apprenticeship Action Plan. The new Board has 5 sub groups focused on:</p> <ul style="list-style-type: none"> ○ sustained engagement in education, training or work ○ increasing apprenticeships and maximising their up-take ○ developing workplace skills ○ equal economic opportunity ○ realising the potential of those in low-wage work ○ economic development and planning <p>A major area of focus has recently been supporting the Swindon &</p>

	<p>Wiltshire Local Enterprise Partnership (LEP) to develop its Strategic Economic Plan and identify priorities for its Growth Deal, City Deal and European Structural Investment Funds submissions.</p> <p>Examples of initiatives currently underway:</p> <ul style="list-style-type: none"> • Wiltshire Skills 4 Success – supporting educational transition to further education/employment/training (focusing on 9 &10 yr olds, 14 &15 year olds and 16-24 year olds.) • Your Choices - The Your Choices Theatre Tour is now in its 4th year of touring and this engaging production portrays the full range of options available to young people. • Project IMPRESS – Provision of in-work support services to new employees/labour market returners aged 16+ to help them sustain their employment and develop/advance their careers. • Action for Wiltshire: Flexible Support Fund – Personal development mentoring, job coaching support and assistance with overcoming personal and employment barriers for those JSA and ESA customers who are not currently supported through other initiatives. • Wiltshire Money supports a number of projects to promote financial inclusion
<p>Targeted housing support</p>	<ul style="list-style-type: none"> • Prioritising the reduction in the number of children and young people who experience statutory homelessness. • Prevent children and young people from going into unsuitable temporary accommodation and prevent families becoming homeless. • Ensuring that families have access to good quality and affordable homes • Increasing the supply of family-sized accommodation • Supporting families to keep their own homes during the recession • Retain housing-related support for young 16 – 17 year olds • Improving homes with low energy efficiency for households on income based benefits
<p>Targeted transport support</p>	<ul style="list-style-type: none"> • Post 16 education transport policy - guarantees transport to the nearest sixth form or FE college • For under 16 pupils, the Education & Inspection Act introduced free transport to a ‘preferred’ school for children from low income families • Reduced-rate travel pass is available for students from low income families • Investment to provide bus services and community transport, which doubles the level of public transport that would otherwise be available • Retain levels of public transport service that meet demand within available resources and meet accessibility needs for those without private transport

Key priorities for Wiltshire

50. Child poverty is a complex issue and benefits from an integrated approach. Specific groups of people will be more vulnerable and will gain from a targeted action. The following key priorities are identified to improve the delivery of services and the lives of some of the more vulnerable families in Wiltshire.

Objective 1 – Provide effective support to vulnerable families with 0-5 year olds

51. Evidence suggests that children's lives are significantly shaped during their first 5 years of life so it is vital to support the optimum physical, psychological, emotional, social and educational development of children. As stated earlier in this report, activities will be coordinated with the Early Intervention sub group to ensure work is fully collaborative and informed – with no duplication of efforts.

What do we need to do?

52. Develop an evidenced-based early help offer (in line with the Early Help Improvement Plan) which promotes prevention, early intervention, parental engagement strategies and effective family support – with a targeted focus on vulnerable families with children aged 0-5.
53. Further develop the role of the children's centres and other early year settings (including voluntary sector services) and continue to strengthen their links with community health services. Children's Centres need a continued focus on the most vulnerable families and to provide strong outreach services. They need to provide targeted support to ensure good health, appropriate development and successful early education of young children. This will include working with the Family and Parenting Commissioning Group to develop the family support role, including supporting the benefits of paid employment.
54. Deliver the Healthy Child Programme, which focuses on both physical and mental health, to all children 0-19 years within available resources and specifically target families with 0-5 year olds.
55. Develop early years parenting programmes for teenage parents-to-be and vulnerable families which promotes the importance of the early years in a child's development.
56. Recognise the inter-generational factors which can cause child poverty and develop an approach to break the cycle.

Objective 2 – Narrowing the Educational Attainment Gap

57. A child's education is key to ensuring that they have appropriate knowledge and skills for the future and that they are prepared for working life. A culture for learning is key together with early identification of vulnerable children and targeted support both within school and from other agencies.

What do we need to do?

58. Support and encourage the take-up of free childcare places for 2, 3 and 4 year olds to support early educational development and give children the best start in life and prepare them for beginning school. Develop a targeted programme for hard-to-reach and hard-to-engage families.
59. Work together with schools to close the educational attainment gap and further develop the role of school leaders in tackling the under-achievement of vulnerable learners.
60. Working with the Vulnerable Learners Action Group, develop measures which track the ongoing attainment of those vulnerable groups of young people identified in this strategy and align programmes to target and support their educational needs and aspirations (to include regular review of the use of Pupil Premium funding to remove barriers to learning for children and young people in receipt of free school meals).
61. Work with the Vulnerable Learners Action Group on a range of measures with schools that will deliver better early identification of the needs of vulnerable children and young people by further development of the links between primary schools with pre-schools and children's centres, and between secondary schools with their feeder primary schools to ensure effective transition arrangements and information sharing that will support educational needs.

Objective 3 – Develop an inclusive economy that will enable equality of economic opportunity for all

62. Worklessness is a major cause of children living in poverty. Barriers to employment for parents include:
 - not being able to manage family finances
 - partnership breakdown
 - debt
 - fear of leaving the benefit system
 - English for speakers of other languages
 - housing issues
 - not being able to access affordable, trusted childcare
 - training and employment services inaccessible for parents
 - lack of skills, confidence, motivation and aspiration
 - chaotic lives
 - health problems which could be the result of any of the above

What do we need to do?

63. Encourage and actively support jobs growth for the vulnerable young people and families identified in this strategy through the Swindon and Wiltshire Local Enterprise Partnership's Strategic Economic Plan.
64. Realise the potential of people trapped in low wage work through training and advice to help them develop appropriate aspiration, achieve progression, independence and resilience in the

workplace and support them into higher paid more productive employment through the Swindon and Wiltshire Local Enterprise Partnership.

65. Through the Wiltshire Education, Employment & Skills Board, identify and understand the causes of **barriers** to employment, education and training for families and young people living in (or at risk of living in) poverty and develop a plan of action for removing them or reducing their impact. Engage with relevant services to ensure a multi-agency approach is taken (e.g. housing, benefits, family support, disability teams, etc).
66. Through the Wiltshire Education, Employment & Skills Board, identify and understand the causes of barriers to the stability of employment, education and training for families living in or at risk of living in poverty and develop a plan of action that supports sustainability. Engage with relevant services to ensure a multi-agency approach is taken (e.g. housing, benefits, family support, disability teams, etc).

Objective 4 – Provide locally-focused support based on a thorough understanding of needs

67. Due to the dispersed nature of child poverty in Wiltshire and the broad ways in which poverty manifests itself there is a need for a comprehensive assessment to understand the needs in areas where child poverty is identified as a key priority within the Community Area Joint Strategic Needs Assessment. This enables a holistic view and helps to identify opportunities to more effectively target and coordinate multi-agency support.

What do we need to do?

68. Using the Community Area Needs Assessments and the poverty indicators used in this strategy, produce a thorough multi-layered assessment of poverty for localities where child poverty is key issue. From this, assess the provision of services and support in place and engage with community area boards to discuss, develop and agree a local response. An example of multi-layered assessment can be found in appendix 1 – other indicators may prove more useful and the Child Poverty Task Group will refine this as required.
69. Using needs assessment data and local intelligence build a mechanism for forecasting future needs and ensure these are appropriately reflected in future planning.

Objective 5 – Promote engagement with the Child Poverty Strategy and related implementation plan

70. It is important to promote and progress the aims of this strategy and maintain engagement from partner agencies, including the private and voluntary sectors. It is also important practitioners are aware of child poverty and recognise the signs when assessing a child and family's needs.

What do we need to do?

71. Continue the multi-agency child poverty task group, accountable to the Children and Young People's Trust Commissioning Executive, to develop and oversee a top level implementation plan.
72. Develop a Child Poverty 'scorecard' to monitor emerging areas of need and impact of interventions and activities (see the next section on monitoring arrangements).
73. The Children and Young People's Trust Commissioning Executive and the Public Services Board to receive regular updates regarding progress and to challenge other strategies and plans to ensure the needs of those living in poverty are addressed.
74. Engage relevant services, organisations and groups in the delivery of the Strategy's implementation plan – thinking beyond those traditionally engaged with this work - and encourage these groups to identify Reducing Child Poverty actions in their plans.
75. Develop and disseminate 'signs of poverty' to help practitioners to identify children living in (or at risk of) poverty, understand the causes in each case and take appropriate evidence-based action.

Monitoring Arrangements

76. Reducing child poverty requires a truly collaborative approach and therefore implementing this strategy will involve actions from a number of agencies including the voluntary and private sectors. The complexity of the cause and effects of child poverty mean that it is often difficult to directly attribute specific actions to specific impact.
77. Since the last Wiltshire Child Poverty Strategy was published in 2011, National Indicators have been abolished (central government have re-considered data collection and performance indicators, greatly reducing the number of indicators local authorities have to record and measure – there is now a Single Data List of all the data that local authorities are required to submit to central government departments in a given year) and the public health outcomes framework (PHOF) was published in 2013. Given the still vast array of indicators the first action of the Child Poverty Task Group is to assess which indicators provide useful markers for:
- a. aiding the identification of areas of need (existing and emerging)
 - b. provide evidence of good outcomes

For example, the Fuel Poverty indicator from the PHOF can show over time whether there is a growing need to increase support for this issue and, likewise, indicator 009-00 from the government's single data list (statutory homelessness statistics and information on homelessness prevention and relief) can evidence the impact of activities.

78. The Task Group will be responsible for compiling the indicators in a 'scorecard' which will be regularly reported to the Children & Young People's Trust (either in its own right or amalgamating with the Trust's own scorecard).

Equality and Diversity

79. The whole aim of this strategy is to improve equalities. Any adverse or positive impacts from an equalities perspective have been incorporated within the identified issues in the strategy and delivery plan. For example, it is recognised in the section "Children at greatest risk of poverty" that some groups of people are more likely to be impacted by poverty and therefore there needs to be awareness of the potential risks.
80. The implementation plan will be a live working document and hence there will be an opportunity to review progress from an equalities perspective. This demonstrates best practice as the equalities issues are embedded and addressed within these documents. Lower level action plans will also be reflecting and addressing equalities issues.

Risk Assessment

81. At the time of writing the UK is emerging from recession and the government is implementing a major spending reform, reducing budgets in many public services and making many changes. It is difficult to know how these changes will impact this strategy. Unemployment of the working-age population has risen in recent years and studies¹⁰ have also show that the proportion of children living in poverty in working families has also risen due to employers avoiding redundancies through reduction in hours/pay rates.
82. The new Welfare Reform programme will replace the current benefit structure with a universal credit which began rollout during 2013. This is intended to make transition between different types of benefits and employment easier. The Government has also made changes to the way Housing Benefit is calculated from April 2011. These changes should have a positive effect on poverty however, it will be some time before baselines and impact can be properly measured.
83. Locally, provision of services is being reviewed by all partner agencies in light of budget and policy changes. There is a risk that some of the activities outlined in this strategy will reduce and/or be delivered differently in future. The needs assessment, strategy and delivery plan will need to monitor this change, its impact and any unforeseen consequences that may arise as a result of any changes.
84. As specific risks arise, they will be considered and escalated through the Child Poverty Task Group, Children and Young People's Trust Board and Public Services Board as appropriate.

¹⁰ In-work poverty in the recession, Institute for Public Policy Research September 2010

Appendix 1 – Multi-layered assessment

Community Area	Poverty measures					Associated issues							NCMP
	DWP 2011	Census	Wilts data	Census	Census	Wilts data	Wilts data	DWP 2011	Indices of Deprivation 2010		Teenage conceptions		
	% Children in receipt of CTC (<60% median income) or IS/JSA	% of households with dependent children in which there is no adult in employment	Children entitled to FSM per 1,000 5 to 15 year olds	% Lone parents with dependent children who are unemployed	% Lone parents with dependent children who are long-term sick	PA per 1,000 5 to 15 year olds	CiN per 1,000 5 to 15 year olds	% low income children in large families (4 or more children)	Number of income deprived children living more than 1km from a primary school	Attainment gap KS2 (2012) **	Attainment gap KS4 (2012) **	Overweight and Obesity reception year 2012/13	
Amesbury	9.0%	7%	66	6.4%	3.3%	50	23	20%	310	1.6	31.8		
Bradford on Avon	9.6%	8%	69	7.2%	4.2%	32	15	14%	190	-6.9	34.9		
Calne	13.7%	11%	87	8.1%	4.7%	40	18	16%	120	24.7	20.1		
Chippenham	11.1%	9%	70	7.3%	3.6%	34	19	22%	140	15.5	28.2		
Corsham	10.9%	9%	87	6.9%	4.1%	33	18	14%	330	16.1	32.9		
Devizes	13.5%	10%	89	6.0%	4.6%	44	27	21%	430	27.0	33.3		
Malmesbury	7.5%	6%	39	7.7%	3.6%	26	10	11%	230	-1.3			
Marlborough	8.3%	7%	40	8.3%	3.6%	30	13	18%	140	15.5	62.7		
Melksham	13.6%	11%	111	7.1%	4.0%	40	28	22%	390	19.8	25.9		
Mere	10.5%	8%	41	2.5%	3.0%	11	17	28%	60				
Pewsey	6.9%	6%	52	4.8%	3.0%	38	15	16%	110	4.9	12.5		
Royal Wootton Bassett & Cricklade	9.2%	7%	61	6.5%	5.0%	37	15	13%	250	1.4	27.8		
Salisbury	12.7%	11%	88	6.2%	6.4%	47	27	15%	220	45.7	41.3		
Southern Wiltshire	7.9%	7%	42	4.9%	3.6%	32	9	18%	260	52.7	75.3		
Tidworth	9.9%	9%	46	5.8%	4.3%	25	13	21%	140	11.0	54.3		
Tisbury	8.8%	9%	28	7.6%	2.5%	11	4	24%	100	-3.7			
Trowbridge	15.2%	12%	120	9.3%	5.1%	39	34	17%	330	17.7	21.6		
Warminster	11.2%	8%	73	5.4%	4.6%	36	22	13%	100	34.3	17.6		
Westbury	15.9%	13%	134	7.3%	5.2%	57	37	23%	210	43.3	30.6		
Wilton	9.3%	9%	54	5.6%	5.4%	22	17	7%	130		62.7		

**Wiltshire Child Poverty
Needs Assessment**

2014

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1. EXECUTIVE SUMMARY

Today in the UK 17% of children, 2.3 million, live in poverty. The UK definition of child poverty is 'the number of children (under 18 years) who live in households whose equivalised income is below 60% of the contemporary median.' This equates to families in receipt of Child Tax Credits (CTC).

An analysis by Her Majesty's Revenue and Customs (HMRC) demonstrated that in 2011 Wiltshire had 11,610 children living in poverty, which represents 11.4% of children, according to their data, and an increase in 400 children in Wiltshire since 2008. This compares well with other local authority areas in the South West of England, but masks the fact that of the 285 Lower Super Output Areas (LSOA), 14 have numbers of children living in poverty which are more than 2 standard deviations¹ above the Wiltshire average of 11.4%. This means that in certain LSOAs the percentage of children living in poverty ranges from 26.9% to 46.1%. Ten LSOAs have over 30% of children living in poverty, an increase of one extra LSOA in Wiltshire with this high percentage of children living in poverty when compared to 2008.

Of the ten areas with over 30% of all children living in 'poverty' seven are located in one of three towns (Trowbridge, Melksham and Chippenham) and the remaining three are in the towns of Salisbury, Calne and Amesbury.

Worklessness and low paid work are the key factors in child poverty. The percentage of children living in workless households in Wiltshire in 2012 was 8%; this compares well to the national average of 14.9%, and the South West regional average of 11.2%.

Children of lone parents are at greater risk of living in poverty than children in couple families. At the time of the Census, lone parent households accounted for 72% of all households in Wiltshire with dependent children and no adult in employment². This is in spite of the fact that lone parent households made up only 21% of households with dependent children in the county.

Having either an adult or a child with a disability in the family increases the chances of being in poverty.³ The average figure that four in every ten children living in poverty have a disability would equate to approximately 4644 children with a disability living in poverty in Wiltshire.

Wiltshire continues to have a high economic activity rate for residents aged 16-64 (79.9%) compared to other areas particularly amongst the male population which rises to 86.6%. Wiltshire claimant count levels are consistently below those found in the South West and England, however the claimant count amongst the young is a

¹ Standard Deviation is a measure of the spread or [dispersion](#) of a set of data. The more widely the values are spread out, the larger the standard deviation. In data which is normally distributed it is very likely that 95% of the data points will lie within 2 standard deviations of the mean. Therefore any that lie outside of this range would be considered significant.

² Comparison of KS107EW - Lone parent households with dependent children with KS106EW – Adults not in employment and dependent children and persons with long-term health problems or disability

³ Department for Work and Pensions. 2010. Households Below Average Income 2008/2009. Figures are after housing costs

concern with 30.8% of all claimants falling into the 18-24 age group; this is higher than that experienced regionally and across England.

Children who grow up in poverty are more likely to leave school without qualifications than those children who do not grow up in poverty. In order to try and bridge this gap the Pupil Premium was introduced by the Government in April 2011 to try and ensure that all pupils were given the best opportunities to do well in school.

Local authorities measure the attainment gap in a standardised way, which enable comparison with other areas. The gap in the level of attainment across the 20 community areas in Wiltshire for Key Stage 2 and 4 in English and Maths is higher than the England average; in addition the gap in level of attainment increases between Key Stage 2 and Key Stage 4.

Absenteeism rates and exclusion rates in Wiltshire are similar to national rates

Getting to work, getting to school or college and getting to child care is all dependent on transport. Poor public transport can mean that low income families are forced into car ownership; reducing the money they have available to spend on other things. As yet we have no hard data to demonstrate this need, but anecdotal reports support the prioritisation of this thematic area.

There has been recognition during the compilation of the needs assessment of the role of our partner agencies in identifying the most appropriate data to inform the development of an effective child poverty strategy and implementation plan to mitigate the effects of child poverty across Wiltshire.

2. BACKGROUND

Today in the UK 17% of children, 2.3 million, live in poverty. This is one of the highest rates in the industrialised world.^{4 5}

Growing up in poverty is known to have a profound impact on children's physical and mental health, on educational attainment, aspirations, well-being, and long term economic productivity.

In 1999 the Government pledged to eradicate child poverty in the UK, but was unable to meet the first milestone of the pledge to halve the number of children living in poverty by 2010. The number of children living in relative income poverty in 2010/11 was reduced to **2.3 million**; however this was 600,000 less than the number required to meet the 2010 target. The next target of the pledge is to eradicate child poverty by 2020.⁶

Under part 2 of the 2010 Child Poverty Act, Local Authorities and named partner authorities have a duty to cooperate to reduce and mitigate the effects of child poverty in their local areas. A local child poverty needs assessment must be produced to understand the characteristics of low income and disadvantaged families in the area. It should also include identification of the key drivers to address these needs, which will inform the development of a local child poverty reduction strategy.

This needs assessment and related strategy were produced in draft and consulted on for three months before being finalised.

3. CHILD POVERTY MEASURES

Poverty is measured by the net income of a household, adjusted for its size (larger households require more money to reach a given standard of living than smaller ones) and after housing costs have been deducted. People are counted as being in poverty if their household income is below 60 per cent of the median (mid-point) income for all UK households.

The 2010/11 figures for the UK showed a reduction in the number of children living below the relative poverty threshold. However, this was not purely as a result of incomes rising for the poorest, it was also affected by a significant drop in the median income in the UK as a whole. Absolute poverty remained unchanged and the concern was raised that the relative poverty measure did not provide an accurate picture of poverty in the UK today.

As a result, the Coalition Government published a consultation in November 2012 on better measures for child poverty, suggesting a multidimensional measure which would show the total number of children growing up in poverty in the UK. The report identified that the measure should show the severity of poverty, how poverty affects different groups of children, be methodologically robust and be widely accepted by the public as a meaningful representation of child poverty in the UK.

⁴ Department for Work and Pensions. Households below average income. 14 June 2013

⁵ Unicef available online at: <http://www.unicef.org.uk/UNICEFs-Work/What-we-do/Issues-we-work-on/End-child-poverty/>

⁶ Department for Work and Pensions, Department for Education. Child Poverty in the UK: report on the 2010 target. June 2012.

Some of the suggested possible dimensions for inclusion in this new measure are detailed below:

1. Income and material deprivation
2. Worklessness
3. Unmanageable debt
4. Poor housing
5. Parental skill level
6. Access to quality education
7. Family stability
8. Parental health

The consultation formally closed on 15th February 2013, and at the time of writing this needs assessment there has been no formal announcement on the amendment to the method used to measure poverty. Therefore in this needs assessment the original methodology based on net income will be used to measure poverty.

4. SETTING THE SCENE

Local Context

Whilst Wiltshire is considered to be a generally prosperous area, there are pockets of deprivation that are often hidden in official statistics. Wiltshire is a large, predominantly rural county with a population of 474,300, of which 19.2% are aged 15 years and under. Almost half of the population resides in towns and villages with less than 5,000 people.⁷

The relationship between the city of Salisbury and the largest towns of Chippenham & Trowbridge and the rest of the county has a significant effect on transport, employment and travel to work issues, housing and economic needs.

Through the work of our Joint Strategic Assessment⁸, we are familiar with areas of poverty and deprivation in Wiltshire. There are challenges in rural areas when using measures of deprivation, as deprivation is less obvious and can be 'hidden' when factors such as economies of scale and the distances involved are not taken into consideration.

Deprivation data is usually reported against defined geographical areas known as Lower Super Output Areas (LSOAs). There are 285 LSOAs in Wiltshire. These are defined nationally for the release of statistical information at a small geographical area.

For planning purposes the County is split into 20 community areas. These community areas generally include a market town and its surrounding villages.

Where possible the information within this needs assessment will be presented by LSOA or community area.

⁷ Office for National Statistics. 2011 Mid year estimate.

⁸ Joint Strategic Assessment <http://www.intelligencenetwork.org.uk/health/jsna/>

Table 1 gives an overview of the child population in Wiltshire in comparison to the South West and England figures.

Table 1 Child population of Wiltshire, South West and England

Age(Census 2011)	Number in Wiltshire	Percentage in Wiltshire	Percentage in South West	Percentage in England
0-2	16,998	3.6%	3.4%	3.8%
Pre-school (ages 3-4)	11,375	2.4%	2.2%	2.5%
Primary School (ages 5-10)	32,700	6.9%	6.2%	6.7%
Secondary School (ages 11-15)	29,895	6.3%	5.8%	5.9%
College/Sixth form (ages 16-17)	12,432	2.6%	2.4%	2.5%
Total	103,400	21.8%	20%	21.4%

Source: Wiltshire Census 2011 Selected Statistics

5. CHILD POVERTY IN WILTSHIRE

The UK definition of child poverty is ‘the number of children (under 18 years) who live in households whose equivalised income is below 60% of the contemporary median.’ This equates to families in receipt of Child Tax Credits.

Families in receipt of income support or Jobseekers Allowance are considered to be proxy measures for children living in families in poverty.

5.1 Children at greatest risk of poverty⁹

The key points detailed below demonstrate how certain lifestyle and situational factors can increase the risk that a child will live in poverty, and should be considered at a local level where possible in any strategy to tackle child poverty:

- **Lone parents** - children of lone parents are at greater risk of living in poverty than children in couple families. (see Annex 1) Before housing costs over a third, 35%, (50% after housing costs) of children living in lone parent families are poor, compared with less than a fifth, 18%, of children in couple families.
- **Large families** - children in large families are at far greater risk of poverty than children from small families: 40%, of children in families with four or more children are poor, compared with under a fifth, 19%, of children in one-child families.
- **Children with disabilities** - disabled children are more likely than their non-disabled peers to live in poverty as a result of lower incomes (because parents need to look after disabled children and so cannot work) and the impact of disability-related additional costs (an impact which is not captured by official figures).

⁹ Children at Greatest Risk of Poverty available at <http://www.childpovertytoolkit.org.uk/At-Greatest-Risk-of-Child-Poverty>

- **Children with disabled parents** - children with disabled parents face a significantly higher risk of living in poverty than those of non-disabled parents. The main reason for this is that disabled parents are much less likely to be in paid work, and also suffer the impact of additional disability-related costs which sap family budgets.
- **Children who are carers** - for some children, it is not just a lack of income which affects their life chances, it is a chaotic family life, lack of stability, upheaval or the focus on someone else's needs. Children in care, young carers, children living with a disabled parent and children living in households with drug or alcohol misuse or domestic violence all have experiences or responsibilities that will blight their childhood and make it more difficult for them to focus on their education and achieve good outcomes.
- **Children who have teenage parents** – National data shows that children of teenage mothers have a 63% increased risk of being born into poverty compared to babies born to mothers in their twenties.
- **Children growing up in social housing** - children living in households living in social housing (either local authority or housing associations) face a high risk of being poor. 49% of children in local authority accommodation are poor before housing costs (rising to 58% after housing costs). Poor children in social housing are also a large proportion of all poor children. Though the numbers in private rented accommodation are smaller, these children also face a high risk of poverty.
- **Black and minority ethnic children** - children living in households headed by someone from an ethnic minority are more likely to be living in a poor household. This is particularly the case for those households headed by someone of Pakistani or Bangladeshi origin, where well over half the children are living in poverty.
- **Asylum seekers** - there is no robust quantitative data on asylum seekers. However the parents in this group are prohibited from working and are only entitled to safety net support at a lower level than the usual income support/ Jobseekers Allowance safety (which itself is paid below the poverty line).
- **Traveller and gypsy children** - there is a severe lack of robust quantitative data on Gypsy and Traveller families, including poverty. However, both practice knowledge and other studies show that some have few financial resources.
- **Children with a parent in prison** – it is recognised that these children are more likely to be living in poverty.
- **Children leaving care** - young people leaving care are likely to face multiple disadvantages including poverty. Those entering care are also much more likely to have experienced poverty. This is a consequence of their pre-care, in-care, leaving care and after-care 'life course' experiences.

5.2 Children Living in Poverty

An analysis by HMRC demonstrated that in August 2011 Wiltshire had 11,610 children (0-19yrs) living in poverty, which represents 11.4% of children. This is an increase of 400 children (0.4%) in Wiltshire since 2008, which compares well with other local authority areas in the South West of England. However, this masks the fact that of the 285 LSOAs, 14 have numbers of children living in poverty which are more than 2 standard deviations¹⁰ above the Wiltshire average of 11.4%. This means that in certain LSOAs the percentage of children living in poverty ranges from 26.9% to 46.1%. These areas are detailed in table 2 below. Ten LSOAs have over 30% of children living in poverty, an increase of one extra LSOA in Wiltshire with this high percentage of children living in poverty when compared to 2008.

Table 2 LSOAs with a percentage of children in low income families two or more standard deviations above the Wiltshire average (Source: DWP)

LSOA name	Community Area	Children in Child Benefit families	Children in families in receipt of CTC (<60% median income) or IS/JSA	% of children in low-income families	Number standard deviations above average
Trowbridge John of Gaunt - Studley Green	Trowbridge	555	255	46.1%	4
Melksham North - north east	Melksham	380	135	35.5%	3
Calne Abberd - south	Calne	255	90	35.4%	3
Amesbury East - north central	Amesbury	275	90	32.8%	2
Chippenham Queens - east	Chippenham	325	105	32.7%	2
Salisbury St Martin - central	Salisbury	355	115	32.0%	2
Trowbridge Drynham - Lower Studley	Trowbridge	590	180	30.9%	2
Chippenham Audley - south	Chippenham	360	110	30.7%	2
Melksham North - south west	Melksham	340	105	30.7%	2
Chippenham Hill Rise - north west	Chippenham	465	140	30.4%	2
Salisbury Bemerton - south	Salisbury	520	150	29.2%	2
Wootton Bassett North - central	Royal Wootton Bassett & Cricklade	410	115	28.5%	2
Salisbury Bemerton - west	Salisbury	480	130	27.1%	2
Westbury Ham - west	Westbury	470	125	26.9%	2

¹⁰ Standard Deviation is a measure of the spread or dispersion of a set of data. The more widely the values are spread out, the larger the standard deviation. In data which is normally distributed it is very likely that 95% of the data points will lie within 2 standard deviations of the mean. Therefore any that lie outside of this range would be considered significant.

The percentage of children living in low income families in each LSOA has not remained constant between 2008 and the latest figures of 2011. Some LSOAs in Wiltshire have shown a decrease in the percentage of children in low income families since 2008.

The largest decrease in percentage was seen in Salisbury Bishopdown – central, the rate decreased here from 17.1% in 2008 to 7.5% in 2011. The 12 LSOAs in Wiltshire with the largest decrease (5% or more) in children living in low income families are detailed in table 3 below.

Table 3 LSOAs where the percentage of children in low income families decreased by five percentage points or more between 2008 and 2011 (Source DWP)

LSOA name	Community Area	2008	2011	Change in % points
Salisbury Bishopdown - central	Salisbury	17.1%	7.5%	-9.6%
Melksham North - north east	Melksham	42.7%	35.5%	-7.2%
Trowbridge Drynham - central	Trowbridge	25.1%	17.9%	-7.2%
Pewsey south	Pewsey	22.0%	14.8%	-7.2%
Cricklade central	Royal Wootton Bassett & Cricklade	26.0%	19.0%	-7.0%
Ludgershall east & Faberstown	Tidworth	24.6%	17.9%	-6.7%
Salisbury St Martin - central	Salisbury	38.0%	32.0%	-6.0%
Dilton Marsh & Upton Scudamore	Part Warminster; Part Westbury	25.8%	19.8%	-6.0%
Staverton & Hilperton (part)	Part Bradford on Avon; Part Trowbridge	22.7%	17.3%	-5.4%
Trowbridge John of Gaunt - Wingfield Road	Trowbridge	18.2%	12.9%	-5.3%
Salisbury St Edmund - east (Milford north)	Salisbury	15.8%	10.7%	-5.1%
Trowbridge Adcroft - Seymour	Trowbridge	29.8%	24.7%	-5.1%

Conversely, a number of LSOAs showed an increase in the percentage of children living in low income families between 2008 and 2011. The largest was in Calne Lickhill – South, where the rate increased from 14.7% in 2008 to 23.7% in 2011. In

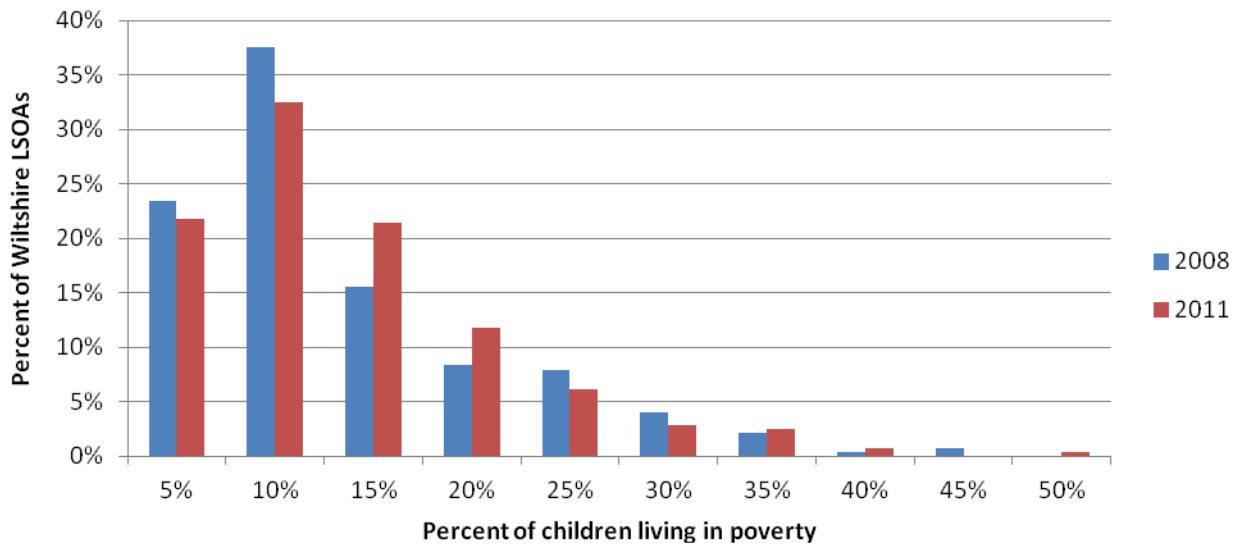
total 14 LSOAs showed an increase in the percentage of children in low income families of five percentage points or more and these are detailed in table 4 below.

Table 4 LSOAs where the percentage of children in low income families increased by five percentage points or more between 2008 and 2011 (Source DWP)

LSOA code	LSOA name	Community Area	2008	2011	Change in % points
E01031898	Calne Lickhill - south	Calne	14.7%	23.7%	9.0%
E01032061	Westwood	Bradford on Avon	1.4%	9.2%	7.8%
E01032103	Warminster East - central	Warminster	10.9%	18.5%	7.6%
E01031926	Chippenham Redland - south	Chippenham	7.7%	15.3%	7.6%
E01032091	Trowbridge College - Upper Studley	Trowbridge	6.9%	14.1%	7.2%
E01031896	Calne Abberd - south	Calne	29.0%	35.4%	6.4%
E01031997	Durrington - east	Amesbury	5.9%	12.2%	6.3%
E01032021	Salisbury St Martin - east (Milford south)	Salisbury	9.5%	15.7%	6.2%
E01031855	Devizes South - east	Devizes	3.4%	9.3%	5.9%
E01031941	Neston, Leafield & Gastard west	Corsham	6.1%	11.7%	5.6%
E01032069	Melksham Spa - south	Melksham	7.3%	12.7%	5.4%
E01031975	Amesbury East - north central	Amesbury	27.4%	32.8%	5.4%
E01031980	Salisbury Bemerton - north	Salisbury	16.8%	21.9%	5.1%
E01032007	Salisbury Harnham East - south	Salisbury	7.8%	12.8%	5.0%

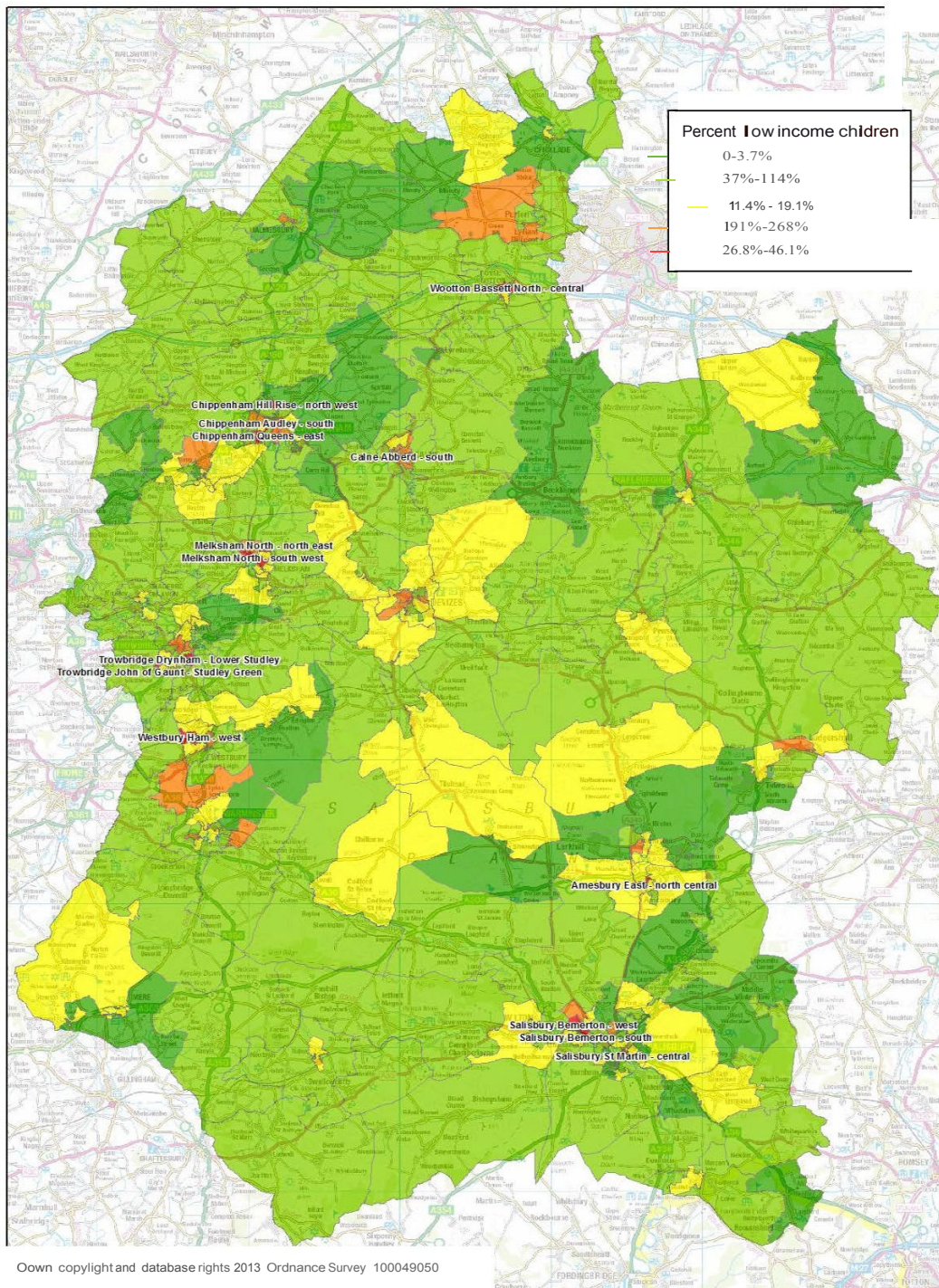
Overall at LSOA level, there has been a shift in the distribution of children in low income families between 2008 and 2011 resulting in fewer LSOAs having low percentages such as 0-5% and 5-10% of children in low income families, and an increase of LSOAs with higher percentages of around 10-15% and 15-20% children in low income families. These bandings are more clearly illustrated in the graph at figure1 and the map at figure 2.

Figure 1 Percentage of Wiltshire LSOAs in each 5% band of children in poverty for 2008 and 2011 (DWP).



Of the ten areas with over 30% of all children living in 'poverty' seven are located in one of three towns (Trowbridge, Melksham and Chippenham) and the remaining three are in the towns of Salisbury, Calne and Amesbury.

Figure 2 Map of percentage of children living in poverty by LSOA, 2011



The data for all LSOAs in Wiltshire can be aggregated to highlight at community area level those areas where the percentage of children in low income families is above the Wiltshire average of 11.4%, and those areas where the level is lower than this average. This information is shown in table 5 below.

Table 5 DWP Child Poverty Figures August 2011. Aggregated from LSOA to Wiltshire community areas

Community Area	Children in Child Benefit households	Children in families in receipt of CTC (<60% median income) or IS/JSA	% of children in low-income families	Age of child in low income families 0-4 years	Age of child in low income families 5-10 years	Age of child in low income families 11-15 years	Age of child in low income families 16-19 years	Wiltshire Rank
Westbury	4,500	720	15.9%	250	240	150	60	1
Trowbridge	9,630	1,470	15.2%	500	490	330	140	2
Calne	5,380	740	13.7%	240	230	190	80	3
Melksham	6,250	850	13.6%	290	290	180	90	4
Devizes	6,610	890	13.5%	300	290	230	90	5
Salisbury	8,530	1,090	12.7%	370	360	250	120	6
Warminster	4,950	550	11.2%	200	170	150	60	7
Chippenham	10,700	1,190	11.1%	380	400	280	140	8
Corsham	4,630	510	10.9%	180	160	110	60	9
Mere	1,010	110	10.5%	30	40	20	20	10
Tidworth	4,600	450	9.9%	170	130	100	40	11
Bradford on Avon	3,460	330	9.6%	100	100	80	50	12
Wilton	1,720	160	9.3%	50	60	30	10	13
Royal WB & Cricklade	5,990	550	9.2%	170	160	160	60	14
Amesbury	7,690	690	9.0%	200	230	170	70	15
Tisbury	1,340	120	8.8%	30	40	30	20	16
Marlborough	3,510	290	8.3%	80	110	60	30	17
Southern Wiltshire	4,530	360	7.9%	100	110	100	30	18
Malmesbury	4,280	320	7.5%	100	100	80	50	19
Pewsey	2,990	210	6.9%	60	60	60	20	20
Wiltshire	102,280	11,610	11.4%	3,810	3,750	2,765	1,285	

5.3 Index of Multiple Deprivation

Deprivation is an important determinant of health and well-being for individuals and communities. Higher levels of deprivation are consistently associated with poorer health outcomes across a range of measures representing a major cause of inequalities in health and well being.

Of the 326 district and unitary authorities in England, Wiltshire is ranked as the 245th most deprived in the 2010 Indices of Multiple Deprivation (IMD). Overall Wiltshire is **relatively** more deprived (compared to the rest of England) than it was in 2007. This is shown by the average IMD ranking falling from 23,814 to 22,229. The change in the crime and disorder domain is the biggest influence on this movement.

Movements in IMD score are illustrated in table 6.

Table 6 Wiltshire rank in each IMD domain

Domain	2007	2010	Change
Income	21632	21551	-81
Income deprivation affecting children	21412	21435	23
Income deprivation affecting older people	22108	22265	157
Employment	23825	22304	-1531
Health	24343	23015	-1328
Education, Skills and Training	19591	18884	-707
Barriers to housing and services	16698	14401	-2297
Crime	28030	23734	-4296
Living Environment	22223	21802	-421
Overall IMD	23814	22229	-1585

Where a positive number occurs in the “Change” column, this suggest that (relative) deprivation has decreased; where a negative number occurs, this suggests that deprivation has increased.

The twenty areas of greatest deprivation in the county are identified in the table below. Wiltshire now has 14 LSOAs in the 30% most deprived in England, compared with 10 in 2007. The first five are in the 20% most deprived in the country. Maps of relative deprivation are included in annex 2

Table 7 Twenty LSOAs Ranking of Indices of Multiple Deprivation (2010) in Wiltshire

LSOA	SOA name	RANK OF IMD 2010	Change in Overall ranking since 2007	Wilts rank 2010	Change in Wiltshire ranking since 2007
E01032023	Salisbury St Martin - central	2732	-2381	1	1
E01032086	Trowbridge Adcroft - Seymour	3837	-2048	2	1
E01032096	Trowbridge John of Gaunt - Studley Green	3886	-1147	3	-2
E01031981	Salisbury Bemerton - west	4450	-3239	4	1
E01031983	Salisbury Bemerton - south	5046	-2360	5	-1
E01031896	Calne Abberd - south	6881	-2844	6	3
E01032064	Melksham North - north east	6903	-2927	7	3
E01031928	Chippenham Queens - east	7144	-2006	8	-2
E01032093	Trowbridge Drynham - Lower Studley	7337	-2244	9	-1
E01032118	Westbury Ham - west	7616	-1604	10	-3
E01032062	Melksham North - south west	7859	-2082	11	0
E01032014	Salisbury St Edmund - south	9087	-3349	12	4
E01031911	Chippenham Audley - south	9180	-3922	13	7
E01031963	Wootton Bassett North - central	9723	-1665	14	0
E01031854	Devizes North - east	9924	-1840	15	0
E01031912	Chippenham Avon - east	9942	-2894	16	3
E01031914	Chippenham Hill Rise - north west	10092	-2560	17	0
E01031917	Chippenham London Road - west	10356	-2835	18	3
E01031975	Amesbury East - north central	10412	-614	19	-6
E01032019	Salisbury St Mark - west	10449	-2823	20	2

These levels of deprivation might not seem significant when compared with other parts of England. However, the variations within Wiltshire are notable, with some of the most affluent areas in the county being located right next to the very deprived (in the bottom 20% of national score).

Evidence shows that the level of **relative difference in affluence is more important than the level of absolute deprivation** itself for the inequalities and it's consequences in society. In addition, rural deprivation is difficult to quantify as small pockets of rural deprivation will exist that are not highlighted by the IMD. Eleven of the top 15 most deprived areas are also those with the highest percentage of children living in poverty.

Wiltshire rates particularly poorly under the IMD (2010) domains 'Barriers to housing and services' and 'education, skills and training' The ranking in these domains have both declined since 2007. These domains are both likely to have implications for seeking work, accessing further skills and training or support for re-entry to the workforce.

Table 8 helps to show by community area in Wiltshire the number of income deprived children who live more than 1kilometre from a primary school.

Table 8 Barriers to education by community area

Wiltshire Community Area	Number of income deprived children living more than 1km from a primary school
Mere	60
Tisbury	100
Warminster	100
Pewsey	110
Calne	120
Wilton	130
Chippenham	140
Marlborough	140
Tidworth	140
BoA	190
Westbury	210
Salisbury	220
Malmesbury	230
Wootton Bassett & Cricklade	250
Southern Wiltshire	260
Amesbury	310
Corsham	330
Trowbridge	330
Melksham	390
Devizes	430

5.4 Free School Meals

Children and young people 'eligible for free school meals' is often used as a proxy measure for deprivation and child poverty. Free school meals (FSM) are not provided automatically, they can be awarded if a family receive any of the following:

- Income Support
- Job Seeker's Allowance (income-based)
- Employment and Support Allowance (income-related)
- Support under part six of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit - providing you are NOT entitled to Working Tax Credit and your family's annual income (as assessed by HMRC) is not more than £16,190 (as at 6 April 2012)

Free school meals are available to eligible children that attend school on a full-time basis. This includes nursery children (of compulsory school age) who attend school full-time and sixth form students (but NOT college or Further Education level students).

It should be noted that parents must register in order for their child to be assessed as eligible to receive FSM. Therefore not all children in families in the categories above will be identified as eligible.

This means the FSM eligibility by ethnic group data below must be interpreted with caution, for example Eastern Europeans have a lower FSM rate than White British, this may be a true indication of need, or it may reflect a difference in the awareness of groups of how the system works. In addition for some groups there may be cultural reasons which can affect the rates of children eligible for FSM.

Tables 9 and 10 below indicate the numbers of children in Wiltshire by community area who are eligible for FSM, and also indicate the numbers of children in Wiltshire who are eligible for FSM by ethnicity.

Table 9 Total number of pupils eligible for Free School Meals by community area in Wiltshire as at January 2014

Community Area	Total number of children	Total eligible for FSM	% of children eligible for FSM
Westbury	2,943	355	12.1%
Trowbridge	6,131	688	11.2%
Melksham	3,803	416	10.9%
Salisbury	5,017	504	10.0%
Calne	3,286	316	9.6%
Wilton	947	88	9.3%
Devizes	4,193	389	9.3%
Chippenham	6,735	539	8.0%
Corsham	2,685	212	7.9%
Mere	281	22	7.8%
Tisbury	464	35	7.5%
Warminster	3,045	216	7.1%
Wootton Bassett	3,277	226	6.9%
Pewsey	1,760	120	6.8%
Amesbury	4,249	281	6.6%
Bradford on Avon	2,211	129	5.8%
Tidworth	2,456	135	5.5%
Marlborough	2,194	117	5.3%
Southern Wiltshire	2,275	98	4.3%
Malmesbury	2,559	104	4.1%
Wiltshire	60,511	4,990	8.2%

Table 10 Total number of children eligible for FSM in Wiltshire by ethnicity

Ethnic Group	Ethnic Group	Total number of children	Total number eligible for FSM	% eligible for FSM
	Unknown	640	50	8%
White	White British	54,400	4,490	8%
	White Irish	110	10	7%
	White Eastern European	380	20	5%
	White Western European	380	20	5%
	White Traveller of Irish Heritage	30	20	62%
	White Gypsy/Roma	130	50	37%
	White Other	830	50	6%
Multiple	White and Asian	430	20	4%
	White and Black African	220	20	10%
	White and Black Caribbean	460	80	18%
	Any Other Mixed Background	500	60	12%
Black	Black – African	260	20	6%
	Black Caribbean	130	20	12%
	Any Other Black Background	230	20	6%
Asian/Asian British	Bangladeshi	160	20	11%
	Indian	230	10	4%
	Nepali	150	-	0%
	Pakistani	20	<5	
	Chinese	140	<5	
	Other Asian	260	10	2%
Other	Moroccan	80	20	20%
	Other Ethnic Group	150	10	5%

5.5 Worklessness and low paid work

Worklessness and low paid work are the key factors in child poverty. The term worklessness includes:

- Those that are economically active but unemployed i.e. those claiming Jobseekers Allowance; and
- Those that are economically inactive but who would want to work. There is evidence to suggest that a significant proportion of the economically inactive population would like to work if they had the right opportunity, incentive or path back to employment. This could include lone parents and/or people claiming incapacity or other health/income related benefits.

The causes of worklessness are wide ranging and tackling them requires a full understanding of both the people and the spatial areas affected. A range of groups can be disadvantaged and can have a higher risk of both worklessness and living in a deprived area, e.g. lone parents, minority ethnic groups, people with disabilities, carers, older workers, and workers in the informal economy, offenders and ex-offenders.

During January to December 2012 the average percentage of workless households in the UK was 18.1%. Sickness, both long-term and temporary, was the main reason given for not working by people aged 16-64 years living in workless households across the UK.¹¹

The percentage of children living in workless households in Wiltshire in 2012 was 8%, this compares well to the national average of 14.9%, and the South West regional average of 11.2%.

However, this figure varies significantly by community area, from the lowest percentage in Malmesbury where 6% of households with dependent children have no adult in employment to Westbury where 12.8% of households with dependent children have no adult in employment. Table 11 details the variation across the 20 community areas in Wiltshire.

Table 11 Census 2011 households with dependent children and no adult in employment.

Area Board	Households with dependent children	Households with no adults in employment: With dependent children	Percentage of households with dependent children where no adult is in employment
Westbury	2,580	329	12.8%
Trowbridge	5,393	667	12.4%
Calne	3,038	334	11.0%
Melksham	3,419	373	10.9%
Salisbury	4,924	523	10.6%
Devizes	3,789	374	9.9%
Wilton	986	89	9.1%
Chippenham	6,096	549	9.0%
Corsham	2,636	234	8.9%
Tidworth	2,550	225	8.8%
Tisbury	697	61	8.7%
Warminster	2,785	224	8.0%
Bradford on Avon	2,087	161	7.7%
Mere	544	42	7.7%
Marlborough	2,026	144	7.1%
Amesbury	4,211	296	7.0%
Southern Wiltshire	2,493	166	6.7%
Royal Wootton Bassett & Cricklade	3,487	227	6.5%
Pewsey	1,621	105	6.5%
Malmesbury	2,389	143	6.0%

The main cause of poverty is inadequate income, arising from worklessness, low wages and low level of benefits. Worklessness has been identified as one of five pathways to poverty with employment cited as offering the best and most sustainable route out of poverty. Reducing worklessness is one of two main areas of focus by Government for maintaining the goal of ending child poverty in the UK by 2020. In addition one of Wiltshire Council's main priorities in the Business Plan for 2013-17 is:

To boost the local economy – creating and safeguarding jobs.

¹¹ ONS. Available online at: <http://www.ons.gov.uk/ons/rel/lmac/workless-households-for-regions-across-the-uk/2012/stb-workless-households-across-regions.html>

The impacts of a lack of money can be far reaching for children. A single mother living in Wiltshire with her four children, aged between seven and 11, was unable to purchase beds or any other furniture. This meant that the children were sleeping on old mattresses on the floor in small rooms with their clean and dirty clothes and toys strewn around them. At least one of the children was incontinent.

This affected both their hygiene and their appearance, so they often went to school dishevelled and wearing dirty clothes. This led to them being unable to concentrate on their work and to them being victims of bullying.

The mother had mild learning needs and even though she was volunteering two days a week at a charity shop and attending a work programme she was unable to change her situation. Action for Children were able to buy bunk beds for the children and helped them buy clean mattresses from a local furniture recycling organisation.

(Courtesy of Action for Children)

5.6 The Association and Impact of Lone Parent Families on Child Poverty

Children of lone parents are at greater risk of living in poverty than children in couple families. At the time of the Census, lone parent households accounted for 72% of all households in Wiltshire with dependent children and no adult in employment¹². This is in spite of the fact that lone parent households made up only 21% of households with dependent children in the county.

The 2011 Census provides more details on the nature of households with dependent children allowing for comparisons to be made between **lone parent households**, who account for the majority of low-income and workless households, with married and couple family types¹³.

The share of households and usual residents in households in different family types with dependent children for Wiltshire are shown in Table 12.

¹² Comparison of KS107EW - Lone parent households with dependent children with KS106EW – Adults not in employment and dependent children and persons with long-term health problems or disability

¹³ Household composition classifies households according to the relationships between the household members. Households consisting of one family and no other usual residents are classified according to the type of family (married, same-sex civil partnership or cohabiting couple family, or lone parent family) and the number of dependent children. Other households are classified by the number of people, the number of dependent children, or whether the household consists only of students or only of people aged 65 and over.

This definition is used in most results from the 2011 Census. In a small number of results an alternative classification is used that defines households by the age of the household members. It takes no account of the relationships between them. In results where this different definition is used it is clearly indicated.

Table 12 Family composition of Wiltshire households with dependent children.

	Total	Total with dependent children	Married/civil partnership with dependent children	Cohabiting couple with dependent children	Lone parent with dependent children	Other household type with dependent children
Households	194,194	57,742	35,133	7,311	12,022	3,276
% households / households with dependent children		30%	61%	13%	21%	6%
Usual residents	457,954	215,596	139,739	27,662	33,076	15,119
% usual residents / usual residents in households with dependent children		47%	65%	13%	15%	7%

Karen's Story

Karen has 4 children aged 5 to 10. One of the children has complex special needs and attends a special school. The other 3 children have learning difficulties.

This year Karen learned that she didn't have to tolerate the domestic and sexual abuse she and her children have lived with for years. She had attended the Children's Centre in Wiltshire and discovered she could learn and was worthwhile. She got a part-time job and attended a Domestic Abuse Course. She informed the police of her abuse and they arrested her husband. Karen notified the benefits agency that she was now a lone parent. They stopped her benefits immediately as part of the reassessment process, however eight weeks later she still has no benefits. She is trying to care for her children on £105 a week which she earns from her part-time job. Karen tries to make sure her children do not go hungry and she cries when you ask her if she eats. The children need the meal at school and in the nursery because it is their main source of nutrition.

Karen is a very proud, private woman who has done an amazing job bringing up her children.

(Courtesy of the Rise Childrens Centre)

In relation to tenure of accommodation, lone parent households are:

- Least likely to be living in owned accommodation: 33% of lone parent households live in owned accommodation in comparison to 72% for married and 47% for couple households with dependent children.
- Most likely to be living in social rented: 39% of lone parent households live in socially rented in comparison to 9% for married and 29% for couple households with dependent children; or private rented 28% of lone parent households compared to 19% for married and 24% for couple households with dependent children.

Lone parent families are much less likely to have access to a car or van compared to other family types with dependent children: 24% of lone parent households do not have access to a car or van compared to only 2% for married/civil partnership families with dependent children and 9% for cohabiting couple households with dependent children.

Lone parent households are more likely than average to have a person in the household with a long-term health problem or disability: 17% of lone parent households have 1 person with a long-term health problem or disability compared to 13% of married/civil partnership households with dependent children and 14% of cohabiting couple households with dependent children.

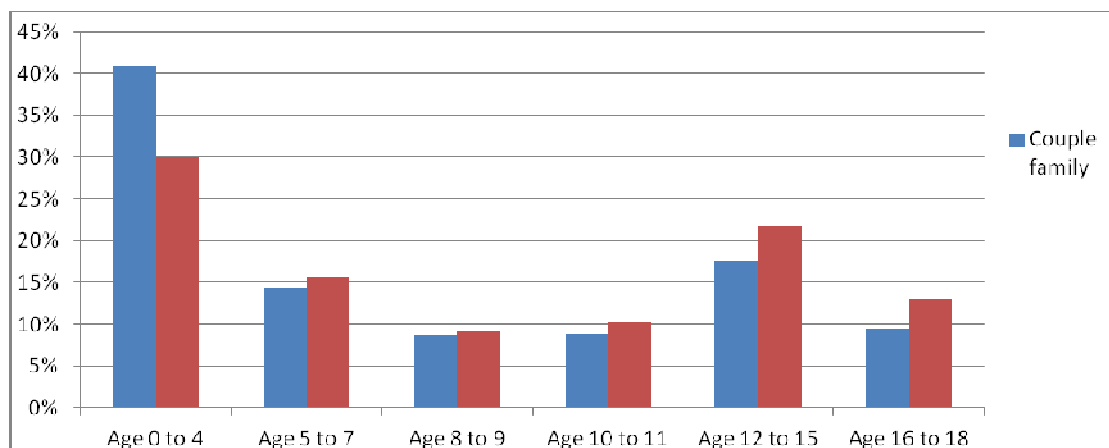
The age range of children in Wiltshire living in Lone parent households is illustrated in the table below.

Table 13 Age range of children living in Wiltshire in lone parent families compared to couples families.

Dependent Children	Couple family	% of total dependent children	Lone parent family	% of total dependent children
All categories: All families	120,438		19,493	
Families with no children	64,146		0	
Families with dependent children: Total	44,141		13,346	
Youngest dependent child: Age 0 to 4	18,054	41%	4,003	30%
Youngest dependent child: Age 5 to 7	6,399	14%	2,089	16%
Youngest dependent child: Age 8 to 9	3,839	9%	1,230	9%
Youngest dependent child: Age 10 to 11	3,898	9%	1,367	10%
Youngest dependent child: Age 12 to 15	7,764	18%	2,906	22%
Youngest dependent child: Age 16 to 18	4,187	9%	1,751	13%

In addition figure 3 highlights that when compared to couples families lone parent families have a slightly older age profile of children.

Figure 3 Age range distribution of children living in Wiltshire in Lone parent families compared to couples families



5.7 The Association and Impact of Disability on Child Poverty

Over a million children living in poverty are affected by disability in the UK, this equates to around four in every 10 children living in poverty.¹⁴ Having either an adult or a child with a disability in the family increases the chances of being in poverty.¹⁵ In 2011/12 national data highlighted that 24 per cent of households with one or more disabled children lived in poverty, compared with 20 per cent of households with no disabled children. This gap of 4% has decreased from 9% since the previous Wiltshire Child Poverty Needs Assessment was compiled.¹⁶

The cost of living is considerably more for a family with disabled children. It has been calculated that it costs on average three times as much to bring up a disabled child than a non-disabled child, this can be due to:

- Transportation costs – extra journeys for hospital appointments.
- Cost of a car – travel may not be suitable or available on public transport networks.
- Higher heating bills – average room temperatures need to be higher for children with disabilities.
- Home adaptations.
- Increased costs for dietary appropriate foods.
- Learning aids.
- Higher childcare costs for parents who work.

¹⁴ The Children's Society. 4 in every 10 Disabled Children Live in Poverty. 2011

¹⁵ Department for Work and Pensions. 2010. Households Below Average Income 2008/2009. Figures are after housing costs

¹⁶ Joseph Rowntree Foundation. Monitoring Poverty and Social Exclusion 2013.

According to national statistics, 7% of children have a disability which would equate to approximately 7000 children in Wiltshire having a disability. The average figure that four in every ten children living in poverty have a disability would equate to approximately 4644 children with a disability living in poverty in Wiltshire.

A single mother living in Wiltshire with her five children following a history of domestic violence has to cope on a daily basis with the impacts of disability. Her five year old has problems with fine and gross motor skills and as a result must receive daily physiotherapy on his legs and must wear glasses.

Lack of money in this family meant that they were unable to replace the five year olds glasses when they got broken. This in turn meant that he was unable to do his work at school and began to fall behind.

Children in Action were able to provide them with the money to buy him some bendy glasses that were more robust and could not be broken so easily to allow him to carry on as usual at school.

(Courtesy of Children in Action)

The Institute for Public Policy Research 'Child Poverty Causes Disability and Disability Causes Child Poverty'¹⁷ (2007) shows that persistent poverty during childhood significantly limits people's life chances and shows that there are more households in poverty with disabled children than without. The report says the Disability Living Allowance (DLA) needs to be available to all disabled children and taken up by more families that experience the extra costs of raising a child with a disability.

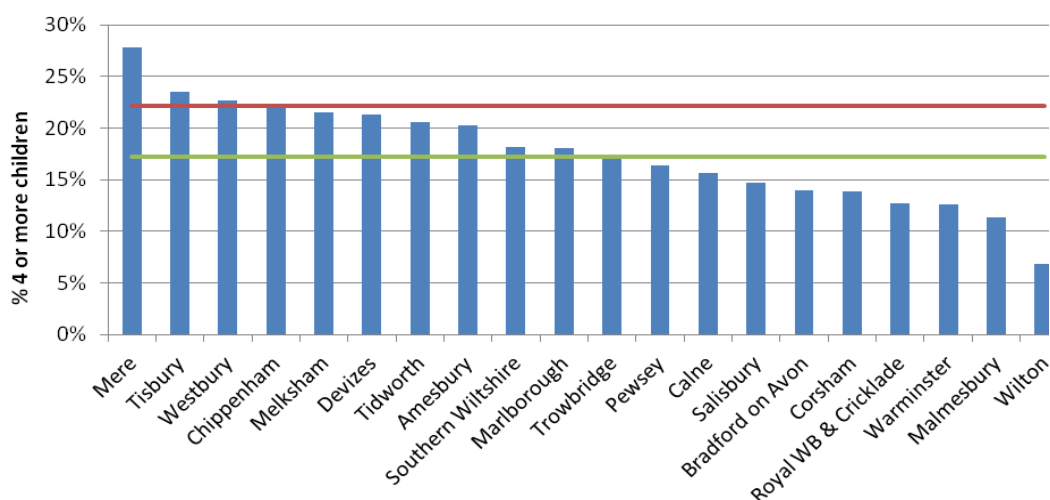
It is worth noting that in 2009/10 41% of DLA appeal cases, which had originally been turned down, were found in favour of the claimant. This discrepancy may be due in part to initial claims not being completed in a valid format by the applicant to enable appropriate evaluation. Provision of support to families to ensure appropriate and effective application and uptake of DLA could increase the number of families appropriately in receipt of DLA.

5.8 Impact of large families

Children in large families are at far greater risk of poverty than children from small families. Figure 4 helps to illustrate the family composition across Wiltshire community areas showing the percentage of low income families in each community area where there are four or more dependent children.

¹⁷ <http://www.ippr.org.uk/pressreleases/?id=2615>

Figure 4 Percentage of families by community area with four or more dependent children.



5.9 Impact of the recession

Kim is 31 and has 4 children aged from 1 month to 10 years. Kim lives entirely on state benefits. She started working as a child of 13 in a local pub. She worked at Hygrade and Leigh Delamere services before her children were born. She continued at Hygrade following the birth of her first two children but the factory closed and now she cannot find work to fit around the children or cover the costs of her child care.

The family live on food from Iceland, which costs them £25 per week. They eat Chicken Nuggets and Chunky Chips, Turkey Dinosaurs and Chunky Chips, Turkey Aeroplanes and Chunky Chips every week. These meals are accompanied by beans when Kim can afford them.

Kim only eats cod portions with her Chunky Chips because they are so cheap and there are 9 in a box. She is very thin and pale. On Sundays Kim cooks a £3.50 Iceland chicken. She does a full Sunday lunch and the children love it. Kim knows the children do not have enough to eat or a healthy diet. If she could afford it she would cook proper dinners every day.

Kim can't read and write. She suffers from depression and has attempted suicide. Her 10 year old daughter fills in all the forms and reads her letters. She also watches Kim carefully for signs of depression. Kim says she doesn't know how she would cope without her daughter.

You can read more of Kim's story in the Gazette and herald article on the link below:

http://www.gazetteandherald.co.uk/news/10694699.Single_mums_volunteer_at_children__s_trust

The Institute for Public Policy Research 2010 report on 'in work' poverty in the recession highlighted the fact that although unemployment had not increased nationally as much as was expected as a result of the recessions, they concluded that the explanation was employers, staff and unions had worked together to avoid lay offs, by agreeing pay freezes and reduction in working hours. The downside of

this being that earnings have lowered and this could push people into 'in work' poverty.

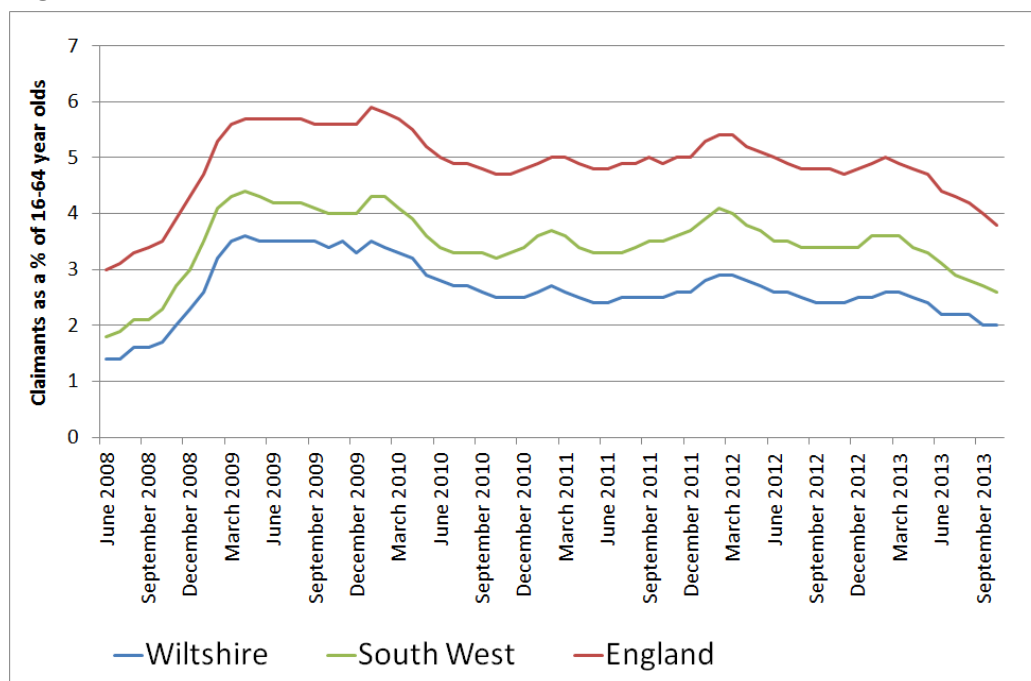
This is demonstrated nationally in the 2010 Joseph Rowntree Foundation report 'Monitoring Poverty and Social Exclusion' that despite the recession, overall the number of children living in poverty fell to 3.7m, with the number in workless households falling to 1.6m, the lowest since 1984. But those in working families rose slightly to 2.1m, and they now account for 58% of the total.

This disparity was concluded to be as a result of the rise in both Child Benefit and Child Tax Credit in 2008, and highlights the need to ensure that any anti-poverty policies must look at child poverty in working households as well as those in out of work families.

Wiltshire continues to have a high economic activity rate for residents aged 16-64 (79.9%) compared to other areas particularly amongst the male population which rises to 86.6%. Wiltshire claimant count levels are consistently below those found in the South West and England, however the claimant count amongst the young is a concern with 30.8% of all claimants falling into the 18-24 age group; this is higher than that experienced regionally and across England.

The local economy is therefore closely tied into the general cycle of trends but it has demonstrated its overall resilience through rates being appreciably lower.

Figure 5: JSA claimant count, June 2008-October 2013



The adjusted NEET (not in employment, education or training) figure for Wiltshire, based on the period November 2012 to January 2013 was 6.0% and equates to 493 young people based on a total 16-18 cohort of 12,803. This is higher than the comparable figures for England and the South West but not appreciably so.

Table 14 below shows the number of young people recorded as NEET on 31 January for each community area in Wiltshire.

Table 14 Number of young people (aged 16-18) recorded as NEET on 31 January in each Community Area

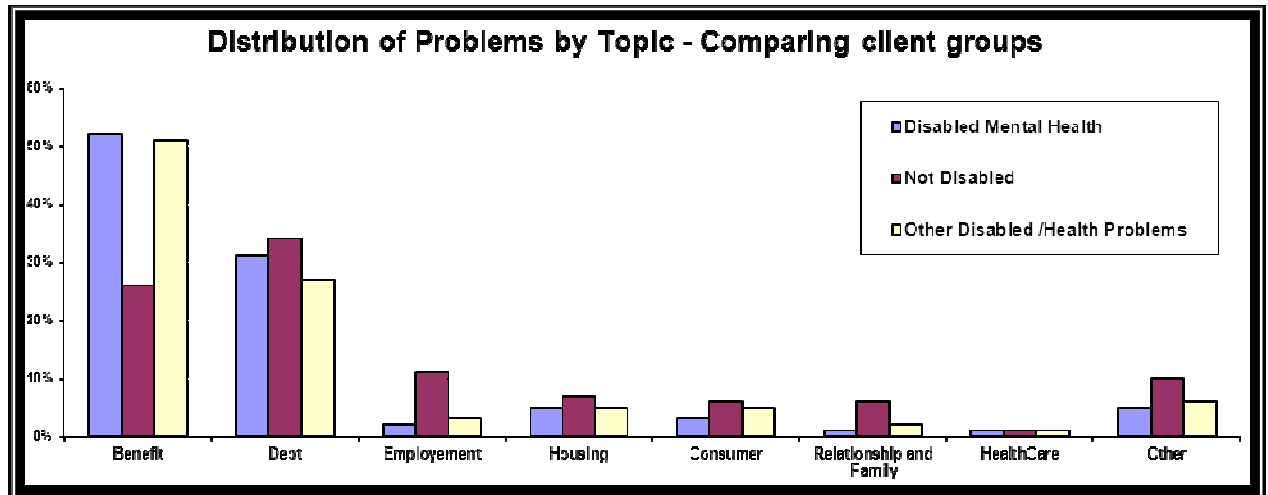
Community Area	Total number of young people	% of Wiltshire total
Amesbury & Durrington	23	4.58%
Bradford on Avon	15	2.99%
Calne	34	6.77%
Chippenham	60	11.95%
Corsham	21	4.18%
Devizes	38	7.57%
Malmesbury	14	2.79%
Marlborough	19	3.78%
Melksham	29	5.78%
Mere	*	*
Pewsey	12	2.39%
Salisbury	68	13.55%
Tidworth & Ludgershall	11	2.19%
Tisbury	*	*
Trowbridge	75	14.94%
Warminster	20	3.98%
Westbury	29	5.78%
Wilton	9	1.79%
Royal Wootton Bassett	21	4.18%

A further period of no or low economic growth and continuing changes to benefits and tax credits could impact severely on many population groups, including disabled people, people with mental health problems, and large families on low incomes. The effects will be noticeable on levels of personal debt; poor mental wellbeing; child poverty; fuel poverty and homelessness.

In 2012/13, 21,067 residents of Wiltshire received help from the Citizens Advice Bureau (CAB) service. They were helped with 57,903 issues and 67% of the enquiries were about debt and benefits. CAB are helping clients manage £14.4m worth of debt (£2m more than in 2011/12).

Figure 6 shows the different types of problems clients approach the Citizens Advice Bureau for advice and support on in 2011/12.

Figure 6: Advice topics and client groups, 2011/12

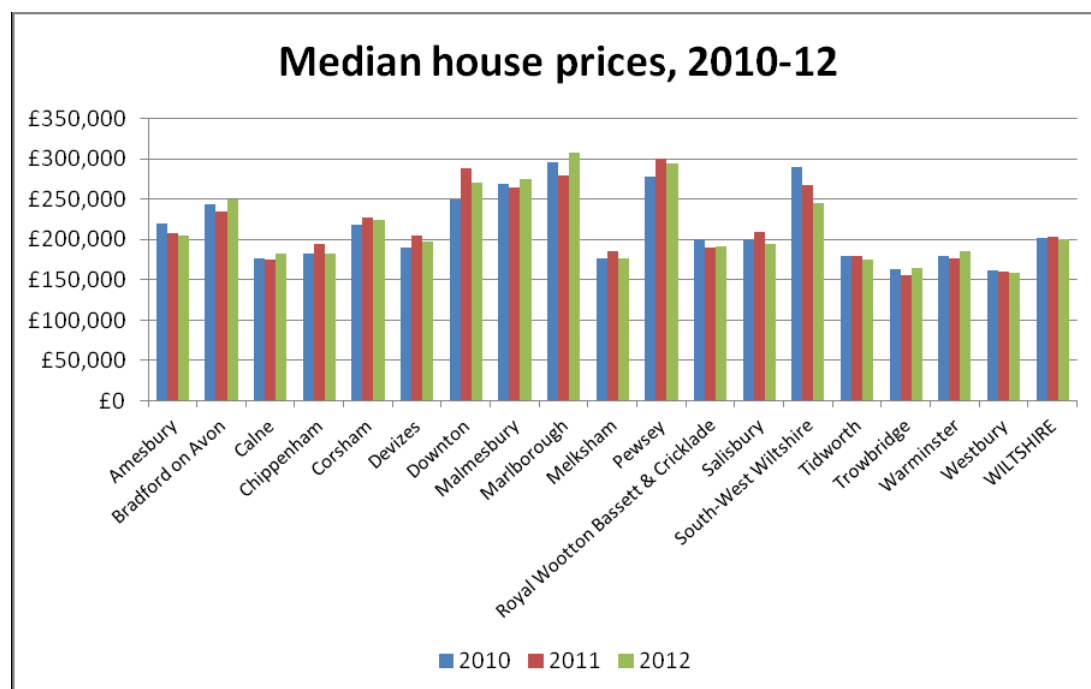


Source: Wiltshire Citizens Advice

5.10 The Impact of Housing

House prices in Wiltshire tend to be higher than the national average, and there is considerable variation in house prices within Wiltshire. In 2012, the highest median property price was in Marlborough community area (£307,500) and the lowest was in Westbury community area (£158,500). Figure 7 below shows the average (median) house prices for all community areas in Wiltshire.

Figure 7 Average house prices by Wiltshire Community Area



In addition to the cost of housing in Wiltshire the issues of homelessness should also be considered. Homelessness can take many forms, including rough sleeping, squatting, living in hostels, night shelters or temporary accommodation leased by their local authority.

'Statutory homelessness', is where local authorities have defined a household as homeless within the terms of the homelessness legislation. Where they are found to be in priority need and not intentionally homeless then local authorities will have a duty to offer accommodation. This can include families with dependent children, pregnant women and adults who are assessed as vulnerable.

Table 15 shows the statutory homelessness numbers by family type in Wiltshire from 2012/13 to 2013/14.

	Couple with dependent children*	Lone parent household with dependent children		One person household		All other household groups	Total
		Male Applicant	Female Applicant *	Male Applicant	Female Applicant		
2012/13	98	9	118	25	17	14	281
2013/14 YTD**	104	12	117	21	20	12	286

* Including expectant mothers with no other dependent children

** Quarters 1-3

6. THE IMPACT OF POVERTY

6.1. Attainment Gap

Children who grow up in poverty are more likely to leave school without qualifications than those children who do not grow up in poverty. In order to try and bridge this gap the Pupil Premium was introduced by the Government in April 2011 to try and ensure that all pupils were given the best opportunities to do well in school. The basis of the Pupil Premium is that additional funding is given to publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

The Pupil Premium is paid to schools according to the number of pupils who have been:

- Registered as eligible for free school meals at any point in the last six years,
- Been in care for six months or longer.

In 2013/14 schools received:

- £953 for each eligible primary school aged pupil
- £900 for each eligible secondary school aged pupil.

Schools are free to spend the Pupil Premium as they see fit however, they will be held to account for how they have used the additional funding to close the attainment gap. The funding is often used in the following areas:

- Purchasing specialist support, audit of provision, developing the vision
- Continued Professional Development for key staff
- Developing a creative curriculum
- Resources to support inclusion, software focused on specific needs
- Purchase of technology resources for individuals, existing, new and emerging
- Developing strategies for engaging children and parents in and out of school
- Developing collaboration, support or mentoring projects
- Supporting the work of schools, governors, staff and parents on e-safety
- Subsidy of school clubs, specialist teachers to promote engagement

The number of pupils eligible for Pupil Premium in Wiltshire is shown in table 16.

Table 16 Number of pupils eligible for Pupil Premium in Wiltshire (Source DfE LAIT)

	2011/12	2012/13	2013/14
Wiltshire	10000	14590	15460
Statistical Neighbour	9691	14972	15895
England	1303180	1924920	2017740

The gap in the level of attainment across the 20 community areas in Wiltshire for Key Stage 2 and GCSE level in English and Maths, for children who have FSM compared with children who are not eligible for FSM, are illustrated in table 17 and 18 respectively.

These data highlight that the gap in level of attainment across Wiltshire is higher than the England average; in addition the gap in level of attainment increases between Key Stage 2 and Key Stage 4.

In some community areas the number of children eligible for FSM is very small and therefore caution must be used when interpreting these results. However, they are a good indication of areas where gap in attainment could benefit from further research.

Table 17 Percentage of pupils achieving Level 4+ including English and maths at Key Stage 2

Community Area	Pupils Eligible For FSM		Pupils Not Eligible For FSM		Gap
	Cohort	Percentage	Cohort	Percentage	
Southern Wiltshire	5	40.0	177	92.7	52.7
Salisbury	41	34.1	327	79.8	45.7
Westbury	25	40.0	192	83.3	43.3
Warminster	15	46.7	210	81.0	34.3
Devizes	34	50.0	256	77.0	27.0
Calne	27	55.6	198	80.3	24.7
Melksham	34	58.8	225	78.7	19.8
Trowbridge	64	60.9	389	78.7	17.7
Corsham	25	60.0	188	76.1	16.1
Chippenham	46	67.4	432	82.9	15.5
Marlborough	13	69.2	157	84.7	15.5
Tidworth	11	63.6	146	74.7	11.0
Pewsey	14	78.6	109	83.5	4.9
Amesbury	27	77.8	291	79.4	1.6
Wootton Bassett	16	75.0	271	76.4	1.4
Malmesbury	11	81.8	195	80.5	-1.3
Tisbury	7	85.7	50	82.0	-3.7
Bradford on Avon	9	88.9	133	82.0	-6.9
Mere	x	x	x	x	x
Wilton	x	x	x	x	x
Unknown or out of county	11	45.5	148	79.1	33.6
Wiltshire	440	59.5	4192	80.3	20.7
NCER National		65.6		82.5	16.9

Table 18 Percentage of pupils achieving 5+ A*-C including GCSE English and maths

Community Area	Pupils Eligible For FSM		Pupils Not Eligible For FSM		Gap
	Cohort	Percentage	Cohort	Percentage	
Southern Wiltshire	3	0.0	162	75.3	75.3
Marlborough	5	0.0	166	62.7	62.7
Wilton	4	0.0	51	62.7	62.7
Tidworth	11	0.0	129	54.3	54.3
Salisbury	23	26.1	365	67.4	41.3
Bradford on Avon	9	33.3	145	68.3	34.9
Devizes	19	26.3	332	59.6	33.3
Corsham	11	18.2	184	51.1	32.9
Amesbury	22	22.7	317	54.6	31.8
Westbury	25	24.0	207	54.6	30.6
Chippenham	33	36.4	525	64.6	28.2
Wootton Bassett	17	29.4	269	57.2	27.8
Melksham	21	33.3	336	59.2	25.9
Trowbridge	47	34.0	406	55.7	21.6
Calne	16	31.3	255	51.4	20.1
Warminster	13	46.2	215	63.7	17.6
Pewsey	8	50.0	120	62.5	12.5
Malmesbury	x	x	x	x	x
Mere			x	x	x
Tisbury	x	x	x	x	x
Unknown or out of county	14	28.6	356	66.9	38.3
Wiltshire*	293	30.0	4694	61.1	31.1
National*	79788	36.4	479305	62.8	26.4

source: SFR04/2013

x = Suppressed for reasons of confidentiality

6.2. Persistent Absence

Persistent absentees (PA) are more likely to come from lone parent households, compared to their non-PA peers. Almost a third of persistent absentees come from households where the principal adult/s are not in any form of current employment – this compares to just over a tenth of non-PA's.

Evidence suggests that persistent absentees are more likely to be bullied, excluded from school and be involved in risky behaviours (experiment with drugs, alcohol etc.)

than non-PAs. There is a clear link between absence and attainment. As levels of pupil absences increase, the proportion of pupils reaching the expected levels of attainment at Key Stage 2 and Key Stage 4, decrease.

Table 19 shows the levels of persistent absence by community area for Wiltshire, the community areas highlighted in red identify those where the persistence absence in pupils is significantly higher than the Wiltshire average, conversely those highlighted in green have significantly lower levels of persistent absence than the Wiltshire average.

Table 19 Levels of persistent absence by Wiltshire Community Area

Wiltshire Community Area	PA	PA per 1000 5 to 15 year olds
Amesbury	218	50
Bradford on Avon	70	32
Calne	138	40
Chippenham	224	34
Corsham	92	33
Devizes	184	44
Malmesbury	71	26
Marlborough	74	30
Melksham	152	40
Mere	7	11
Pewsey	70	38
Salisbury	241	47
Southern Wiltshire	93	32
Tidworth	61	25
Tisbury	11	11
Trowbridge	221	39
Warminster	109	36
Westbury	159	57
Wilton	24	22
Royal Wootton Bassett & Cricklade	134	37

In 2009/10, pupils who have never been classified as persistent absentees over the Key Stage 2 period, were twice as likely to achieve level 4 or above (including English and maths) as pupils who were classified as persistence absence children for each of the four Key Stage 2 years (78% of non-PAs achieve this level compared to only 38% of PAs).

Pupils who were persistently absent over both the Key Stage 4 years in 2009/10, were just under four times less likely to achieve 5+ A*-C grades in GCSE (and equivalents) including English and maths, as other non-PA pupils.¹⁸

The table below illustrates the difference in rates for all school age children in Wiltshire between those who are eligible for free school meals (6.4% persistent absence) and those ineligible for free schools meals (3.5%). In addition, the numbers of school age children who according to the school census are on a 'Children in Need' plan (CiN) can also be compared between pupils who are in receipt of free school meals and those who are not.

Children in need are defined in law as children who are aged under 18 and:-

- need local authority services to achieve or maintain a reasonable standard of health or development
- need local authority services to prevent significant or further harm to health or development
- are disabled.

Table 20 School Age Children – Children with persistence absence, registered as being on a CiN plan according to Free school meal status 2013.

	Total pupils in Wiltshire	FSM	Non FSM	FSM Pupils as a percentage total with PA, CiN or PA & CiN
Total Pupils	65,403	7,070	58,333	
PA	2,478	451	2,027	18.2%
% PA	3.8%	6.4%	3.5%	
CiN	1,375	1,074	301	78.1%
% CiN	2.1%	15.2%	0.5%	
PA & CiN	451	150	301	33.3%
% PA & CiN	0.7%	2.1%	0.5%	

6.3. Exclusions

Nationally FSM pupils are seven times more likely to be permanently excluded from primary school and three and a half times more likely to be permanently excluded from secondary schools. The proportion of permanent and fixed exclusions in relation to the number of pupils in schools in Wiltshire is not quite as good as national averages or the average of those in comparable areas for primary pupils. However, as can be seen in table 22, for secondary pupils the proportion of permanent exclusions in Wiltshire is slightly better than the national average.

¹⁸ A Profile of pupil absence in England. Department for Education Research Report. DFE-RR171

Table 21 Primary pupils with one or more fixed periods of exclusion from school as a % of the school population

(Most of the data refers to cases of exclusion rather than numbers of pupils excluded, as some pupils were excluded more than once during the year)				
	2008/09	2009/10	2010/11	2011/12
Wiltshire	0.64	0.71	0.78	0.68
Statistical Neighbours	0.45	0.45	0.46	0.47
England	0.51	0.47	0.48	0.47

Table 22 Secondary pupils with one or more fixed periods of exclusion from school as a % of the school population

(Most of the data refers to cases of exclusion rather than numbers of pupils excluded, as some pupils were excluded more than once during the year)				
	2008/09	2009/10	2010/11	2011/12
Wiltshire	4.70	4.26	4.24	3.36
Statistical Neighbours	4.62	4.14	3.99	3.68
England	5.13	4.75	4.60	4.26

Table 14 &15 Source: DfE LAIT

6.4 Common Assessment Framework

The Common Assessment Framework (CAF) is a key component in the Every Child Matters: Change for Children programme.

The aim is to identify, at the earliest opportunity, a child's or young person's additional needs which are not being met by the universal services they are receiving, and provide timely and co-ordinated support to meet those needs.

What is the CAF?

It has three elements:

- a simple pre-assessment checklist to help practitioners identify children or young people who would benefit from a common assessment;
- a process for undertaking a common assessment, to help practitioners gather and understand information about the needs and strengths of the child - based on discussions with the child, their family and other practitioners as appropriate;
- a standard form to help practitioners record, and, where appropriate, share with others, the findings from the assessment in terms that are helpful in working with the family to find a response to unmet needs.

The CAF provides an assessment process which gives a 'holistic' view of the child's or young person's strengths and needs. Practitioners will then be better placed to agree with the child and family, what support is needed.

Table 23 below gives an indication of the number of children in each community area in Wiltshire who had an active CAF at February 2014.

Table 23 Number of active Common Assessment Frameworks by community area in Wiltshire, February 2014

Community Area	Active CAFs as at 28.02.14
Mere Tisbury	14
Malmesbury	20
Bradford on Avon	35
Pewsey	37
Wilton	39
Marlborough	45
Corsham	48
Westbury	52
Southern	70
Melksham	76
Tidworth	77
Wootton Bassett	87
Devizes	89
Calne	106
Warminster	114
Chippenham	121
Trowbridge	166
Salisbury	169
Amesbury	197
Other *	198
	33
Grand Total	1793

6.5 Free early education places for two year olds

It is recognised that the first few years of a child's life are fundamentally important. Evidence tells us that they shape children's future development, and influence how well children do at school, their ongoing health and wellbeing and their achievements later in life.

In Wiltshire the criteria for allocating up to 15 hours of funding per week for two year olds was brought in line with the criteria to allocate free school meals.

Table 24 shows the uptake of the two, three and four year old funding across Wiltshire by community area.

Table 24 Uptake of two, three and four year old funding by Wiltshire community area.

Community Area	Headcount of children accessing funding between 9-16 January 2014
Mere	4
Bradford on Avon	9
Malmesbury	9
Marlborough	11
Pewsey	11
Tisbury	12
Wilton	13
Southern Wiltshire	23
Wootton Bassett	25
Amesbury	28
Tidworth	29
Warminster	29
Salisbury	31
Corsham	35
Devizes	35
Westbury	35
Melksham	39
Calne	41
Chippenham	69
Trowbridge	71
Unknowns	85

6.6 Health indicators

There are a number of recognised health impacts of poverty on child health. These include:

- An association with a higher risk of both illness and premature death.
- Children born in the poorest areas of the UK weigh, on average, 200 grams less at birth than those born in the richest areas.
- Children from low income families are more likely to die at birth or in infancy than children born into richer families.
- Children are more likely to suffer chronic illness during childhood or to have a disability if they live in poverty.
- Poorer health over the course of a lifetime has an impact on life expectancy: professionals live, on average, 8 years longer than unskilled workers.¹⁹

In addition children aged up to 14 from unskilled families are 5 times more likely to die in an accident than children from professional families, and 15 times more likely to die in a fire at home.²⁰

¹⁹ Child Poverty Action Group. The Impact of Poverty. Available online at: <http://www.cpag.org.uk/content/impact-poverty>

²⁰ F. Field (2010) The Foundation Years: The report of the independent review on poverty and life chances. HM Government London

Young people from poorer families are also more likely than those from richer families to engage in risky behaviours such as unprotected sex, smoking, drug taking and truancy.

The numbers of children affected by these adverse outcomes are very small and therefore there is limited benefit to mapping all of these at small geographical areas.

However some health indicators relating to accidental injury, teenage pregnancy and obesity can be assessed for a link with deprivation at a local level.

Accidental Injury

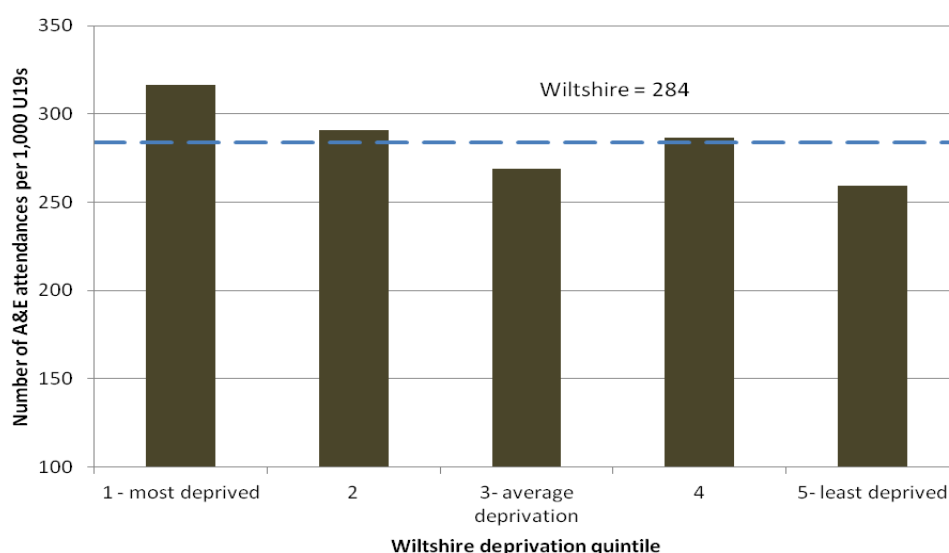
The Child Accident Prevention Trust (2008) noted that ‘accidental injury is one of the single biggest causes of death in the UK for children over the age of 1 year’.

Unintentional injury to children is a significant public health issue. It is a major cause of avoidable ill health, disability and death and has a disproportionately large effect on people in deprived communities.

In general more urban areas such as Trowbridge and Chippenham appear to have higher rates of A&E attendance. However, the location of A&E departments and Minor Injury Units (MIU) in these towns could influence parents and young people’s choice of whether to seek assistance in A&E/MIU or to self-medicate or use other healthcare provision such as out of hours General Practice services.

Analysis of A&E attendance data by deprivation quintile does show that there is a greater prevalence of childhood accidents in more deprived areas. There were 317 attendances per 1,000 under 19s in Wiltshire’s most deprived quintile compared to 245 per 1,000 in the least deprived quintile in 2012/13.

Figure 8: Attendances per 1,000 Under 19s by deprivation quintile (2012/13)



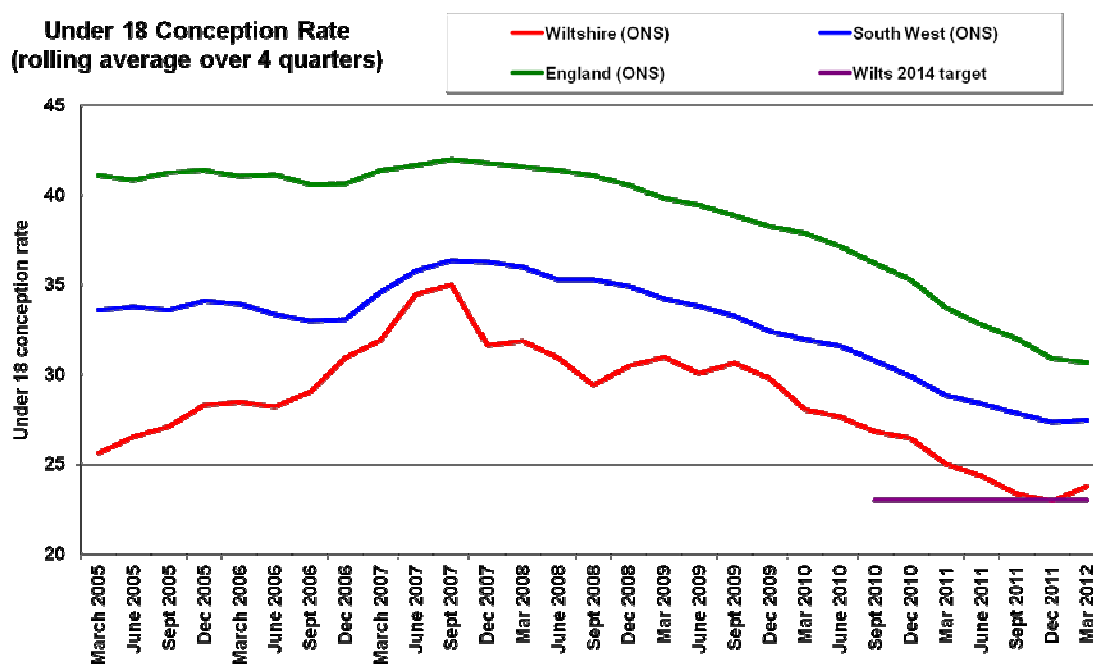
Source: SUS data

Teenage Pregnancy

National data suggests that children of teenage mothers have a 63% increased risk of being born into poverty, compared to babies born to mothers in their twenties²¹

ONS figures show the Wiltshire rate for under 18 conception rate for April 2011 to March 2012 was 23.8 per 1,000, slightly above the 2014 target. These figures show that the conception rate in Wiltshire is continuing a general decline since a peak in 2007, although this maybe flattening out.

Figure 9 Under 18 conception rate 2005 - 2012



Figures for 2008-10 show that the wards with the highest rates of teenage conception are found in all parts of the county in both urban and rural settings. Fisherton and Bemerton Village ward has the highest under 18 teenage conception rate in Wiltshire and a further nine wards have rates which are significantly higher than Wiltshire.

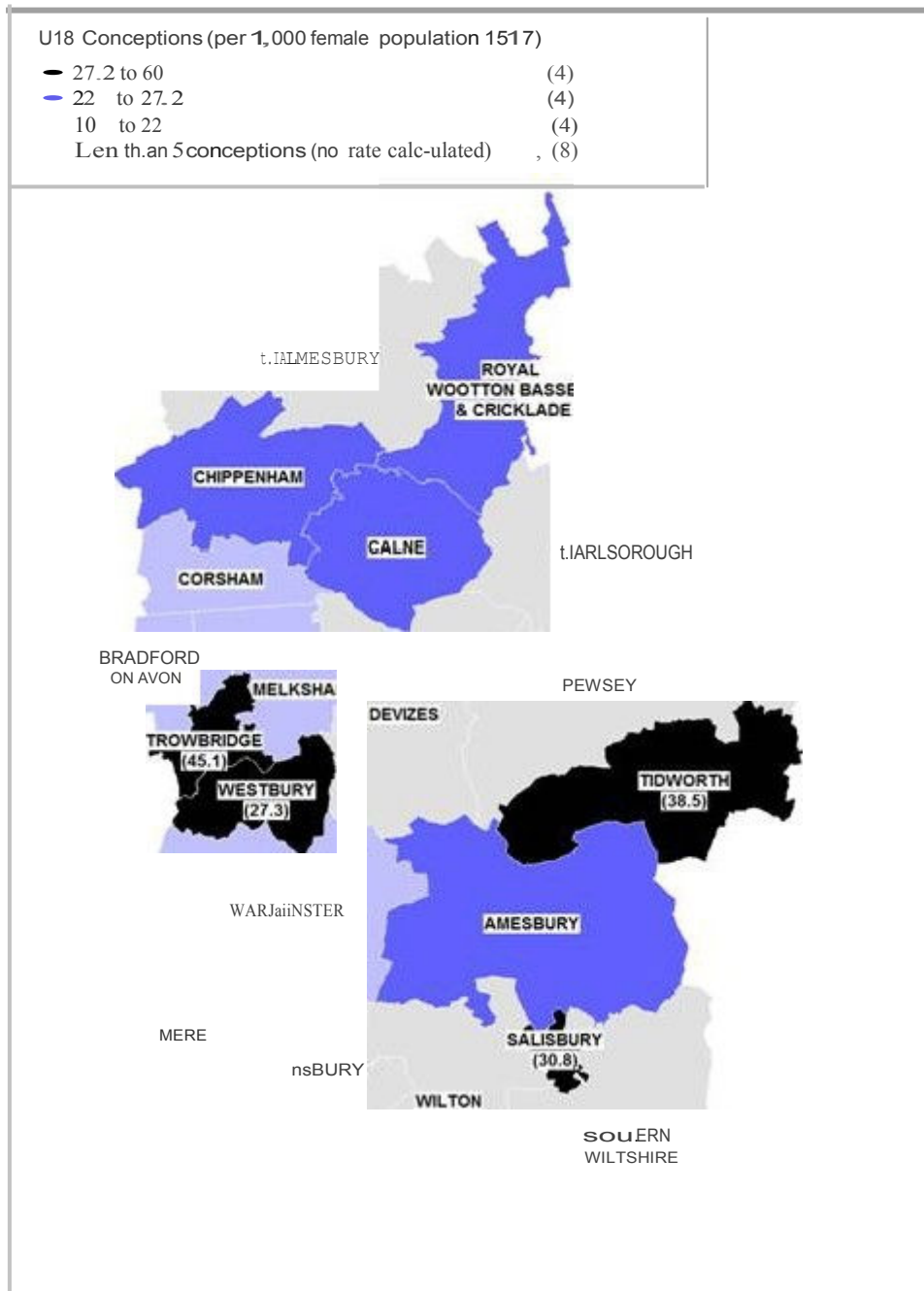
- 2012 figures show that Trowbridge, Tidworth and Salisbury have the highest teenage conception rates for all Community Areas. There were 118 conceptions in the 5 Community Areas with the highest number of conceptions which represents 58% of the total in 2012.
- ONS figures show 2 wards have been hotspots in 2004/06; 2005/07; 2006/08; 2007/09 and 2008-10: Adcroft (Trowbridge) and Tidworth/Perham Down/Ludgershall.

²¹ Ermisch J (2003) *Does a 'teen birth' have longer term impacts on the mother? Suggestive evidence from the British Household Panel Study* ISER Working Papers No. 2003-32; Institute for Social and Economic Research.

Analyses by deprivation show that there are significantly more conceptions in the most deprived quintile and the correlation is even more pronounced when looking just at births. Figures for 2011 and 2012 show that 35.7% of conceptions occurred in the most deprived fifth of Wiltshire's population.

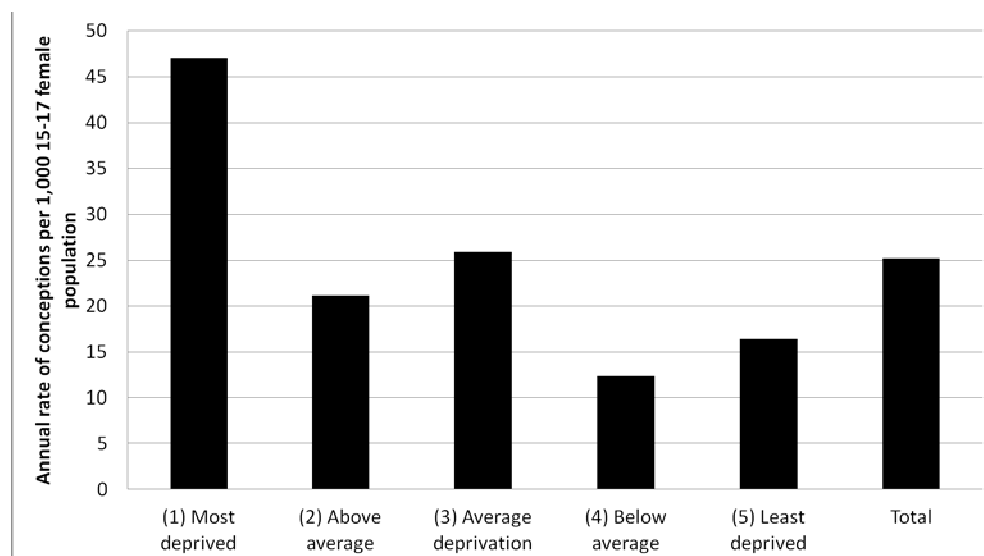
Figure 10. Community Area Breakdown January to December 2012 (map)

Under 18 Conceptions by Community Area - 2012



NB: Figures based on month of procedure and age at conception
 NB: Figures updated annually.

Figure 11 Conceptions by deprivation quintile (IMD 2010, Wiltshire), January 2011-December 2012



Figures updated annually and are based on month of procedure and age at conception
 Note: Rates do not correspond to other tables because the populations used for these calculations differ slightly because they have been estimated at LSOA level.

35.0% of conceptions occurred to those in the most deprived quintile. Similarly 29.4% of terminations and 41.4% of births occurred in this quintile.

Obesity

Poverty and obesity

Obesity has been linked to chronic diseases such as diabetes, coronary heart disease, stroke, hypertension, osteoarthritis and certain forms of cancer thus demonstrating the significance of obesity for health and wellbeing.

In the UK, as is the case in most other high income countries, obesity is more prevalent in the lowest income quintile.²²

Figures 12 and 13 below illustrate obesity prevalence in children in reception class in Wiltshire schools, by community area.

Melksham and Westbury Community Areas were highlighted as having significantly higher percentages of children who are obese or overweight. Pewsey and Malmesbury had significantly lower percentages of children who were obese.

²² Tackling inequalities in obesity: a protocol for a systematic review of the effectiveness of public health interventions at reducing socioeconomic inequalities in obesity among adults. *Syst Rev.* 2013; 2: 27. Published online 2013 May 10. doi: [10.1186/2046-4053-2-27](https://doi.org/10.1186/2046-4053-2-27)

Figure 12: Percentage of Obese or Overweight Reception year children by Community Area

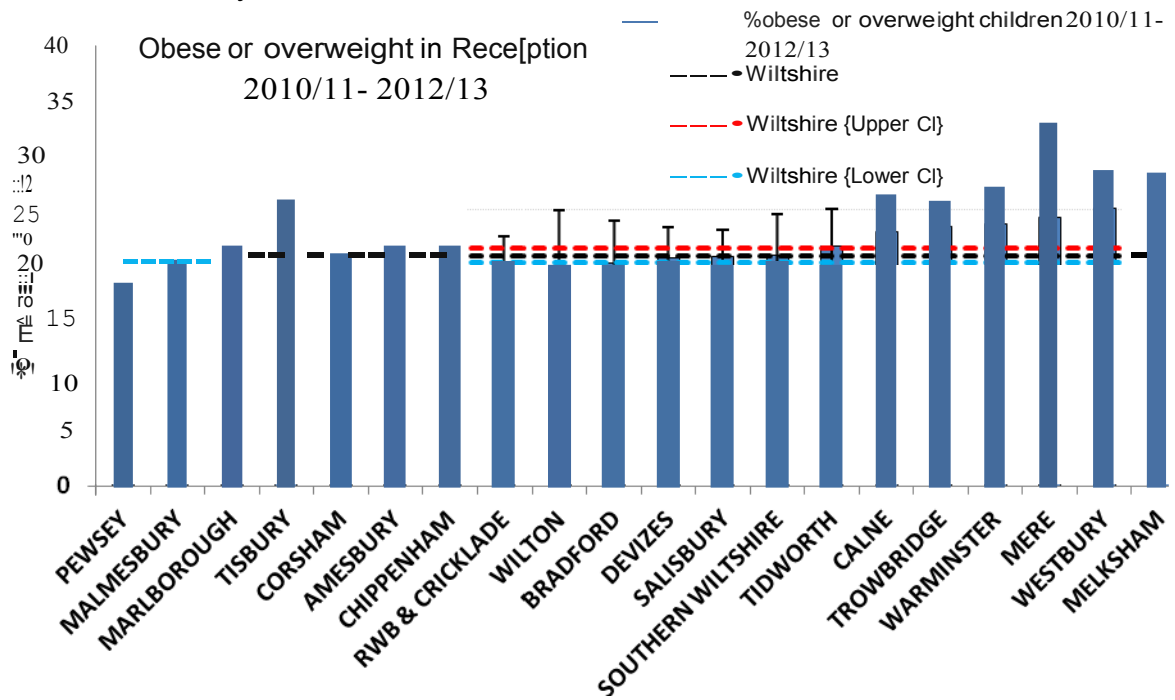


Figure 13

Reception Year children identified as
Obese or Overweight (2010/11-12/13)
by Community Areas

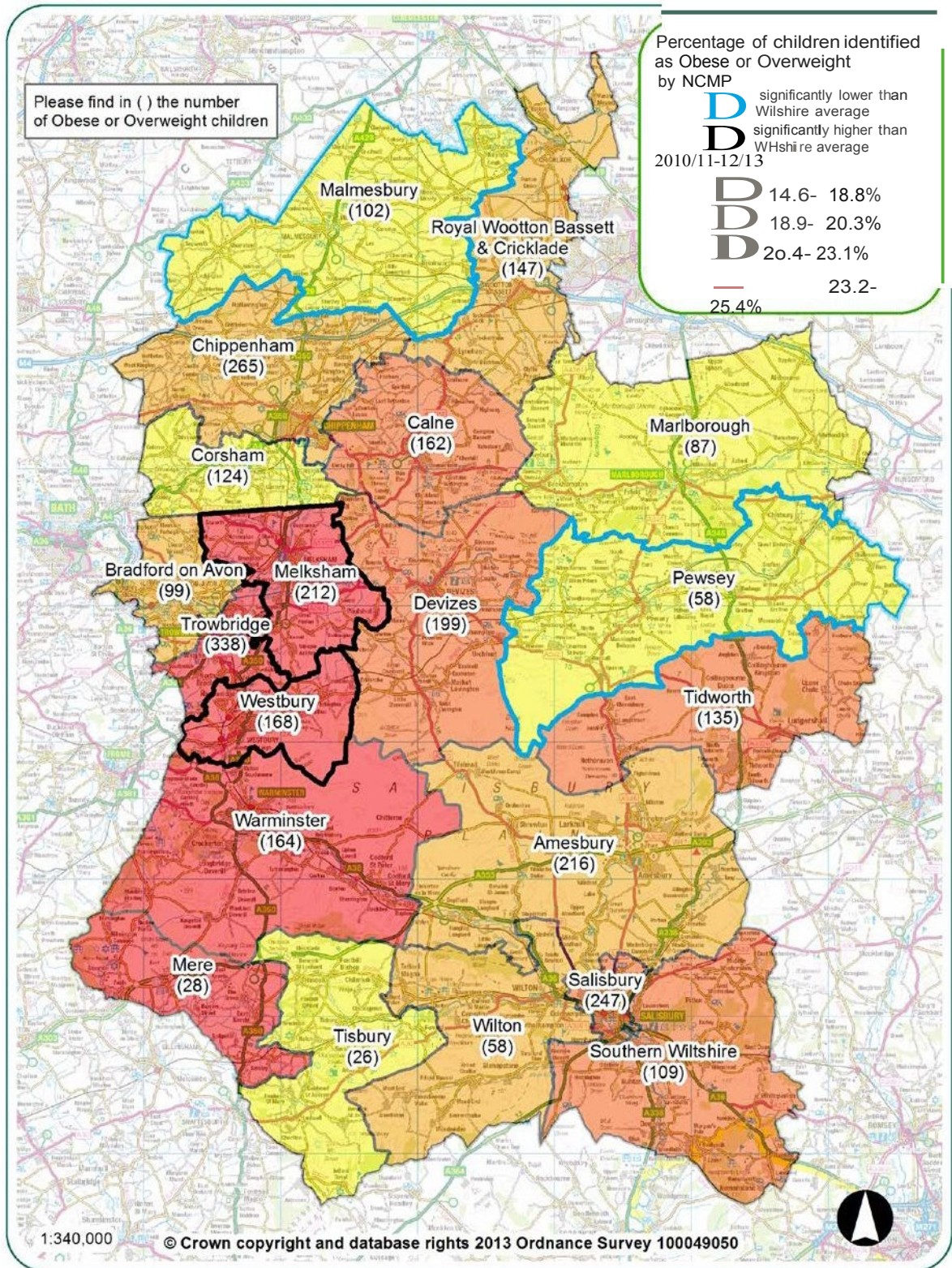
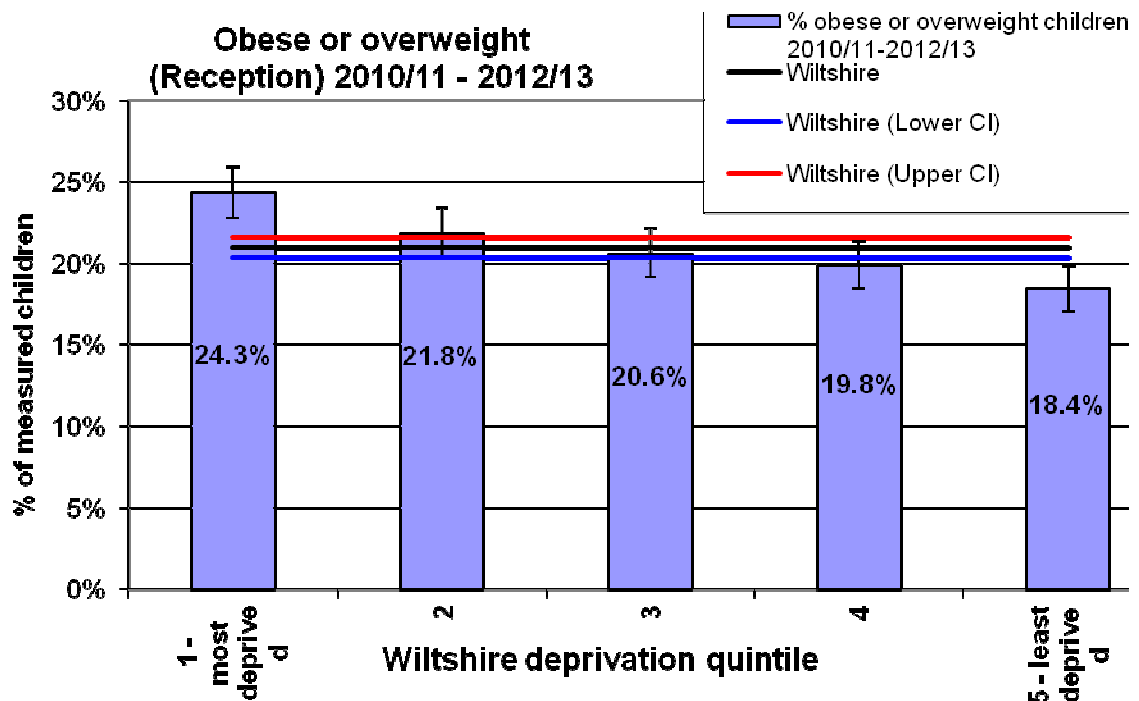


Figure 14 Obese or Overweight children in Reception year by deprivation quintile



The clear deprivation gradients across all years and measures of weight are indicators of inequality within Wiltshire. Whilst the overall NCMP results for Wiltshire are encouraging these inequalities remain a concern.

6.7 Children in touch with Youth Offending Team

The table below illustrates the areas which had the highest numbers of children and young people in contact with the Youth Offending Team (YOT) in 2008/9. This excludes those who received only a minor policy warning or reprimand, who the YOT did not have full engagement with.

Table 25 Top 10 areas at three times the Wiltshire average or more

Community Area Partnership	LSOA Name	Number of Young People who came to the attention of the Youth Offending Team
Trowbridge	Trowbridge Drynham - Lower Studley	22
Trowbridge	Trowbridge John of Gaunt - Studley Green	18
Amesbury	Amesbury East - north central	15
Chippenham	Chippenham Hill Rise - north west	15
Part BoA; Part Trowbridge	Staverton & Hilperton (part)	12
Wootton Bassett & Cricklade	Wootton Bassett North - central	12
Melksham	Melksham North - north east	11
Salisbury	Salisbury Bemerton - south	11
Warminster	Warminster East - Boreham	11
Westbury	Westbury Ham - west	11

In comparison the numbers for the calendar year 2013 are significantly smaller than they were in 2008/09. This is the case across almost all local authority areas in England. Due to such small numbers across the county the table below gives an indication of the four wards with the highest numbers of young people in contact with the Youth Offending Team.

Table 26 Four Wiltshire wards with highest numbers of young people in touch with YOT.

Ward name	Number of Young People who came to the attention of the Youth Offending Team
Salisbury Bemerton	8
Trowbridge Central	7
Hilperton	5
Trowbridge Adcroft	5

Wiltshire has a Youth Inclusion Support Panel (YISP) which is a prevention project that works with young people aged 8-14 years who are at risk of entering the criminal justice system through criminal or anti social behaviour.

Funded through the Children's Trust Board, Youth Justice Board & Community Safety, it is an early intervention project taking referrals from throughout the county.

Referrals come from professionals or can be self referrals from parents. All children in the county who received a reprimand from the police will receive a letter from our service offering support to their parent/guardian.

The work involves individual work with young people addressing the reasons that they may be at risk and helping them to form strategies to help them cope with everyday situations. The work also involves working with the parents to help them

improve their parenting skills, this sometimes involves individual work. The work also involves helping them develop a more positive relationship with their child.

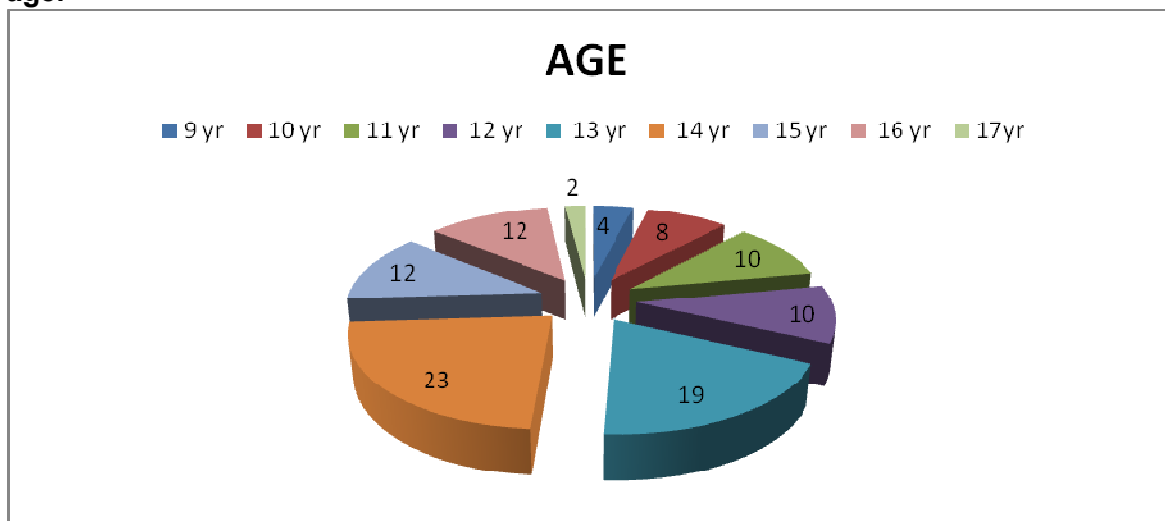
For the period 01/11/2012 to 01/11/2013 there were 100 individuals who were recorded as being involved in the Prevention Project YISP.

The majority of the referrals come from the Police (32%) that includes accepted support after YP received local/community resolution and Schools (26%). Other significant sources of referrals to YISP are self referrals (15%) that include Local resolutions and reprimands coming into Prevention attention and Children & Families referrals (17%) through the de-escalation, step down process.

Referrals to YISP	
32	Police
15	Self Referrals
10	Splitz
17	Children & Families
26	Schools
100	Total

The group was predominantly male at 70%, and almost entirely White British in ethnicity (94%). The majority of young people involved in YISP during this period were from Trowbridge West (22%), Salisbury (11%) and Devizes (10%) Figure 15 illustrates the age breakdown of this cohort, identifying 14years as the main proportion of the group.

Figure 15 Percentage of young people involved in YISP between 01/11/2012 and 01/11/2013 by age.



6.8 Other Relevant Data Sources

In addition to the information provided within this needs assessment it may also be useful to assess other related Wiltshire needs assessment and data sources for topic areas such as substance misuse and mental ill health.

Links to these documents are provided below in addition to the link to the Wiltshire Joint Strategic Assessment which brings together into one report the issues facing Wiltshire from across the local partnerships. It covers everything from health and wellbeing, housing, community safety and children and young people, to economic and environmental factors. This creates an important and useful assessment of Wiltshire - a single version of the truth. It is a tool for partners to use to ensure services are commissioned based on evidence and need.

<http://www.intelligencenetwork.org.uk/health/adults/>

<http://www.intelligencenetwork.org.uk/joint-strategic-assessment/>

7. WHAT ARE WE DOING TO HELP?

7.1. Early Years Education / Child Care

The national vision for the Early Years Free Entitlement is set out in the Early Education and Childcare Statutory Guidance for Local Authorities on the delivery of Free Early Entitlement for two, three and four year olds and Securing Sufficient Childcare is that:

“All eligible children are able to take up high quality early education regardless of their parents’ ability to pay; benefitting their social, physical and mental development and helping to prepare them for school. Evidence shows that regular, good quality early education has lasting benefits for all children,”

There is a great deal of activity focused towards improving accessing to child care and early years education in Wiltshire. A large part of this is through the assessment of child care sufficiency, which helps to target interventions to areas of greatest need. Additionally Wiltshire Council arranges targeted free provision to early year’s education, over and above the universal offer, to help parents back into work and give children the benefit of early year’s education. These interventions are targeted towards those families who are most disadvantaged.

In Wiltshire the maximum offer of hours of free entitlement has been adopted to reflect the diverse nature of the provision available in Wiltshire and the pattern of demand by our parents.

In addition, some Wiltshire childcare providers have stretched the offer and parents have been able to access their entitlement of 570 hours over more than 38 weeks. This reduces the amount of hours per week and offers more choice for parents.

The early years and childcare team at Wiltshire support many early years and childcare providers with a range of services.

These include over 650 childminders, more than 290 group settings (pre-schools and nurseries), [30 children's centres](#) and more than 100 of out of school clubs and activities.

They also provide

- [Online childcare directory](#)
- [Information for parents and carers](#) on all aspects of childcare and early years education
- Early years and childcare [information for professionals](#).
- Advice if you are concerned about the [wellbeing of a child?](#)

7.2. Encouraging economic development, including training skills and opportunities for parents and young people

Wiltshire Education Employment & Skills Board

A significant development has been the formation of the new Wiltshire Education, Employment & Skills Board which met for the first time on the 29th January 2014. The decision was taken to align the 13-19 Strategic Board with the Employment and Skills Board including all relevant sub-groups, expanding to become the Education, Employment and Skills Board. This board has a direct relationship with the Swindon & Wiltshire Local Enterprise Partnership (LEP) because the policy change around the LEP and function of the LEP is key in driving change in the Education and Skills agenda linking with early national changes.

This not only creates a more efficient partnership structure but enables full integration of the Education, Employment & Skills agenda building on the collaborative achievements over the last 3 years between Children's Services and Economic Development & Planning. In addition, the Council has established a portfolio holder for Schools, Skills & Youth, Councillor Richard Gamble, providing a clear and coherent strategic approach to this key shared objective within and across the Council.

The new Board is supported in delivery terms by 5 sub-groups as follows:

- Learning & Working in Wiltshire Group
- Apprenticeship Growth Group
- Swindon & Wiltshire Provider Forum
- Employer Forum
- Strategy, Policy & Data Group

Learning & Working in Wiltshire Group

The Learning & Working in Wiltshire Group's purpose is to provide a structured and co-ordinated approach to sustained engagement in education, training or work across all age and client groups throughout Wiltshire. Its vision is to develop an

inclusive economy that will provide equality of economic opportunity for all in Wiltshire. This re-configured group met for the first time on 17th February 2014. Its delivery role will include the following:

- To develop an Increasing Participation & Employment Plan to address worklessness priorities including NEET reduction and increasing participation. This Plan will encompass all areas where there are barriers to education, training and employment, to include:
 - ❖ NEET's
 - ❖ Looked after children
 - ❖ SEND
 - ❖ Older workers
 - ❖ Offenders
 - ❖ Those with low levels of attainment, education and skills
 - ❖ Carers, etc.
 - ❖ In addition it will aim to support people to sustain their employment.
- Through the Provider Forum, work with training providers to identify and address skills gaps.
- To support delivery of the Swindon and Wiltshire Local Enterprise Partnership's strategic objectives and priorities as defined within the Strategic Economic Plan (SEP) for the area and as directed through the Wiltshire Education, Employment & Skills Board. In particular to support their Social Inclusion and Education, Employment & Skills aspirations within the Growth Deal, City Deal and European Structural Investment Funds strategy (ESIF).
- To report to the Education, Employment and Skills Board against targets set in the Increasing Participation & Employment plan.
- To monitor and report on specific projects commissioned, either as a group or in partnership with member organisations, to support Wiltshire residents into education, training or work and to sustain those opportunities.
- Build a culture of co-operation across agencies, organisations and groups to ensure:
 - ❖ there are clear action plans to re-engage those that are currently disengaged from local provision and services and those that are at the greatest risk of becoming disengaged
 - ❖ there are clear pathways to education, training and employment for all age and client groups of workless people
 - ❖ appropriate education and training support is available to enable those trapped in low wage work to realise their potential
 - ❖ greater awareness of the incremental steps people can take on their pathway to employment and clearer referral/progression routes between these steps
 - ❖ services join up to ensure there are no competing priorities in the interventions they deliver, identify and resolve duplications and barriers, seek out opportunities for collaboration and to allow greater targeting of the resources available
 - ❖ volunteering as a productive route towards paid employment is promoted and valued.

Apprenticeship Growth Group

The Apprenticeship Growth Group's purpose is to provide a co-ordinated, partnership approach to increasing the number of Apprenticeships and Skills opportunities in Wiltshire and maximising their up-take. This re-configured group met for the first time on the 13th February 2014 This. Its delivery role will include the following:

- Deliver priorities of the Wiltshire Education, Employment and Skills Board and Swindon & Wiltshire Local Enterprise Partnership in relation to Apprenticeships.
- Contribute to the development and delivery of an Education, Employment & Skills Strategy for Wiltshire and lead on the development and delivery of an Apprenticeship Action Plan for the area.
- Maximise opportunities through Apprenticeships and Traineeships to contribute to the reduction of NEET in the county and increase participation rates.
- Work with other sub-groups within the Education, Employment & Skills Board partnership structure particularly the Employer Forum to develop a partnership approach to employer engagement in Wiltshire.
- Work with providers including through the Provider Forum to stimulate and meet demand from employers.
- Support schools to improve access to and awareness of Apprenticeships through their school website or learning portal, careers education and registration of young people on the Apprenticeship Vacancy Matching Service.
- Support the implementation of new the Your Choices Website, further develop and promote to schools alongside the Your Choices theatre tour.
- Support the further development of the Apprenticeship Ambassador Network across Wiltshire's secondary schools.
- Plan joint promotional events across Wiltshire for both employers and learners, using ambassadors/champions to support the campaigns.

Programmes, Projects & Key Initiatives

Whilst the new partnership structure, strategy and plans are being established, work continues in delivering a number of programmes, projects and key initiatives which are relevant to the strategy to reduce child poverty.

Wiltshire Apprenticeship Campaign

The recently completed Wiltshire Apprenticeship Campaign was a huge success with:

- 1,157 apprenticeship starts (against a target of 1,000)
- 302 employers engaged of which 50% (150) were new to apprenticeships/hadn't been engaged in apprenticeships for some time (against a target of 100)
- Approximately 65% are new jobs created (752) and 35% were conversions of existing jobs (405)
- The vast majority of the starts have been for young people aged 16-24 (estimated at 85%)

Wiltshire Skills 4 Success

Support Wiltshire's young people to make a successful transition from education to further education/employment/training through an employability and informal skills development programme focusing on 9 & 10 yr olds, 14 & 15 year olds and 16-24 year olds.

Action for Wiltshire: Flexible Support Fund

Personal development mentoring, job coaching support and assistance with overcoming personal and employment barriers for those JSA and ESA customers who are not currently supported through other initiatives.

Project IMPRESS

Provision of in-work support services for a period of between 9 months (minimum) and up to 18 months (if individual circumstances change) to employees aged 16+ who have recently gained employment following a period of unemployment to help them sustain their employment and develop/advance their careers.

Your Choices

The Your Choices Website has been re-developed and the hugely popular Your Choices Theatre Tour will shortly be rolled out to Wiltshire schools again following an update of the script to take account of changes to the education, employment and skills landscape.

Further to this, Wiltshire Council is supporting the Swindon & Wiltshire LEP to develop its Strategic Economic Plan and identify priorities for its Growth Deal, City Deal and European Structural Investment Funds submissions. Education Employment & Skills themes relating directly to:

- ❖ Social Inclusion including Raising Aspiration and Attainment
- ❖ Developing Innovative Approaches to Supporting the Younger Workless
- ❖ Increasing Access to HE
- ❖ Developing Workforce Skills (up-skilling the existing workforce to L3 and encouraging progression from L3 to L4)
- ❖ Realising the Potential of Older Workers and those Trapped in Low Wage Work, etc.

are all emerging strongly from this work.

7.3. Targeted housing support

Housing makes an important contribution to social and environmental objectives such as reducing health inequalities, improving educational attainment and community cohesion. Good housing is linked to health and wellbeing, impacting on both physical and mental health.

Housing would therefore want to reduce the number of children and young people who experience statutory homelessness and prevent them from going into unsuitable temporary accommodation as well as ensuring that families have access to decent and affordable homes.

This will be achieved by:-

- Keeping people in their own homes during the recession, through effective information, advice, support and specialist services specifically geared towards the needs of children, young people and their families.

- Continuing to develop an effective partnership response to the issue of affordable housing, with a particular focus on increasing the supply of family-sized accommodation.
- To retain housing-related support for young 16 – 17 year olds
- To ensure that our social housing stock meets national target of 100% of homes to meet the Decent Homes Standard
- Improving homes with low energy efficiency for households on income based benefits

7.4. Targeted transport support

The Public Transport Strategy, part of the Local Transport Plan, is informed by a range of national and local research, guidance and consultation feedback. The strategy aims to retain levels of public transport service that meet demand within available resources, meet accessibility needs for those without private transport, and make a contribution towards sustainable transport objectives. The ability to achieve these objectives is however constrained at the present time by the pressures that exist on local authority spending.

The main issue for most vulnerable groups is that in a predominantly rural county, access by public transport is limited due to inability to provide frequent services or services to a range of different destinations. There are also issues around transport availability affecting choice of school for children under 16 years, and for young people aged 16-19 years affecting choice of school or college.

Poor public transport can mean that low income families are forced into car ownership, reducing the money they have available to spend on other things. Or they do not buy a car, and find they have more limited opportunities for employment and accessing low cost shopping or other essential services. The high cost of bus fares (which have over the last 20 years increased faster than inflation, and faster than the cost of running a car), or taxi fares, can also put a strain on family finances.

Although Wiltshire's post 16 education transport policy guarantees transport to the nearest sixth form or FE college, it will not fund or provide transport to a 'preferred' establishment where this is more expensive for the council, unless this can be demonstrated to be necessary for the student's chosen career – this could limit the educational opportunities open to children from low income families.

The charge for post 16 transport has increased in recent years due to restrictions on local authority spending, and although a reduced rate pass is available for students from low income families, the increases in the charge will still have an impact on low income families especially those with several children.

For under 16 pupils, although the Education & Inspection Act introduced free transport to a 'preferred' school for children from low income families, there has been a low take up – perhaps reflecting the fact that in many rural areas there may not be a choice of schools within the 6 mile qualifying limit.

The Council spends £5 million on supported bus services and community transport, which doubles the level of public transport that would otherwise be available. 44% of rural households have access to an hourly or better weekday daytime bus service, 89% to a daily or better weekday service. However, due to the growing pressures on public spending, budgets have been reduced in recent years and an ongoing

programme of reviews is underway focussing in particular on services that are relatively poorly used or expensive to provide in relation to the number of passengers using them.

7.5. Investment in early intervention

Wiltshire worked hard to ensure implementation of the Sure Start Children's Centre Initiative, which targets support to families of children under 5 years. There are now a total of 30 centres, running. Eight of which are serving the most deprived areas of Wiltshire.

- Longfield Children's Centres, Trowbridge
- Studley Green Children's Centre, Trowbridge
- Bellefield Children's Centre - Adcroft Seymour area of Trowbridge
- City Children's Centre- Friary area of Salisbury
- Little Folly Children's Centre, Bemerton Heath, Salisbury
- White Horse Children's Centre, Eden Vale Road, Westbury Ham
- Redland Children's Centre, Westcroft/Queens Chippenham
- Calne – Priestley Children's Centre, Abberd Way area

The Children Centres are run by voluntary organisations, three national charities (4Children, Spurgeons and Barnardo's) and one local charity (The RISE Trust) receive funding from the council to provide all of the services in Wiltshire; services which are created for local families with the help of local communities. Each children's centre is different, and must deliver a service based upon local need which is identified by partners, service users and LSOA data, but there is a core delivery of services which includes learning opportunities for children linked to the early years foundation stage, adult learning (including evidence based parenting at all centres), outreach support, lower level emotional support through baby massage and closed support groups (including domestic abuse support), and access to a range of services delivered by partners.

Each of the children's centres has an advisory board which offers 'critical support' to the management team, and a local health visitor sits on the board to ensure that delivery of service is appropriate and working in partnership with the health visiting team. All centres undertake many of the following activities which will help address child poverty:

- Through links with Job Centre plus they have a vacancy Information board in each centre and can help with volunteering and training for those parents who are thinking of returning to work.
- Advice around finding childcare and understanding the free entitlement to 15 hours childcare, which can also be offered as childcare taster sessions in the first instance so that parents can try out different types of childcare before committing themselves. The Family Information Service can be contacted for this advice either by telephone or online.
- Training opportunities are publicised in the children's centres and they also run training in 'key skills', run by Family Learning, and simple cooking and household budgeting.
- Easy access to child and family health services, including midwives and health visitors, and co-delivery of the Baby Steps initiative.
- Support is often targeted to specific groups attending children's centres such as: support for teenage parents and links with midwives, debt counselling and money management, access to credit unions, nursery equipment loan or saving schemes

Parent Support Advisers are based in clusters of schools to support parents. The number of hours allocated to each cluster was formula based using the multiple index of deprivation. As a result there are more PSA's in Chippenham, Trowbridge and Salisbury

The key needs that PSAs respond to are:

- Parenting programmes (Triple P), home visits and 1:1 support
- Engaging parents with services e.g. housing, domestic violence support, for example Parents Zone in Salisbury
- Identifying pockets of deprivation and targeting work of PSAs to those areas, e.g. Marlborough, Melksham

A project in Wiltshire called 'Think Family' was funded to undertake the following:

- Implement Think family Reforms – specifically the Total Place project in Bemerton Heath

- Set up Youth Crime Intervention Project (FIP) to provide intensive support to families in greatest difficulty
- Offer Parenting Early Intervention Programmes (PEIPs) to help improve parenting skills of mothers and fathers of children aged 8 – 13 at risk of poor outcomes – which as of July 2010 has stopped
- Fund Parenting Experts and parenting practitioners, which links with the parenting strategy
- Partially funds the Triple P parenting programme which is a County wide evidence based programme

8. GAPS IDENTIFIED

Much of the data used to inform this needs assessment is at least two years old, the economic climate has continued to change during this time and it would be helpful to have more up to date information. This gap will be met by deliverables identified in the strategy and multiagency action plan

Annex 1 _ Lone Parents
Working Age Claimants at February 2010
By Lower Super Output / Data Zone Areas
Source: DWP Information
Directorate

LSOA Name	Ward Name(s)	Community Area	Lone Parent
Aldbourne	Aldbourne	Marlborough	10
All Cannings, Chirton, Patney & Marden	All Cannings	Part Devizes; Part Pewsey	10
Bedwyn	Bedwyn	Pewsey	5
Bishops Cannings & Etchilhampton	Bishops Cannings	Devizes	20
Bromham west & Rowde south west	Bromham and Rowde	Devizes	10
Rowde north east & Bromham east	Bromham and Rowde	Devizes	5
Burbage	Burbage	Pewsey	5
Cheverells, Worton & Marston	Cheverell	Devizes	5
Collingbournes & Everleigh	Collingbourne	Tidworth	0
Devizes East - north	Devizes East	Devizes	15
Devizes East - central	Devizes East	Devizes	20
Devizes East - south	Devizes East	Devizes	15
Devizes North - west	Devizes North	Devizes	10
Devizes North - east	Devizes North	Devizes	15
Devizes South - east	Devizes South	Devizes	0
Devizes South - west	Devizes South	Devizes	25
Lavingtons south	Lavingtons	Devizes	10
Lavingtons north	Lavingtons	Devizes	0
Ludgershall north	Ludgershall	Tidworth	15
Ludgershall east & Faberstown	Ludgershall	Tidworth	15
Marlborough East - south	Marlborough East	Marlborough	10
Marlborough East - north	Marlborough East	Marlborough	25
Marlborough West - north	Marlborough West	Marlborough	0
Marlborough West - west (Manton)	Marlborough West	Marlborough	0
Marlborough West - south	Marlborough West	Marlborough	5
Milton Lilbourne, Easton & Wootton Rivers	Milton Lilbourne	Part Marlborough; Part Pewsey	5
Netheravon, Enford & Fittleton	Netheravon	Tidworth	10
Ogbournes, Mildenhall & Fyfield	Ogbourne	Marlborough	5
Pewsey south	Pewsey	Pewsey	20
Pewsey north	Pewsey	Pewsey	10
West Overton, Woodborough, Alton & Stanton St Bernard	Pewsey Vale	Part Marlborough; Part Pewsey	5
Potterne	Potterne	Devizes	20
Baydon, Froxfield & Chilton Foliat	Ramsbury	Marlborough	5

LSOA Name	Ward Name(s)	Community Area	Lone Parent
Ramsbury	Ramsbury	Marlborough	0
Roundway	Roundway	Devizes	45
Seend & Poulshot	Seend	Melksham	5
Shalbourne, Grafton & Chute	Shalbourne	Part Pewsey; Part Tidworth	0
Ludgershall south & Perham down	Tidworth, Perham Down and Ludgershall South	Tidworth	15
Tidworth north west	Tidworth, Perham Down and Ludgershall South	Tidworth	5
Tidworth south	Tidworth, Perham Down and Ludgershall South	Tidworth	5
Tidworth north east	Tidworth, Perham Down and Ludgershall South	Tidworth	45
Upavon, Manningford, Rushall & Wilsford	Upavon	Part Pewsey; Part Tidworth	5
Urchfont & Easterton	Urchfont	Devizes	5
Avebury, Broad Hinton & Winterbournes	West Selkley	Marlborough	0
Crudwell & Oaksey	Ashton Keynes and Minety	Malmesbury	0
Minety	Ashton Keynes and Minety	Malmesbury	0
Ashton Keynes	Ashton Keynes and Minety	Malmesbury	10
Box west	Box	Corhsam	0
Rudloe north	Box	Corhsam	20
Box Hill & Rudloe south	Box	Corhsam	5
Bremhill, Christian Malford & Langley Burrell	Bremhill	Part Calne; Part Chippenham	5
Somerfords	Brinkworth and The Somerfords	Malmesbury	5
Brinkworth	Brinkworth and The Somerfords	Malmesbury	5
Charlton & Hankerton	Brinkworth and The Somerfords	Malmesbury	5
Calne Abberd - north	Calne Abberd	Calne	20
Calne Abberd - south	Calne Abberd	Calne	20
Calne Chilvester	Calne Chilvester	Calne	15
Calne Lickhill - south	Calne Lickhill	Calne	25
Calne Lickhill - north	Calne Lickhill	Calne	40
Calne Marden	Calne Marden	Calne	5
Calne Priestley - south west	Calne Priestley	Calne	25
Calne Priestley - north east	Calne Priestley	Calne	15

LSOA Name	Ward Name(s)	Community Area	Lone Parent
Calne Quemerford	Calne Quemerford	Calne	5
Calne Without west & Heddington	Calne Without	Calne	5
Chippenham Cepen Park - central	Cepen Park	Chippenham	0
Chippenham Cepen Park - south	Cepen Park	Chippenham	10
Chippenham Cepen Park - north	Cepen Park	Chippenham	5
Chippenham Allington - north	Chippenham Allington	Chippenham	25
Chippenham Allington - south	Chippenham Allington	Chippenham	5
Chippenham Audley - north	Chippenham Audley	Chippenham	10
Chippenham Audley - south	Chippenham Audley	Chippenham	25
Chippenham Avon - east	Chippenham Avon	Chippenham	30
Chippenham Avon - west	Chippenham Avon	Chippenham	0
Chippenham Hill Rise - north west	Chippenham Hill Rise	Chippenham	35
Chippenham Hill Rise - south east	Chippenham Hill Rise	Chippenham	5
Chippenham London Road - east	Chippenham London Road	Chippenham	15
Chippenham London Road - west	Chippenham London Road	Chippenham	25
Chippenham Monkton Park	Chippenham Monkton Park	Chippenham	20
Chippenham Park - west	Chippenham Park	Chippenham	10
Chippenham Park - east	Chippenham Park	Chippenham	5
Chippenham Pewsham - south west	Chippenham Pewsham	Chippenham	5
Chippenham Pewsham - east	Chippenham Pewsham	Chippenham	15
Chippenham Pewsham - central	Chippenham Pewsham	Chippenham	0
Chippenham Pewsham - north west	Chippenham Pewsham	Chippenham	15
Chippenham Redland - north	Chippenham Redland	Chippenham	25
Chippenham Redland - south	Chippenham Redland	Chippenham	10
Chippenham Queens - west	Chippenham Westcroft/Queens	Chippenham	5
Chippenham Queens - east	Chippenham Westcroft/Queens	Chippenham	30
Colerne village	Colerne	Corhsam	0
Colerne Southwood/Northwood/Pinewood/Thickwood	Colerne	Corhsam	5
Corsham east	Corsham	Corhsam	20
Corsham central	Corsham	Corhsam	0
Corsham south	Corsham	Corhsam	25

LSOA Name	Ward Name(s)	Community Area	Lone Parent
Cricklade west & Chelworth Green	Cricklade	Wootton Bassett & Cricklade	0
Cricklade east, Latton & Marston Maisey	Cricklade	Wootton Bassett & Cricklade	5
Cricklade central	Cricklade	Wootton Bassett & Cricklade	20
Hilmarton & Compton Bassett	Hilmarton	Calne	5
Calne Without east & Cherhill	Hilmarton	Calne	5
Sutton Benger, Kington Langley & Seagry	Kington Langley	Chippenham	10
Yatton Keynell, Kington St Michael & Biddestone	Kington St. Michael	Chippenham	5
Neston, Leafield & Gastard west	Lacock with Neston and Gastard	Corhsam	20
Lacock & Gastard east	Lacock with Neston and Gastard	Corhsam	10
Lyneham north	Lyneham	Wootton Bassett & Cricklade	5
Lyneham east, Tockenham & Clyffe Pypard	Lyneham	Wootton Bassett & Cricklade	5
Bradenstoke	Lyneham	Wootton Bassett & Cricklade	0
Lyneham south	Lyneham	Wootton Bassett & Cricklade	5
Malmesbury north west	Malmesbury	Malmesbury	15
Brokenborough	Malmesbury	Malmesbury	10
Malmesbury south east	Malmesbury	Malmesbury	5
Nettleton, Grittleton & North Wraxall	Nettleton	Chippenham	0
Stanton St Quintin & Castle Combe	Nettleton	Chippenham	0
Corsham (Pickwick) north	Pickwick	Corhsam	30
Corsham (Pickwick) south	Pickwick	Corhsam	15
Purton east	Purton	Wootton Bassett & Cricklade	0
Purton central	Purton	Wootton Bassett & Cricklade	0
Purton south & Braydon	Purton	Wootton Bassett & Cricklade	20
Sherston west, Luckington & Sopworth	St. Paul Malmesbury Without and Sherston	Malmesbury	5

LSOA Name	Ward Name(s)	Community Area	Lone Parent
Sherston east, Norton & Easton Grey	St. Paul Malmesbury Without and Sherston	Part Chippenham; Part Malmesbury	5
Malmesbury Without	St. Paul Malmesbury Without and Sherston	Malmesbury	5
Hullavington	St. Paul Malmesbury Without and Sherston	Part Chippenham; Part Malmesbury	10
Broad Town & Hook	The Lydiards and Broad Town	Wootton Bassett & Cricklade	0
Lydiard Millicent	The Lydiards and Broad Town	Wootton Bassett & Cricklade	0
Wootton Bassett North - central	Wootton Bassett North	Wootton Bassett & Cricklade	40
Wootton Bassett North - east	Wootton Bassett North	Wootton Bassett & Cricklade	5
Wootton Bassett North - north west	Wootton Bassett North	Wootton Bassett & Cricklade	5
Wootton Bassett South - south east	Wootton Bassett South	Wootton Bassett & Cricklade	5
Wootton Bassett South - central	Wootton Bassett South	Wootton Bassett & Cricklade	15
Wootton Bassett South - west	Wootton Bassett South	Wootton Bassett & Cricklade	5
Wootton Bassett South - east	Wootton Bassett South	Wootton Bassett & Cricklade	5
Alderbury	Alderbury and Whiteparish	Southern	0
Grimsteads	Alderbury and Whiteparish	Southern	5
Whiteparish	Alderbury and Whiteparish	Southern	0
Landfords	Alderbury and Whiteparish	Southern	5
Amesbury East - north	Amesbury East	Amesbury	10
Amesbury East - north central	Amesbury East	Amesbury	20
Amesbury East - south	Amesbury East	Amesbury	10
Amesbury East - Boscombe down	Amesbury East	Amesbury	20
Amesbury East - south central	Amesbury East	Amesbury	20

LSOA Name	Ward Name(s)	Community Area	Lone Parent
Amesbury West	Amesbury West	Amesbury	10
Salisbury Bemerton - north	Bemerton	Salisbury	15
Salisbury Bemerton - west	Bemerton	Salisbury	50
Salisbury Bemerton - east	Bemerton	Salisbury	15
Salisbury Bemerton - south	Bemerton	Salisbury	45
Salisbury Bishopdown - north	Bishopdown	Salisbury	0
Salisbury Bishopdown - central	Bishopdown	Salisbury	5
Salisbury Bishopdown - south	Bishopdown	Salisbury	5
Bulford Camp (part), Figheldean & Milston	Bulford	Amesbury	5
Bulford Camp (part)	Bulford	Amesbury	5
Bulford Village	Bulford	Amesbury	15
Chalke Valley	Chalke Valley	Wilton	5
Donheads	Donhead	Part Tisbury; Part Wilton	5
Redlynch & Woodfalls	Downton and Redlynch	Southern	0
Downton south	Downton and Redlynch	Southern	5
Morgans Vale	Downton and Redlynch	Southern	15
Downton - north & Charlton	Downton and Redlynch	Southern	5
Durrington - south	Durrington	Amesbury	25
Durrington - east	Durrington	Amesbury	10
Durrington - Larkhill Camp	Durrington	Amesbury	5
Durrington - north	Durrington	Amesbury	0
Coombe Bissett, Odstock, Britford & Netherhampton	Ebble	Part Southern; Part Wilton	5
Salisbury Bemerton Village	Fisherton and Bemerton Village	Salisbury	5
Salisbury Churchfields - west	Fisherton and Bemerton Village	Salisbury	5
Salisbury Churchfields - east	Fisherton and Bemerton Village	Salisbury	10
Dinton, Barford St Martin, Chilmark & Fonthill Bishop	Fonthill and Nadder	Part Tisbury; Part Wilton	5
Salisbury Harnham East - east	Harnham East	Salisbury	5
Salisbury Harnham East - west	Harnham East	Salisbury	0
Salisbury Harnham East - south	Harnham East	Salisbury	0
Salisbury Harnham West - south	Harnham West	Salisbury	10
Salisbury Harnham West - north	Harnham West	Salisbury	5
Knogle & Hindon	Knogle	Part Mere:Part Tisbury	5
Laverstock (part) & Clarendon Park	Laverstock	Southern	15
Laverstock (part)	Laverstock	Southern	0
South Newton, Great Wishford, Durnford & Woodfords	Lower Wylde and Woodford Valley	Part Amesbury; Part Wilton	5
Salisbury St Edmund - south	St Edmund and	Salisbury	10

LSOA Name	Ward Name(s)	Community Area	Lone Parent
	Milford		
Salisbury St Edmund - east (Milford north)	St Edmund and Milford	Salisbury	10
Salisbury St Edmund - north	St Edmund and Milford	Salisbury	0
Salisbury St Mark - east	St Mark and Stratford	Salisbury	5
Salisbury Stratford	St Mark and Stratford	Salisbury	0
Salisbury St Mark - west	St Mark and Stratford	Salisbury	20
Salisbury St Mark - south	St Mark and Stratford	Salisbury	0
Salisbury St Martin - east (Milford south)	St Martin and Milford	Salisbury	5
Salisbury St Martin - west	St Martin and Milford	Salisbury	0
Salisbury St Martin - central	St Martin and Milford	Salisbury	40
Salisbury St Paul - south	St Paul	Salisbury	20
Salisbury St Paul - north	St Paul	Salisbury	5
Shrewton & Winterbourne Stoke	Till Valley and Wylde	Amesbury	0
Wylde & Langfords	Till Valley and Wylde	Amesbury	0
Tilshead & Orcheston	Till Valley and Wylde	Amesbury	5
Tisbury rural & Ansty	Tisbury and Fovant	Tisbury	5
Tisbury	Tisbury and Fovant	Tisbury	10
Fovant, Sutton Mandeville & Swallowcliffe	Tisbury and Fovant	Tisbury	0
Idmiston & Porton	Upper Bourne, Idmiston and Winterbourne	Amesbury	5
Newton Tony, Cholderton & Boscombe	Upper Bourne, Idmiston and Winterbourne	Amesbury	0
Winterbournes	Upper Bourne, Idmiston and Winterbourne	Amesbury	10
Mere (part) & Zeals (part)	Western and Mere	Mere	5
Zeals (part), Maiden Bradley, Kilmington & Stourton	Western and Mere	Part Mere; Part Warminster	10
Mere (part)	Western and Mere	Mere	15
Wilton south	Wilton	Wilton	5
Wilton north	Wilton	Wilton	5
Wilton rural & Quidhampton	Wilton	Wilton	15

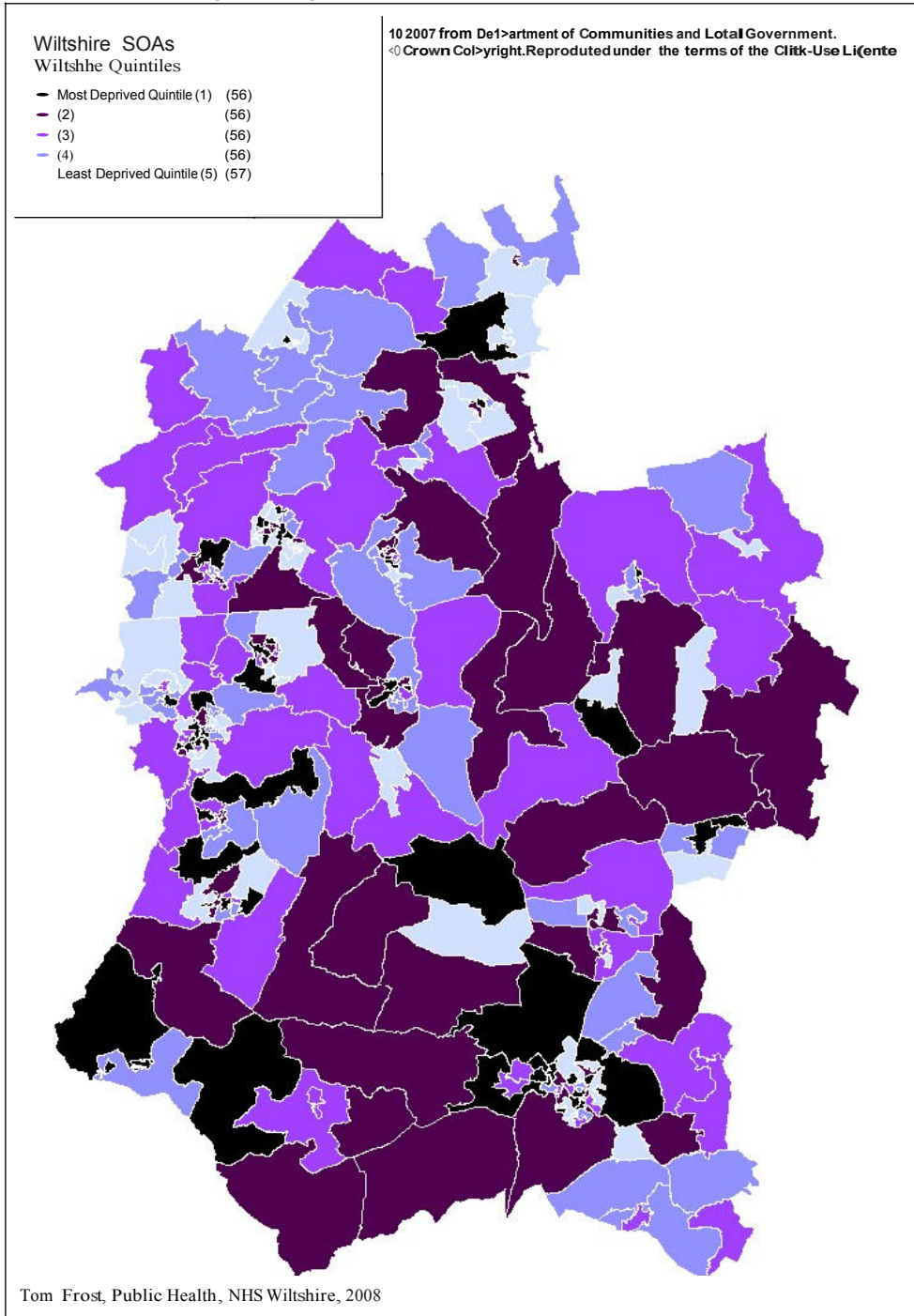
LSOA Name	Ward Name(s)	Community Area	Lone Parent
Firsdow, Pitton & West Winterslow	Winterslow	Southern	5
Middle Winterslow, West dean & Farley	Winterslow	Southern	5
Atworth	Atworth and Whitley	Melksham	5
Shaw & Whitley	Atworth and Whitley	Melksham	0
Bradford on Avon North - north	Bradford-on-Avon North	BoA	5
Bradford on Avon North - central	Bradford-on-Avon North	BoA	10
Bradford on Avon North - west	Bradford-on-Avon North	BoA	5
Bradford on Avon South - east	Bradford-on-Avon South	BoA	15
Bradford on Avon South - south	Bradford-on-Avon South	BoA	10
Bradford on Avon South - central	Bradford-on-Avon South	BoA	0
Chapmanslade & Corsley	Dilton Marsh	Warminster	0
Brokerswood	Dilton Marsh	Part Trowbridge; Part Westbury	5
North Bradley - north	Dilton Marsh	Trowbridge	5
Dilton Marsh & Upton Scudamore	Dilton Marsh	Part Warminster; Part Westbury	10
Edington, Coulston & Bratton - south	Ethandune	Westbury	0
Heywood & Bratton - north	Ethandune	Westbury	10
Broughton Gifford	Holt	Part BoA; Part Melksham	5
Holt	Holt	BoA	5
Monkton Farleigh, South Wraxall & Turleigh	Manor Vale	BoA	5
Winsley & Limpley Stoke	Manor Vale	BoA	5
Westwood	Manor Vale	BoA	0
Melksham North - south west	Melksham North	Melksham	25
Melksham North - north west	Melksham North	Melksham	30
Melksham North - north east	Melksham North	Melksham	40
Melksham North - south east	Melksham North	Melksham	15
Melksham Spa - east	Melksham Spa	Melksham	20
Melksham Spa - west	Melksham Spa	Melksham	10
Melksham Spa - central	Melksham Spa	Melksham	10
Melksham Spa - south	Melksham Spa	Melksham	10
Berryfield & Bowerhill (part)	Melksham Without	Melksham	15
Beanacre & Bowerhill (part)	Melksham Without	Melksham	5
Bowerhill south	Melksham Without	Melksham	20

LSOA Name	Ward Name(s)	Community Area	Lone Parent
Melksham Woodrow - south	Melksham Woodrow	Melksham	15
Melksham Woodrow - north	Melksham Woodrow	Melksham	5
Chitterne & Codfords	Mid Wylke Valley	Warminster	5
Heytesbury & Mid Wylke south	Mid Wylke Valley	Warminster	10
Semington, Hilperton village (part) & Paxcroft Mead(part)	Paxcroft	Part Melksham; Part Trowbridge	5
Staverton & Hilperton (part)	Paxcroft	Part BoA; Part Trowbridge	40
Hilperton (Marsh)	Paxcroft	Trowbridge	10
Hilperton village (part) & Paxcroft Mead (part)	Paxcroft	Trowbridge	5
Horningsham & deverills south	Shearwater	Warminster	5
Sutton Veny	Shearwater	Warminster	0
Southwick & Wingfield	Southwick and Wingfield	Part BoA; Part Trowbridge	10
Keevil & Ashtons	Summerham	Part Melksham; Part Trowbridge	15
Trowbridge Adcroft - Stallard	Trowbridge Adcroft	Trowbridge	15
Trowbridge Adcroft - Seymour	Trowbridge Adcroft	Trowbridge	35
Trowbridge Adcroft - Canal Road	Trowbridge Adcroft	Trowbridge	15
Trowbridge College - Silver Street	Trowbridge College	Trowbridge	5
Trowbridge College - central	Trowbridge College	Trowbridge	10
Trowbridge College - Clarendon (Frome Road)	Trowbridge College	Trowbridge	15
Trowbridge College - Upper Studley	Trowbridge College	Trowbridge	15
Trowbridge drynham - Wiltshire drive	Trowbridge Drynham	Trowbridge	10
Trowbridge drynham - Lower Studley	Trowbridge Drynham	Trowbridge	50
Trowbridge drynham - central	Trowbridge Drynham	Trowbridge	40
Trowbridge drynham - Croft	Trowbridge Drynham	Trowbridge	10
Trowbridge John of Gaunt - Studley Green	Trowbridge John of Gaunt	Trowbridge	70
Trowbridge John of Gaunt - Broadmead	Trowbridge John of Gaunt	Trowbridge	10
Trowbridge John of Gaunt - Wingfield Road	Trowbridge John	Trowbridge	15

LSOA Name	Ward Name(s)	Community Area	Lone Parent
	of Gaunt		
Trowbridge Park - Victoria Road & Paxcroft Mead (part)	Trowbridge Park	Trowbridge	25
Trowbridge Park - north	Trowbridge Park	Trowbridge	10
Trowbridge Park - central	Trowbridge Park	Trowbridge	20
Trowbridge Park - Green Lane	Trowbridge Park	Trowbridge	5
Warminster East - central	Warminster East	Warminster	15
Warminster East - Boreham	Warminster East	Warminster	20
Warminster East - Woodcock	Warminster East	Warminster	5
Warminster East - Henfords Marsh (south)	Warminster East	Warminster	0
Warminster East - Imber Road	Warminster East	Warminster	0
Warminster East - Cop Heap	Warminster East	Warminster	10
Warminster West - south	Warminster West	Warminster	20
Warminster West - west	Warminster West	Warminster	5
Warminster West - Westbury Road	Warminster West	Warminster	10
Warminster West - north central	Warminster West	Warminster	10
Warminster West - south central	Warminster West	Warminster	15
Warminster West - east central	Warminster West	Warminster	10
Westbury Ham - central	Westbury Ham	Westbury	25
Westbury Ham - north	Westbury Ham	Westbury	30
Westbury Ham - Eden Vale	Westbury Ham	Westbury	40
Westbury Ham - west	Westbury Ham	Westbury	35
Westbury Laverton - central	Westbury Laverton	Westbury	30
Westbury Laverton - Leigh	Westbury Laverton	Westbury	35
Westbury Laverton - east	Westbury Laverton	Westbury	5

Annex 2:

Index of Multiple Deprivation 2007



Glossary

Community Area Board	18 formally constituted arms of Wiltshire Council with delegated authority to act as a local executive of the Council. The Boards will consist of elected Council members and representatives from health, police, fire and other organizations. All Boards apart from South West Wiltshire are co-terminous with Area Partnerships.
DLA	Disability Living Allowance – a benefit paid to people with physical or mental disabilities requiring care or supervision.
Free school meals	Children and young people eligible for free school meals live in families in receipt of income support; Jobseekers Allowance; and/or tax credits.
HMRC	Her Majesty's Revenue and Customs.
IMD	Index of Multiple Deprivation. This combines a range of indicators into a single deprivation score, including social and economic measures and a measure for 'Health Deprivation and Disability'. These measures may be used individually, or can be combined to rank areas relative to each other so that comparisons can be made.
Job Seekers Allowance	The benefit paid to unemployed people while they are looking for work.
Key Stage 2	The four years in school normally known as Year 3, year 4, year 5, and year 6.
Key Stage 4	The two years of school education which incorporates GCSE's
LSOA , SOA	Lower level super output area - a new geographic hierarchy designed to improve the reporting of small area statistics
Median	A type of average - the 'middle' number in a sorted list of numbers.
NCMP	National Child Measurement Programme – measures the weight and height of children in reception class and year 6 to assess overweight children and obesity levels in primary school.
NEET	Young people not in education, employment and training.
Obese	Body mass index of over 30 (adults)

Overweight	Body mass index 25-30 (adults)
Persistent absentee's	Pupil absenteeism in schools of 15% or more lessons a year.
Prevalence	Percentage of the population found to have a specified condition at a given point in time.
Quantitative	A quantitative description is purely a numerical one.
Quintile	In statistics a quintile is a proportion of a group, for example where the population has been divided into fifths.
Social housing	Housing that is owned and managed by Local Authorities or Registered Social Landlords.

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Wiltshire Council

Council

24 February 2015

Pay Policy Statement and the Publication of Senior Staff Pay

Summary

Under section 38 of the Localism Act 2011 every local authority is required to prepare and publish a pay policy statement for the financial year 2012/13 and this must be updated in each subsequent financial year.

On 4 February 2014 Council approved the pay policy statement for 2014/15 and the publication of senior staff salaries with a threshold of £58,200, along with job descriptions, budget responsibilities and numbers of staff.

The statement has been updated for 2015/16 to reflect current headcount, budget and redundancy figures. There have been no significant changes.

Proposals

That Council approve:

- (a) the updated Pay Policy Statement set out in Appendix 1
- (b) the continued publication of senior staff salaries with a threshold of £58,200, along with job descriptions, budget responsibilities and numbers of staff. Individuals are asked to consent for their names to be included.

Reason for Proposal

The proposals set out in the report and pay policy statement reflect the council's commitment to openness and transparency, and meet the requirements of the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

Dr Carlton Brand
Corporate Director

Pay policy statement and the publication of senior staff pay

Purpose of Report

1. This report presents the updated pay policy statement which applies to all non-schools employees of Wiltshire Council.

Background

2. Under section 38 of the Localism Act 2011 every local authority must prepare and publish a pay policy statement for the financial year 2012/13 and each subsequent financial year.
3. Wiltshire Council originally published their pay policy statement in February 2012 and are required to publish an updated policy by 1 April 2015.
4. The legislation states that approval of the pay policy statement must be sought from full council.

Main Considerations for the Council

5. The pay policy statement has been updated to reflect current headcount, and budget but there have been no significant policy changes.
6. The current ratio of lowest paid to highest paid employee within the council is 1 : 10.6 which is well within the guidelines recommended in the Hutton review, which is 1 : 20.
7. At its meeting on 7 January 2015 Staffing Policy Committee approved the Pay Policy Statement and recommended it be put forward for approval by full Council.

Environmental and climate change considerations

8. Not applicable

Equalities Impact of the Proposal

9. The pay policy statement was equality impact assessed on 1st February 2012 and no negative impacts were identified. No significant changes have been made requiring a further assessment for 2015/16.

Risk Assessment

10. The council is required to publish their pay policy statement in order to comply with the requirements of the Localism Act 2011.
11. The pay policy statement clearly outlines that the employment terms and allowances for senior staff are not more beneficial than those of the lowest paid staff.
12. The secretary of state for CLG has also issued a code on the publication of data for the public, and local authorities are now required to publish salaries and related information for all staff earning in excess of £58,200 per annum.
13. The pay policy statement, related employment policies and the senior salaries data will be published on the Wiltshire Council website in accordance with the Localism Act 2011 and the Code of Recommended practice for Local Authorities on Data Transparency.

Financial Implications

14. The employment policies referred to within the pay policy statement (appendix 1) are already in existence and therefore there is no additional cost.

Legal Implications

15. Legal Services, upon reviewing the overriding legislation, confirm that there are no legal implications arising from the proposed pay policy statement.

Options Considered

16. The council is required to update their pay policy statement in order to comply with the requirements of the Localism Act 2011.

Conclusions

17. In order to comply with our responsibilities, full council are recommended to approve the proposals as set out in this report.

Barry Pirie
Associate Director People and Business

Report Author: Amanda George, HR Policy and Reward Manager
Date of report: 24 February 2015

Appendices

Appendix 1 – Pay Policy Statement (2015/16 update)

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Wiltshire Council Human Resources

Pay Policy Statement

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

The pay policy statement sets out the council's approach to pay and reward for senior managers and the lowest paid employees for the financial year 2015 - 16.

Its purpose is to provide a clear and transparent policy, which demonstrates accountability and value for money. The policy also meets the council's obligations under the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

The pay policy is applicable to council staff and does not include schools support staff or teachers.

The pay policy statement sets out the authority's policies for council staff for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest-paid employees
- the relationship between the remuneration of chief officers and employees who are not chief officers.

Remuneration for the purposes of this statement includes three elements:

- basic salary
- pension
- any other allowances arising from employment

The term "chief officer" in this instance applies to more posts than the usual council definition, and includes the following senior manager roles:

Corporate Director
Associate Director
Head of Service
Some specialist roles

The term "lowest paid employees" refers to those employees on the lowest spinal column point (scp) of our grading system. This is scp 5 of grade A, which

is currently £13,500 per annum. In October 2015 scp 5 will be removed and scp 6 (£13,614) will be the lowest point of the pay scale.

Go straight to the section:

- [Introduction](#)
- [Who does it apply to?](#)
- [When does it apply?](#)
- [What are the main points?](#)
- [The level and elements of remuneration for employees](#)
- [Remuneration on recruitment](#)
- [Increases and additions to remuneration](#)
- [The use of performance-related pay](#)
- [The use of bonuses](#)
- [The approach to the payment of employees on their ceasing to be employed by the authority](#)
- [The pension scheme](#)
- [Any other allowances arising from employment](#)
- [Governance arrangements](#)
- [The publication of and access to information relating to remuneration of chief officers](#)
- [The relationship between the remuneration of chief officers and employees who are not chief officers.](#)

Introduction

Wiltshire Council is a large and complex organisation providing a wide range of services to the community, with an annual budget of around £315m (2015/16).

In order to deliver these services around 12,406 people work for the council, 4977 of whom work in the council (non-schools), in a variety of diverse roles such as corporate director, social worker, public protection officer and general cleaner.

The council published the Business Plan 2013 – 2017 in September 2013. At the heart of the business plan is the vision to create stronger and more resilient communities, and the four year plan sets out the key actions that will be taken to deliver this. The key priorities are to continue to protect the vulnerable in our communities, boost the local economy and encourage communities to come together and provide support so they can do more for themselves.

This is set against a background of continuing budget cuts from central government whilst there is an increasing service delivery expectation. In order to help meet this expectation work has been progressing with creating the job

family approach and improving our staffing structures. All associate directors and heads of service attended workshops on organisational design in the autumn of 2014. As restructures now occur, clear guidelines are in place to ensure that decisions are being made at the right level in the organisation, structures are streamlined and efficient and there is consistency of approach.

The job family approach is currently being developed with the expectation that employees will be moved into role profiles that are generic in describing the level of work applicable during 2015. The job family approach will allow greater clarity of career paths for individuals and will provide greater flexibility of staff which is key to effective service delivery when resources are tight.

The coming year will be challenging with the council having to find innovative ways to deliver services within strict cost parameters. It is now more important than ever to ensure the council have the right people in the right place at the right time to deliver services, and the focus will be on developing our future leaders in order to drive efficiencies and excellence. The annual review of market pay will ensure the council is able to compete in the jobs market for senior roles, and retain the right people in these senior roles.

Who does it apply to?

This pay policy statement applies to all non- schools employees of Wiltshire Council.

When does it apply?

This pay policy statement was originally published in February 2012 and has been updated for the financial year 2015/16. It will be reviewed and updated on an annual basis.

What are the main points?

1. This pay policy statement sets out the pay policies which apply to both the lowest paid and highest paid employees within the council.
2. In many cases the pay policies are the same for all employees. Where there are differences, these have been clearly outlined below.

The level and elements of remuneration for employees

3. In line with good employment practice the majority of jobs within the council have been evaluated using a job evaluation scheme. This is to ensure that jobs are graded fairly and equitably, and that the council complies with the Equal Pay Act.

4. A small number of jobs i.e. Youth and Community workers and Soulbury staff are covered by national salary scales, and therefore the evaluation schemes do not apply.
5. The council uses two job evaluation schemes in order to rank jobs.

Hay job evaluation scheme:

6. The Hay job evaluation scheme is used to evaluate senior manager jobs within the council (currently 89 employees), which include the following roles:
 - Associate Director
 - Service Director
 - Head of Service
 - Strategic and technical specialists
7. Each job is assessed by a panel of three Hay trained evaluators. The evaluators consider the job against each Hay element and sub-element and apply the description and points that best fit the job being evaluated. The values awarded are subsequently added together to give a total job score.
8. The Hay Group periodically carry out quality control checks to ensure the consistency of job scores in line with the conventions of the scheme.
9. The job score determines the grade the job. There are 6 Hay grades each containing a salary range over 4 spinal column points.
10. See the [Hay job evaluation scheme](#), the [points to grades](#) and [salary bands](#) for further details.
11. The council's policy is to pay the median market rate for the job and aims to ensure that the pay scales for hay posts are sensitive to labour market pressures. Pay scales for Hay graded posts were first implemented in 2002 and are assessed periodically to ensure that they remain competitive. This assessment is conducted using the Hay Group Ltd databank of pay rates for organisations in the public and not for profit sector.
12. From 2015, pay scales will be reviewed on an annual basis using the Hay pay databank for the public and not for profit sector and realigned should a pay drift be identified.

Greater London Provincial Council job evaluation (GLPC) scheme:

13. The GLPC job evaluation scheme is used to evaluate the majority of jobs within the council (currently 4547 permanent employees).
14. Each job is assessed by a panel of three trained GLPC evaluators. The evaluators consider each job against a set of factors and award a level per factor. The values of the levels are added together to give a total job score.
15. The job score determines the grade for the job. There are 15 grades, each grade containing between 2 and 4 increments. The GLPC pay grades were first implemented and agreed with the unions as part of the Pay Reform agreement in 2007.
16. See the [GLPC evaluation scheme](#), [the points to grades](#) and [salary bands](#) for further details.
17. The council aims to ensure that the GLPC scheme is appropriately applied and that there is continuity and consistency in the results. The evaluation process and a sample of the scores are checked externally by job evaluation specialists in the South West Councils organisation.

Remuneration on recruitment

18. The same recruitment policies apply to all employees who take up a new appointment with the council, regardless of grade.
19. The council advertises all posts through the careers website, and may also employ a recruitment agency to provide a shortlist of candidates for senior manager jobs.
20. The council has a [market supplement policy](#) which stipulates that if there are recruitment difficulties and it is shown that the council are paying below the market rate for the job, a market supplement may be paid.
21. Market supplements are only payable to a small number of jobs which are evaluated using the GLPC scheme. From 2015 market supplements may also be applicable to a very small number of Hay graded posts where there are proven recruitment and retention difficulties and it is clear that the council is not competitive in the market place. See the list of [market supplements](#) for current details.
22. Candidates are normally appointed on the minimum spinal column point of the grade for the post.
23. If a candidate is already being paid above the minimum point of the post they are applying for, the appointment may in some circumstances be on the next increment above their current salary, subject to the

maximum of the grade.

24. The recruitment procedure for Corporate and Associate Director posts is undertaken by the Officer Appointments Committee. This committee represents Council for all Corporate and Associate Director appointments. Once an appointment is proposed by the committee, cabinet is required to ratify the decision and salary level within the band before the appointment is confirmed.
25. In line with the requirements of the Localism Act 2011, all chief and senior officer jobs, including those paid over £100,000 per year, are assessed by applying the Hay job evaluation scheme. The job is then allocated the appropriate existing Hay grade and pay band, and a salary offer will only be made within that pay band.
26. Where it is necessary for any newly appointed employee to relocate more than 15 miles in order to take up an appointment the council may make a contribution towards relocation expenses.

Increases and additions to remuneration

27. The council's policy is to apply the nationally negotiated NJC pay award for GLPC graded employees which takes effect from 1st April each year.
28. Most NJC employees received a pay award of 2.2% in January 2015 along with a non- consolidated variable payment, paid in December 2014, whilst those on the lower spinal points received a higher percentage increase. It has been agreed that the 2.2% pay award will apply until March 2016 as part of a pay deal for financial years 2014/15 and 2015/16.
29. For GLPC graded employees, increments are awarded automatically up to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy. Increments are paid on the 1st April each year, or six months after the start date (if the starting date is between October and April) and there is no provision for the payment of an increment at any other time.
30. From 2015 no Hay graded officers will receive the JNC pay award but instead an annual review of the pay scales will take place to ensure they are aligned with the market median pay.
31. For Hay graded employees incremental progression through the grade is based on satisfactory performance measured over a 12 month period. Increments are paid on 1st April each year subject to satisfactory performance, and a minimum of 6 months in post at that time. There is no provision for the payment of an increment at any other time.

32. The council also employs a small number of specialist employees covered by Youth and Community and Soulbury salary scales which are also negotiated nationally.
33. The council currently employees a number of public health and police staff who have TUPE'd from other organisations. These staff are subject to protected terms and conditions from their previous employers until a harmonisation exercise takes place.

The use of performance-related pay

34. It is the council's policy that Hay graded employees are subject to a performance appraisal each year. If the performance is measured as satisfactory, an increment may be awarded. If the performance does not meet the required standard an increment may be withheld.
35. For GLPC graded employees, increments are awarded automatically to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy.

The use of bonuses

36. The council does not offer a bonus or honorarium scheme to any employee.

The approach to the payment of employees on their ceasing to be employed by the authority

37. Employees who leave the council's employment are entitled to payment of their contractual notice, along with any outstanding holiday pay.
38. The council does not make any additional payments to employees whose employment ceases, except in the case of redundancy.
39. All employees, including chief and senior officers, are subject to the same redundancy payments policy which has been agreed by Staffing Policy Committee.
40. There is no discretion to make redundancy payments which do not comply with the policy.
41. If employees choose to volunteer and are accepted for redundancy they are entitled to a payment calculated as follows:

Statutory weeks x normal weekly pay x 2.5, capped at 40 weeks, with a minimum payment of £3000 (pro rata for part time staff).

42. If employees choose not to volunteer for redundancy, and cannot be redeployed, they will leave on compulsory grounds. The payment is calculated as follows:

Statutory weeks x weekly salary (capped at £464), with a cap of 30 weeks pay or 20 years service. There is a minimum payment of £1500 (pro rata for part time staff).

43. If employees are aged 55 or over, and have been a member of the pension scheme for at least 3 months, they are able to receive their pension and lump sum early if their employment is terminated on grounds of redundancy.
44. No augmentation to pension will apply for any employee.
45. If employees are dismissed on redundancy grounds, and receive a voluntary (enhanced) redundancy payment, they may be considered for re-employment to posts within Wiltshire Council after the minimum statutory period of four weeks has elapsed subject to the following conditions:
- The post did not exist or was not foreseeable at the time of the dismissal.
 - The vacancy has been advertised in accordance with Wiltshire Council policy and procedures.
 - The appointment was made on the basis of the best person for the job with regard to the usual selection procedures.
 - The appointment has corporate director approval.
46. These conditions apply for 12 months from the date of the dismissal, after which the employee may be considered for re-employment to any post within Wiltshire Council.

The pension scheme

47. All employees are entitled to join the Local Government Pension Scheme (LGPS).
48. The LGPS changed in 2014 and the benefits structure has moved from a Final Salary basis to a Career Average Revaluation Earnings (CARE) approach for benefits accruing after this date. Employee contribution bandings have also changed and the new regulations have introduced 9 bandings with rates varying between 5.5 – 12.5% according to the employee's salary.
49. The benefits of the scheme for all members include:

- A tiered ill health retirement package if employees have to leave work at any age due to permanent ill health. This could give employees benefits, paid straight away, and which could be increased if they are unlikely to be capable of gainful employment within 3 years of leaving.
 - Early payment of benefits if employees are made redundant or retired on business efficiency grounds at age 55 or over.
 - The right to voluntarily retire from age 60, even though the Scheme's normal pension age is 65. Employees can retire from as early as age 55, provided the employer agrees.
 - Flexible retirement from age 55 if employees reduce their hours, or move to a less senior position. Provided the employer agrees, employees can draw all of their benefits – helping them ease into their retirement.
50. Further information about the pension scheme can be found on the [pensions website](#).

Any other allowances arising from employment

Payment for acting up or additional duties

51. This policy applies only to all employees who, on a temporary basis:
- act up – carrying out the full responsibilities and duties of a higher graded post either for some or all of their working hours; or
 - carry out some, but not all, duties or responsibilities of a higher graded post for some or all of their working hours; or
 - take on additional duties within their role.
52. The policy allows for employees to receive the salary difference between the lower and higher graded job, calculated on a percentage basis if the additional duties are taken on for only part of the working week.

Unsocial hours allowances

53. The council provides an additional allowance, expressed as a percentage of the basic rate, for regularly working late evenings/early mornings/nights/Sundays. These payments are graduated according to the degree of unsocial hours working and range from 10% to 33% in addition to normal hourly rate.
54. Unsocial hours allowances are only payable for GLPC graded jobs, and are not available for senior managers.

Overtime allowances

55. The council has an overtime policy where all employees are entitled to receive additional payment for hours worked in excess of 37 hours. GLPC graded employees are able to claim overtime hours at their normal hourly rate x1.5 for hours worked on a Monday to Saturday, and x 2 for working a Sunday. Hay graded staff are able to claim overtime hours but only in exceptional circumstances and payment is based on the highest spinal point (point 49) of the GLPC pay scale.

Standby and callout allowances

56. The council has a standby and callout policy where all employees receive an allowance should they be on standby out of normal office hours. If employees are called out whilst on standby additional hours or overtime will be paid in accordance with the overtime policy.

Local election duties – Acting Returning Officer

57. The role of Acting Returning Officer is currently being carried out by a nominated corporate director. Fees are paid in line with the guidance stipulated from the Elections and Democracy Division for the relevant elections.

Governance arrangements

58. The council's policy is to apply the nationally negotiated NJC pay award.
59. The council also relies on national negotiation for some key provisions of employment such as the sickness and maternity schemes.
60. The council negotiates locally on some other conditions of employment, such as pay and grading, travel expenses, overtime payments and unsocial hours allowances.
61. For these local conditions of employment, the council consults and negotiates with the relevant trade unions in order to reach agreement. These conditions and allowances are then referred to Staffing Policy Committee for agreement.
62. The role of Staffing Policy Committee is to determine, monitor and review staffing policies and practices to secure the best use and development of the council's staff. This includes the power to deal with all matters relating to staff terms and conditions.
63. The full remit of the council's Staffing Policy Committee is contained within the constitution.

The publication of and access to information relating to remuneration of chief officers

66. In accordance with the Code of Recommended Practice for Local Authorities on Data Transparency, the council is committed to publishing the following information relating to senior employees via the council's website:
- Senior employees salaries which are £58,200 and above
 - Names of the individuals (to be agreed with each individual)
 - A job description for each post
 - Budget responsibility for each post
 - Number of direct reports for each post
 - An organisational chart of the staff structure of the local authority
67. This information has been available via the council's website from 1st April 2012, and is updated on a monthly basis.

The relationship between the remuneration of chief officers and employees who are not chief officers.

68. In terms of overall remuneration packages the council's policy is to set different levels of basic pay to reflect the different sizes of jobs, but not to differentiate on other allowances, benefits and payments it makes.
69. The Hutton Review of Fair Pay in the Public Sector recommends a maximum ratio of the highest remunerated post compared with the lowest remunerated post of 1:20
70. The table below shows the relationship between the basic pay of the highest and lowest paid employees in the council, excluding pensions and allowances. The figures include all staff in the council (non schools) and are based on annual full time equivalent salaries.

	Annual FTE Salary	Ratio
Highest Paid	£143,679	
Lowest paid	£13,500 (rising to £13,614 on 1.10.2015)	10.6
Mean Salary	£25,092	5.7
Median Salary	£22,937	6.3

71. The council would therefore not expect the remuneration of its highest paid employee to exceed 20 times that of the lowest group of employees. The current ratio is well within the Hutton review guidelines at 1:10.6.

Definitions

NJC – National Joint Council

JNC – Joint Negotiating Committee

GLPC – Greater London Provincial Council

SOULBURY staff - Educational improvement professionals. These staff are drawn from different sources, including senior members of the teaching profession. Their role is to advise local authorities and educational institutions on a wide range of professional, organisational, management, curriculum and related children’s services issues, with the overall aim of enhancing the quality of education and related services.

Equal Opportunities

This policy has been Equality Impact Assessed (link to EIA for policy) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Legislation

Localism Act 2011

Equality Act 2010

This policy has been reviewed by the legal team to ensure compliance with the above legislation and our statutory duties.

Further information

There are a number of related policies and procedures that you should be aware of including:

- Hay job evaluation policy and procedure
- GLPC job evaluation policy and procedure
- Market supplements policy and procedure
- Moving home policy and procedure
- Redundancy payments policy
- Overtime policy
- Standby and callout policy
- Starting salaries and incremental progression policy and procedure
- Acting up and additional duties policy and procedure

The policies not published with this report are available from the HR department at Wiltshire Council on request.

Policy author	HR Policy and Reward Team – AG
Policy implemented	28 February 2012
Policy last updated	7 January 2015

Notices of motion

The following rules taken from Part 4 – Rules of Procedure – Council explain how motions are to be dealt with at the meeting:

At the meeting

89. The Chairman will invite the proposer, or one of the councillors, who has given notice of the motion to move the motion. Where these councillors are not available at the meeting, the motion can be moved and seconded by any other councillors.
90. A notice of motion must be moved at the meeting, it must then be seconded. If the motion is not moved and seconded, it will, unless postponed by consent of the Council, be treated as abandoned and may not be moved without fresh notice.
91. Once moved and seconded at the meeting, the councillor proposing the motion will be given up to five minutes in which to present his or her motion.
92. The Chairman will give the relevant cabinet member an opportunity to respond to the motion giving him or her up to five minutes in which to do so.
93. On considering a notice of motion and subject to paragraphs 95-100 below, the following options shall then be open to the council:
 - debate the motion and vote on it
 - refer it to an appropriate member body with or without debate
 - refer it to the Leader of Council with or without debate
94. The Chairman will move that the motion either be debated on the day or referred to the appropriate member body. This will be seconded by the Vice-Chairman of Council or in his or her absence, another member of the council and put to the vote without discussion. On the question of referring the motion to an appropriate member body, the only amendment the Chairman will accept is to which member body the motion should be referred.
95. If the motion relates to a function exercisable only by the council then the council will debate the motion and on consideration of a report, determine the motion or refer it to a future meeting of the Council.
96. If the motion relates to a function that has been delegated to another member body then the council will vote without debate on whether to refer the motion to that member body.
97. If referred to another member body that member body must consider the motion at its next available meeting. The mover and seconder of the motion will be invited to attend that meeting if they are not already members of that body in order to present their motion but will not be able to vote unless they

have voting rights. The member body must report back to the council as soon as practicable by way of the minutes of that meeting.

98. If the notice of motion is referred to another member body following debate at council, a summary of the debate at council together with any recommendation will be taken into account by the member body when considering the motion.
99. If the notice of motion relates to an executive function, the motion will be referred to the Leader of the Council. The Leader will write to the proposers of the motion with a copy to all members of the council, advising them what steps he or she proposes to take.
100. Any decision of council arising from a motion must comply with the principles of decision making as set out in Part 2, paragraph 14.2 of this Constitution.

Wiltshire Council

Council

24 February 2015

Notice of Motion No. 17 - Council Response Times

From Councillors Jon Hubbard and Steve Oldrieve

To consider the following motion:

‘Council recognises and supports the importance of being an open and transparent organisation that is seen to be responsive and answerable to the public.

Council notes that there has recently been adverse publicity where both the public and elected members have criticised slow responses from the council.

Council therefore resolves to undertake an urgent review of Protocol 2 of the constitution (Member-Officer Relations) and also to review, document and publish standards for how the council will respond to any communications from the general public, with a report prepared for adoption at the May 2015 meeting of Full Council’..

For Council’s assistance, Protocol 2 as mentioned above, can be accessed on the following link of the Council’s website:

<https://cms.wiltshire.gov.uk/ecSDDisplay.aspx?NAME=Protocol%202%20-%20Member-Officer%20Relations&ID=645&RPID=9893093&sch=doc&cat=13386&path=13386>

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Wiltshire Council

Council

24 February 2015

Subject: Establishment of the Local Pension Board for Wiltshire Council

Executive Summary

Following Lord Hutton's review of public service pensions published in March 2011, legislation has been introduced to "make public service pension schemes more transparent". A key aim of the proposed reforms is to raise the standard of management and administration of public service pension schemes and to achieve more effective representation of employer and employee interests in that process.

The Public Sector Pension Act (2013) along with the Local Government Pension Scheme (Amendment Governance) Regulations 2015 now requires each Local Government Pension Scheme (LGPS) administering authority to establish a new body known as a Local Pension Board (LPB). This body will assist Wiltshire Council (as administering authority) in ensuring compliance and the effective running of the Wiltshire Pension Fund by providing oversight of the governance, management and administration of the scheme.

Proposals

To ask Council to:

- a. approve the establishment of the Local Pension Board from 1 April 2015 in line with the Terms of Reference; and
- b. delegate authority to the Associate Director (Finance) or his nominated representative to make further amendments to the draft Terms of Reference in the Appendix, as the result of further consideration of the relevant legislation and government guidance recently published on 28 January 2015; and
- c. delegate authority to the Associate Director (Finance) to sign the Terms of Reference as so amended on behalf of the Administering Authority.

Reason for Proposal

To ensure that Wiltshire Council complies with its statutory obligations as administering authority to the Wiltshire Pension Fund.

Carolyn Godfrey
Corporate Director

Wiltshire Council

Council

24 February 2015

Subject: Establishment of the Local Pension Board for Wiltshire Council

Purpose of Report

1. To request Full Council approve the establishment of a Local Pension Board and the attached draft Terms of Reference to ensure Wiltshire Council is compliant with the Local Government Pension Scheme (Governance) Regulations 2015.

Relevance to the Council's Business Plan

2. There is a legal requirement for Wiltshire Council, in its role as Administering Authority to the Wiltshire Pension Fund to establish a Local Pension Board by 1 April 2015.

Main Considerations for the Council

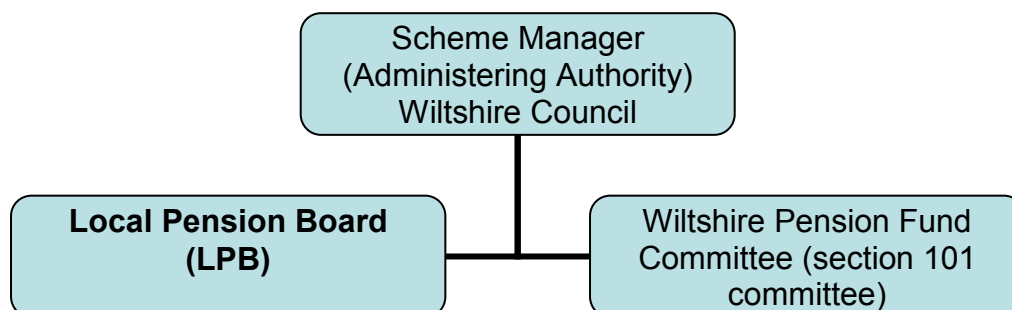
3. Following Lord Hutton's review of public service pensions published in March 2011 legislation was introduced to "make public service pension schemes more transparent". The Public Sector Pension Act (2013) along with the Local Government Pension Scheme (Governance) Regulations 2015 requires each Local Government Pension Scheme (LGPS) administering authority to establish a new body known as a Local Pension Board (LPB) to assist the Council (Administering Authority) in running the Wiltshire Pension Fund.
4. A key aim of the reform is to raise the standard of management and administration of public service pension schemes and to achieve more effective representation of employer and employee interests in that process.
5. Therefore, the LPB will be a committee of Wiltshire Council, but separate to the Wiltshire Pension Fund Committee (section 101 committee) to which as administering authority (the Council) it has delegated its functions in relation to the administration of the LGPS.
6. The LPB for Wiltshire will have no general duties or responsibilities or powers other than those outlined in the draft Terms of Reference (ToR). It's these ToR shown in the Appendix which Full Council is requested to approve to formally establish the LPB.

Background

7. From the 1 April 2015, the LPB will assist the 'Scheme Manager' (Wiltshire Council) by ensuring compliance with the pension scheme regulations, along

with all other legislation and the requirements imposed by the Pensions Regulator to ensure the effective and efficient governance and administration of the Scheme.

8. The LPB will sit alongside the Wiltshire Pension Fund Committee (Section 101 Committee) to scrutinise its decision making process and ensure the Fund's compliance with its legislative requirements. It's not to be a decision making body.



Terms of Reference (ToR)

9. The proposed ToR (see Appendix) has been drafted in conjunction with Legal and Democratic Services based on the final Regulations that were issued on 28 January 2015. The key constituents are summarised below.
10. The LPB is a committee established under Section 5 of the PSPA 2013 and regulation 106 of the Local Government Pension Scheme Regulations (Amendment) Regulations 2015. It is not a committee constituted under Section 101 of the Local Government Act 1972 and therefore has no general duties or responsibilities or powers other than those outlined in the ToR.
11. The LPB must consist of an equal number of employer and member representatives. These LPB members must be a fair representation of the employer organisations and membership of the scheme. It is proposed there will also be a non-voting independent chair, so proposed membership is as follows:

Employer Representatives	Members Representatives	Independent Chair (Non-voting)	Total Voting members
3	3	1	6

Employer Representatives

12. The 3 employer representatives shall be office holders or senior employees of employer organisations within the Wiltshire Pension Fund but must not have responsibilities under the LGPS regulations. One appointment will provisionally be allocated to each of the following types of organisations within the Wiltshire Pension Fund, according to their approximate size (by employee numbers):

- i. Group 1 - Wiltshire Council (note that a Wiltshire Councillor may be appointed provided that he or she is nominated and shortlisted in accordance with the ToR),
- ii. Group 2 - Other large employers (Swindon Borough Council and Wiltshire Police)
- iii. Group 3 - Other smaller employers

13. The Wiltshire Pension Fund will invite all employers' organisations in each of the three groups to nominate suitable candidates, and will then review all nominations against criteria of experience and capacity to undertake the role. A shortlist of 2 candidates for each group will then be shortlisted and invited to interview with representatives from Legal & Democratic Services and Finance with 3 nominations being put forward to Full Council for appointment at its May meeting.

Member Representatives

14. The 3 member representatives shall either be members of the Wiltshire Pension Fund or have experience of representing Fund members and be able to demonstrate their capacity to attend meetings and training.

15. Applicants will be sought through adverts on the Fund's website, through employer's vacancy boards and by writing to representative registered trade unions. Applicants will then be reviewed against criteria of relative experience and capacity to undertake the role. A shortlist will then be invited to interview with representatives from Legal & Democratic Services and Finance, with 3 nominations being put forward to Full Council for appointment at its May meeting.

Independent Chair

16. Applicants will be sought through adverts on the Fund's website, Wiltshire Council job vacancy website and such other appropriate media.

17. Applicants will then be reviewed against criteria of relative experience and capacity to undertake the role. A shortlist will then be invited to interview with representatives from Legal & Democratic Services and Finance, with 1 nomination being put forward to Full Council for appointment, subject to the passing of a motion by the majority of the employer and member representatives of the LPB.

18. This person cannot have any current employment, contractual, financial or other material interest in the Council, scheme employer or Wiltshire Pension Fund or be an elected member of Wiltshire Council.

Independent Governance Adviser

19. To ensure the effectiveness of the LPB, it will have access to an independent governance adviser. The Administering Authority will procure the services of the independent governance adviser in accordance with Part 11 of the Council's constitution and this role will be re-tendered every four years.

Other Key Terms of Reference

20. All new members of the Board must follow and attend training provided to ensure they achieve the required level of knowledge. They will serve a fixed term of 4 years after which a re-election process will be followed.
21. There will be four meetings a year and the LPB will be supported by Associate Director – Finance to ensure the provision of relevant information and reports while the Council’s Democratic Services will provide secretariat services.
22. The Wiltshire Pension Fund Committee shall approve the annual budget for the LPB which is a cost to the Pension Fund and does not fall directly onto Wiltshire Council.
23. The LPB shall report at least annually to the Wiltshire Pension Fund Committee a summary of the work undertaken and any issues that have arisen. If the LPB fails to receive a satisfactory response from the Wiltshire Pension Fund Committee, it shall escalate this to the Associate Director – Finance and from time to time, as necessary report to Full Council any breach in compliance or any other significant issue which has not been resolved to the satisfaction of the LPB within a reasonable timeframe of being reported.
24. It may also report to the national Scheme Advisory Board any areas of persistent non-compliance and to the Pensions Regulator all material breaches of their regulatory guidance.

Safeguarding Implications

25. There are none

Public Health Implications

26. There are none

Corporate Procurement Implications

27. There are none

Equalities Impact of the Proposal

28. There are none

Environmental and Climate Change Considerations

29. There are none

Risk Assessment

30. The main risk is reputational from the failure to establish the LPB.

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

31. If a LPB is not formally established by 1 April 2015, Wiltshire Council will not be fulfilling its statutory legal obligations in line with the Local Government Pension Scheme (Governance) Regulations 2015.
32. Formally established is defined as Terms of Reference have been agreed by Full Council prior to 1 April 2015 and that the LPB is operational within 4 months of this date.

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

33. There are no significant risks arising from the implementation of the LPB.

Financial Implications

34. The cost of the LPB will fall on the Wiltshire Pension Fund. The estimated cost for establishing the Board, including full induction training for all Board members, recruitment costs, governance and legal support is estimated at £23k.
35. The costs of holding four meetings a year is estimated at £18k, which includes a Committee Services recharge, printing, room hire, on-going members training, and independent governance adviser fees. This doesn't make any allowance for additional officer time or allowances and expenses to be agreed.
36. The Independent Remuneration Panel (IRP) has been asked to consider whether positions on the LPB should attract an allowance under the Council's Members' Allowance Scheme and if so, the level of such remuneration. This work is ongoing and the outcome, together with the recommendations of the IRP will be presented to full Council at its May meeting for determination.

Legal Implications

37. The implication of not establishing the LPB is Wiltshire Council is not compliant with government legislation and its statutory obligations. This may lead to a number of potential possibilities including intervention by the Regulator, a judicial review, a complaint to the Local Government or Pension Ombudsman for maladministration, or an adverse comment by the Administering Authority auditor or national Scheme Advisory Board.
38. The ToR have been drafted to follow the Regulations and in line with a standard template provided by the central Scheme Advisory Board to the LGPS. The method of appointment of voting members set out above is intended to be fair, transparent and to encourage appropriate and fair representation of the different employer organisations and members within the scheme. In particular, the division of employer organisations into three selection groups according to size is intended to ensure that the LPB more accurately represents the various types of constituent employer.

Options Considered

39. Not applicable.

Conclusions

40. The establishment of the LPB is ultimately a legal requirement of Wiltshire Council. This should be viewed as an additional assurance tool to ensure compliance and assistance in ensuring the Wiltshire Pension Fund Committee effectively operates and administers its LGPS obligations in accordance with all relevant regulations.

***Proposal**

41. To ask Council to:

- a. approve the establishment of the Local Pension Board from 1 April 2015 in line with the Terms of Reference; and
- b. delegate authority to the Associate Director (Finance) in consultation with the Associate Director (Legal and Governance) to make further amendments to the draft Terms of Reference in the Appendix, as the result of further consideration of the relevant legislation and government guidance recently published on 28 January 2015; and
- c. delegate authority to the Associate Director (Finance) to sign the Terms of Reference as so amended on behalf of the Administering Authority by 1 April 2015.

***Reason for Proposal**

42. To ensure that Wiltshire Council complies with its statutory obligations as administering authority to the Wiltshire Pension Fund.

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13 February 2015

Background Papers

None

Appendices

Appendix – Local Pension Board of Wiltshire Council - Terms of Reference

LOCAL PENSION BOARD OF WILTSHIRE COUNCIL

TERMS OF REFERENCE

Introduction

1. This document sets out the terms of reference of the Local Pension Board of Wiltshire Council (the “Administering Authority”) being a scheme manager as defined under Section 4 of the Public Service Pensions Act 2013. The Local Pension Board (the “Board”) is established under Section 5 of that Act and regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended).
2. The Board is established by the Administering Authority and operates independently of the Committee. Relevant information about its creation and operation are contained in these Terms of Reference.
3. The Board is not a committee constituted under Section 101 of the Local Government Act 1972 and therefore no general duties, responsibilities or powers assigned to such committees or to any sub-committees or officers under the constitution, standing orders or scheme of delegation of the Administering Authority apply to the Board unless expressly included in this document.
4. Except where approval has been granted under regulation 106(2) of the Regulations the Board shall be constituted separately from any committee or sub-committee constituted under Section 101 of the Local Government Act 1972 with delegated authority to execute the function of the Administering Authority.

Interpretation

5. The following terms have the meanings as outlined below:

‘the Act’	The Public Service Pensions Act 2013.
‘the Code’	means the Pension Regulator’s Code of Practice No 14 governance and administration of public service pension schemes.
‘the Committee’	means the Wiltshire Pension Fund Committee which has delegated decision making powers for the Fund in accordance with Section 101 of the Local Government Act 1972.
‘the Fund’	means the Wiltshire Pension Fund managed and administered by the Administering Authority.

'the Guidance'	means the guidance on the creation and operation of local pension boards issued by the Shadow Scheme Advisory Board.
'the Regulations'	means the Local Government Pension Scheme Regulations 2013 (as amended from time to time), the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended from time to time) including any earlier regulations as defined in these regulations to the extent they remain applicable and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended from time to time).
'Relevant Legislation'	means relevant overriding legislation as well as the Pension Regulator's Codes of Practice as they apply to the Administering Authority and the Board notwithstanding that the Codes of Practice are not legislation.
'the Scheme'	means the Local Government Pension Scheme in England and Wales.

Statement of purpose

6. The purpose of the Board is to assist the Administering Authority in its role as a scheme manager of the Scheme. Such assistance is to:
 - (a) secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme and;
 - (b) to ensure the effective and efficient governance and administration of the Scheme.

Duties of the Board

7. The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board members should be subject to and abide by the code of conduct for Board members.

Establishment

8. The Board is established on 1 April 2015 subsequent to approval by full council at its meeting on [DATE] (minute [INSERT]).

Membership

9. The Board shall consist of 6 voting members, as follows:

3 Member Representatives; and

3 Employer Representatives.

10. There shall be an equal number of Member and Employer Representatives.

11. There shall also be an independent chairman who is not entitled to vote.

12. The Board will also have access to an independent governance adviser.

Member representatives

13. Member representatives shall either be scheme members or have capacity to represent scheme members of the Fund.

14. Member representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.

15. Substitutes shall not be appointed.

16. The 3 member representatives shall be appointed following a transparent recruitment process which should be open to all Fund members and be approved by the Administering Authority (rather than the Committee) based on the process outlined below.

For the initial member representatives:

17. The Administering Authority (rather than the Committee) will administer the appointment process as follows.

18. The Administering Authority shall advertise the member representative role on the Fund website and the Wiltshire Council job vacancy website, including [information on where to access] a nomination pack for each of the three member groups. The Administering Authority shall also notify all employer organisations and registered trade unions in writing of the vacancies, including [information on where to access] a nomination pack for each of the three member groups. The nomination pack will include these Terms of Reference, details of the member representative role, a nomination form and instructions for application. The closing date for receipt of nominations by the Administering Authority will be four weeks from the date of advertisement or notice.

19. The Administering Authority will score all nominations returned by the deadline against [published] criteria relating to each nominee's ability to meet the capacity requirements of the role, in order to produce a shortlist.

20. Shortlisted nominees will be invited to an interview by the Administering Authority's Associate Director – Legal and Democratic Services and the Administering Authority's Associate Director - Finance. A recommendation

will then be made to full council for the appointment to the Board of three nominees based on [published] criteria relating to ability to meet the capacity requirements of the role.

21. Full council will make three member representative appointments to the Board.

For subsequent member representatives:

22. For all appointments after 1 August 2015, nominations will be sought in the same manner as for initial appointments.
23. Should there be more than three successful candidates able to fulfil all the criteria of the role, an election process will take place during which all active members of the Fund will be asked to cast one vote based on a brief biography published for each nominee.
24. Full council will appoint the three nominees (and if more than three nominations are received, the three nominees with the highest number of votes) as the member representatives of the Board.

Employer representatives

25. Employer representatives shall be office holders or senior employees of employers within the Fund or have experience of representing scheme employers in a similar capacity. No officer or elected member of Wiltshire Council who is responsible for the discharge of any function of the Administering Authority under the Regulations may serve as a member of the Board.
26. Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings and participate in training as required.
27. Substitutes shall not be appointed.
28. The 3 employer representatives shall be appointed following a transparent recruitment process which should be open to all employer organisations and be approved by the Administering Authority (rather than the Committee) based on the process outlined below.

For the initial employer representatives:

29. The Administering Authority (rather than the Committee) will administer the appointment process as follows.
30. In order to ensure that the employer representatives are truly representative of the employer organisations within the Fund whilst also being given equal opportunity for nomination, employer organisations within the Fund will be

divided into three groups based on organisation size (by number of employees) for nomination purposes:

Group 1: Wiltshire Council;

Group 2: Swindon Borough Council and Wiltshire Police; and

Group 3: all other employer organisations within the Fund.

31. The Administering Authority shall publish [information on where to access] a nomination pack for each of the three employer groups. The nomination pack will include these Terms of Reference, details of the employer representative role, a nomination form and instructions for application. Each employer within the group will be invited to put forward one suitable nominee using the prescribed nomination form, which must be returned to the Administering Authority within four weeks of the date of the invitation.
32. The Administering Authority will score all nominations returned by the deadline against [published] criteria relating to each nominee's ability to meet the capacity requirements of the role, in order to produce a shortlist of no more than [two] nominees from each employer group. If any employer group fails to nominate, then the Administering Authority may substitute a nominee from another group according to score received, so that the shortlists contain the highest scoring nominees overall.
33. Shortlisted nominees will be invited to an interview [by the Administering Authority's Associate Director – Legal and Democratic Services and the Administering Authority's Associate Director - Finance]. A recommendation will then be made to full council for the appointment to the Board of three nominees based on [published] criteria relating to ability to meet the capacity requirements of the role.
34. Full council will make three employer representative appointments to the Board.

For subsequent employer representatives:

35. For all appointments after 1 August 2015, nominations will be sought in the same manner as for initial appointments.
36. Should there be more than three successful candidates able to fulfil all the criteria of the role, an election process will take place during which all employer organisations within the Fund will be asked to cast one vote based on a brief biography published for each nominee.
37. Full council will appoint the three nominees (and if more than three nominations are received, the three nominees with the highest number of votes) as the employer representatives of the Board.

Other members

38. 1 other member shall be appointed to the Board to act as independent chair by the agreement of both the Administering Authority and the Board.
39. Other members do not have voting rights on the Board.

Appointment of chair

40. The Administering Authority (rather than the Committee) will administer the appointment process as follows.
41. The independent chair shall be appointed by the Administering Authority but shall count as an 'other' member under paragraphs 388 to 39 above. In this respect the term independent means having no pre-existing employment, financial or other material interest in either the Administering Authority or any scheme employer in the Fund or not being a member of the Fund, or a Wiltshire Councillor.
42. The Administering Authority shall advertise the role of chair on the Fund website, the Wiltshire Council job vacancy website and such other appropriate media as it thinks fit, including [information on where to access] a nomination pack. The nomination pack will include these Terms of Reference, details of the role or chair, a nomination form and instructions for application. The closing date for receipt of nominations by the Administering Authority will be four weeks from the date of advertisement.
43. The Administering Authority will score all nominations returned by the deadline against [published] criteria relating to each nominee's ability to meet the relevant experience and capacity requirements of the role, in order to produce a shortlist of no more than [five] nominees.
44. Shortlisted nominees will be invited to an interview [by the Administering Authority's Associate Director – Legal and Democratic Services and the Administering Authority's Associate Director - Finance]. A recommendation will then be made to full council for the appointment of the chair to the Board based on [published] criteria relating to ability to meet the experience and capacity requirements of the role.
45. Full council will appoint the chair to the Board. However, the appointment of the chair shall be subject to the passing of a motion to confirm by a majority of the employer and member representatives of the Board.
46. The Board will appoint the vice chair from amongst its remaining voting members, alternating on an annual basis between an employer representative and a member representative.

Duties of chair

47. The chair of the Board:

- (a) Shall ensure the Board delivers its purpose as set out in these Terms of Reference,
- (b) Shall ensure that meetings are productive and effective and that opportunity is provided for the views of all members to be expressed and considered, and
- (c) Shall seek to reach consensus and ensure that decisions are properly put to a vote when it cannot be reached. Instances of a failure to reach a consensus position will be recorded and published.

Independent governance adviser

48. The Administering Authority will procure the services of the independent governance adviser in accordance with Part 11 of the Administering Authority's constitution, having regard to the best interests of the purpose of the Board. The role will be re-tendered every four years.
49. In this respect the term independent means having no current employment, contractual, financial or other material interest in either Wiltshire Council or any scheme employer in the Fund; and not being a member of the LGPS in the Fund.

Notification of appointments

50. When appointments to the Board have been made the Administering Authority shall publish the name of Board members, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

Terms of Office

51. The term of office for Board members is 4 years.
52. All members of the Board will have a fixed term of office of 4 years. After this period the nomination process will be undertaken as outlined above and incumbents may seek re-appointment as part of this process. However, an extension to terms of office may be made by the Administering Authority with the agreement of the Board.
53. Board membership may be terminated prior to the end of the term of office if:
- (a) there exists a conflict of interest in relation to a Board member which cannot be managed within the internal procedures of the Committee
 - (b) a Board member dies or becomes incapable of acting
 - (c) a Board member becomes responsible for the discharge of any function of the Administering Authority under the Regulations (apart from any function relating to local pension boards or the Scheme Advisory Board), for instance by being appointed to the Committee or accepting employment in relation to the Fund
 - (d) a Board member provides 3 months' notice of resignation

- (e) a member representative ceases to be a member of the body or scheme on which their appointment relied
- (f) an employer representative ceases to hold the office, employment or membership of the body on which their appointment relied
- (g) a councillor ceases to represent their constituency
- (h) the contract relating to the independent governance adviser is terminated or expires
- (i) the Administering Authority (at its sole discretion) determines that a member is no longer able to demonstrate his or her capacity to attend and prepare for meetings or to participate in required training

Conflicts of interest

- 54. All members of the Board must declare to the Administering Authority on appointment and at any such time as their circumstances change, any potential conflict of interest arising as a result of their position on the Board.
- 55. A conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the Scheme.
- 56. On each appointment to the Board and following any subsequent declaration of potential conflict, the Administering Authority shall ensure that any potential conflict is effectively managed in line with the internal procedures of the Administering Authority, the requirements of the Act, the requirements of the Code and the requirements of Relevant Legislation on conflict of interest for Board members.

Knowledge and understanding (including Training)

- 57. Knowledge and understanding must be considered in light of the role of the Board to assist the Administering Authority in line with the requirements outlined in paragraph 6 above. The Board shall establish and maintain a Knowledge and Understanding Policy and Framework to address the knowledge and understanding requirements that apply to Board members under the Act. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.
- 58. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.
- 59. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

60. Failure to attend training or participate in the processes referred to above may lead to removal from the Board.

Meetings

61. Meetings of the Board will be held at least four times a year.
62. The Board will meet at the Administering Authority's main offices, or another location to be agreed by the chair. Meetings will be held during normal working hours at times to be agreed by the chair.
63. The chair of the Board may call additional meetings with the consent of other members of the Board. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and emails.

Quorum

64. A meeting is only quorate when at least 50% of both member and employer representatives are present.
65. A meeting that becomes inquorate may continue but any decisions will be non-binding.

Board administration

66. The chair shall agree the Administering Authority's Democratic Services team (the 'Board Secretary') an agenda prior to each Board meeting.
67. The agenda and supporting papers will be issued at least 7 working days (where practicable) in advance of the meeting except in the case of matters of urgency.
68. Draft minutes of each meeting including all actions and agreements will be recorded and circulated to all Board members within 10 working days after the meeting. These draft minutes will be subject to formal agreement by the Board at their next meeting. Any decisions made by the Board should be noted in the minutes and in addition where the Board was unable to reach a decision such occasions should also be noted in the minutes.
69. The minutes may with the agreement of the Board, be edited to exclude items on the grounds that they would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.
70. The Board Secretary shall ensure that Board members meet and maintain the knowledge and understanding as determined in the Board's Knowledge and Understanding Policy and Framework and other guidance or legislation.

71. The Board Secretary shall arrange such advice as is required by the Board subject to such conditions as are listed in these Terms of Reference for the use of the budget set for the Board.
72. The Board Secretary shall ensure an attendance record is maintained along with advising the Administering Authority on allowances and expenses to be paid under these terms.
73. The Board Secretary shall liaise with the Administering Authority on the requirements of the Board, including advanced notice for officers to attend and arranging dates and times of Board meetings.

Public access to Board meetings and information

74. The Board meetings can be open to the general public (unless there is an exemption under relevant legislation which would preclude part (or all) of the meeting from being open to the general public). The Board is subject to the Access to Information Procedure Rules in Part 5 of the Administering Authority's constitution and the publication requirements of the Act.
75. The following will be entitled to attend Board meetings in an observer capacity, and may speak with the permission of the chair:
 - (a) Members of the Committee
 - (b) The Administering Authority's Associate Director – Finance
 - (c) The Administering Authority's Head of Pensions
 - (d) The Administering Authority's Cabinet member for finance
 - (e) Any person requested to attend by the Board
76. In accordance with the Act the Administering Authority shall publish information about the Board to include:
 - (a) The names of Board members and their contact details.
 - (b) The representation of employers and members on the Board.
 - (c) The role of the Board.
 - (d) These Terms of Reference.
77. The Administering Authority shall also publish other information about the Board including:
 - (a) Agendas and minutes
 - (b) Training and attendance logs
 - (c) An annual report on the work of the Board to be included in the Fund's own annual report.
78. All or some of this information may be published using the following means or other means as considered appropriate from time to time:
 - (a) On the Fund's website.
 - (b) As part of the Fund's Annual Report.

(c) As part of the Governance Compliance Statement.

79. Information may be excluded on the grounds that it would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.

Expenses and allowances

80. Any Wiltshire Councillor appointed to the Board will be entitled to receive allowances in accordance with Part 14 of the Administering Authority's constitution (Members' Allowance Scheme).

81. The independent governance adviser will be paid in accordance with the contract concluded with the Administering Authority.

82. Allowances and reimbursement of expenses for all other members of the Board will be decided by the Administering Authority's Independent Remuneration Panel.

Budget

83. The expenses of the Board falls as a cost to the Fund. Therefore, the Committee will, via its delegation from full council, allocate an annual budget for the Board which is adequate to fulfil its role as part of its budget setting process. The budget will be managed by and at the discretion of the Board. The budget shall allow for:

- a) accommodation and administrative support to conduct its meetings and other business;
- b) training; and
- c) legal, technical and other professional advice

84. The Board may make requests to the Administering Authority's Associate Director – Finance to approve any additional expenditure required to fulfil its obligations which will then be charged to the Fund budget.

Core functions

85. The first core function of the Board is to assist the Administering Authority in securing compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:

- a) Review regular compliance monitoring reports which shall include reports to and decisions made under the Regulations by the Committee.

- b) Review management, administrative and governance processes and procedures in order to ensure they remain compliant with the Regulations, Relevant Legislation and in particular the Code.
- c) Review the compliance of scheme employers with their duties under the Regulations and Relevant Legislation.
- d) Review such documentation as is required by the Regulations including the Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.
- e) Review scheme members and employers communications as required by the Regulations and Relevant Legislation.
- f) Monitor complaints and performance on the administration and governance of the scheme.
- g) Review the Internal Dispute Resolution Process.
- h) Review Pensions Ombudsman cases.
- i) Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.
- j) Review the complete and proper exercise of employer and administering authority discretions.
- k) Review the outcome of internal and external audit reports.
- l) Review draft accounts and Fund annual report.

86. The second core function of the Board is to ensure the effective and efficient governance and administration of the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:

- a) Monitor performance of administration, governance and investments against key performance targets and indicators.
- b) Review the effectiveness of processes for the appointment of advisors and suppliers to the Administering Authority.
- c) Monitor investment costs including custodian and transaction costs.
- d) Monitor internal and external audit reports.
- e) Review the risk register as it relates to the scheme manager function of the Administering Authority.
- f) Review the outcome of actuarial reporting and valuations.
- g) Provide advice and make recommendations when required to the Committee on areas that may improve the effectiveness and efficient operation and governance of the Fund.

87. In support of its core functions the Board may make a request for information to the Committee with regard to any aspect of the Administering Authority's function. Any such request should be reasonably complied with in both scope and timing.

88. In support of its core functions the Board may make recommendations to the Committee which should be considered and a response made to the Board on the outcome within a reasonable period of time.

Reporting

89. The Board is accountable solely to the Administering Authority for the effective operation of its functions.
90. The Board shall report to the Committee as often as the Board deems necessary and at least annually:
- a) a summary of the work undertaken since the last report
 - b) the work plan for last year and the programme for the next 12 months
 - c) areas raised to the Board to be investigated since the last report and how they were dealt with
 - d) any risks or other areas of potential concern it wishes to raise
 - e) details of training received since the last report and planned
 - f) details of all expenses and costs incurred over the past 12 months and projected for the next year
 - g) details of any conflicts of interest identified since the last report and how they were dealt with
91. The Board should also report its requests, recommendations or concerns to the Committee. In support of this any member of the Board may attend a Committee meeting as an observer.
92. The Board should report any concerns over a decision made by the Committee to the Committee subject to the agreement of at least 50% of voting Board members provided that all voting members are present. If not all voting members are present then the agreement should be of all voting members who are present, where the meeting remains quorate.
93. On receipt of a report under paragraphs 90 and 91 above the Committee should, within a reasonable period, consider and respond to the Board.
94. Where the Board is not satisfied with the response received it may request that a notice of its concern be placed on the website and in the Fund's annual report.
95. Where the Board is satisfied that there has been a breach of regulation which has been reported to the Committee under paragraph 90 and 91 and has not been rectified within a reasonable period of time it is under an obligation to escalate the breach.
96. The appropriate internal route for escalation is to the Administering Authority's Associate Director – Finance as the Section 151 Officer.
97. The Board may report concerns to the LGPS Scheme Advisory Board for consideration subsequent to, but not instead of, using the appropriate internal route for escalation.
98. Board members are also subject to the requirements to report breaches of law under the Act and the Code and the whistleblowing provisions set out in the Administering Authority's whistle blowing policy.

Review of Terms of Reference

99. These Terms of Reference shall be reviewed on each material change to those parts of the Regulations covering local pension boards and at least every 5 years.

100. These Terms of Reference were [adopted/ last reviewed on [INSERT DATE]].

.....
Signed on behalf of the Administering Authority

.....
Signed on behalf of the Board

Published [DATE]

Wiltshire Council

Full Council

24 February 2015

Review of Part 3 of the Constitution - Area Board Election of Chairs and Cabinet Member Representation

Purpose

1. To consider recommended changes to Part 3 of the Constitution from the Standards Committee following a request from Full Council to review sections on the election of Chairmen to Area Boards and Cabinet Member representation on Area Boards.

Background

2. At Full Council on 29 July 2014 it was resolved to adopt a revised Part 3 of the Constitution - Responsibility for Functions and Schemes of Delegation - but that several paragraphs in relation to Area Boards be reviewed and brought back for approval at a later date, as identified during a briefing for councillors on the proposed constitutional changes held the preceding week.
3. The paragraphs in question were paragraph 4.9 (including all sub-paragraphs) in relation to the election of a Chairman, and paragraph 4.10 in relation to the attendance of Cabinet Members to Area Boards to which they were not standing members in their own right.
4. The current paragraphs 4.9 and 4.10 are as follows:

4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

4.9.1 The outgoing chairman unless he or she is seeking re-election will preside over the election. If the chairman is seeking re-election, the vice-chairman will preside.

4.9.2 The person presiding will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

- 4.9.3 *In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.*
- 4.9.4 *In the case of two valid nominations the Chairman will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.*
- 4.9.5 *In the case of an equality of votes for the two candidates, the person presiding may exercise his or her right to use a casting vote to determine the winner of the election and then declare the result.*
- 4.9.6 *In the case of three or more valid nominations being made, the person presiding will call for a show of hands for each of the candidates. The person presiding will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the person presiding may exercise his or her right to use a casting vote to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.*
- 4.9.7 *The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above.*
- 4.9.8 *With the exception of an election year, the chairman and vice-chairman of an area board shall remain in post until their successors are appointed.*
- 4.10 *A member of Wiltshire Council's Cabinet will attend those area boards which do not have a Cabinet member as a standing member of the area board. Cabinet members attending the area board will not have voting rights. For the avoidance of doubt a Cabinet member is entitled to vote as a standing member of the area board in which their electoral division is located.*

Main Consideration

5. The Constitution Focus Group considered the request and recommended to Standards that the process should be kept as simple as possible and therefore determined that the Democratic Services Officer present should preside over the election in each year, drawing lots in the event of an equality of votes.
6. Regarding Cabinet Member representation on Area Boards, the Standards Committee accepted the reasoning of the Constitution Focus Group and considered the rules should be amended to clarify that a Cabinet Member

would attend an area board meeting upon request reflecting current practice as well as the commitment of Cabinet Members to attend if so requested.

Recommendation

- 7. To adopt the proposed amendments to Part 3 of the Constitution as contained at appendix 1:**

Ian Gibbons, Associate Director, Legal and Governance, and Monitoring Officer

9 February 2015

Report Author: Kieran Elliott, Senior Democratic Services Officer

Background Papers: None

Appendix 1 - Tracked Changes to Part 3

Appendix 1 - Part 3 Tracked Changes

4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

~~The outgoing chairman unless he or she is seeking re-election will preside over the election. If the chairman is seeking re-election, the vice-chairman will preside.~~

4.9.1 The ~~person presiding~~Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.

4.9.3 In the case of two valid nominations the ~~Chairman~~Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

4.9.4 In the case of an equality of votes for the two candidates, the ~~person presiding may~~Democratic Services representative shall exercise his or her right to use a casting vote~~draw lots~~ to determine the winner of the election and then declare the result.

4.9.5 In the case of three or more valid nominations being made, the ~~person presiding~~Democratic Services Representative will call for a show of hands for each of the candidates. The ~~person presiding~~Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the ~~person presiding may~~Democratic Services representative shall exercise his or her right to use a casting vote~~draw lots~~ to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described

above with the ability to use a casting vote in the event of an equality of votes.

4.9.7 With the exception of an election year, the chairman and vice-chairman of an area board shall remain in post until their successors are appointed.

4.10 A member of Wiltshire Council's Cabinet will attend upon request those area boards which do not have a Cabinet member as a standing member of the area board. Cabinet members attending the area board will not have voting rights. For the avoidance of doubt a Cabinet member is entitled to vote as a standing member of the area board in which their electoral division is located.

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Wiltshire Council

Council

24 February 2015

Appointment of Chief Counting Officer

Purpose of Report

1. The purpose of the report is to recommend the formal appointment of a Chief Counting Officer to oversee Neighbourhood Planning referenda where they cross the county boundary and where the greatest number of eligible electors are registered in Wiltshire.

Background

2. The Council has a programme of neighbourhood planning consultations and adoptions. One of the final stages of that adoption requires the holding of a Neighbourhood Planning referendum, and the first was recently held at Malmesbury.
3. Under the regulations, the Returning Officer of the Council automatically assumes the role of Counting Officer for these referenda.

Main Considerations for the Council

4. It is expected that one of the next referenda will concern the neighbourhood plan for Freshford and Limpley Stoke. This covers two parishes, one in Wiltshire and one in BANES. The electorates of the two parishes are fairly similar, with Limpley Stoke currently having slightly the greater number.
5. Regulation 10 of the Neighbourhood Planning (Referendums) Regulations 2012 provides that the relevant council in whose area there is the larger number of electors 'must appoint a person to be Chief Counting Officer'. It is likely, therefore, that the Chief Counting Officer role will fall to an officer of the council.
6. The appointment of a Returning Officer for local elections is made on a personal basis, rather than by office. I am the Returning Officer, and it is recommended for continuity reasons that I should also be appointed Chief Counting Officer for neighbourhood planning referenda where the area of the plan straddles the county boundary and where the greatest number of electors affected are Wiltshire electors.

Equalities Impact of the Proposal

7. There are no equalities issues to consider affecting this proposal

Risk Assessment

8. There are no risk issues to consider affecting this proposal, and the Council's insurers have accepted cover for this activity.

Financial Implications

9. There are no financial consequences arising from this proposal

Legal Implications

10. The Neighbourhood Planning (Referendums) Regulations 2012 require the Council to appoint a Chief Counting Officer in cases where the neighbourhood plan crosses the county boundary and the greatest number of electors fall within this Council's area

Recommendation

11. The Council is recommended to appoint Dr. Carlton Brand to be the Chief Counting Officer for the purposes of Regulation 10 of the Neighbourhood Planning (Referendums) Regulations 2012

**Dr Carlton Brand
Corporate Director**

Report Author: John Watling

Head of Electoral Services. Telephone 01249 706599.
John.watling@wiltshire.gov.uk

5 February 2015.

Background Papers

None

Appendices

None

Wiltshire Council

Council

24 February 2015

Appointment of Deputy Electoral Registration Officers

Purpose of Report

1. The purpose of the report is to recommend the formal appointment of Deputy Electoral Registration Officer(s) to act in the event of the personal absence of the Electoral Registration Officer.

Background

2. Each electoral registration authority must appoint an Electoral Registration Officer (ERO), and this is a separate function from the role of the Returning Officer. Under the Council's constitution, the appointment of the Returning Officer and the Electoral Registration Officer is reserved to full Council.

Main Considerations for the Council

3. The new Individual Electoral Registration system could potentially lead to more reviews of electors' registrations and appeals. It would therefore be prudent to have a Deputy or Deputies in place, so that if the authority of the officer person chairing any appeal sitting were to be challenged at the review, it could be demonstrated that formal authority is in place.
4. This is a specialist area of work, requiring an in depth knowledge of electoral registration law and practice. It is recommended that the posts of the Associate Director Legal and Governance and the Head of Electoral Services be appointed Deputy Electoral Registration Officers with effect from the date of the Council meeting.

Equalities Impact of the Proposal

There are no equalities issues to consider affecting this proposal

Risk Assessment

5. This risk of challenge at electoral reviews is very small, but can be further reduced by the appointment of formal Deputy Electoral Registration Officers.

Financial Implications

6. There are no financial consequences arising from this proposal, as the duties would be absorbed in to the current duties of the Associate Director Legal and Governance and the Head of Electoral Services.

Legal Implications

7. Section 52(2) of the RPA 1983, states that any of the duties and powers of an Electoral Registration Officer may be performed and exercised by any deputy for the time being approved by the council which appointed the registration officer.

Recommendation

8. **The Council is recommended to appoint the Associate Director Legal and Governance and the Head of Electoral Services as Deputy Electoral Registration Officers with effect from the date of the Council meeting.**

Dr Carlton Brand
Corporate Director

Report Author: John Watling

Head of Electoral Services. Telephone 01249 706599.
John.watling@wiltshire.gov.uk

16 January 2015.

Background Papers

None

Appendices

None

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Wiltshire Council

Council

24 February 2015

Review of Proportionality and Allocation of Seats on Committees to Political Groups

Introduction

1. Following changes in the number of seats held by individual political groups on the Council, a request has been received from the Leader of the Independent group for a review of the allocation of seats to political groups.
2. This report guides the Council through the legal requirements in allocating seats to the political groups.

Review of Allocation of Seats to Political Groups

Legal Position

3. Under the Local Government & Housing Act 1989 (“the Act”) and subsequent Regulations, (“the Regulations”), the Council must review the representation of the different political groups on committees when requested to do so by a leader of a political group where changes have occurred in the size of political groups.
4. It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The remainder of this report assumes that the Council will not want an alternative arrangement to that prescribed by law.

Political Groups

5. There are currently 4 political groups on the Council. The respective strengths of those Groups following these changes are as follows:-

Name of Group	No. of Councillors in Group
Conservative	59
Liberal Democrat	22
Independent	12
Labour	4
Ungrouped Member	1

6. Under the regulations, two or more councillors may form and register a group.
7. This report has been prepared on the basis of the strengths of the various political groups set out in paragraph 5.

Principles

8. The Act sets out four principles which must be followed so far as reasonably practicable. They are:
 - (a) *Preventing domination by a single group:* All the seats on a committee should not be allocated to the same political group.
 - (b) *Ensuring a majority group enjoys a majority on all committees:* If one political group has a majority in the full Council, that political group should have a majority on each committee.
 - (c) *Aggregating all committee places and allocating fair shares:* Subject to the above two principles, the total number of seats on all the committees of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.
 - (d) *Ensuring as far as practicable fairness on each committee:* Subject to the above three principles, the number of seats on each committee of the Authority allocated to each political group should be in the same proportion as that political group's seats on the full Council.

Application of Principles

9. The Council must review the establishment of its committees in accordance with the principles laid down in the Act. Immediately this is done, each political group should state the names of the councillors it wishes to take its allocated places on committees, including substitutes, and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. It is a legal requirement however that the Council formally approves the appointment of councillors to committees and therefore it is essential that each political group notifies the Democratic Governance Manager of their nominated councillors to serve on committees, preferably before the Council meeting. Group Leaders may also wish to bear in mind the advantages of achieving a geographical spread of appointees.

Councillors not in a Political Group

10. In the case of councillors who are not members of a political group, a proportion of seats on committees equal to the proportion of Council members who do not belong to a political group has to be reserved, with appointments to these seats being made by the Council at its discretion.

Method to Calculate Places

11. The principles in paragraph 8 can be applied in the following sequence:

- (i) Calculate the total number of seats with votes on all the ordinary committees and any Joint Committees.
 - (ii) Calculate the proportion that each political group forms of the total membership of the Authority. Reserve an appropriate number of seats for ungrouped members.
 - (iii) Apply those proportions to the total number of ordinary committee seats to give the aggregate entitlement of each group; the requirement to apply the proportions “so far as reasonably practicable” can be met by rounding down fractional entitlements of less than half, and rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats.
 - (iv) Apply the proportions to the number of councillors on each ordinary committee to give provisional entitlement to seats on that committee.
 - (v) If the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat (thus applying principle (a) in paragraph 8).
 - (vi) Finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, whilst preserving the results reached at steps (iv) and (v) (thus applying principle (c) in paragraph 8).
12. The Council is free to adopt any aggregate number of places on ordinary committees so long as it follows the principles in paragraph 8 and the sequence in paragraph 11.
13. Attached to this report at Appendix 1 is a numerical guide to proportional representation on Committees based on the respective strengths of the political groups set out in paragraph 5.
14. This indicates that the net effect of the change in political group sizes is that the Independent Group gain two seats and the Liberal Democrat Group lose two seats. A draft scheme of committee places (Appendix 2) has been discussed with the affected Group Leaders.
15. The allocation of seats to political groups on the Fire Authority and the Police and Crime Panel are not affected.

Matters for Decision

15. The Council is asked:
- (a) To note this report and the legal requirements.
 - (b) To confirm the aggregate number and the draft scheme of committee places available to members of the Council as set out in Appendix 2.

- (c) To make those changes to the appointment of councillors and substitutes to serve on those committees in accordance with the revised scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989.

Robin Townsend

Associate Director – Corporate Functions, Procurement and Programme Office

Report Author: Yamina Rhouati, Democratic Governance Manager

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

Environmental impact of the recommendations contained in this report: NONE

Appendices

Appendix 1 – Numerical Guide to political proportionality

Appendix 2 – Draft Scheme of Committee Places

SCHEDULE

Append

Proportional Representation Table

	Conservative	Liberal Democrat	Labour	Independent	UKIP	
	59	22	4	12	1	
1	0.602		0.041	0.122	0.010	0.78
2	1.204	0.449	0.082	0.245	0.020	2.00
3	1.806	0.673	0.122	0.367	0.031	3.00
4	2.408	0.898	0.163	0.490	0.041	4.00
5	3.010	1.122	0.204	0.612	0.051	5.00
6	3.612	1.347	0.245	0.735	0.061	6.00
7	4.214	1.571	0.286	0.857	0.071	7.00
8	4.816	1.796	0.327	0.980	0.082	8.00
9	5.418	2.020	0.367	1.102	0.092	9.00
10	6.020	2.245	0.408	1.224	0.102	10.00
11	6.622	2.469	0.449	1.347	0.112	11.00
12	7.224	2.694	0.490	1.469	0.122	12.00
13	7.827	2.918	0.531	1.592	0.133	13.00
14	8.429	3.143	0.571	1.714	0.143	14.00
15	9.031	3.367	0.612	1.837	0.153	15.00
16	9.633	3.592	0.653	1.959	0.163	16.00
17	10.235	3.816	0.694	2.082	0.173	17.00
18	10.837	4.041	0.735	2.204	0.184	18.00
19	11.439	4.265	0.776	2.327	0.194	19.00
20	12.041	4.490	0.816	2.449	0.204	20.00
21	12.643	4.714	0.857	2.571	0.214	21.00
22	13.245	4.939	0.898	2.694	0.224	22.00
23	13.847	5.163	0.939	2.816	0.235	23.00
24	14.449	5.388	0.980	2.939	0.245	24.00
25	15.051	5.612	1.020	3.061	0.255	25.00
26	15.653	5.837	1.061	3.184	0.265	26.00
27	16.255	6.061	1.102	3.306	0.276	27.00
28	16.857	6.286	1.143	3.429	0.286	28.00
29	17.459	6.510	1.184	3.551	0.296	29.00
30	18.061	6.735	1.224	3.673	0.306	30.00
31	18.663	6.959	1.265	3.796	0.316	31.00
32	19.265	7.184	1.306	3.918	0.327	32.00
33	19.867	7.408	1.347	4.041	0.337	33.00
34	20.469	7.633	1.388	4.163	0.347	34.00
35	21.071	7.857	1.429	4.286	0.357	35.00
36	21.673	8.082	1.469	4.408	0.367	36.00
37	22.275	8.306	1.510	4.531	0.378	37.00
38	22.877	8.531	1.551	4.653	0.388	38.00
39	23.479	8.755	1.592	4.776	0.398	39.00
40	24.081	8.980	1.633	4.898	0.408	40.00
41	24.683	9.204	1.673	5.020	0.418	41.00
42	25.285	9.429	1.714	5.143	0.429	42.00
43	25.887	9.653	1.755	5.265	0.439	43.00
44	26.489	9.878	1.796	5.388	0.449	44.00
45	27.091	10.102	1.837	5.510	0.459	45.00
46	27.693	10.327	1.878	5.633	0.469	46.00
47	28.295	10.551	1.918	5.755	0.480	47.00
48	28.897	10.776	1.959	5.878	0.490	48.00
49	29.499	11.000	2.000	6.000	0.500	49.00
50	30.101	11.224	2.041	6.122	0.510	50.00
51	30.703	11.449	2.082	6.245	0.520	51.00
52	31.305	11.673	2.122	6.367	0.531	52.00
53	31.907	11.898	2.163	6.490	0.541	53.00
54	32.509	12.122	2.204	6.612	0.551	54.00
55	33.111	12.347	2.245	6.735	0.561	55.00
56	33.713	12.571	2.286	6.857	0.571	56.00
57	34.315	12.796	2.327	6.980	0.582	57.00
58	34.917	13.020	2.367	7.102	0.592	58.00
59	35.519	13.245	2.408	7.224	0.602	59.00
60	36.121	13.469	2.449	7.347	0.612	60.00
61	36.723	13.694	2.490	7.469	0.622	61.00
62	37.325	13.918	2.531	7.592	0.633	62.00
63	37.927	14.143	2.571	7.714	0.643	63.00
64	38.529	14.367	2.612	7.837	0.653	64.00
65	39.131	14.592	2.653	7.959	0.663	65.00
66	39.733	14.816	2.694	8.082	0.673	66.00
67	40.335	15.041	2.735	8.204	0.684	67.00
68	40.937	15.265	2.776	8.327	0.694	68.00
69	41.539	15.490	2.816	8.449	0.704	69.00
70	42.141	15.714	2.857	8.571	0.714	70.00
71	42.743	15.939	2.898	8.694	0.724	71.00
72	43.345	16.163	2.939	8.816	0.735	72.00
73	43.947	16.388	2.980	8.939	0.745	73.00
74	44.549	16.612	3.020	9.061	0.755	74.00
75	45.151	16.837	3.061	9.184	0.765	75.00
76	45.753	17.061	3.102	9.306	0.776	76.00
77	46.355	17.286	3.143	9.429	0.786	77.00
78	46.957	17.510	3.184	9.551	0.796	78.00
79	47.559	17.735	3.224	9.673	0.806	79.00
80	48.161	17.959	3.265	9.796	0.816	80.00
81	48.763	18.184	3.306	9.918	0.827	81.00
82	49.365	18.408	3.347	10.041	0.837	82.00
83	49.967	18.633	3.388	10.163	0.847	83.00
84	50.569	18.857	3.429	10.286	0.857	84.00
85	51.171	19.082	3.469	10.408	0.867	85.00
86	51.773	19.306	3.510	10.531	0.878	86.00
87	52.375	19.531	3.551	10.653	0.888	87.00
88	52.977	19.755	3.592	10.776	0.898	88.00
89	53.579	19.980	3.633	10.898	0.908	89.00
90	54.181	20.204	3.673	11.020	0.918	90.00
91	54.783	20.429	3.714	11.143	0.929	91.00
92	55.385	20.653	3.755	11.265	0.939	92.00
93	55.987	20.878	3.796	11.388	0.949	93.00
94	56.589	21.102	3.837	11.510	0.959	94.00
95	57.191	21.327	3.878	11.633	0.969	95.00
96	57.793	21.551	3.918	11.755	0.980	96.00
97	58.395	21.776	3.959	11.878	0.990	97.00
98	59.000	22.000	4.000	12.000	1.000	98.00
99	59.602	22.224	4.041	12.122	1.010	99.00
100	60.204	22.449	4.082	12.245	1.020	100.00
101	60.806	22.673	4.122	12.367	1.031	101.00
102	61.408	22.898	4.163	12.490	1.041	102.00
103	62.010	23.122	4.204	12.612	1.051	103.00
104	62.612	23.347	4.245	12.735	1.061	104.00

	Conservative	Liberal Democrat	Labour	Independent	UKIP	
	59	22	4	12	1	
105	63.214	23.571	4.286	12.857	1.071	105.00
106	63.816	23.796	4.327	12.980	1.082	106.00
107	64.418	24.020	4.367	13.102	1.092	107.00
108	65.020	24.245	4.408	13.224	1.102	108.00
109	65.622	24.469	4.449	13.347	1.112	109.00
110	66.224	24.694	4.490	13.469	1.122	110.00
111	66.827	24.918	4.531	13.592	1.133	111.00
112	67.429	25.143	4.571	13.714	1.143	112.00
113	68.031	25.367	4.612	13.837	1.153	113.00
114	68.633	25.592	4.653	13.959	1.163	114.00
115	69.235	25.816	4.694	14.082	1.173	115.00
116	69.837	26.041	4.735	14.204	1.184	116.00
117	70.439	26.265	4.776	14.327	1.194	117.00
118	71.041	26.490	4.816	14.449	1.204	118.00
119	71.643	26.714	4.857	14.571	1.214	119.00
120	72.245	26.939	4.898	14.694	1.224	120.00
121	72.847	27.163	4.939	14.816	1.235	121.00
122	73.449	27.388	4.980	14.939	1.245	122.00
123	74.051	27.612	5.020	15.061	1.255	123.00
124	74.653	27.837	5.061	15.184	1.265	124.00
125	75.255	28.061	5.102	15.306	1.276	125.00
126	75.857	28.286	5.143	15.429	1.286	126.00
127	76.459	28.510	5.184	15.551	1.296	127.00
128	77.061	28.735	5.224	15.673	1.306	128.00
129	77.663	28.959	5.265	15.796	1.316	129.00
130	78.265	29.184	5.306	15.918	1.327	130.00
131	78.867	29.408	5.347	16.041	1.337	131.00
132	79.469	29.633	5.388	16.163	1.347	132.00
133	80.071	29.857	5.429	16.286	1.357	133.00
134	80.673	30.082	5.469	16.408	1.367	134.00
135	81.276	30.306	5.510	16.531	1.378	135.00
136	81.878	30.531	5.551	16.653	1.388	136.00
137	82.480	30.755	5.592	16.776	1.398	137.00
138	83.082	30.980	5.633	16.898	1.408	138.00
139	83.684	31.204	5.673	17.020	1.418	139.00
140	84.286	31.429	5.714	17.143	1.429	140.00
141	84.888	31.653	5.755	17.265	1.439	141.00
142	85.490	31.878	5.796	17.388	1.449	142.00
143	86.092	32.102	5.837	17.510	1.459	143.00
144	86.694	32.327	5.878	17.633	1.469	144.00
145	87.296	32.551	5.918	17.755	1.480	145.00
146	87.898	32.776	5.959	17.878	1.490	146.00
147	88.500	33.000	6.000	18.000	1.500	147.00
148	89.102	33.224	6.041	18.122	1.510	148.00
149	89.704	33.449	6.082	18.245	1.520	149.00
150	90.306	33.673	6.122	18.367	1.531	150.00
151	90.908	33.898	6.163	18.490	1.541	151.00
152	91.510	34.122	6.204	18.612	1.551	152.00
153	92.112	34.347	6.245	18.735	1.561	153.00
154	92.714	34.571	6.286	18.857	1.571	154.00
155	93.316	34.796	6.327	18.980	1.582	155.00
156	93.918	35.020	6.367	19.102	1.592	156.00
157	94.520	35.245	6.408	19.224	1.602	157.00
158	95.122	35.469	6.449	19.347	1.612	158.00
159	95.724	35.694	6.490	19.469	1.622	159.00
160	96.327	35.918	6.531	19.592	1.633	160.00
161	96.929	36.143	6.571	19.714	1.643	161.00
162	97.531	36.367	6.612	19.837	1.653	162.00
163	98.133	36.592	6.653	19.959	1.663	163.00
164	98.735	36.816	6.694	20.082	1.673	164.00
165	99.337	37.041	6.735	20.204	1.684	165.00
166	99.939	37.265	6.776	20.327	1.694	166.00
167	100.541	37.490	6.816	20.449	1.704	167.00
168	101.143	37.714	6.857	20.571	1.714	168.00
169	101.745	37.939	6.898	20.694	1.724	169.00
170	102.347	38.163	6.939	20.816	1.735	170.00
171	102.949	38.388	6.980	20.939	1.745	171.00
172	103.551	38.612	7.020	21.061	1.755	172.00
173	104.153	38.837	7.061	21.184	1.765	173.00
174	104.755	39.061	7.102	21.306	1.776	174.00
175	105.357	39.286	7.143	21.429	1.786	175.00
176	105.959	39.510	7.184	21.551	1.796	176.00
177	106.561	39.735	7.224	21.673	1.806	177.00
178	107.163	39.959	7.265	21.796	1.816	178.00
179	107.765	40.184	7.306	21.918	1.827	179.00
180	108.367	40.408	7.347	22.041	1.837	180.00
181	108.969	40.633	7.388	22.163	1.847	181.00
182	109.571	40.857	7.429	22.286	1.857	182.00
183	110.173	41.082	7.469	22.408	1.867	183.00
184	110.776	41.306	7.510	22.531	1.878	184.00
185	111.378	41.531	7.551	22.653	1.888	185.00
186	111.980	41.755	7.592	22.776	1.898	186.00
187	112.582	41.980	7.633	22.898	1.908	187.00
188	113.184	42.204	7.673	23.020	1.918	188.00
189	113.786	42.429	7.714	23.143	1.929	189.00
190	114.388	42.653	7.755	23.265	1.939	190.00
191	114.990	42.878	7.796	23.388	1.949	191.00
192	115.592	43.102	7.837	23.510	1.959	192.00
193	116.194	43.327	7.878	23.633	1.969	193.00
194	116.796	43.551	7.918	23.755	1.980	194.00
195	117.398	43.776	7.959	23.878	1.990	195.00
196	118.000	44.000	8.000	24.000	2.000	196.00
197	118.602	44.224	8.041	24.122	2.010	197.00
198	119.204	44.449	8.082	24.245	2.020	198.00
199	119.806	44.673	8.122	24.367	2.031	199.00
200	120.408	44.898	8.163	24.490	2.041	200.00

SCHEDULE OF COMMITTEE PLACES

Committee	Total Number of Places for Elected Members	Conservative Group Allocation (59 seats)	Liberal Democrat Group Allocation (22 seats)	Labour Group Allocation (4 seats)	Independent Group Allocation (12 seats)	UKIP (1 seat)
Strategic Planning	11	7	3	-	1	-
Area Planning Committees						
North	11	7	3 (2)	-	1 (2)	-
South	11	6	2	2	1	-
East	8	7	-	-	1	-
West	11	7	2	-	2	-
Licensing	12	7	3	-	2	-
Overview and Scrutiny Management	15	8	4	1	2	-
Children's Select	13	8	3	1	1	-
Environment Select	13	7	4	1	1	-
Health Select	13	7	3	1	2	-
Standards	11	7	3	-	1	-
Police and Crime Panel	7	4	2	-	1	-
Audit	11	6	3	-	1	1
Appeals	8	5	2 (1)	1	- (1)	-
Staffing Policy	9	5	2	-	1	1
Officer Appointments	5	3	1	-	1	-
Pension Fund	5	4	1	-	-	-
TOTALS:	174	105	39	7	21	2

Figures in red indicate changes as agreed with the leaders of the liberal democrat and Independent groups

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Wiltshire Council

Council

24 February 2015

Community Governance Review (Parish Boundaries)

Purpose of Report

1. The purpose of the report is a) to update members with progress on the Community Governance Review (CGR) and b) to seek approval to take no further action in respect of some reviews, for which there is no identified local support

Background

2. In February 2014, the Council approved the Terms of Reference for a Community Governance Review to look at boundaries, warding and seats across the county at parish, town and City level. Unitary Divisions are outside the scope of that review.
3. A Working Party was set up to oversee the review, and it is now in a position to give members an interim update. A number of successful “fact finding” meetings were held with parishes just before Christmas, and the various schemes now fall into two categories

The further consultation category

4. Having heard proposals from parishes, sometimes with counter-proposals from their neighbours, the Working Party will shortly be publicising its own proposals and inviting further consultation from councils and any residents affected in the following areas. In some cases the Working Party will be seeking comments on more than one option.

Ref	Area
B3	Nomansland
B4	Tisbury and West Tisbury
A1, A2, B7	Salisbury and surrounding areas
A3, A4	Trowbridge and surrounding areas
B2	Bishopstrow
B1	Lyneham
A9	Melksham, Melksham Without and neighbours
A8	Corsham / Box
A6, B6	Devizes and surrounding areas
A7	Calne
A5	** Chippenham

5. In most cases, only parts of the parishes mentioned are involved. The larger schemes will require discussion at public meetings arranged and

conducted by Wiltshire Council, such meetings being coordinated and publicised through the relevant Area Board. The working party will shortly be agreeing a timescale for consultation.

6. ** At the Chippenham area fact-finding meeting, there was consensus that further consideration of the boundaries around Chippenham should be deferred pending further consultation on the Settlement Area boundaries. However, the proposal to incorporate land inside the line of the A350, currently in Corsham parish, was supported in principle by the Working Party and will be the subject of further consultations. Decisions on CGR can only be made by full Council, and this area will be brought back to council in due course.

The “No Further Action” category

7. Many of the original schemes contained in the Terms of Reference were either long standing casual requests for information, or were schemes for which there is no longer any local support. The Working Party has concluded there should be no further action on the following schemes:

Ref	Area
B5	Durrington (although the army re-basing may result in a review of the area in due course)
C1	Compton Chamberlayne
C2	Horningsham and the Deverills
C3	All areas - potential for amalgamation of parishes
C4	Sutton Mandeville
C5	Grafton
C6	Idmiston
C7	Gt Somerford
C8	Urchfont

Equalities Impact of the Proposal

8. There are no particular equalities issues arising from these proposals.

Risk Assessment

9. There are no particular risk issues arising from these proposals.

Financial Implications

10. There are unlikely to be any significant financial consequences arising from this review.

Legal Implications

11. The CGR process is set out in the Local Government Public Involvement in Health Act 2007 and guidance issued from time to time by government departments.

Recommendations

12. Council is recommended:-

- a) **To note the current position on the community governance review**
- b) **To agree that no further action be taken as part of this review on the schemes listed in the table in paragraph 7 above, which were originally suggested for review, but for which there is no identified local support or perceived need for change at this time.**

Dr Carlton Brand
Corporate Director

Report Author: John Watling

Head of Electoral Services. Telephone 01249 706599.

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4 February 2015.

Background Papers

Letters and notes contained on the 2014 CGR review file in Electoral Services

Appendices

None

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Wiltshire Council

Council

24 February 2015

Delegation of Executive Authority – Joint Strategic Economic Committee

Purpose of Report

1. To formally report to Council, the delegation of executive authority by the Leader of the Council to the Joint Strategic Economic Committee.

Background

2. Cabinet at its meeting on 16 December 2014 considered a report in respect of the governance structure of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).
3. To assist Council, the report considered by Cabinet is attached as an Appendix as background information.
4. SWLEP will act as an executive body for setting economic development strategy and for guiding growth and investment across the Swindon and Wiltshire area.

Joint Strategic Economic Committee

5. Part of this governance structure includes the establishment of the Joint Strategic Economic Committee (JSEC) as detailed in paragraphs 13-16 of the attached report.
6. Its primary purpose will be to provide local democratic and financial accountability for the Swindon and Wiltshire Strategic Economic Plan (SEP), the use of the Local Growth Fund and other related funding streams.
7. As part of the formal establishment of the JSEC, the Leader has delegated executive authority to the JSEC in accordance with the agreed terms of reference as detailed at Appendix 1 to the attached report.
8. This delegation is being reported to Council as required under paragraph 9 of the Cabinet Procedure Rules in Part 7 of the Constitution as an amendment to the Council's Scheme of Delegation.

Proposal

- 9. Council is asked to note the delegation by the Leader of the Council of executive authority to the Joint Strategic Economic Committee as presented. The Council's Scheme of Delegation – Part 3 of the Constitution will be amended to reflect this delegation.**

Robin Townsend
Associate Director, Corporate Functions, Procurement and Programme Office

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Background Papers

None

Appendix

Report to Cabinet dated 16 December 2014

Wiltshire Council

Cabinet

16 December 2014

Subject: Swindon and Wiltshire Local Enterprise Partnership Governance

Cabinet Member: Cllr Jane Scott OBE
Leader of the Council

Key Decision: No

Executive Summary

The Swindon and Wiltshire Local Enterprise Partnership (SWLEP) continues to develop and mature as an executive body for setting economic development strategy and for guiding growth and investment across the Swindon and Wiltshire area. The Swindon and Wiltshire Growth Deal announced in July 2014 allocates £129 million of Local Growth Fund resources to the SWLEP to support a range of capital investment projects throughout Swindon and Wiltshire between 2015 and 2021.

As a consequence of this increase in the scope and scale of the SWLEP role and associated activity, a new governance process has been developed with the collaboration and input of Wiltshire Council, Swindon Borough Council and SWLEP. The arrangements will strengthen the existing decision making process ensuring democratic accountability and scrutiny of SWLEP process and decision making whilst strengthening the strategic partnership between SWLEP and the two Unitary Authorities.

This report summarises these arrangements.

Proposals

- (i) That Cabinet notes and agrees the proposed governance structure for SWLEP activities, including the Swindon and Wiltshire Growth Deal as proposed by the Swindon and Wiltshire Local Enterprise Partnership Secretariat and presented to the SWLEP Board for approval on 9 September 2014.
- (ii) That Cabinet approves the Swindon and Wiltshire Local Enterprise Partnership Governance Structure as set out in **Appendix 1**.

- (iii) That Cabinet authorises the Director of Economic Development and Planning and the Monitoring Officer for Wiltshire Council, in consultation with the Leader of the Council, to undertake the necessary actions, including changes to the Council's Constitution, to enable the implementation of the governance structure set out in **Appendix 1**.
- (iv) That Cabinet agrees to consult Swindon Borough Council in the event of any changes to Wiltshire Council's constitution that may impact upon or affect their corporate or political structures and committees.

Reasons for Proposals

To:

- (i) Ensure that SWLEP activity is undertaken with robust and democratically accountable governance arrangements between the two Unitary Authorities and the SWLEP.
- (ii) Ensure that the decision making regarding allocations of funding and resources made available through the SWLEP Board is agreed in an open and transparent way.

Dr Carlton Brand
Corporate Director

Wiltshire Council

Cabinet

16 December 2014

Subject: **Swindon and Wiltshire Local Enterprise Partnership Governance**

Cabinet Member: **Cllr Jane Scott OBE
Leader of the Council**

Key Decision: **No**

Purpose of Report

1. This report invites Cabinet Members to review and agree the governance arrangements that have been developed by Wiltshire Council in partnership with Swindon Borough Council and the Swindon and Wiltshire Local Enterprise Partnership (SWLEP). The arrangements described in this report strengthen previous governance structures within the SWLEP. These arrangements have been developed in light of the significant increases in funding allocation and investment decision making which is now a regular feature of the SWLEP portfolio of activities. In particular, the governance structures support the delivery of the £129 million Swindon and Wiltshire Growth Deal.

Relevance to the Council's Business Plan

2. The following key actions and outcomes in the Council's Business Plan are relevant to this report:

Key Action Two: Stimulate economic growth in partnership with the SWLEP
Outcome One: Wiltshire has a thriving and growing economy
Outcome Three: Everyone lives in a high quality environment
3. The Swindon and Wiltshire Growth Deal provides much needed capital investment towards a range of infrastructure projects that underpin our economy, including highways improvements, urban regeneration and business and economic development.
4. In addition, the Local Growth Fund provides an opportunity to bridge viability gaps that exist to bring forward strategic housing sites identified in the Draft Wiltshire Core Strategy as well as other housing sites that increase the availability of affordable housing in Wiltshire.

Background

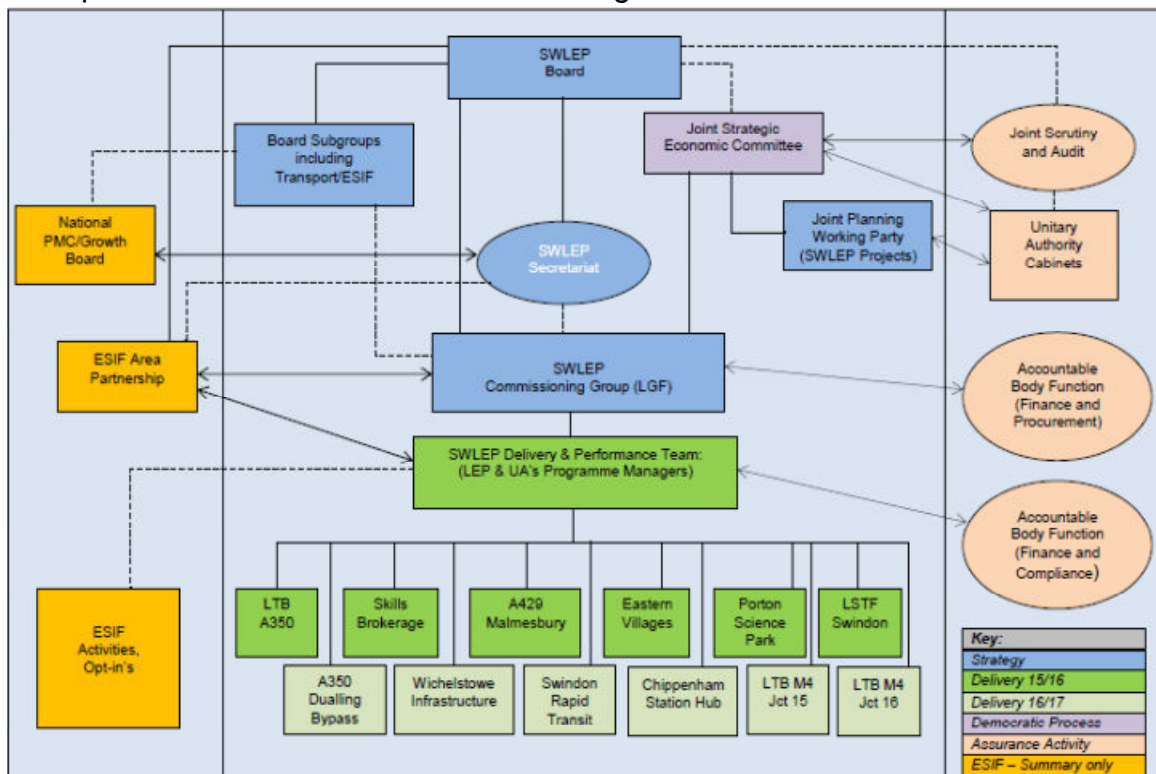
5. Building on the approach set out in the Local Growth White Paper (October 2010), Local Enterprise Partnerships (LEPs) have been central to the vision to ensure Local Authorities and the local business community work together to influence local economic growth strategy and the allocation of resources that stimulate

economic growth. This has been achieved through programmes such as the Growing Places Infrastructure Fund, The Growth HUB and the Swindon and Wiltshire Business HUB. The most recent and most significant of these funding mechanisms has been the £12 billion Local Growth Fund, allocated between LEPs in July 2014 as part of a 'Growth Deal' between the LEP and central government.

6. The Swindon and Wiltshire Growth Deal was announced by central government on 7 July 2014, allocating £129 million to a series of projects throughout Swindon and Wiltshire. As part of the allocation SWLEP were required to strengthen their governance arrangements ahead of the funding being made available.
7. Wiltshire Council officers from Economic Development and Planning and Legal Services have worked in collaboration with Swindon Borough Council and SWLEP to develop a robust and clear governance process. The process is designed to ensure that democratic accountability is maintained amongst the decision making structures of the SWLEP and that both finance and delivery of projects is controlled, monitored and reviewed.
8. A report detailing the governance arrangements was presented to the SWLEP Board and agreed on 9 September 2014. The arrangements have also been reviewed and accepted by the Cabinet Members of Swindon Borough Council.

Main Considerations for the Council

9. The remainder of this report will highlight the governance arrangements that have been developed as part of the collaborative process described above.
10. The image below shows the organisational structure that has been proposed as part of the SWLEP Governance arrangements. These are described below.



Swindon and Wiltshire Local Enterprise Partnership Board

11. The SWLEP Board of 14 members reflects HM Government's desire to ensure that business leaders are engaged and involved in setting local economic priorities. The SWLEP Board will remain the primary decision making body in taking the Growth Deal programme forward and will be supported by the SWLEP Secretariat and SWLEP staff. The SWLEP Director and staff are seconded to the SWLEP by Wiltshire Council. The SWLEP Board has primary responsibility for the development, review and refreshing of the Strategic Economic Plan (SEP) and the successful and effective delivery of the SEP and the Local Growth Deal. The Board will also have final responsibility for signing off transport schemes, on the basis of recommendations from the Local Transport Subgroup.

SWLEP Secretariat

12. The key source of advice to the SWLEP will continue to be the SWLEP Secretariat which comprises the SWLEP Director and the two Directors responsible for economic development in each of the two Unitary Authorities.

Joint Strategic Economic Committee

13. The formal Joint Strategic Economic Committee (JSEC) is set up under Sections 101(5), 102 of the Local Government Act 1972, Section 9EB of the Local Government Act 2000 and Regulation 11 of the Local Authorities (Arrangements for the Discharge of Functions (England) Regulations 2012.
14. The membership of the JSEC is comprised of six voting members, including the Elected Leader, Deputy Leader and the Cabinet Member holding the Economic Development Portfolio of each Unitary Authority. In addition, the Chair of the SWLEP and two other SWLEP Board members attend as non-voting members. In the event of any circumstance where the JSEC cannot reach agreement on an issue pertaining to the SEP, the issue in hand will be referred back to the SWLEP Board for review. The JSEC is chaired by the Elected Leader of one of the Unitary Authorities and will rotate annually between Swindon Borough Council and Wiltshire Council. The first chair role will be held by Wiltshire Council.
15. The primary tasks of the Joint Strategic Economic Committee will be to:
- Act as a single voice for Local Government in Swindon and Wiltshire in relation to the delivery of the SEP and Local Growth Deals;
 - Facilitate and enable collaboration between the two Unitary Authorities on economic development and related matters;
 - Provide local democratic accountability for the delivery of the SEP and the use of public resources to fund the implementation of the Strategic Economic Plan and Local Growth Deals (including supporting Wiltshire Council's role as the accountable body);
 - Provide political oversight of the marshalling and co-ordination of Local Government's contribution to the delivery of the SEP and Local Growth Deals;
 - Act as formal link between Local Government and the SWLEP.

16. The JSEC will operate as an open and transparent body and will be serviced by Wiltshire Council's Democratic Services team alongside Wiltshire Council as the delegated Accountable Body for the SWLEP. A key role of the JSEC will be to

formally agree and sign off key decisions and actions within the agreed terms of reference in an open, transparent and publically accessible environment, subject to the statutory provisions on access to information in relation to confidential or exempt items of business. The JSEC will operate alongside the SWLEP Board. The papers of the JSEC will be made public in the same way that other Council Committee papers are made public. This will again strengthen the public accountability element of the Growth Deal governance arrangements.

SWLEP Commissioning Group

17. The SWLEP Commissioning Group has a strategic oversight in ensuring the efficient delivery of the projects funded by the LGF and is comprised of SWLEP Chair, Vice Chair, Chief Executive Swindon Borough Council and Corporate Director Wiltshire Council supported by the SWLEP Secretariat.
18. This Commissioning Group is accountable to both the JSEC and the SWLEP Board and has responsibility for advising the SWLEP Board on future Local Growth Deal propositions supported by material provided through the officer of both Unitary Authorities and the SWLEP.
19. The Commissioning Group will ensure that:
 - The arrangements put in place conform to legal requirements with regard to freedom of information, equalities, the environment and other matters;
 - Public funds are used appropriately;
 - There is independence between scheme promoter and the decision making body in order to avoid conflict of interest;
 - Official records of proceedings relating to the investment decisions are maintained;
 - Regular progress reports and updates are scheduled with appropriate Government teams.

Joint Overview and Scrutiny Task Group

20. The Joint Overview and Scrutiny Task Group is comprised of four elected members from the two Unitary Authority Overview and Scrutiny functions and is understood to be the first of its kind in the country. The Task Group acts as a critical friend, developing an overview of strategies and plans and providing independent scrutiny of the work of the SWLEP Board and JSEC.
21. In order to maintain appropriate separation of responsibilities, Swindon Borough Council will assume the management of the joint scrutiny process, whilst Wiltshire Council acts as the Accountable Body for the SWLEP.

SWLEP Joint Planning Working Party

22. The existing Joint Planning Working Party will be strengthened and will develop a collaborative approach to spatial planning for the two Councils, in particular addressing planning for the longer term growth in the area and its environs. In addition, the two Unitary Authorities will adopt a joint approach to the duty to cooperate with neighbouring councils.

Subgroups and the Local Transport Body

23. It is proposed that the Local Transport Body (LTB) should become a Local Transport Subgroup of the SWLEP Board. Its role would be to advise the SWLEP on transport issues, including proposed schemes and relative priority and progress with the delivery of existing schemes. Responsibility for the final sign-off of transport schemes would sit with the SWLEP Board on the basis of recommendations from the Subgroup.

SWLEP Delivery and Performance Team

24. A Delivery and Performance Team has been established to lead the Programme Management activities of the Growth Deal. It will be chaired by the SWLEP Director of Programmes and Partnerships and will comprise a delegated Growth Deal Programme Manager from each of the Unitary Authorities and the SWLEP. This Team forms the key reporting mechanism on progress, risks, issues and benefits realisation and will provide bi-monthly highlight reports to the Commissioning Group. The Team will also provide the SWLEP Board with information and detail relating to future schemes and negotiations.

Safeguarding Implications

25. There are no safeguarding issues related to this report.

Public Health Implications

26. The local economy is a known contributor to the wider determinants of health. A struggling local economy can lead to higher unemployment throughout the local population. This in turn can impact on the mental and physical health of the population in terms of increasing levels of personal debt and associated mental ill health, fuel poverty, child poverty and homelessness.
27. The Strategic Economic Plan delivered through nationally competitive Growth Deals aims to deliver over 25,500 jobs in Wiltshire and attracts over £500 million of private sector investment to our economy. This will help ensure that Wiltshire's economy remains strong and resilient and that employment figures remain high.

Environmental and Climate Change Considerations

28. Through the development of the Growth Deal there will be an increase in demand for and consumption of energy in Wiltshire. However, these proposed developments also present opportunities for innovative and pioneering solutions in terms of meeting the challenges ahead of rising energy costs and disrupted supply.

29. The Growth Deal offers the chance to support the necessary transition to a low carbon economy which will reduce energy costs and consumption, as well as securing supply for businesses and residents. Through the Growth Deal Wiltshire can develop and grow into a low carbon business destination of choice.
30. The planned housing, road improvements, and business growth and expansion, provides an opportunity to embed the development of a low carbon infrastructure and sustainable building practices. This in turn will also support the local skills agenda offering opportunities for apprenticeships, up-skilling of the workforce and supporting emerging technologies and patent development.
31. The planned road and rail improvements will also ensure that innovative sustainable transport solutions and networks are fully explored. This will enable affordable low carbon travel throughout the county for business, domestic and tourism.

Equalities Impact of the Proposal

32. The Department for Business, Innovation and Skills published its Equality Impact Assessment (EQIA) for Growth Deals in July 2014. The report concludes that the Growth Deal programme has no adverse impact on any protected group and that the proposed funding decision is neutral in advancing equality of opportunity between persons who share the relevant protected characteristic and persons who do not share it.

Risk Assessment

33. The SWLEP Delivery and Performance Team have developed programme level risk registers and project level risk registers and have embedded a robust process for risk and issue monitoring and management based on PRINCE2 Best Practice Management.
34. This is reviewed and agreed by the SWLEP Commissioning Group at regular intervals in programme development and delivery.

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

35. Robust and accountable delivery and governance arrangements between the two Unitary Authorities and the SWLEP are a condition of the Growth Deal between central government and SWLEP. Failure to adopt developed and accountable governance process will limit the opportunities to leverage funds through the Growth Deal process and will potentially jeopardise future funding allocations.

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

36. In accepting the proposed SWLEP governance arrangements Cabinet agree to decisions on economic growth and development within the scope of the governance framework to be passed on to the SWLEP Board with limited ability to influence decisions on inward investment and devolved funding use.

Financial Implications

37. Whilst there are financial implications linked with the Growth Deal and future development of the Strategic Economic Plan, there are no direct financial implications to Wiltshire Council through the agreement of the governance arrangements described in this report.
38. The Growth Deal sets out a clear framework for investment which is necessary for continued economic growth in Swindon and Wiltshire. In developing propositions brought forward to the SWLEP Board for review, a cycle of project development and benefits assessment will be carried out to ensure value for money. This process will be carried out in line with the processes and methodology for appraising and evaluating projects as set out in HM Treasury's "The Green Book".

Legal Implications

39. These governance arrangements have been developed with the input of legal officers from both Unitary Authorities and satisfy the necessary legal requirements. The statutory basis for the JSEC is set out in paragraph 13 above.
40. It has been agreed that Wiltshire Council will consult Swindon Council and the SWLEP on any proposed changes to its constitution that may materially affect the JSEC.
41. In order to establish the JSEC formally it is proposed that the Leader will delegate executive authority to the JSEC in accordance with the agreed terms of reference. As required under paragraph 9 of the Cabinet Procedure Rules in Part 7 of the Constitution this amendment to the scheme of delegation will be reported to the next ordinary meeting of the Council.
42. The governance framework will be kept under review to ensure that it remains fit for purpose.

Options Considered

43. To:
 - (i) **Do Nothing** – Without reviewing and strengthening the governance of the SWLEP the £129 million allocation may be withheld by central government stalling the projects that it is due to deliver.
 - (ii) **Accept proposed structure** – Accept and support the proposed governance structure as it is.
 - (iii) **Accept in part** – Elements of the structure could be accepted with a request to review part of the structure.
 - (iv) **Accept with future review** – Accept the proposed governance structure with agreement to a future review of practice and activity.

Conclusions

44. The proposed arrangements, subject to adoption, will provide the SWLEP with a clear, democratically accountable and robust decision making process with dedicated officer support, overview and scrutiny and partnership development between the two Unitary Authorities and SWLEP.
45. Ongoing engagement with the SWLEP meets core components of the current Wiltshire Council Business Plan, and is essential to unlock funding through future Growth Deals and other economic growth programmes that are delivered through the SWLEP.

Alistair Cunningham
Associate Director – Economic Development and Planning

Report Author:
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20 November 2014

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

Growth Deal and Local Growth Fund Governance and Delivery Arrangements – SWLEP Governance Paper issued to BIS Sept 2014

Appendix 1

Swindon and Wiltshire Local Enterprise Partnership Governance Structure

Introduction

This paper outlines for the Board the content of a submission made to Government in response to feedback on our proposed governance arrangements as submitted in Section 6 of the Strategic Economic Plan (SEP) in March 2014. This additional submission forms part of the Growth Deal and confirms the steps the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) will take to put effective governance and delivery arrangements in place. It was set out to demonstrate our commitment to ensuring that we are able to make difficult, robust, transparent value for money decisions and implement them. The note is structured around the headings in the Government's request for clarification and addresses the questions posed in that request but will be kept under review to ensure best practice is implemented.

Context

The draft Swindon and Wiltshire SEP submitted in December 2013, summarily described the approach to governance and delivery, with a commitment to further development of the proposals. The final version of our submitted SEP in March 2014 did contain more detail, including plans to develop the Joint Strategic Economic Committee and associated scrutiny arrangements and address the resourcing of the LEP.

While this progress was recognised by Central Government, both the formal and informal feedback from BIS has been that we need to further strengthen our arrangements. Our Growth Deal document states that:

“As part of the deal, the LEP will:

- ***Strengthen governance by ensuring appropriate governance structures, ensuring that investment decisions are robust and represent good value for money, ensuring delivery of agreed actions, clarifying how the Local Transport Body (LTB) role will be delivered within the LEP structure, and increasing collaboration and joint work between the Unitary Authorities.***

Clarifying and strengthening our arrangements will also help the Secretariat to take forward the further negotiations with Central Government to which the Board agreed at its July meeting. SWLEP awaits Central Government guidance on the expected role of the LTB and will ensure compliance with required arrangements.

Overview

We are working on arrangements that will provide a robust platform on which to develop, assess and deliver the projects outlined in our Growth Deal and funded by the Local Growth Fund (LGF). Collectively they provide the decision making process with support, scrutiny and partnership development between our two Unitary Authorities, bringing together the knowledge and experience of our democratically elected executive colleagues to carry out the functions of a Joint Strategic Economic Committee (JSEC). In addition, we are also

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developing a Joint Overview and Scrutiny Task Group formed of non-executive Councillors from both of our two Unitary Authorities. This will afford SWLEP the support of the elected Councillors and ensure democratic accountability.

These functions strengthen and support the abilities of the SWLEP Board who will remain the senior decision making body. The Chair, Vice Chair of SWLEP, Chief Executive Swindon Borough Council and Corporate Director Wiltshire Council will form a Commissioning Group supported by the SWLEP Secretariat who will be responsible for overseeing the delivery of the Growth Deal. The Commissioning Group will report directly to the SWLEP Board and the Joint Strategic Economic Committee on progress, issues and risks as well as present progress reports and recommendations to the SWLEP Board members.

In recognition of the advantages of joint working on spatial planning across the two Unitary Authorities, Swindon and Wiltshire Councils will strengthen further an existing Joint Working Party to take forward a collaborative approach to the development of strategic planning in the SWLEP area. This group will provide strategic analysis of spatial requirements to the SWLEP Board, based on the economic strategy of the LEP.

Structures and membership

Swindon and Wiltshire Local Enterprise Partnership Board

The appointment of Barry Dennington to lead the Board of 14 members reflects HM Government's desire to ensure that business leaders are engaged and involved in setting local economic priorities. The SWLEP Board will remain the primary decision making body in taking the Growth Deal programme forward and will be supported by the SWLEP Secretariat and SWLEP staff described in more detail below.

The LEP Board has primary responsibility for:

- The development, review and refreshing of the Strategic Economic Plan;
- The successful and effective delivery of the SEP and the Local Growth Deal.

The Board will also have final responsibility for signing off transport schemes, on the basis of recommendations from the Local Transport Subgroup (please see section below on 'Subgroups and the Local Transport Body' for background detail).

The LEP Secretariat will develop the practical arrangements for this and suggest an amendment to the LEP Board's Terms of Reference as appropriate.

The SWLEP Board is constituted in such a way as to ensure that this process is business-led, with the active involvement of Local Government through the role of the Leaders of the two Unitary Authorities as Board members, the role of the Joint Strategic Economic Committee and the composition of the LEP Secretariat.

Joint Strategic Economic Committee

The formal Joint Strategic Economic Committee (JSEC) is set up under sections 101(5), 102 of the Local Government Act 1972, section 9EB of the Local Government Act 2000 and

APPENDIX ONE

Regulation 11 of the Local Authorities (Arrangements for the Discharge of Functions (England) Regulations 2012. We submitted to Government that this work would be completed by the end of June and thereafter, each Unitary Authority would take a formal decision to establish the JSEC. Government had noted that prior to these formal decisions, the JSEC had hoped to meet for the first time in shadow form in June 2014.

The membership of the JSEC will comprise six voting members, including the Elected Leader, Deputy Leader and the Cabinet Member holding the Economic Development Portfolio of each Unitary Authority. In addition, the Chair of the SWLEP and two other SWLEP Board members shall attend as non-voting members. In the event of any circumstance where the JSEC cannot reach agreement on an issue pertaining to the SEP, the issue in hand will be referred back to the SWLEP Board for review.

The JSEC will be Chaired by the Elected Leader of one of the Unitary Authorities and will rotate annually between Swindon Borough Council and Wiltshire Council. The first Chair role will be held by Wiltshire Council.

The SWLEP Board were asked to formally welcome the establishment of the JSEC at its July meeting.

The primary tasks of the Joint Strategic Economic Committee will be to:

- Act as a single voice for Local Government in Swindon and Wiltshire in relation to the delivery of the SEP and local Growth Deals;
- Facilitate and enable collaboration between the two Unitary Authorities on economic development and related matters;
- Provide local democratic accountability for the delivery of the SEP and the use of public resources to fund the implementation of the Strategic Economic Plan and Local Growth Deals (including supporting Wiltshire Council's role as the accountable body);
- Provide political oversight of the marshalling and co-ordination of Local Government's contribution to the delivery of the SEP and Local Growth Deals;
- Act as formal link between Local Government and the LEP.

The draft Terms of Reference agreed by the shadow JSEC are set out in Appendix 1.

The JSEC will operate as an open and transparent body and will be serviced by [Wiltshire Council's Democratic Services department] alongside Wiltshire Council as the delegated Accountable Body for the SWLEP. A key role of the JSEC will be to formally agree and sign off key decisions and actions within the agreed terms of reference in an open, transparent and publically accessible environment, subject to the statutory provisions on access to information in relation to confidential or exempt items of business. The JSEC will operate alongside the SWLEP Board. The papers of the JSEC will be made public in the same way as many other Council Committee. This will again strengthen the public accountability element of the Growth Deal governance arrangements.

Wiltshire Council will consult Swindon Council and the SWLEP on any proposed changes to its constitution that may materially affect the JSEC.

SWLEP Commissioning Group

We are creating a new Commissioning Group which will be tasked to ensure the effective delivery of the Growth Deal projects supported by the Local Growth Fund. The Commissioning Group will have a strategic oversight in ensuring the efficient delivery of the projects funded by the LGF and will be comprised of SWLEP Chair, Vice Chair, Chief Executive Swindon Borough Council and Corporate Director Wiltshire Council supported by the SWLEP Secretariat.

From time to time the Commissioning Group may co-opt other subject specialists into the Group to support and advise on specific areas of work.

This Commissioning Group will be accountable to both the JSEC and the SWLEP Board and will have responsibility for advising the SWLEP Board on future Local Growth Deal propositions supported by material provided through the officer support functions described below. We will further explore how this Commissioning Group aligns with governance arrangements being developed for the European Structural and Investment Fund (ESIF) requirements.

The Commissioning Group will receive bi-monthly reports on the status of each project from the relevant Programme Managers. This mechanism will provide both timely updates to the governing structures of the Growth Deal whilst also ensuring information is distributed between the Commissioning Group, the JSEC and the SWLEP Board where relevant. The Commissioning Group will report to the SWLEP Board and JSEC, whose papers will be available to the public, providing a vehicle for transparency and wider public accountability. The Commissioning Group will ensure that:

- The arrangements put in place conform to legal requirements with regard to freedom of information, equalities, the environment and other matters;
- Public funds are used appropriately;
- There is independence between scheme promoter and the decision making body in order to avoid conflict of interest;
- Official records of proceedings relating to the investment decisions are maintained;
- Regular progress reports and updates are scheduled with appropriate Government teams.

Joint Overview and Scrutiny Task Group

We have recently established a Joint Overview and Scrutiny Task Group comprised of elected members from the two Unitary Authority overview and scrutiny functions. The Task Group will act as a critical friend, developing an overview of strategies and plans and providing independent scrutiny of the work of the SWLEP Board and JSEC, evaluating their activities from the perspectives of effectiveness, efficiency and efficacy.

APPENDIX ONE

The Task Group comprises four elected Councillors from each of the two Unitary Authorities, giving a full membership of eight. Terms of Reference for the group are currently being developed and are due to be finalised at the Group's still to be scheduled first meeting (likely to be September 2014). In order to maintain appropriate separation of responsibilities, [Swindon Borough Council] will assume the management of the joint scrutiny process, whilst Wiltshire Council acts as the accountable body for the SWLEP.

SWLEP Joint Planning Working Party

Swindon and Wiltshire Councils are committed to further collaboration where it can add value to the businesses and residents of the area. This is particularly relevant to the joint approach to spatial planning between the two Unitary Authorities. The existing Joint Planning Working Party will be strengthened and will develop a collaborative approach to spatial planning for the two Councils, and address in particular, planning for the longer term growth of Swindon and its hinterland. In addition, the two Unitary Authorities will adopt a joint approach to the duty to cooperate with neighbouring councils in order to provide greater certainty for businesses and, as a consequence, confidence in the businesses to invest in the area.

The SWLEP Joint Planning Working Party will consider and advise the JSEC on cross-boundary issues related to the development and implementation of planning policy matters. It will undertake a joint study to inform the long term planning of West Swindon/North Wiltshire in the context of cross boundary issues, both within SWLEP and with adjacent LEPs Further opportunities for collaboration will also be explored.

Subgroups and the Local Transport Body

The SWLEP Board has developed a number of functioning Subgroups that advise on specific areas of the business and plan to continue to utilise this resource where we can to develop further our existing programmes and to support any future programmes.

Subject to guidance and agreement from Department for Transport (DfT), we are proposing that the Local Transport Body should become a Local Transport Subgroup of the SWLEP Board. Its role would be to advise the SWLEP Board on transport issues, including proposed schemes and relative priority and progress with the delivery of approved/funded schemes. Responsibility for the final sign off of transport schemes would sit with the SWLEP Board on the basis of recommendations from the Subgroup. Public transparency of these projects would be through the JSEC. We are happy to confirm that:

- We are currently consulting DfT on this proposal;
- We are committed to using the existing LTB assurance framework.

SWLEP Secretariat

The key source of advice to the SWLEP will continue to be the SWLEP Secretariat which comprises the SWLEP Director and the two Directors responsible for economic development in each of the two Unitary Authorities. Recognising the importance of this role, we previously commissioned a short development programme to enhance the effectiveness of the Secretariat and build capacity to support the SWLEP Board. Building on the process

APPENDIX ONE

adopted during the SEP development, we will continue to convene a wider Officer Group comprising staff from the two Unitary Authorities responsible for leading on different elements of the SEP.

Shared Intelligence, the consultants appointed to support the development and implementation of the Growth Deal, are providing support to the Secretariat and strengthening their joint working.

SWLEP Delivery and Performance Team

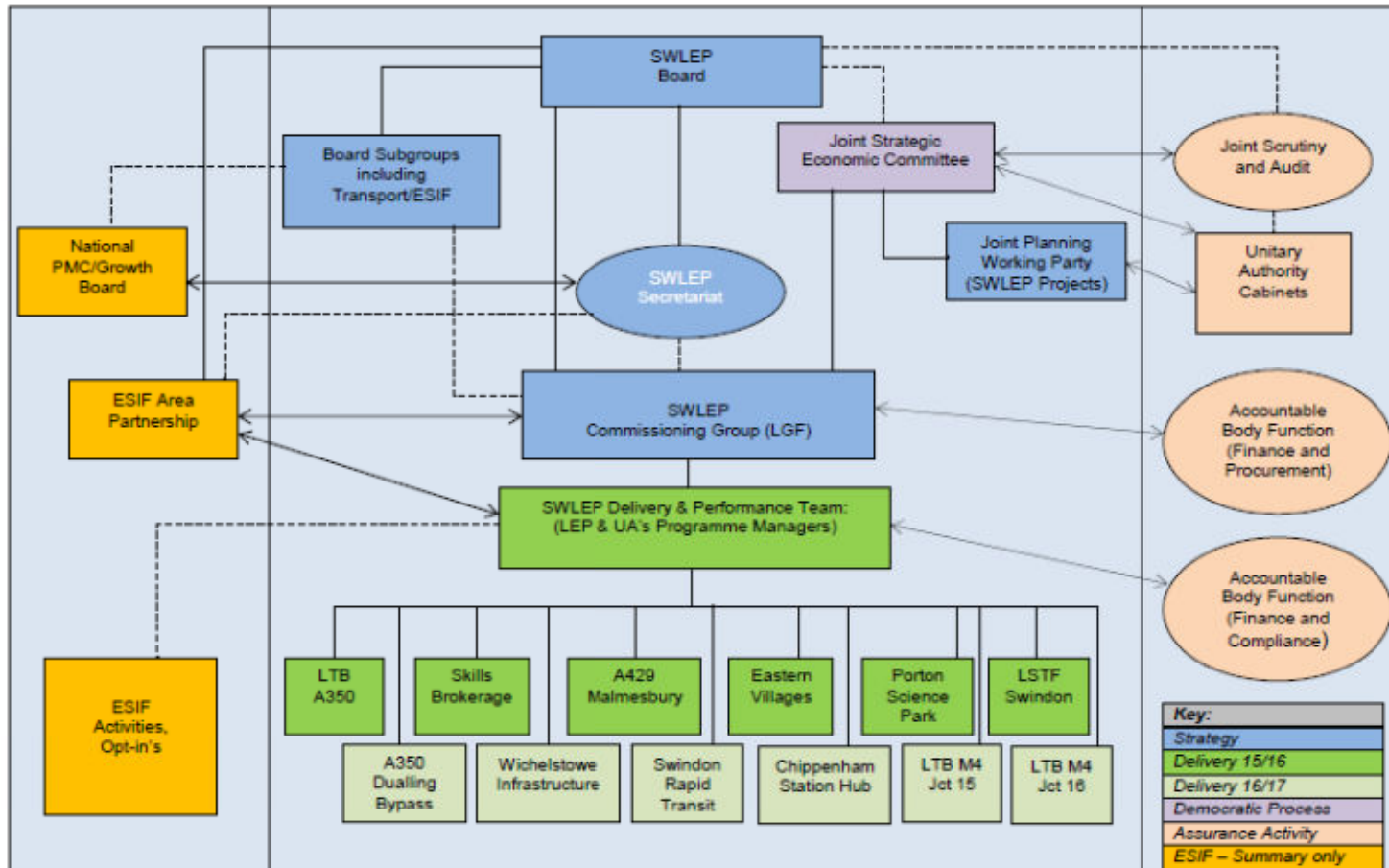
A Delivery and Performance Team has now been established to lead the Programme Management activities of the Growth Deal. It will be chaired by the SWLEP Director and will comprise a delegated Growth Deal Programme Manager from each of the Unitary Authorities and the SWLEP Programme Manager. In addition, relevant transport and economic development service leads or their nominees will attend the Team meetings held monthly. This Team forms the key reporting mechanism on progress, risks, issues and benefits realisation and will provide bi-monthly highlight reports to the Commissioning Group. The Team will also provide the SWLEP Board with information and detail relating to future schemes and negotiations.

The Commissioning Group will use best practice to establish a common performance management framework for the Local Growth Fund projects and ensure it operates across both Unitary Authorities.

Growth Deal and Local Growth Fund Governance and Delivery Arrangements



NB. Fig.1 below shows the full governance structure in diagrammatic form.



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Ensuring value for money

Our Growth Deal sets out a clear framework for investment which is necessary in order to enable economic growth in Swindon and Wiltshire. We are putting in place arrangements to ensure that investment decisions are robust, evidence-based and transparent and represent good value for money.

In developing propositions brought forward to the SWLEP Board for review, an annual cycle of project development and benefits assessment will be carried out to ensure value for money is achieved. This process will be carried out in line with the processes and methodology for appraising and evaluating projects as set out in HM Treasury's 'The Green Book'. This will ensure that decisions taken by the SWLEP Board members are made in the knowledge of a well researched and developed evidence base and alongside robust quantified benefits appraisal, including benefit cost ratios.

For appraisal of future projects being brought forward through the Local Growth Deal process, the relevant Unitary Authority Growth Deal Programme Manager will oversee the development of a Strategic Outline Case (SOC) for each proposed project in the autumn prior to renewed negotiation the following spring. Each SOC will contain detail on each of the five cases proposed by the Green Book method, including:

- Overview and description of the project;
- Alignment to national, local and SWLEP policy, strategy and objectives;
- Thorough options analysis and development of the 'prioritised list';
- Economic assessment of benefits of each option;
- Development of a benefit cost ratio for the preferred option;
- Detail regarding procurement, partner commitment and thorough risk assessment;
- Breakdown of costs, committed funds (both private and public) and funding timescales;
- Detail regarding Project Management, communications strategy, project tolerances and governance recommendations.

The SOC will establish a sound platform on which strategic decisions can be made by the SWLEP Board members as recommended by the Commissioning Group, based on value for money, deliverability, strategic fit and benefits realisation. Once a decision has been made by SWLEP Board members each SOC will then be further developed into an Outline Business Case prepared for submission to HM Government as part of renewed negotiations.

We will continue to benefit from external assessment before submitting projects for funding from the Local Growth Fund in 2016-17 and beyond. In developing our SEP we convened a Star Chamber to review our draft set of projects. It included an independent appraisal expert, a transport adviser and colleagues from the HCA and SFA. We will convene a similar group at least once a year to act as an independent appraisal panel which will assess projects proposed for inclusion in our programme for future years.

All SWLEP programmes will be subject to the audit procedures of the two Unitary Authorities.

Resourcing the SWLEP

A key feature of our approach is the deployment of Council resources to support the delivery of the SEP and Local Growth Deal. We are also exploring the scope for private sector contributions but recognise the need to consolidate and extend the dedicated support available to the SWLEP in order to ensure the business of the SWLEP is well managed, that it receives appropriate advice and guidance, has the capacity to engage with business and is supported in its role as promoter of the Growth Deal and other economic development programmes.

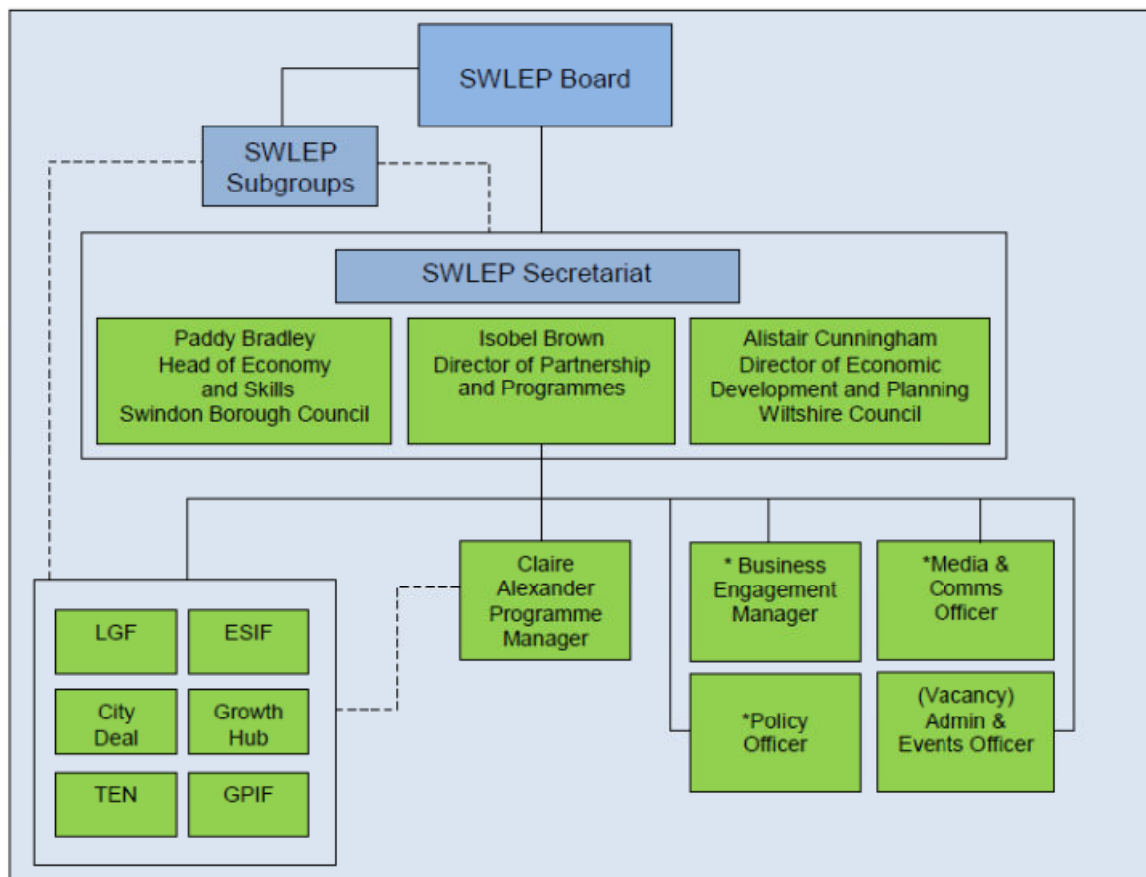
Currently the LEP has three approved and funded posts but in order to deliver the full extent of the Growth Deal, the SWLEP Board will be asked at its September meeting to approve a structure which includes:

- A SWLEP Director;
- A Programme Manager (to be responsible for the delivery of the work programme as a whole and any projects which are not the responsibility of the two Unitary Authorities). Projects such as City Deal and BD-Net will have dedicated Project Managers appointed;
- A Business Engagement Officer (new post);
- A Communications Officer (new post);
- A Policy Officer (new post);
- An Executive Administrator/Events Officer.

Further information, including job descriptions and options for funding the additional three posts will be an addendum to this paper ahead of a subset of the Board meeting on 1st August.

NB. Fig.2 below shows the proposed LEP structure

Growth Deal and Local Growth Fund Governance and Delivery Arrangements



Delivery, risk and accountability arrangements

The primary responsibility for ensuring effective delivery of the projects funded by the Local Growth Fund will lie with the two Unitary Authorities. Each project will have an identified Project Manager and each Council will appoint a Programme Manager with overall responsibility for the delivery of the projects for which the Council is responsible. The SWLEP's Programme Manager will have overall reporting responsibility for the Growth Deal and be responsible for projects where a particular Local Authority has not taken responsibility and agreement has been established by the Secretariat. A Project Manager will be identified for each of these projects.

A programme of project and programme management is currently being established and will be modelled on the robust programme management processes in place at the Unitary Authorities, using PRINCE2 programme management methodology.

Included within this structure are the following programme management functions:

- An overall project planner will be maintained by the SWLEP Programme Manager and this will cover the key reporting dates to the SWLEP Board and JSEC, as well as recording all major milestones relating to overall and specific project mobilisation.
- Regular programme meetings – carried out through the functions of the SWLEP Delivery and Performance Team. Monthly meeting.
- Highlight reports – highlight reports will be forwarded by each Programme Manager for the projects and programmes that they are responsible for. These will be made available bi-monthly and will be distributed to the SWLEP Commissioning Group. The Highlight reports will include updated risk register, issues register, budget performance, period progress and next period workload.
- Risk Register – each Programme Manager will maintain a weekly risk and issues register for ongoing monitoring of process and progress. A traffic light system reporting mechanism will be aligned to this register to identify serious issues and risks early.
- Each Project Manager will develop a project initiation document available to all stakeholders with a clearly articulated brief, outline business case, communications strategy and agreed project tolerances.
- Each Programme Manager will keep a monthly record of expenditure on each project and will report to the SWLEP Commissioning Group when tolerances are breached.
- The SWLEP Programme Manager will be responsible for collating bi-monthly performance information to provide assurance to the SWLEP Board using a series of consistent templates and records that will underpin the overall risk register.

APPENDIX 1: JOINT STRATEGIC ECONOMIC COMMITTEE

Swindon and Wiltshire Joint Strategic Economic Committee - Constitution: *revised terms of reference, membership and procedure rules.*

1. Purpose

To provide local democratic and financial accountability for the Swindon and Wiltshire Strategic Economic Plan (SEP), the use of the Local Growth Fund (LGF) and other related funding streams.

2. Governance

2.1 The Swindon and Wiltshire Joint Strategic Economic Committee (JSEC) is established as a joint committee under sections 101(5), 102 of the Local Government Act 1972, section 9EB of the Local Government Act 2000 and Regulation 11 of the Local Authorities (Arrangements for the Discharge of Functions (England) Regulations 2012.

2.2 The JSEC comprises Swindon Borough Council and Wiltshire Council as the two Unitary Authorities in the area covered by the Swindon and Wiltshire SEP.

2.3 Political proportionality rules do not apply to the JSEC as so constituted.

3. Functions

3.1 The functions delegated to the JSEC by the Unitary Authorities are as follows:

- To act as a single voice for local government in Swindon and Wiltshire in relation to the delivery of the SEP and local Growth Deals;
- To facilitate and enable collaboration between the two Authorities on economic development and related matters;
- Provide local democratic accountability for the delivery of the SEP and the use of public resources to fund the implementation of the Strategic Economic Plan and Local Growth Deals (including supporting Wiltshire's Council's role as the accountable body);
- Provide political oversight of the marshalling and co-ordination of Local Government's contribution to the delivery of the SEP and Local Growth Deals;
- Act as formal link between Local Government and the LEP.

4. Membership

4.1 Membership of the JSEC shall comprise:

Voting:

a. 3 Executive members of each council to include;

- i. The Leader
- ii. Deputy Leader
- iii. Cabinet Member holding the portfolio which includes Economic Development

Non-voting

b. Chairman of the SWLEP plus two other SWLEP Board Members who are from the Business community.

4.2 Each Unitary Authority shall appoint up to three named substitutes for their voting members. The substitute member shall be a Cabinet Member of the Authority and shall have the same rights of speaking and voting at meetings as the member for whom the substitution is made.

4.3 Each member of the JSEC shall remain in office until removed or replaced by their appointing local Authority, the Leader of their Council or the SWLEP Board, as the case may be.

5. Voting

5.1 One member one vote for each Unitary Authority member.

5.2 Except as otherwise provided, any matter shall be decided by a majority of the votes of the voting members present.

However, In the event of any circumstance where the JSEC cannot reach agreement on an issue pertaining to the SEP, the issue in hand will be referred back to the SWLEP Board for review.

6. Quorum

6.1 The quorum for a meeting shall be four voting members, including at least one member from each council. No business shall be transacted unless a quorum is

present. If a quorum ceases to be present during a meeting the meeting shall be adjourned to a date to be agreed or determined by the Chair.

7. Chair and Vice-Chair

7.1 The Chairmanship and Vice Chairmanship of the JSEC shall rotate annually between the Elected Leaders of each Council. If the Chair is not present at any meeting the Vice Chair will preside. If neither Leader is present the JSEC will elect a Chair for that meeting from those present.

8. Meetings

8.1 The JSEC shall meet quarterly and at such other times as may be agreed.

8.2 A meeting of the JSEC shall be convened by the Chair within twenty-eight days of the receipt of a written request of any two voting members addressed to the secretary to the JSEC. No business other than that specified in the request shall be transacted at that meeting.

8.3 The agenda and supporting papers shall be circulated electronically to the members of the JSEC at least 5 clear days before the meeting.

8.4 The agenda for any meeting shall be settled by the secretary in consultation with the Leaders of both Councils.

8.5 Where a member of the JSEC is unable to attend any meeting they shall arrange for their substitute to attend and inform the secretary of this as soon as possible before the meeting.

8.6 Except as otherwise provided, meetings shall be conducted in accordance with the rules of procedure in Part 4 of Wiltshire Council's Constitution.

9. Access to Meetings and Information

9.1 The Access to information rules in Part 5 of Wiltshire Council's Constitution shall apply to proceedings of the JSEC.

9.2 Any Freedom of Information requests received by the JSEC shall be directed to the relevant Council to deal with in accordance with the relevant legislation. Where the request relates to both Councils they shall liaise with each other before responding to the request.

10. Hosting and Administration

- 10.1 Hosting of the JSEC shall be rotated between Swindon Borough Council and Wiltshire Council. The secretary to the JSEC shall be from Wiltshire Council who will also provide support through the services of the Council's Director of Finance / Section 151 Officer and the monitoring officer/director of legal and governance.
- 10.2 The secretary shall keep a proper account of money received and expended on the administration of the JSEC and the costs incurred shall be shared equally between the two Councils.
- 10.2 Wiltshire Council shall be the Accountable Body for the purposes of the Growth Fund and other funding relating to the Swindon and Wiltshire SEP.

11. Code of Conduct and Declaration of Interests

- 11.1 Members of the JSEC shall be subject to their own Council's Code of Conduct, including the rules on declaration of interests.

12. Overview and Scrutiny Arrangements

- 12.1 The decisions and business of the JSEC shall be subject to the overview and scrutiny functions of each Council and any joint overview and scrutiny arrangements agreed between the Councils.

13. Variation and Dissolution

- 13.1 The constitution of the JSEC may be varied or dissolved by the unanimous agreement of the voting members.

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Wiltshire Council

Council

24 February 2015

Executive Decisions Taken Under Special Urgency Provision

1 Background

1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 came into force on 10 September 2012. The Regulations deal with access to meetings and documents of the Executive. Regulation 9 details rules to be followed in publicising key decisions and requires all key decisions to be publicised 28 days in advance of the decision being taken. This Council's definition of what constitutes a key decision is as follows:

- any decision which would result in the closure of an amenity or total withdrawal of a service;
- any restriction of service greater than 5% measured by reference to current expenditure or hours of availability to the public;
- any action incurring expenditure or producing savings greater than 20% of budget service areas against which the budget is determined by Full Council;
- any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £500,000 or above, with the exception of operational expenditure by Corporate Directors identified within the approved budget and policy framework.
- Any proposal to change the Council's policy framework
- Any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions

1.2 Where it is impracticable for key decisions to be publicised 28 clear days before they are made, special rules apply. Under Regulation 10, key decisions may be taken so long as the following steps are undertaken:

- The Proper Officer has informed the Chairman of the Overview and Scrutiny Management Committee; and
- The Proper Officer has made a notice in the prescribed form available for inspection by the public. The notice must set out details of the decision to be made and why the rule on giving 28 days notice has not been complied with

- The notice is published on the Council's website.
- The above steps must be taken at least 5 clear days before the key decision is taken.

1.3 In cases where a key decision is required to be taken even sooner and it is impracticable to wait for the requisite five clear days Regulation 11 - Special Urgency rules applies. This states that a decision may only be made where the decision maker has obtained agreement from the Chairman of the Overview and Scrutiny Management Committee or in their absence, the Chairman of the Council and in their absence, the Vice-Chairman of Council, that the matter is urgent and cannot be reasonably deferred. Upon securing agreement, a notice to this effect must be published on the Council's website.

1.4 At relevant intervals determined by the Council, which must be at least annually, the Leader of the Council is required to submit a report to Council setting out the key decisions taken under the special urgency rule. The report must include particulars of the decision made.

2 Issues for Consideration

2.1 At the time of writing this report, the Leader has confirmed that one decision has been made using the special urgency provision since the last report to Council on the 13th May 2015, details attached as an Appendix.

2.2 The intent of the Regulations is to make provision for urgent decisions to be made whilst ensuring as far as possible that transparency, accountability and scrutiny is maintained.

2.3 The Council has taken steps to ensure transparency is maintained by ensuring that where decisions are taken under these special provisions, an email is sent to all members of the Council providing them with a link to the notice published on the Council's website which gives details of the decision to be taken and the reason for urgency.

2.4 In order to ensure Council is aware of decisions taken using the special urgency provisions at the earliest opportunity, Council has previously agreed that these are reported to the next ordinary meeting of the Council. In addition, an annual report will also be presented to Council giving details of such decisions taken in the preceding year.

3 Other Options Considered and Rejected

3.1 None.

4 Financial Implications

4.1 None.

5 Legal Implications

5.1 The proposals in this report ensure that the Council complies with the requirements of the relevant legislation.

6 Equalities Impact of the Proposal

6.1 None.

7 Environmental Impact of the Proposals

7.1 None.

8. Public Health Implications

8.1 None.

9. Safeguarding Implications

9.1 None.

10. Procurement Implications

10.1 None

11. Recommendation

11.1 That Council notes this report, that one decision has been taken under the special urgency provision in the period since the last report on the 13th May 2015.

Robin Townsend
Associate Director – Corporate Function and Procurement and Programme Office

Report author: Yamina Rhouati, Democratic Governance Manager

Background Papers: None

Appendix – Detail of special urgent decision

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Executive Decisions Taken Under Special Urgency

Date of decision	Decision Maker	Item	Decision made	Reason for urgency
20 January 2015	Cabinet	Porton Science Park	To delegate authority to the Associate Director of Economic Development and Planning in consultation with the Leader of the Council, to enter into a Growing Places Infrastructure Funding Agreement with the SWLEP, and undertake the necessary procurement process to enable the delivery of the first phase of the project.	The issue needed to be determined prior to the next scheduled meeting of Cabinet in order to expedite project delivery and associated procurement activity

The requirements of Regulation 11 – Special Urgency provision were complied with.

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Wiltshire Council

Full Council

24 February 2015

Proposed Combined Fire and Rescue Authority for Wiltshire and Dorset

Executive Summary

To seek confirmation of the Council's position on the locally led proposed combination of the Dorset and the Wiltshire & Swindon Fire Authorities and creation of a Combined Fire and Rescue Authority for Wiltshire and Dorset.

Attached are 2 reports. The Council report provides an introduction and overview to the Fire Authority report. The Fire Authority report has been written, agreed and approved by that Authority.

Proposal

That the Council supports the report from the Chairman of Wiltshire and Swindon Fire Authority and instructs Officers to submit a response to the DCLG supporting the locally led proposal to create a combined fire authority covering Dorset and Wiltshire and Swindon. The DCLG response will be made by close of business on 24th February 2015.

Corporate Directors - Dr Carlton Brand; Maggie Rae; Carolyn Godfrey

Wiltshire Council

Full Council

24 February 2015

Proposed Combined Fire and Rescue Authority for Wiltshire and Dorset

Purpose of Report

1. To seek confirmation of the Council's position on the locally led proposed combination of the Dorset and the Wiltshire & Swindon Fire Authorities and creation of a Combined Fire and Rescue Authority for Wiltshire and Dorset.

Background

2. On 21 October 2014 the Council debated the proposal to create a Combined Fire and Rescue Authority merging the current Dorset Fire Authority and the current Wiltshire and Swindon Fire Authority (W&SFA)
3. Council at its meeting on 29 July 2014, in considering a motion on notice, resolved to adopt the motion as amended as follows:

'This council understands the financial challenges the Wiltshire and Swindon Combined Fire Authority, as with all other public services, needs to address, but urges the Fire Authority to consider all options to address those challenges. To this end this council will consider the matter fully at its next meeting on 21 October 2014 when further information on all the options is available, including the views of the residents of Wiltshire, before formally giving its response to the Fire Authority as part of the consultation process.'

Council at its meeting on 21 October 2014 resolved to add the following wording to the above adopted motion:

'The council understands the financial challenges that the Wiltshire and Swindon Fire Authority faces and appreciates the work that has been done to spell out the options for the future as set out in the consultation document and the draft business case.

The council has concerns about the gap in funding, the uncertainty with regard to equalisation of precepts and the governance arrangements which could disadvantage Wiltshire.

The council seeks assurance in these matters and prefers not to commit to any option until such time as these issues are resolved.

Whichever option the Fire Authority decides upon this council would welcome closer cooperation to reduce costs in both organisations'.

4. This resolution was passed on to Wiltshire and Swindon Fire Authority as the Council's response to its consultation.
5. In November 2014, following the outcome of the consultation, Dorset and Wiltshire and Swindon Fire Authorities jointly submitted a request to the Secretary of State to establish a single fire and rescue authority for the combined area of both fire authorities on 1st April 2016.
6. The authorities are seeking a voluntary merger on the grounds that:
 - it will improve resilience and deliver savings of around £4.5m a year;
 - it will strengthen local accountability;
 - it will create a safe, strong and sustainable fire and rescue service for the counties of Dorset and Wiltshire, and;
 - a combined authority would work better with police, ambulance and partners at a local level, with greater resources to offer.

Department for Communities and Local Government (DCLG) Consultation

7. The Secretary of State is required to consult on the proposed merger having due regard to whether it is in the interests of economy, efficiency and effectiveness or public safety, or whether the issues need to be further examined at an inquiry. ([Link to consultation document.](#)) Appendix 2
8. Wiltshire Council is explicitly included within a list of consultees of key, public service providers in the affected area.
9. The consultation document asks 3 specific questions:

Do you agree that the proposed revocation of the Dorset Fire Services (Combination Scheme) Order 1996, is in the interests of

- Economy;
- Efficiency and effectiveness
- and Public Safety

Do you agree that the proposed revocation of the Wiltshire and Swindon Fire Services (Combination Scheme) Order 1996, is in the interests of

- Economy;
- Efficiency and effectiveness and
- Public Safety

Do you agree that the proposed merger of Dorset and Wiltshire and Swindon fire authorities is in the interests of:

- Economy;
- Efficiency and effectiveness and
- Public Safety

Main Considerations for the Council

10. The Council submitted a response to the DCLG's consultation referred to in paragraphs 9 – 11 (Appendix 3) within the required timeframe.
11. Since submitting its response to the DCLG, the Council has received a submission (Appendix 1) from the Chairman of Wiltshire and Swindon Fire Authority (W&SFA) responding to the concerns summarised in the above resolution and seeking the Council's support for the Combination Order.
12. The Chairman of the W&SFA will present the submission at the meeting to enable members to determine whether the issues previously raised have been addressed.
13. The DCLG has confirmed that it will accept a further response from the Council following the Full Council meeting on 24 February, clarifying its position in the light of the additional information recently provided by the Wiltshire and Swindon Fire Authority.

Safeguarding Implications

14. None arising directly from this report.

Public Health Implications

15. As part of public health and protection, our Emergency Planning team work closely with the Wiltshire & Swindon Fire Authorities. We would be keen to ensure that any final arrangement, from a resilience perspective, support a continued commitment to the Local Resilience Forum and working in partnership to protect the residents of Wiltshire. We also work with Wiltshire and Swindon Fire Authority on wider health promotion issues, including on the Warm and Safe programme, and health prevention activities around safety in the home. We would hope for these important partnerships to be continued.

Corporate Procurement Implications

16. None arising directly from this report.

Equalities Impact of the Proposal

17. An Equality Impact Assessment has not been undertaken at this stage as this report concerns the DCLG's consultation on the proposals by the Dorset and the Wiltshire and Swindon Fire Authorities.

Environmental and Climate Change Considerations

18. None arising directly from this report.

Risk Assessment

19. There is a risk that the proposed merger will not deliver the financial savings required by the two separate Fire Authorities, which has formed a key driver for the need to merge. This will require sound financial management to ensure that the full benefits envisaged of the merger are delivered.

20. The merger and regionalisation of other public services and perception that combined services deliver a less responsive service will need managing. This risk is mitigated by the proposals for maintaining and enhancing the local nature of the services and protecting local stations through the streamlining of training and back office functions. This will enable the combined fire authority to protect the local emergency response elements of the service.

Financial Implications

21. The Council is working with its partners, including the Wiltshire and Swindon Fire Authority to look at ways to make efficiencies. If a combined fire authority moves ahead the key risk to the Council is the impact on funding opportunities and the precept levels.

22. In seeking combination, there will be no requirement for a referendum, and therefore no financial impact on Wiltshire Council regarding holding a referendum. However, should the combination not proceed, there is the potential for the Fire Authority to seek to increase their precept in future years beyond 2015/16 in excess of the referendum limits. If a referendum is required, then all costs of this will therefore be borne by the Fire Authority. Furthermore, should the combination not proceed, the Wiltshire Fire Authority will lose £5.54m government grant, which it has secured the majority of which will be spent in Wiltshire.

Legal Implications

23. The Secretary of State's powers to revoke the current combination scheme orders and create a new combination scheme order as proposed are contained in sections 2 and 4 of the Fire and Rescue Services Act 2004. It should be noted that, if the Council resolves not to support the proposed merger the Secretary of State may deem it necessary to hold an enquiry, which will impact on the timetable for combination of the Dorset and Wiltshire and Swindon Fire Authorities.

Options Considered

24. The Council has the option whether or not to submit a further response to the DCLG clarifying its position on the proposals for a Combined fire Authority.

Corporate Directors - Dr Carlton Brand; Maggie Rae; Carolyn Godfrey

Report Author: Robin Townsend – Associate Director

11/02/2015

Background Papers - none

Appendices

Appendix 1 - Response to the Secretary of State's consultation on proposals for a Combined Fire and Rescue Authority for Wiltshire and Dorset by the Chairman of Wiltshire and Swindon Fire Authority.

Appendix 2 - DCLG's Consultation on Locally-led proposals to create a combined fire and rescue authority for Dorset and Wiltshire Council

Appendix 3 – Wiltshire Council's response to DCLG's consultation

Appendix 1

24 February 2015

Response to the Consultation On Proposals for a Combined Fire And Rescue Service For Wiltshire And Dorset

Executive Summary:

On the 21 October 2014, this Council considered the contents of the Wiltshire and Swindon Fire Authority draft business case for strengthening the fire and rescue service. As Members are aware, the Fire Authority faces considerable financial challenges over the medium term that threatens both sustainability of frontline services and solvency. Financial reserves are already being used to achieve a balanced budget. The Combined Fire Authority (CFA) proposed three scenarios for change to ensure the financial sustainability of this vital emergency service. At the meeting in October, this Council fully understood the financial challenges faced by the Fire Authority and the work that had been done to develop and support the business case. Whilst recognising the situation, and as part of the extensive public and stakeholder consultation, the Council raised three principal concerns, namely:

1. How will any remaining funding gap be bridged?
2. How the equalisation of precepts will be dealt with and what the impact will be on Wiltshire?
3. How it can be assured that key local decisions are not prejudiced by being outvoted by the other constituent authorities?

Following extensive consideration of these important matters together with the findings from the public consultation exercise (that was overwhelmingly supportive of a combination with Dorset), the Fire Authority unanimously voted in favour of a merger with Dorset as the best means to protect vital frontline services. Similarly, and with similar wide spread support from the public and all its constituent authorities, the Dorset Fire Authority unanimously voted to support a merger with the Wiltshire and Swindon Fire Authority. To this end, an application for a Combination Order under the Fire and Rescue Services Act 2004 was submitted to DCLG by myself and the Chairman of Dorset Fire Authority on the 12 December 2014. On the 19 December 2014, the Secretary of State commenced his consultation under the Act. This report details how the concerns raised by this Council at its October meeting have been fully addressed and seeks consent from this Council to support this locally-led proposal to create a combined Fire and Rescue Authority covering the area served by our existing Fire Authorities

WILTSHIRE AND SWINDON FIRE AUTHORITY

Proposal

To seek Council's consent to notify the Secretary of State for DCLG by 24 February 2015 to support a locally led proposal to create a Combined Fire and Rescue Authority covering the area served by the existing Wiltshire and Swindon Fire Authority and the Dorset Fire Authority.

Reason for Proposal

To provide a response in support of the proposal to create the Dorset and Wiltshire Fire and Rescue Authority from 1 April 2016. A definitive response is expected by the Secretary of State for the Department of Communities and Local Government under the Fire and Rescue Services Act 2004.

Cllr Christopher Devine, Chairman of Wiltshire and Swindon Fire Authority

24 February 2015

Response to the Consultation On Proposals for a Combined Fire And Rescue Service For Wiltshire And Dorset

Purpose of Report

1. This report sets out how the concerns raised by this Council at its October meeting regarding a potential combination with Dorset Fire Authority have been fully addressed. The report seeks support to create the Dorset and Wiltshire Fire and Rescue Authority by means of a formal response from Wiltshire Council on the 24th February 2015 to the Secretary of State for the Department of Communities and Local Government under the Fire and Rescue Services Act 2004.

Relevance to the Council's Business Plan

2. After a significant level of analysis and consideration of the concerns raised during the extensive 13 week public consultation exercise, the Wiltshire and Swindon Fire Authority voted unanimously to support a locally led merger with Dorset Fire Authority as the best means of protecting and indeed strengthening vital frontline services. These services are crucial to the safety and wellbeing of our communities and are supportive of the Council's business plan. The proposed merger seeks to continue to strengthen closer working collaboration with this Council and other important partners such as the Police. As this Council may be aware, I, on behalf of the CFA, am delighted to highlight that the Fire Authority has recently been notified of a successful £5.54m grant to support the proposed merger and establish a community safety centre that will help educate and engage thousands of young people and those vulnerable to fires and other emergencies. It is the intention of the Fire and Rescue Service to work with this Council to support and strengthen the campus programme to build upon the good work that has so far been undertaken and to create a new community facility that will be important to furthering the safety and wellbeing of our local communities.

Background

3. The financial situation faced by Wiltshire and Swindon Fire Authority remains of considerable concern. To maintain the vital services provided by the Wiltshire and Dorset Fire and Rescue Services, a number of strategic options to tackle this growing financial concern were put to stakeholders and the public. As part of this local consultation process, this Council raised a number of concerns about any potential combination with the Dorset Fire Authority. This paper addresses how these concerns have been met so that the Secretary of State can make a clear determination about the Council's position on this proposal.

WILTSHIRE AND SWINDON FIRE AUTHORITY

Main Considerations for the Council

4. Whilst recognising the situation, and as part of the extensive public and stakeholder consultation, the Council at its meeting on the 21 October 2014 raised three principal concerns namely:
 - How any remaining funding gap will be bridged?
 - How the equalisation of precepts will be dealt with and what the impact will be on Wiltshire?
 - How it can be assured that key local decisions are not prejudiced by being outvoted by the other constituent authorities?
5. I will now outline how these issues have been resolved.

Issue 1: The gap in funding

6. Members of the Wiltshire and Swindon Fire Authority appreciate the concern that Wiltshire Council has for the Fire Authority in balancing its budget over the next few years. Indeed this concern is not untypical for all elected Members in each and every public sector organisation across the country. The significant reductions in government funding and tight fiscal strategy adopted by the current Government are well documented. The Fire Authority is no stranger to this, having experienced cuts in Government funding of nearly 30% since 2010/11, and there are early indications of further cuts in excess of 20% in the next three years. A sound financial footing must be established to help ensure that the vital public services delivered by our Fire and Rescue Service can continue.
7. As Members may recall the joint annual funding gap of the two fire authorities was identified as being between £5.4m (best case) and £7.1m (worst case) in 2017/18. The business case for combination included three scenarios.
8. It is clear to the Authority that the savings arising from scenarios 1 or 2 *i.e.*
 - Scenario 1: Remain independent and increase collaboration with Wiltshire Council and Swindon Borough Council; and,
 - Scenario 2: Remain independent and increase collaboration with Dorset Fire Authority while also collaborating with Wiltshire Council and Swindon Borough Council,

outlined in the business case, cannot bridge the financial shortfall. With total support staff costs of £2.7m pa, and with a Service that has 18 out of 24 retained stations, and 65% of its operational staff on a pay-as-you-go retained basis, any financial gap must be found from frontline services, something that the Authority and this Council wishes to avoid.

9. Scenario 3 of the business case (*i.e.* merging with Dorset) showed combination savings of £4m pa. The process for establishing these savings was scrutinised

WILTSHIRE AND SWINDON FIRE AUTHORITY

by Internal Audit in both Authorities, and further examined by the External Auditor, who concluded that a robust process had been followed.

10. Further savings were also identified in the business case around provision for pay award/inflation for 2014/15 which were in excess of that actually achieved. The impact of this reduced the funding gap by £0.400m per annum.
11. Scenario 3 also highlighted that by unlocking significant fire to fire efficiencies, it would be possible to deliver more resilient and effective crewing arrangements for wholetime firefighters within service delivery that could deliver savings of up to £1.5m.
12. I also reported, as did Cabinet Member Cllr D Tonge who undertook due diligence on the significant work undertaken with Wiltshire Council, Wiltshire Police and Swindon Borough Council, identifying savings that could be achievable in collaborative partnerships without a need to merge Fire Authorities. This work identified possible savings, of between £0.361m and £0.744m falling to Wiltshire and Swindon Fire Authority. Some of these savings (identified as between £0.062m and £0.266m) would also be available to the new combined authority and are included in Scenario 3 of the business case. A full report of these savings was agreed by the Treasurers of this Council, Swindon Borough Council and the Fire Authority. They have been scrutinised and validated by auditors and were fully considered by the Authority at its November meeting.
13. Taking account of the savings highlighted above, under Scenario 3 of the business case for combination the worst case funding gap could be reduced to £0.153m in 2017/18, with sufficient available reserves to meet this gap. The likely case funding position showed a surplus of £0.537m. These scenarios were supported by financial assumptions that are in keeping with those adopted within the fire and rescue sector and accord with intelligence received within Local Authorities. In early December we were made aware of potential increases in the taxbase of all constituent authorities which were greater than expected and these have had a positive impact on the business case. On 11 December 2014 the Fire Authority received an update on the business case taking account of the revised taxbase assumptions. The update showed that under Scenario 3 the likely case funding position showed an improved surplus of £1.056m, and the likely case funding gap in 2018/19 had reduced from £1.048m to £0.322m. This would allow a balanced budget to be set as far as 2019/20 using available reserves, at least one year further on than previously reported. The updated business case financial position is shown in Appendix A.
14. Appendix A also highlights that even if the fire precept has to be equalised over a 5 year period, the positive impact of the taxbase changes notified in December more than offsets the loss in funding caused by the equalisation process. This means that a likely case funding surplus of £0.797m can be achieved in 2017/18, compared to the £0.537m previously shown.
15. In January we received final confirmation of taxbase changes for 2015/16 from all constituent authorities, Whilst Wiltshire and Swindon's increase remained at 2.1%, Dorset's increased by 1.5% compared to 0.75% declared in December this reduces the funding gap by a further £138k pa.

WILTSHIRE AND SWINDON FIRE AUTHORITY

16. As Chairman, I remain firmly convinced that a combination with Dorset Fire Authority, whilst also strengthening collaboration with this Council and other partners, is the most financially viable way forward to protect vital emergency services. Such a strategic change will help unlock considerable fire to fire efficiencies that are simply not available through any multi-agency arrangements.
17. The Authority is assured that by progressing a combination we have a sustainable financial position until 2019/20 that allows considerable fire to fire savings and opportunities to be secured. We have a detailed savings plan and strategies that underpin these savings and, as previously mentioned, they have been accredited by internal and external auditors of both fire authorities.

Issue 2: Equalisation of Precepts

18. The Fire Authority shares the concerns of both Wiltshire Council and Swindon Borough Council regarding the issue of precept equalisation. Over the last 12 months, officers from both Dorset and Wiltshire Fire and Rescue Services and the two Chairmen have frequently met with DCLG officials and exchanged technical information in respect of potential options and consequences of various approaches to equalisation.
19. As a new Combined Dorset and Wiltshire Fire Authority, it will be a requirement that we achieve equalisation of fire precept within a maximum period of five years. The current 2014/15 difference between the two fire authorities' precepts is £2.98, with the band D precept of £66.60 in Dorset and £63.62 in Wiltshire and Swindon. It should be noted that the average band D fire precept for CFAs is £68.96, so both fire authorities are already well below the average. Both authorities' Medium Term Finance Plans (MTFP) assume an annual increase in fire precept band D just under 2% for the next four years.
20. The business case included three options exemplifying the equalisation of the fire precept band D. These options are:-
- Option A: Equalise at the Dorset fire precept band D for 2016/17
 - Option B: Equalise to an average of Wiltshire and Dorset fire precept band D for 2016/17 (i.e. with no reduction in overall funding)
 - Option C: Equalise fire precept band D over a 5 year period.

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21. The favoured option of both Fire Authorities is to equalise the fire precept band D in 2016/17 to the level of the Dorset Fire Authority i.e. Option A. I understand that this would mean a small increase of £4.33 per band D householder and require assistance from DCLG in establishing an Alternative Notional Amount (ANA). Indeed, whilst CFA Members recognise the need to keep fire precept increases to a minimum, the option of an increase slightly above the referendum limit is not being ruled out, as this additional income to two of the lowest spending Fire Authorities would help to mitigate future financial uncertainty around grant reductions over the next spending review period and further protect the provision of front line service delivery.
22. As Scenarios 1 and 2 of the business case highlight, savings from back office and support functions cannot address the significant funding gap faced by the Fire Authority. The remaining funding gap could only be addressed by significant cuts to service delivery or increases in the fire precept over and above the amounts suggested in any of the three options for equalisation.
23. At the November and December meetings of Wiltshire and Swindon Fire Authority and Dorset Fire Authority, the Wiltshire and Swindon Fire Authority Members and Dorset Fire Authority Members unanimously agreed to combine, subject to a process of equalisation of fire precept band D that would have no detrimental financial impact on the business case. As highlighted in paragraph 14, the positive impact of taxbase changes makes this possible even if the fire precept has to be equalised over a five year period (our least favoured option).
24. Although we still believe that the best course of future negotiation with DCLG is to achieve equalisation on day one (option A or B) for the new Combined Fire Authority, equalisation over a five-year period (option C) without the need to move beyond the existing referendum limits is possible and does not compromise the business case. The issue regarding equalisation of fire precept has therefore been addressed.

Issue 3: Equalisation of Governance Arrangements

25. In October 2014 the Council also raised concerns over the potential for democratic inequity within the proposed new Combined Fire Authority. At present the Wiltshire and Swindon Fire Authority comprises of 9 members from Wiltshire Council and 4 members from Swindon Borough Council. Dorset Fire Authority comprises 8 Members from Dorset County Council, 4 Members from Bournemouth Borough Council and 3 Members from the Borough of Poole. The need for equal democratic representation was an issue that the CFA maintained needed to be a pre-requisite condition for any potential combination. At their meeting on 4 November 2014, the Dorset Fire Authority also supported the principle of democratic equalisation between the two existing CFAs. It was therefore agreed that an additional two Members from Wiltshire Council and Swindon Borough Council would sit on the proposed new Authority. On this basis the new Authority would comprise:

Size of Authority	Bournemouth	Dorset	Poole	Swindon	Wiltshire
30	4	8	3	5	10

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26. This would mean that both existing CFAs would have 15 Members each, with this Council having the largest proportionate share of individual Members from the five constituent authorities. Wiltshire and Swindon Fire Authority Members, like Dorset's, also wanted to signal a governance review in April 2018 to ensure that the new CFA was operating in an efficient and effective manner.
27. The Fire Authority is therefore satisfied that the concerns raised by this Council at their meeting on the 21 October 2014 are fully addressed. It is also assuring to note that Swindon Borough Council, who raised similar issues, are also content with the resolution of this issue as evidenced by their response to the Secretary of State as part of his statutory consultation exercise. For information I have appended the positive returns made to the Secretary of State on this proposal by Swindon Borough Council, Bournemouth Borough Council, the Borough of Poole and Dorset County Council (Appendix B).

Safeguarding Implications

28. The frontline services provided by the Fire and Rescue Service are of fundamental importance to the safety and well-being of local people, the environment and the local economy. On the 12 December, Wiltshire and Swindon Fire Authority unanimously agreed that the best way to protect frontline services was to support a locally led merger with Dorset Fire Authority. There was overwhelming public support for this proposition as demonstrated by a public consultation exercise that was externally validated by the Consultation Institute as best practice. (N.B. full results, report and validation available on Wiltshire Fire and Rescue Service website).

Public Health Implications

29. None for the purposes of this report.

Environmental and Climate Change Considerations

30. None for the purposes of this report.

Equalities Impact of the Proposal

31. None of for the purposes of this report.

Risk Assessment

32. Failure to support the decision of the Wiltshire and Swindon Fire Authority may mean that the Secretary of State may be forced to hold an inquiry under the Fire and Rescue Service Act 2004. This may lead to significant delays, meaning that the financial situation faced by the Fire Authority will worsen with significant potential implications for frontline services in order to maintain financial solvency. This may also impact upon the strategic relationship with Dorset Fire Authority and jeopardise the £5.54m grant received from DCLG to help support the merger and deliver community safety centre(s) in Wiltshire and Swindon.

WILTSHIRE AND SWINDON FIRE AUTHORITY

Financial Implications

33. None for the purposes of this report, although the financial implications arising from this Council not supporting the locally led merger are significant to the Wiltshire and Swindon Fire Authority.

Legal Implications

34. Failure to support the decision of the Wiltshire and Swindon Fire Authority may mean that the Secretary of State may be forced to hold an inquiry under the Fire and Rescue Service Act 2004.

Options Considered

35. The business case considered by the Fire Authority initially considered a range of options that was distilled down into three principal options. These were:

Scenario 1: Remain independent and increase collaboration with Wiltshire Council and Swindon Borough Council.

Scenario 2: Remain independent and increase collaboration with Dorset Fire Authority while also collaborating with Wiltshire Council and Swindon Borough Council

Scenario 3: Merge with Dorset Fire Authority to create a single Combined Fire Authority while also collaborating with Wiltshire Council and Swindon Borough Council

N.B: All scenarios involve working more closely with the Police and other emergency services.

36. Extensive analysis was undertaken and led by the Treasurers for Wiltshire Council, Swindon Borough Council and Wiltshire Fire and Rescue Service to support Scenarios 1 and 2 of the business case. A full report of these savings was agreed by the Treasurers of this Council, Swindon Borough Council and my own Authority. They have been scrutinised and validated by auditors and was fully considered by my Authority at its November meeting. This work identified possible savings, of between £0.361m and £0.744m falling to Wiltshire and Swindon Fire Authority. This would come from back office sharing of services such as IT and Accountancy, as well as better use and sharing of depots. There would be upfront costs in some cases to achieve the savings, but it has been assumed these would be funded from the Fire Authority reserves, although at this stage it has not been possible to fully assess the extent of these costs and the timing of achieving these. Clearly though this would leave a significant shortfall in funding.

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37. The financial analysis scrutinised by the Wiltshire and Swindon Fire Authority indicated that a locally led merger with Dorset Fire Authority represented the most financially sustainable way forward. This was unanimously supported by the Wiltshire and Swindon Fire Authority. This is detailed in the main body of the report.

Conclusions

38. Like all public services the financial climate continues to generate the need for difficult decisions to be taken. As one of the lowest spending Combined Fire Authorities in England, the CFA is firmly of the belief that the best way forward to protect and to strengthen frontline services is to merge with Dorset Fire Authority. This was overwhelmingly supported by the public across all parts of Wiltshire and Swindon through a consultation exercise that was externally validated as following best practice. All of the issues raised at the October meeting of this Council have been fully addressed to the satisfaction of my own Fire Authority and that of Swindon Borough Council who raised the same concerns. It is the unanimous wish of the Fire Authority that this Council supports the application to proceed with the necessary Combination Order to create a new Combined Fire and Rescue Authority that would work closely with this Council and all key partners.

Report Author, Cllr. Christopher Devine, 6 February 2015

BACKGROUND PAPERS

The full business case, financial analysis and the results from the public consultation are openly available, along with a large number of supporting documents and external validation testimonials. Further information on the subject of this report can be obtained via Wiltshire Fire and Rescue Service's website or from Phil Chow, Brigade Manager and Treasurer to Wiltshire and Swindon Fire Authority (01380). 731150.

Appendices:

Appendix A Chairman's briefing from Treasurer to CFA December 2014

Appendix B Responses from Swindon, Dorset, Bournemouth and Poole constituent authorities

Funding gap	2015/16	2016/17	2017/18	2018/19
Wiltshire Best Case Funding Gap	£1.292m	£2.290m	£3.139m	£3.856m
Combined Best Case Funding Gap	£1.683m	£3.704m	£5.448m	£7.033m

Scenario 1 - Remain independent	2015/16	2016/17	2017/18	2018/19
LIKELY CASE gap	-£0.958m	-£1.422m	-£2.028m	-£2.745m
BEST CASE gap	-£0.891m	-£1.177m	-£1.837m	-£2.554m
WORST CASE gap	-£1.024m	-£1.667m	-£2.220m	-£2.937m

Impact of 2.1% taxbase growth next year, then 1.5%

LIKELY CASE gap	-£0.790m	-£1.170m	-£1.687m	-£2.309m
Balance of reserves	£1.313m	-£0.474m	-£2.161m	-£4.470m

Scenario 2 - Shared services	2015/16	2016/17	2017/18	2018/19
LIKELY CASE gap	-£0.922m	-£1.439m	-£1.956m	-£2.673m
BEST CASE gap	-£0.897m	-£1.282m	-£1.782m	-£2.499m
WORST CASE gap	-£0.946m	-£1.596m	-£2.129m	-£2.846m

Impact of 2.1% taxbase growth next year, then 1.5%

LIKELY CASE gap	-£0.754m	-£1.187m	-£1.615m	-£2.237m
Balance of reserves	£1.240m	-£0.564m	-£2.179m	-£4.415m

Scenario 3 - Combination	2015/16	2016/17	2017/18	2018/19
LIKELY CASE gap	-£0.476m	-£0.400m	£0.537m	-£1.048m
BEST CASE gap	-£0.348m	£0.119m	£1.228m	-£0.357m
WORST CASE gap	-£0.604m	-£0.919m	-£0.153m	-£1.738m

Impact of mid-point council tax equalisation ("preferred option - with DCLG support") and 2.1% taxbase growth next year, then 1.5%

LIKELY CASE gap - Dorset 0.75% taxbase growth	-£0.345m	-£0.078m	£1.056m	-£0.322m
Balance of reserves	£3.373m	£2.696m	£3.652m	£3.320m

Impact of 5 year council tax equalisation ("worst case - no DCLG support") and 2.1% taxbase growth next year, then 1.5%

LIKELY CASE gap - Dorset 0.75% taxbase growth	-£0.207m	-£0.139m	£0.797m	-£0.781m
Balance of reserves	£3.511m	£2.772m	£3.469m	£2.678m

These figures show the original financial projections for Scenario 1 from the Final Business Case agreed in November 2014.

These figures show the impact of new assumptions on taxbase. You will see that a LIKELY CASE **budget gap of £1.7m** remains, compared to **£2m** originally. This rises to £2.3m in 2018/19 and £2.8m in 2019/20. Transformation reserves will still be exhausted in 2016/17.

These figures show the original financial projections for Scenario 2 from the Final Business Case agreed in November 2014.

These figures show the impact of new assumptions on taxbase. You will see that a LIKELY CASE **budget gap of £1.6m** remains, compared to **£2m** originally. This rises to £2.2m in 2018/19 and £2.7m in 2019/20. Transformation reserves will still be exhausted in 2016/17.

These figures show the original financial projections for Scenario 3 from the Final Business Case agreed in November 2014.

These figures show the impact of new assumptions on taxbase. You will see that the LIKELY CASE **budget surplus** has increased from **£0.5m** originally to **£1m** now. The projected deficit in 2018/19 has reduced from **£1m** to **£0.3m** and in 2019/20 from **£2.5m** to **£1.6m**. **This would allow a balanced budget to be set as far as 2019/20 using transformation reserves, one year further than shown in the Final Business Case agreed in November 2014.**

These figures show the impact of new assumptions on taxbase. You will see that the LIKELY CASE **budget surplus** has increased from **£0.5m** originally to **£0.8m** now. The projected deficit in 2018/19 has reduced from **£1m** to **£0.8m** and in 2019/20 from **£2.5m** to **£2.2m**. **This would allow a balanced budget to be set as far as 2019/20, one year further than shown in the Final Business Case agreed in November 2014.**

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Response to the Consultation on Proposals for a Combined Fire and Rescue Service

Cabinet

Date: 4th February 2015

Author:	Leader of the Council, and Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 To seek Cabinet's consent to a proposed response from Swindon Borough Council to the consultation being undertaken by the Department for Communities and Local Government on the locally led proposals to create a Combined Fire and Rescue Authority covering the current Dorset Combined Fire Authority area and the Wiltshire and Swindon Combined Fire Authority area.

2. Recommendations

Cabinet is recommended:

- 2.1 That the Director of Law and Democratic Services, in consultation with the Leader of the Council and the political group leaders on the Council, finalise and submit the Council's response to the Department for Communities and Local Government in support of the locally-led proposal to create a combined Fire and Rescue Authority covering Bournemouth, Dorset, Poole, Swindon, and Wiltshire.

3. Detail

- 3.1 The Cabinet on 10th September 2014 considered the contents of the Wiltshire and Swindon Fire Authority Consultation Document on the future of that service. It authorised the Director of Law and Democratic Services, in consultation with the Leader of the Council and the political group leaders on the Council to develop, finalise and submit the Council's response to the Wiltshire and Swindon Fire Authority by 20th October 2014 (Cabinet Minute 27, 2014/15 refers).

- 3.2 The Council's response is set out below:

"Swindon Borough Council is supportive of Scenario 3 (Merge with Dorset Fire Authority and increased collaboration with local partners) whilst recognising that there are a number of issues to be resolved before any final view could be taken, in particular around:

- *The funding gap identified in the Consultation Paper;*
- *The equalisation of precepts and the impact on Swindon residents; and*
- *The governance arrangements of the proposed merged authority and*

Further information on the subject of this report can be obtained from Stephen Taylor, (01793) 463012, staylor@swindon.gov.uk.

Response to the Consultation on Proposals for a Combined Fire and Rescue Service

Cabinet

Date: 4th February 2015

what assurance can be given that the views of the relevant constituent authority are given full weight when considering matters relating to that authority's area."

- 3.3 As a result of the outcome of the consultation exercises carried out by the Fire Authorities, Dorset Fire Authority and Wiltshire and Swindon Fire Authority have jointly submitted a draft scheme and business case to the Secretary of State requesting that he makes an order under sections 2 and 4 of the Fire and Rescue Services Act 2004 to:
- 3.3.1 Revoke the Dorset Fire Services (Combination Scheme) Order 1996, and
 - 3.3.2 Revoke the Wiltshire and Swindon Fire Services (Combination Scheme) Order 1996, in order that
 - 3.3.3 A single fire and rescue authority be created for the combined area of the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority on 1st April 2016.
- 3.4 The Department for Communities and Local Government is now undertaking a formal consultation exercise in respect of the proposal and the consultation document is attached as Appendix 1. The deadline for responses to the Consultation is the 28th January but, unfortunately, in common with a number of other authorities involved, this Council did not receive the Consultation Paper from the DCLG and did not know of its existence until informed of it by the Wiltshire and Swindon Fire Authority on the 21st January 2015.
- 3.5 The draft scheme and business case submitted to the Secretary of State by the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority largely responds to the issues raised in this Council's initial consultation response, as set out in paragraph 3.2 above.
- 3.6 The business case has addressed the issue of the funding gap. The Consultation Paper identifies two potential ways forward in relation to the precept equalisation issue. So far as the governance aspect is concerned, discussions are ongoing and it has already been agreed by the DCLG that there will be equal representation on the new Combined Fire Authority from each of the current Combined Fire Authority areas – ie 15 from the Wiltshire and Swindon CFA area and 15 from the Current Dorset CFA area. Both current Combined Fire Authorities consider this will give the appropriate weight to the views of the constituent authorities
- 3.7 Accordingly, it is proposed that the Council formally respond to the Department for Communities and Local Government consultation indicating that Swindon Borough Council is supportive of the proposals to establish a combined Fire Authority for Dorset, Wiltshire, and Swindon, which it believes is in the interests of economy, efficiency and effectiveness and public safety of the residents of the

Further information on the subject of this report can be obtained from Stephen Taylor, (01793) 463012, staylor@swindon.gov.uk.

Response to the Consultation on Proposals for a Combined Fire and Rescue Service

Cabinet

Date: 4th February 2015

areas concerned. This response takes into account the support in principle already expressed by the Council for the proposed Combined Authority and the contents of the Department for Communities and Local Government's Consultation Document (Appendix 1).

3.8 It is suggested that, as previously, the Director of Law and Democratic Services, be authorised in consultation with the Leader of the Council and the political group leaders on the Council, to finalise and submit the Council's response.

3.9 The Council is represented on the Wiltshire and Swindon Fire Authority by Councillors Andrew Bennett, Nick Martin, Garry Perkins and Joe Tray.

4. Alternative Options

4.1 The Council could determine not to respond to the consultation.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

5.1 The Financial implications for the Wiltshire and Swindon Fire Authority and for local tax payers were set out in the original consultation document from the Fire Authority and in the scheme and business case submitted to the Secretary of State. The issue of Council Tax equalisation is also highlighted in the consultation document at Appendix 1. The implications for the Council's finances will be dependent on the decision of the Secretary of State on the future of the Dorset and the Wiltshire and Swindon Fire Authorities.

Legal and Human Rights Implications

5.2 Legal and Human Rights implications were taken into account in preparing this report. It is considered that the report's recommendations are compatible with Convention Rights

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

5.3 This report has no other specific implications.

Diversity Impact Assessment

5.4 A Diversity Impact Assessment (DIA) has not been completed at this stage as this report sets out a consultation exercise being undertaken by the Secretary of State on proposals by the Dorset and the Wiltshire and Swindon Fire Authorities.

Risk Management

5.5 There are no specific identified risks.

Further information on the subject of this report can be obtained from Stephen Taylor, (01793) 463012, staylor@swindon.gov.uk.

Response to the Consultation on Proposals for a Combined Fire and Rescue Service

Cabinet

Date: 4th February 2015

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports. The Leader of the Council, and Cllrs Grant and Pajak as political group leaders have also been consulted.

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 Appendix 1 - Department for Communities and Local Government Consultation Document on Locally led Proposals to Create a Combined Fire and Rescue Authority for Dorset and Wiltshire.

9. Key Decision/Decision in Cabinet Work Programme and Forward Plan

- 9.1 This is not a Key Decision and is included in the Cabinet Work Programme and Forward Plan for February 2015.

Dorset Fire Authority



Councillor Rebecca Knox, Weavers House, 5 East Street, Beaminster DT8 3DS

Mr T Williams
Chief Executive
Bournemouth Borough Council
Town Hall
BOURNEMOUTH
BH2 6DY

Your ref:
My ref: RK/PES
Ask For: Mrs Knox
Date: 22 January 2015

Dear Tony

Consultation on Dorset-Wiltshire Fire Combination

As you may already be aware, your local authority is a formal consultee in the Department of Communities and Local Government (DCLG) consultation on the locally-led proposals to create a combined fire and rescue authority for Dorset and Wiltshire. I am writing to inform you that the consultation closes very soon. Responses must be submitted to DCLG by 28 January 2015.

Whilst you may already have this matter in hand, relatively few responses to the consultation have been received by DCLG to date from local authorities. The proposals are very important for the future delivery of fire and rescue services across Dorset and Wiltshire and, if you have not already done so, I would encourage you to provide a formal response to DCLG to make your views known. The consultation document is available on the DCLG website as indicated here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388423/141217_Consultation_on_combining_authorities_REVISIED_2_.pdf

Many thanks for your time.

Yours sincerely

REBECCA KNOX
Chairman of Dorset Fire Authority



Building a Better Bournemouth

**COUNCILLOR JOHN BEESLEY FIH
LEADER OF THE COUNCIL**

Town Hall, Bourne Avenue, Bournemouth, BH2 6DY
john.beesley@bournemouth.gov.uk
Mobile: 07860 391219

26 January 2015

Debbie Gibson-Leigh
National Fire Policy Team
Department for Communities and Local Government
2nd floor NW Quarter, Fry Building
2 Marsham Street
London
SW1P 4DF

Dear Ms. Gibson-Leigh,

I am writing to you in response to your recent consultation, 'Consultation on locally-led proposals to create a combined fire and rescue authority for Dorset and Wiltshire'.

Having responded in September to the Dorset Fire Authority and Wiltshire and Swindon Fire Authority consultation, the Council is in support of a merger of the two authorities into a single Combined Fire Authority.

Bournemouth Borough Council agrees that:

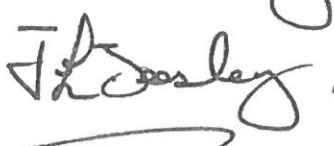
- The proposed revocation of the Dorset Fire Services (Combination Scheme) Order 1996, is in the interests of economy, efficiency and effectiveness and public safety
- The proposed revocation of the Wiltshire and Swindon Fire Services (Combination Scheme) Order 1996, is in the interests of economy, efficiency and effectiveness and public safety
- The proposed merger of Dorset and Wiltshire and Swindon fire authorities is in the interests of economy, efficiency and effectiveness and public safety.

As an organisation, we recognise that this scenario could yield greater potential budgetary savings, increased resilience and greater opportunities to provide new and improved ways of working, three requisites for an efficient organisation which Bournemouth Borough Council has an exemplary track record in achieving.

This scenario also offers greater opportunities for engagement with a wider and more diverse community and stakeholder group, which is certainly in the interests of public safety.

Whilst we support this proposal, the only assurance that we would seek would be a firm commitment by this new authority to have specific and regular discussions on the provision of service in Bournemouth.

I look forward to hearing about the next stage of this process and welcome your response regarding our closer working together.

Yours sincerely,


**Cllr John Beesley FIH
Leader of the Council**

cc: *Rebecca Knox,
Chairman Dorset Fire Authority,
Weavers House, 5 East Street
Beaminster DT8 3DS*

APP B 8/14

Dorset County Council



Unclassified

Chief Executive's Office
County Hall
Colliton Park
DT1 1XJ

Telephone: 01305 224247
Minicom: 01305 267933

We welcome calls via text Relay

Email:
DX: DX 8716 Dorchester
Website: www.dorsetforyou.com

Date: 22 October 2014

Ask for: Sam Fox-Adams

My ref:

Rebecca Knox
Chairman
Dorset Fire Authority
Peverell Avenue West
Poundbury
Dorchester
DT1 3SU

Dear Rebecca

CONSULTATION ON THE FUTURE OF THE DORSET FIRE AUTHORITY

I would like to thank you for giving Dorset County Council the opportunity to comment on the three proposals put forward to reduce the on-going costs of the service.

I am pleased to inform you that Dorset County Council's Cabinet met this morning and the County Council is in support of your preferred option, option 3. I enclose a copy of the report that went to Cabinet for your reference.

If you have any queries, please don't hesitate to contact me.

Yours Sincerely

Sam Fox-Adams
Head Of Policy, Partnerships And Communications

Enc.

Agenda Item:

Cabinet

16

Dorset County Council



Date of Meeting	22 October 2014
<p><u>Cabinet Member</u> Robert Gould – Cabinet Member for Corporate Resources</p> <p><u>Local Member(s)</u> All</p> <p><u>Lead Director</u> Jonathan Mair – Acting Director for Corporate Resources</p>	
Subject of Report	The proposed merger between Dorset Fire Authority and Wiltshire & Swindon Fire Authority
Executive Summary	<p>Dorset Fire Authority has engaged in a public consultation exercise to increase awareness of the budgetary constraints that it faces and has proposed three options for reducing costs:</p> <ul style="list-style-type: none"> • Scenario 1: DFA to stay independent but increase collaboration with Bournemouth Borough Council, Dorset County Council&he Borough of Poole; • Scenario 2: DFA to stay independent but increase collaboration with Wiltshire & Swindon Fire Authority and Bournemouth Borough Council, Dorset County Council&the Borough of Poole; • Scenario 3: DFA to merge with Wiltshire & Swindon Fire Authority to create a single combined authority and increase collaboration with Bournemouth Borough Council, Dorset County Council & the Borough of Poole, Wiltshire Council & Swindon BC. <p>This report outlines the three proposals and any implications they may have for the County Council.</p>

	<p>Scenario 3 would enable a combined annual saving of over £4m to avoid significant cuts to front line services and increase prevention services within the community.</p>
Impact Assessment:	<p>Equalities Impact Assessment:</p> <p>The Fire Authority’s Business Case, which underpins the consultation, includes impact assessments covering environmental, people and community for each scenario.</p>
	<p>Use of Evidence:</p> <p>This report is based upon consultation documents published by Dorset Fire Authority and the Service Level Agreement between the Council the Fire Authority as referred to in the ‘background papers’.</p>
	<p>Budget:</p> <p>The three scenarios will have budgetary implications for the Council. Currently, contracts of around £225k are in place for the provision of support services by the Council to Dorset Fire Authority. Scenario 3 would see the loss of some of these contracts, with the services being undertaken by the new combined fire authority or other bodies. There may also be other opportunities to bid for and run additional services to support the larger combined fire authority. This is also likely to be the case for Scenario 2 but to a lesser extent.</p>
	<p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the County Council’s approved risk management methodology, the level of risk has been identified as: Current Risk: Low Residual Risk: Low</p>
	<p>Other Implications:</p> <p>None.</p>
Recommendation	<p>That the Cabinet consider and agree to support the Dorset Fire Authority’s scenario 3 to merge with Wiltshire & Swindon Fire Authority to create a single combined authority and increase collaboration with Bournemouth BC, DCC, BOP, Wiltshire Council & Swindon BC.</p>
Reason for Recommendation	<p>To support the Dorset Fire Authority in continuing to provide a rapid response to emergency call-outs across Dorset whilst</p>

	simultaneously meeting budgetary constraints and to expand its community safety initiatives for the benefit of Dorset’s communities.
Appendices	None.
Background Papers	Dorset Fire and Rescue Service, ‘Strengthening our fire and rescue service, public consultation’ and ‘A new combined fire authority for Dorset and Wiltshire – draft business case for consultation,’ July 2014.
Officer Contact	Name: Sam Fox-Adams Head of Policy, Partnerships and Communications Tel: 710-4247 Email: s.fox-adams@dorsetcc.gov.uk

1. Background

- 1.1 Dorset Fire Authority (DFA) has made significant cuts in its budget. Since 2005 the Fire Authority has saved over £4m per year and avoided cuts to front line services. However, by 2017/2018 it needs to find further savings of between £2.3m - £3.2m in annual operating costs up to the end of March 2018 to be able to maintain current service levels. This is in the context of a £30m annual budget. The DFA has offered three proposals which would allow it to operate within a reduced budget. The proposals are based around increased collaboration with Local Authorities and/or Wiltshire & Swindon Fire Authority.
- 1.2 Without large scale change, there will be substantial cuts to emergency response arrangements. Fire stations and appliances may need to be significantly downgraded or lost and the DFA will need to considerably reduce the work it does to educate and keep vulnerable people safe.

2. The Fire Authority Proposals

- 2.1 The options proposed by the DFA describe three levels of collaboration/integration:
 - Scenario 1: DFA to stay independent but increase collaboration with BournemouthBC, DCC & the Borough of Poole;
 - Scenario 2: DFA to stay independent but increase collaboration with Wiltshire & Swindon Fire Authority and BournemouthBC, DCC & BOP;
 - Scenario 3: DFA to merge with Wiltshire & Swindon Fire Authority to create a single combined authority and increase collaboration with Bournemouth BC, DCC, BOP, Wiltshire Council & Swindon BC.
- 2.2 Scenario 1: Governance unchanged. Only £0.8m annual savings are identified by collaborating with councils although ‘further savings remain to be explored and identified’. Therefore front-line services will need to reduce resulting in longer response times.

- 2.3 Scenario 2: Governance unchanged. Collaboration with Wiltshire & Swindon Fire Authority would be limited to sharing non-operational teams, corporate costs and 'maximising non-operational fire specialisms'. In this scenario the annual savings are estimated at £0.9m. As in option 1 there would need to be a reduction in front-line services.
- 2.4 Scenario 3: Governance would change as the combined authority would have one committee and one Chief Fire Officer. Support functions would be combined. This is currently Dorset Fire Authority's preferred option. There are precedents elsewhere in the country for merged fire authorities.
- 2.5 By reducing joint spending on management, corporate costs and cutting out the duplication in fire-specific functions the two fire authorities can find over twice the savings than from any other single option available. Estimated annual savings are £4m per year with further savings anticipated.
- 2.6 After exploring a range of options, DFA believe that by combining the fire authorities and working closer with local authorities, the police and other public services the DFA will be a safe, strong and sustainable organisation for partners to work with.
- 2.7 A draft business case has been developed and published to support the consultation process. This has shown that the two fire authorities can best meet their aims by combining into a single body. Under this option emergency response times can be unaffected, significant cuts to front-line services can be avoided and prevention services within the community can be increased.
- 2.8 It is proposed that if scenario 3 is adopted at both Fire Authority meetings in November 2014 then a new shadow authority, covering both Dorset and Wiltshire, would operate from April 2015. In order to achieve the single combined Fire Authority a Combination Order needs to be tabled and approved by the Secretary of State for Communities and Local Government. The new Fire Authority would formally come into existence on 1 April 2016.
- 2.9 As one of the constituent authorities of the existing Dorset Fire Authority the County Council is an important consultee on the preferred option of a combination with Wiltshire. It would be an important signal if it could be reported to the Secretary of State that the County Council supports this change.

3. The implications for DCC

- 3.1 If the preferred scenario (scenario 3) is implemented, there are a number of changes to the working relationship between DFA and DCC that may happen as a result.
- 3.2 Some contracts would cease, for example:-
- DCC currently provides a financial management system to DFA. This support would end in 2016 with the adoption of Wiltshire's financial system. Provision of the existing DCC system (Griffin) would however need to be discontinued within a similar timescale anyway as it is no longer supported,

- DCC currently provides an independent treasurer and statutory accounting functions which would cease under the new arrangements,
 - Accounts payable function.
- 3.3 Some contracts would be at risk but could potentially be provided for the new combined authority, for example:-
- Payroll services, although the service would need to be migrated from the current IT system (MERLIN),
 - Insurance and claims handling
 - Clerk / Democratic Services
 - Fire Pension Administration
 - Treasury Management / Banking
 - Contract management (procurement)
- 3.4 It is therefore likely that around £100k of existing contracts would be ceased and around £125k of contracts would be at risk as a result of the formation of the combined fire authority.
- 3.5 The documents make several references to 'working more closely with local councils'. They include some references to how DFA plans to work more closely with the County Council, mainly around community safety:
- Work with local authorities on broadening community safety (preventative) measures to include health and crime and to give the public a single point of contact. Could reduce the need for each public service provider to interact.
 - Work with local authorities to further develop flood response plans (increased flooding is predicted).
 - Work with local authority health and wellbeing boards to ensure that fire prevention is included under health improvement.

Debbie Ward
Chief Executive
October 2014

ChowP

From: ChowP
Sent: 04 February 2015 15:51
To: ChowP
Subject: Borough of Poole DCLG Consultation Response

POOLE

Dear DCLG,

This is to confirm that Members of the Borough of Poole received a presentation a full presentation on the proposals from the Chief Fire Officer, Darran Gunter, and the lead Member from Dorset County Council.

Members of the Council were satisfied with the process that had been carried out by the two Fire Authorities, including the generation and assessment of options, and the preferred option that was being recommended.

The answer to the three questions in the DCLG consultation document is yes. The reason for this is that the proposals protect the frontline service and give the best chance of putting the service on a sustainable basis.

The Council does not wish to put any impediment in the way of the Fire Authorities and their plans

Yours sincerely,
Andrew Flockhart
Interim Chief Executive
Borough of Poole
t. 01202 633201
e. a.flockhart@poole.gov.uk
<http://boroughofpoole.com>



Department for
Communities and
Local Government

Dorset Fire Authority Wiltshire and Swindon Fire Authority

Consultation on locally –led proposals to create a combined
fire and rescue authority for Dorset and Wiltshire



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December 2014

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1. Summary of proposals

A consultation paper issued by the Department for Communities and Local Government on behalf of the Secretary of State

Topic of this Consultation:	Dorset and Wiltshire and Swindon Fire Authorities have written to the Secretary of State requesting that he makes an order under section 4(4) of the Fire and Rescue Services Act 2004 to revoke the Dorset Fire Authority combination scheme and the Wiltshire and Swindon Fire Authority scheme to allow for the creation of a new combined fire and rescue authority for Dorset and Wiltshire using his powers under section 2(3)(a) of that Act.
Scope of this consultation:¹	This consultation seeks the views of interested parties on the proposed merger of Dorset fire and rescue authority and Wiltshire and Swindon fire and rescue authority
Geographical Scope:	England only.
Impact assessment:	This consultation has no impact on business or the voluntary sector.
Body responsible for the consultation:	This consultation is being run by the National Fire Policy Division within the Department for Communities and Local Government.
Duration:	This consultation will run for six weeks to the 28 January 2015.
Basic Information	
TO:	The consultation is aimed at all parties who would be affected by the revocation of Dorset Fire Authority and Wiltshire and Swindon Fire Authority and in particular, those listed in part 3 of this consultation document
Body responsible for the	Secretary of State, Department for Communities

¹ The Secretary of State may vary or revoke an existing combination scheme under section 4(5) of the Fire and Rescue Services Act 2004, but before doing so he must consult:

- (a) any fire and rescue authority which appears to him likely to be affected,
- (b) any other authority which would, apart from the scheme, be a fire and rescue authority under section 1 and which appears to him likely to be affected,
- (c) any local authority all or part of whose area forms part of the combined area or would, under the scheme as varied, form part of the combined area, and
- (d) any other persons he considers appropriate.

consultation	and Local Government. The consultation will be administered by the National Fire Policy division.
Duration	This consultation will last for 6 weeks opening on Wednesday 17 December 2014 and closing on Wednesday 28 January 2015
Enquiries:	Enquiries should be sent to: mergers@communities.gsi.gov.uk
How to respond:	Responses to this consultation should be submitted to mergers@communities.gsi.gov.uk by 28 January 2015 Electronic responses are preferred. However, you can also write to: Debbie Gibson-Leigh National Fire Policy Team Department for Communities and Local Government 2 nd floor NW Quarter Fry Building 2 Marsham Street London SW1P 4DF Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004).
After the consultation:	Following the consultation, the Secretary of State will decide whether to allow for the creation of a new combined fire and rescue authority for Dorset and Wiltshire.
Agreement with the Consultation Principles:	This consultation has been drafted in accordance with the Consultation Principles.

2. Introduction

Dorset Fire Authority became responsible for the Dorset Fire and Rescue Service on 1 April 1997 following local government re-structuring. The Authority is responsible for the provision of fire and rescue services under the Fire and Rescue Services Act 2004.

Wiltshire and Swindon Fire Authority acts as the overall governing body for the Fire and Rescue Service for the county of Wiltshire. It was established on 1 April 1997 following local government re-structuring.

Dorset Fire Authority and Wiltshire and Swindon Fire Authority have jointly submitted a draft scheme and business case to the Secretary of State requesting that he makes an order under sections 2 and 4 of the Fire and Rescue Services Act 2004 to:

- revoke the Dorset Fire Services (Combination Scheme) Order 1996, and
- revoke the Wiltshire and Swindon Fire Services (Combination Scheme) Order 1996, in order that
- a single fire and rescue authority be created for the combined area of the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority on 1 April 2016.

Dorset Fire Authority and Wiltshire and Swindon Fire Authority presented the Secretary of State with a draft scheme and business case for combination together with a summary of the responses to a consultation with key stakeholders run by the authorities between 24 July and 20 October 2014; these can be found at:

<http://www.dorsetfire.gov.uk/working-with-us/about-us/dorset-fire-authority/dfa-meetings/>

<http://www.wiltsfire.gov.uk/strengtheningourfrs>

The authorities are seeking a voluntary merger on the grounds that:

- It will deliver savings and improve resilience. The authorities estimate they can save £4.5million a year by merging
- It will strengthen local accountability
- It will create a safe, strong and sustainable fire and rescue service for the counties of Dorset and Wiltshire
- The new combined authority will work better with police, ambulance and partners at a local level, with greater resources to offer.

Our Policy

There are many ways that local authorities can work together to save money and improve services, but there is equally no one-size-fits-all model either. This Government does not believe in top-down restructuring. Nor does it agree with the current proposals floated by some to force more mergers. The failed FireControl programme is a prime example of how such restructuring is expensive and distracting. Rather, we will support locally-led partnerships, where there is genuine support from all members of the local community, and the consultation will test this local support.

Dorset Fire Authority and Wiltshire and Swindon Fire Authority presented the Secretary of State with a draft scheme and business case for combination and the Secretary of State is now required by the Fire and Rescue Services act 2004 to consult on the locally led proposed revocation of Dorset and Wiltshire and Swindon Fire and Rescue Authority. Following the consultation, the Secretary of State will first consider the responses that have been submitted. He will then consider whether it is appropriate to make the combination scheme having regard to the statutory test that the voluntary merger of the two existing authorities must be in the interests of economy, efficiency and effectiveness or public safety.

He will also consider, at that stage, whether the issues need to be further examined at an inquiry before he makes a final decision. If the Secretary of State decides that the voluntary merger of the two authorities is in the interests of economy, efficiency and effectiveness or public safety, the Dorset combination scheme and the Wiltshire and Swindon combination scheme will be revoked in order to allow for the voluntary merger of Dorset and Wiltshire fire and rescue authorities.

There is no statutory requirement to consult on the creation of a new combined authority where a scheme is submitted to the Secretary of State by the authorities in question on a voluntary basis, as in this case. However, because the existing schemes would be revoked in order to allow the creation of a new combined authority, DCLG has included questions on the new merger scheme in this consultation so that respondents may comment on it if they wish.

Council Tax equalisation

Fire and rescue authorities have a power to set a precept on the council tax. In 2014-15, Dorset and Wiltshire and Swindon have different levels of council tax (Dorset £66.60 Wiltshire and Swindon £63.62), with Dorset's Band D amount £2.98 (4.7%) higher. The Government annually determines referendum principles, so that any council tax increase above a specified threshold is subject to a binding referendum of local people. An authority is entitled to raise its council tax by any amount if it achieves the consent of the local electorate in a referendum – otherwise, it must set an increase within the threshold level.

If the merger proceeds, Dorset and Wiltshire and Swindon will at some point need to equalise council tax over the area covered by the new authority. There are options that could be considered to achieve this including:

- a. The newly merged authority could hold a referendum, and could increase council tax in Wiltshire and Swindon to the level of Dorset's council tax if local electors in Wiltshire and Swindon agreed;
- b. The authorities could equalise council tax over a period of up to five years without holding a referendum – to achieve this, the amount of council tax paid by taxpayers in Dorset could stay at the same level, or increase at a lower rate than in Wiltshire and Swindon within the referendum thresholds until the two levels became equal;

It would be open to Dorset and Wiltshire and Swindon to make submissions to Ministers in relation to council tax levels in 2016-17 following the General Election in May 2015. Decisions on referendum principles would be subject to the approval of the House of Commons.

3. Who are we consulting?

In accordance with section 4(5) of the Fire and Rescue Services Act 2004, the Secretary of State will consult the following:

- Dorset Fire Authority
- Wiltshire and Swindon Fire Authority
- Dorset County Council
- Wiltshire County Council
- Bournemouth Borough Council
- Borough of Poole
- Swindon Borough Council
- Salisbury City Council
- District Councils in the area
- Dorset Police and Crime Commissioner
- Wiltshire Police and Crime Commissioner
- South Western Ambulance Service
- The Chief Fire Officers Association
- The Fire Brigades Union
- The Retained Fire Fighters Union
- Local MPs

This consultation will be available on the GOV.UK website.

4. Consultation Questions

We would welcome any thoughts you have on the possible implications of the revocation of Dorset fire authority and Wiltshire and Swindon fire authority.

In doing so, you will want to give consideration to whether the proposed revocations of Dorset fire authority and Wiltshire and Swindon fire authority are in the interests of:

- Economy;
- Efficiency and effectiveness
- and Public Safety

Your views are invited on the following questions:

Questions:
1. Do you agree that the proposed revocation of the Dorset Fire Services (Combination Scheme) Order 1996, is in the interests of <ul style="list-style-type: none">• Economy;• Efficiency and effectiveness• and Public Safety <p>Please provide your reasons for either agreeing or disagreeing with the proposed revocation of the Dorset Fire Services (Combination Scheme) Order 1996</p>
2. Do you agree that the proposed revocation of the Wiltshire and Swindon Fire Services (Combination Scheme) Order 1996, is in the interests of <ul style="list-style-type: none">• Economy;• Efficiency and effectiveness• and Public Safety <p>Please provide your reasons for either agreeing or disagreeing with the proposed revocation of the Wiltshire and Swindon Fire Services (Combination Scheme) Order 1996</p>
3. Do you agree that the proposed merger of Dorset and Wiltshire and Swindon fire authorities is in the interests of: <ul style="list-style-type: none">• Economy;• Efficiency and effectiveness• and Public Safety <p>Please provide your reasons for either supporting or opposing the merger proposal</p>

5. Timetable

The merger proposals have already been the subject of a thirteen week consultation undertaken by Dorset and Wiltshire, including with all of the bodies listed in section 3 above. The Secretary of State is of the view that a 6 week consultation would be an appropriate timeframe in this instance.

Your response must be received by 28 January 2015

12 December	Combination order application received from Dorset and Wiltshire and Swindon fire authorities
17 December 2014	Publish consultation document
28 January 2015	Consultation closes
28-30 January 2015	Analyse responses
30 January 2015	Consultation results put to Ministers to consider whether an inquiry needs to be held
1. If the Secretary of State deems it necessary to hold a public inquiry, this will impact on the timetable for combination of the Dorset and Wiltshire and Swindon fire authorities. 2. If the Secretary of State agrees that a merger of Dorset and Wiltshire and Swindon is in the interests of economy, efficiency and effectiveness and public safety the following timetable will proceed:	
2 February 2015	Combination Order is finalised and agreed by DCLG and Dorset and Wiltshire and Swindon fire authorities
2-5 February 2015	Combination Order is made
6 February 2015	Combination Order is laid
21 days later	Order comes into force (before 40 day praying against period ends)
1 April 2016	Combination Order comes into effect

6. How to respond

Your response can be sent by email to mergers@communities.gsi.gov.uk

or in writing to:

Debbie Gibson-Leigh
National Fire Policy Team
Department for Communities and Local Government
2nd floor NW Quarter
Fry Building 2 Marsham Street
London SW1P 4DF

Please title your response 'Response to consultation on proposal to merge Dorset fire authority and Wiltshire fire authority'

7. What happens next?

All the evidence and information submitted will be considered and will help inform the Secretary of State in his consideration of the proposal and whether Dorset and Wiltshire and Swindon fire authorities' request is in the best interests of the two services and the communities they serve.

We aim to publish the outcome of the consultation within 3 months of the close of the exercise.

8. Confidentiality and data protection

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004)..

If you want the information that you provide to be treated as confidential, please be aware that, under the Freedom of Information Act 2000, there is a statutory code of practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, in itself, be regarded as binding on the Department.

The Department will process your personal data in accordance with the Data Protection Act 1998 and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. Individual responses will not be acknowledged unless specifically requested.

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Wiltshire Council's Response to DCLG

Thank you for the opportunity to respond to the proposal to merge Dorset and Wiltshire and Swindon fire authorities.

Wiltshire Council debated the proposal at its Council meeting in October. Our response is based on the debate.

Wiltshire Council understands the financial challenges that the Wiltshire and Swindon Fire Authority faces and appreciates the work that has been done to spell out the options for the future as set out in the consultation document and the business case.

By way of a summation of the debate, the council continues to have concerns about the gap in funding, uncertainty around the equalisation of precepts and the governance arrangements which could disadvantage Wiltshire. The council continues to seek assurance in these matters before it is in a position to provide a view on either the revocation of the existing Wiltshire and Swindon Fire Authority or the proposed merger.

The full span of savings to meet the shortfall would need to be identified should there be a combined fire authority. At this point in time, it is not clear that these have been wholly identified or worked through.

Wiltshire Council has already identified positive scope to make savings from both greater sharing of back office functions such as finance and depot / workshop space and facilities. However, the exact balance of how these savings would fall between the fire authority and the council would need to be identified through more detailed work. Wiltshire Council believes these opportunities should be progressed regardless of the outcome of the consultation as both the fire authority and the council would benefit. However, it is noted that not all of the savings could be possible under a combined fire authority.

The size of any funding gap for a combined fire authority would be dependent on precept levels. With a 1.99% increase on top of equalisation there would be a smaller shortfall, but with no increase in precept other than equalisation it would leave a £1.6 million shortfall.

The shortfall in precept is within Swindon & Wiltshire Fire Authority. Any merger proposals will have to address equalisation and if the increase in precept is over 2% under current legislation a referenda would have to be held. If this occurred this additional cost would need to be addressed in either any transitional arrangements between the two fire authorities or by way of the order. Wiltshire Council considered that it would be inappropriate that it funds any such referenda.

We note that at this stage it is unclear if the fire authorities will make a submission to ministers to agree an Alternative Notional Amount – or if one will be granted. The council notes however that failure to secure such an agreement would reduce the level of funds available to a combined fire authority by around £1m, thus increasing the size of the gap. Should the combined Fire Authority be established we would not want to be disadvantaged in our ability to raise council tax in future years through any incremental increases agreed by this new authority.

It is unclear how a combined fire authority will make decisions on future savings and service delivery. Should membership of a combined fire authority be based on population, then at present

this will give a majority of 2 members for Dorset county. There continues to be uncertainty around how this might affect local decisions although we welcome Dorset Fire Authority's approval in principle to ensuring equal membership between the 2 fire authorities.

As set out in their business case, we hope that you would encourage a new combined fire authority to continue to work closely with Wiltshire Council to develop its proposals on how it might integrate the provision of its services with public service providers more generally. By way of some background Wiltshire Council is currently working with a range of statutory and VCS partners in the development of our campus programme across the county. This includes both police and health who are looking to rationalise their estate across the county and the South Western Ambulance Service which is currently looking at ambulance basing options across Wiltshire. These partners have recognised the enormous benefits that a community campus can offer to local people and how it allows the consolidation of often expensive and outdated premises.

We are particularly keen for your support in encouraging the Fire Authority to progress their proposal to invest circa £5.5m in the development of a Safety Centre Campus in the south of the county. A new fit for purpose community campus is currently being built in Salisbury, which would provide the right location and opportunity to incorporate a Safety Centre. In light of the financial challenges facing public sector services the possibility of consolidation and improving the offer to local people has to be a more sustainable and cost effective approach.

Irrespective of the outcome of the Secretary of State's decision on the potential merger between Dorset and Swindon and Wiltshire Fire Authorities, Wiltshire Council welcomes closer cooperation to continue to reduce costs in both organisations for the benefit of Wiltshire's residents and would welcome the opportunity to progress these discussions.