

**Democratic Services**

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**Your ref:**

**Our ref:** CRS  
**Date:** 3 July 2012  
**E-mail:** Democratic\_Services@bathnes.gov.uk

**To: All Members of the Cabinet**

Councillor Paul Crossley	Leader of the Council
Councillor Nathan Hartley	Deputy Leader of the Council and Cabinet Member for Early Years, Children and Youth
Councillor David Bellotti	Cabinet Member for Community Resources
Councillor Simon Allen	Cabinet Member for Wellbeing
Councillor Tim Ball	Cabinet Member for Homes and Planning
Councillor Cherry Beath	Cabinet Member for Sustainable Development
Councillor David Dixon	Cabinet Member for Neighbourhoods
Councillor Roger Symonds	Cabinet Member for Transport

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Cabinet: Wednesday, 11th July, 2012**

You are invited to attend a meeting of the **Cabinet**, to be held on **Wednesday, 11th July, 2012** at **6.30 pm** in the **Radstock Methodist Church, Fortescue Road, Radstock**.

The agenda is set out overleaf.

Yours sincerely

Col Spring  
for Chief Executive

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The decisions taken at this meeting of the Cabinet are subject to the Council's call-in procedures. Within 5 clear working days of publication of decisions, at least 10 Councillors may signify in writing to the Chief Executive their wish for a decision to be called-in for review. If a decision is not called-in, it will be implemented after the expiry of the 5 clear working day period.

**If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.**

This Agenda and all accompanying reports are printed on recycled paper

## NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Col Spring who is available by telephoning Bath 01225 394942 or by calling at the Riverside Offices Keynsham (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays, notice must normally be received in Democratic Services by 4.30pm the previous Friday but Bank Holidays will cause this to be brought forward).

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must normally be received in Democratic Services by 4.30pm the previous Friday but Bank Holidays will cause this to be brought forward). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Col Spring as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Col Spring as above.

Appendices to reports are available for inspection as follows:-

**Public Access points** - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

**For Councillors and Officers** papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

- 7. Officer Support to the Cabinet**  
Cabinet meetings will be supported by the Director's Group.
- 8. Recorded votes**  
A recorded vote will be taken on each item.

**Cabinet - Wednesday, 11th July, 2012**

**in the Radstock Methodist Church, Fortescue Road, Radstock**

**A G E N D A**

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

*The Chair will draw attention to the emergency evacuation procedure as set out under Note 6*

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

*To receive any declarations from Members/Officers of personal or prejudicial interests in respect of matters for consideration at this meeting. Members who have an interest to declare are asked to:*

- a) State the Item Number in which they have the interest;*
- b) The nature of the interest;*
- c) Whether the interest is personal, or personal and prejudicial.*

*Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.*

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

6. QUESTIONS FROM PUBLIC AND COUNCILLORS

*At the time of publication, no items had been submitted*

7. STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

*At the time of publication, no items had been notified*

8. MINUTES OF PREVIOUS CABINET MEETING (Pages 7 - 18)

*To be confirmed as a correct record and signed by the Chair*

9. CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

*This is a standard agenda item, to cover any reports originally placed on the Weekly list for single Member decision making, which have subsequently been the subject of a Cabinet Member requisition to the full Cabinet, under the Council's procedural rules*

10. CONSIDERATION OF MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES (Pages 19 - 20)

*This is a standing agenda item (Constitution rule 21, part 4D – Executive Procedure Rules) for matters referred by Policy Development and Scrutiny bodies. The Chair of the relevant PDS body will have the right to attend and at the discretion of the Leader to speak to the item, but not vote.*

*The Housing and Major Projects Panel has referred a matter to Cabinet relating to*

*Somer Housing. Councillor Eleanor Jackson, Chair of the Panel, will introduce the issue.*

11. SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING

*There were none.*

12. REDEVELOPMENT OF SOMERDALE (Pages 21 - 28)

*Kraft have appointed Taylor Wimpey as preferred developer for the Somerdale site who, under the terms of their mutual contract, are required to submit a planning application by 30th November 2012. The Council's adopted Local Plan and draft Core Strategy set out the current and draft planning policies for the redevelopment of the Somerdale site. The Cabinet wishes to highlight the existing and proposed policy planning policies and to confirm its corporate intentions for the site in the event that planning permission is granted in due course.*

13. SHORT BREAK FOR DISABLED CHILDREN REBURBISHMENT OF LANSDOWN BUILDING AT WELLSWAY SCHOOL (Pages 29 - 32)

*The council received a capital grant through the Aiming High for Disabled Children programme in 2011 from the Department of Education to provide fully accessible targeted holiday provision in community settings for disabled children and their families. A consultation with families of disabled children identified a need for a targeted holiday provision for Disabled Children to be run in Keynsham. The Lansdown building at Wellsway School in Keynsham was identified as the best venue to suit all needs. This report is requesting cabinet approval to move to the procurement stage of commissioning process for this capital expenditure.*

14. CONSIDERATION OF THE CONSULTATION AND OPTIONS FOR THE FUTURE USE VICTORIA HALL, RADSTOCK (Pages 33 - 48)

*This report provides initial findings from the community consultation exercise undertaken in respect of Victoria Hall, Radstock and considers opportunities and possible options to take forward for the future use of the building.*

15. COUNCIL TAX SUPPORT - CONSULTATION ON PROPOSED CHANGES (Pages 49 - 58)

*This report sets out a number of options which need to be considered in relation to the Council's preferred Council Tax Support scheme to replace Council Tax Benefits with effect from April 2013. It also describes options for adopting new discretionary powers for setting discounts and exemptions to Council Tax against a range of changes proposed by new technical reforms to council tax which also come in to effect from April 2013.*

16. COUNCIL TAX DISCOUNTS - CONSULTATION ON PROPOSED CHANGES (Pages 59 - 68)

*This report describes options for adopting new discretionary powers for setting discounts and exemptions to Council Tax against a range of changes proposed by Government for local decision and which come in to effect from April 2013. It will enable an in principle decision by Cabinet to enable further detailed research and*

*adoption of the policies as part of setting the Council Tax base by Council in November 2012.*

17. EXPANSION OF EARLY YEARS ENTITLEMENT OFFER FOR TWO YEAR OLD CHILDREN (Pages 69 - 84)

*From 1st September 2013 there will be a mandatory Early Years Entitlement for a cohort of eligible 2 year old children as defined by guidance and criteria provided by the Department for Education. Cabinet will be asked to consider the council's future responsibilities.*

18. CHILDREN'S SERVICES CAPITAL PROGRAMME PRIORITIES 2012-2014 (Pages 85 - 92)

*To brief the Cabinet on capital funding levels and agree priority projects for inclusion in the 2012/13 Children's Services capital programme*

19. BATH TRANSPORTATION PACKAGE MAIN SCHEME - APPROVAL OF PROVISIONAL BUDGET (Pages 93 - 100)

*The full approval of the Bath Transportation Package by the Department for Transport is anticipated in late summer 2012. Cabinet approval of the budget for the BTP main scheme, within the threshold of the 14th July 2011 Full Council decision, and within the Full Council provisional budget which was set in February 2012 is therefore sought subject to DfT approval.*

20. MOD CONCEPT STATEMENTS (Pages 101 - 116)

*The draft Concept Statements set out the Council's planning framework for the redevelopment of the MoD Sites in Bath at Foxhill, Warminster Road and Ensleigh. They are an early stage in the preparation of the Council's Placemaking Plan. This report highlights the key issues arising from the public consultation undertaken on the draft Concept Statements during April and May 2012 and recommends an appropriate course of action.*

21. HOME HEALTH AND SAFETY POLICY 2012 (Pages 117 - 156)

*The Council is required to adopt and publish a housing renewal policy, referred to as The Home Health and Safety Policy in this report. This policy sets out how Housing Services will provide assistance, including financial assistance, to help low-income, elderly, disabled and other vulnerable residents to undertake essential repairs and adaptations to their homes. The policy supports the aims of the Housing and Wellbeing Strategy 2012 – 2015, particularly around improving health and wellbeing and reducing inequalities within our communities. The existing policy, agreed by Cabinet on the 13th July 2011, has been reviewed. This report proposes some enhancements to the policy.*

22. DEVELOPMENT OF JOINT WORKING ARRANGEMENTS WITH NHS BEYOND APRIL 2013 (Pages 157 - 160)

*To update the cabinet on the development of joint working arrangements with the NHS from April 2013, when some key elements of the Health and Social Care Act 2012 come into effect.*

23. REVENUE & CAPITAL OUTTURN 2011/12 (Pages 161 - 212)

*The report presents the provisional revenue and capital outturn for 2011/12, highlighting an underspend of £253,000 or 0.1% of the Council's gross revenue budget, a significant achievement in the current financial climate and in a year in which £11m of savings were delivered by the Council. It refers to requests to carry forward specific revenue budget items to 2012/13, transfers to earmarked reserves and to write-off revenue overspends where recovery in future years would have an adverse impact on continuing service delivery. It also refers to requests to re-phase specific capital budget items to 2012/13 and to write off net capital underspends.*

24. TREASURY MANAGEMENT OUTTURN REPORT 2011/12 (Pages 213 - 226)

*In February 2012 the Council adopted the 2011 edition of the CIPFA Treasury Management in the Public Services: Code of Practice, which requires the Council to approve a Treasury Management Strategy before the start of each financial year, and to receive a mid year report and an annual report after the end of each financial year. This report gives details of performance against the Council's Treasury Management Strategy and Annual Investment Plan for 2011/12.*

These minutes are draft until confirmed as a correct record at the next meeting.

**BATH AND NORTH EAST SOMERSET**

**CABINET**

Wednesday, 13th June, 2012

**Present:**

Councillor Paul Crossley	Leader of the Council
Councillor Nathan Hartley	Deputy Leader of the Council and Cabinet Member for Early Years, Children and Youth
Councillor David Bellotti	Cabinet Member for Community Resources
Councillor Simon Allen	Cabinet Member for Wellbeing
Councillor Tim Ball	Cabinet Member for Homes and Planning
Councillor Cherry Beath	Cabinet Member for Sustainable Development
Councillor David Dixon	Cabinet Member for Neighbourhoods
Councillor Roger Symonds	Cabinet Member for Transport

**1 WELCOME AND INTRODUCTIONS**

The Chair was taken by Councillor Paul Crossley, Leader of the Council.  
The Chair welcomed everyone to the meeting.

**2 EMERGENCY EVACUATION PROCEDURE**

The Chair drew attention to the evacuation procedure as set out in the Agenda.

**3 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**4 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972**

There were none.

**5 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There was none.

**6 QUESTIONS FROM PUBLIC AND COUNCILLORS**

There were 4 questions from the following people: Councillors John Bull, Brian Webber, Tim Warren, Patrick Anketell-Jones.

*[Copies of the questions and response, including supplementary questions and responses if any, have been placed on the Minute book as Appendix 1 and are available on the Council's website.]*

## **7 STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS**

Judith Chubb-Whittle (Chair, Stanton Drew Parish Council) in a statement [*a copy of which is attached to the Minutes as Appendix 2 and on the Council's website*] argued that there were a number of unanswered questions and that the selection process for possible sites had been deeply flawed.

Clarke Osborne (Stanton Wick Action Group) in a statement [*a copy of which is attached to the Minutes as Appendix 3 and on the Council's website*] urged the Cabinet to find a lasting solution which would not bring harm to local communities.

Rosemary Collard (Snapdragons Nurseries Ltd) made a statement [*a copy of which is attached to the Minutes as Appendix 4 and on the Council's website*] in which she asked the Cabinet to reconsider the inclusion of the Ellsbridge House site which she explained was unsuitable for a number of reasons.

All the other registered speakers opted to make their statements at the relevant agenda item.

## **8 MINUTES OF PREVIOUS CABINET MEETING**

On a motion from Councillor Paul Crossley, seconded by Councillor Nathan Hartley, it was

**RESOLVED** that the minutes of the meeting held on Wednesday 9<sup>th</sup> May 2012 be confirmed as a correct record and signed by the Chair.

## **9 CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET**

There were none.

## **10 CONSIDERATION OF MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES**

Councillor Malcolm Hanney, a member of the Planning, Transport and Environment PDS Panel, introduced the Panel's recommendations which had been distributed with the Agenda pack.

Councillor Tim Ball responded by thanking all those who had attended to make their point about the issue. He thanked the Panel for their consideration and for the recommendations they had made. He assured the Panel that their comments would be taken fully into consideration at the September Cabinet, when the issue was scheduled for further debate.

## **11 SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING**

There were none

## **12 ROSSITER ROAD SCHEME DESIGN**



Richard Wales (Chair, Rossiter Road Sub-Committee, The Widcombe Association) in a statement [*a copy of which is attached to the Minutes as Appendix 5 and on the Council's website*] supported the proposals unreservedly. He also supported the replacement of the traffic signals by a mini roundabout.

Donald Thomas (Greenway Residents Association) in a statement [*a copy of which is attached to the Minutes as Appendix 6 and on the Council's website*] broadly supported the scheme but asked for some changes to be made which he said would not prejudice Widcombe Parade but would minimise the impact on Lyncombe Hill and Greenway Lane.

Councillor Charles Gerrish in an *ad hoc* statement supported the proposals in principle but expressed some concerns, especially over the contention that there would be “only 10%” increase in traffic. He asked whether the issues relating to the HGV ban and traffic changes on Dorchester Street had been fully considered.

Darth Jarrett (Chair of the Bath Taxi Drivers association), in an *ad hoc* statement, said that he could foresee problems around Widcombe if stopping places were blocked by members of the public and the taxi driver had no way of getting back to the spot.

Councillor Roger Symonds responded to Councillor Gerrish’s comments by confirming that the Cabinet had considered the possibility of increased extra traffic flows in coming to its preferred scheme. He also assured Councillor Gerrish that the HGV aspects of the scheme were an 18-month trial, and would be evaluated after that period. He thanked the steering group for their hard work in preparing the proposals.

Councillor Symonds responded to the reservations about Greenway Lane by saying that the primary aim of the proposals had been to improve the Widcombe Parade environment; and it was not the Cabinet’s intentions to create a rat run in the Greenway Lane area. He promised to look again at this aspect of the detailed scheme.

He said that the proposal he was making to Cabinet was different from the printed recommendations in that he was moving the first option in paragraph 2.3; and he was adding a clause which would ask the steering group to reconvene to see the project forward.

Councillor Paul Crossley seconded the proposal. He was delighted to see the issues tackled at last. He felt that the proposals would improve traffic flows around Widcombe Parade and the whole surrounding area.

Councillor David Bellotti said he was hopeful that a scheme would be implemented which would benefit the area including local businesses. He reminded the Cabinet that they had inherited the problems but had limited funds with which to resolve them. He thanked the Widcombe Association for the 5 key points they had contributed to the debate and observed that Cabinet had adopted all 5 of them. He felt that the problem of rat runs would be reduced by the traffic calming measures being proposed. He emphasised that by working closely with local residents, the Cabinet had come up with a scheme which would remove 80% of the traffic from Widcombe Parade.

On a motion from Councillor Roger Symonds, seconded by Councillor Paul Crossley, it was

**RESOLVED** (unanimously)

(1) To AGREE that The Rossiter Road Scheme is progressed in line with the Steering Group's recommendations namely that:

(i) A 4 vehicle "drop off" layby is provided in Rossiter Road to provide improved access to Bath Spa Railway Station;

(ii) Cars and light traffic travelling east should be allowed to access Lyncombe Hill direct from Rossiter Road by a revised junction arrangement;

(iii) The mature tree behind Claverton Buildings could be retained by redesigning the approach to the new signal controlled junction at the western end of Widcombe Parade (subject to detailed design);

(2) To NOTE that the above resolution accords with the recommendations from the report on public consultation attached as Appendix 1 to the report;

(3) To AGREE that the proposed traffic signals at the White Hart junction be replaced with mini roundabouts, and note that the risk of increased congestion is mitigated by works that would facilitate the installation of traffic signals at a late date should they prove to be necessary.

(4) To ASK the Steering Group to reconvene in order that it can be involved in further progress of the scheme.

### 13 VICTORIA BRIDGE

Councillor Patrick Anketell-Jones in an *ad hoc* statement welcomed the indication that option 1 (to rebuild the bridge) was preferred. He asked what the likely contributions might be from external funding.

Councillor Roger Symonds replied that there would be some external funding, which might pay for the ramp. He introduced the report by explaining that there had been 9 options (listed in paragraph 5.4), which had been narrowed down to 4 for the purposes of the report, and of which option 1 was his preferred option. He congratulated officers that the bridge had now been reopened after the emergency repairs, and said that the proposals he would make would ensure the long term future of the bridge. Completion of the rebuild, if agreed by Cabinet, was anticipated in April 2014. He moved an amended motion to the effect that option 1 would be adopted.

Councillor Cherry Beath said she was very happy to second the proposals. She felt that Cabinet was addressing a difficult issue for the city. The bridge was a beautiful landmark but also was an essential route for pedestrians and cyclists.

Councillor Roger Symonds summed up by saying that some extra funding had been introduced to ensure accessible access from the towpath onto the bridge.

On a motion from Councillor Roger Symonds, seconded by Councillor Cherry Beath, it was

**RESOLVED** (unanimously)

(1) To APPROVE the project funds to progress the project in the capital programme, with funding as outlined in the report;

(2) To AGREE that option one best meets the requirements of the brief for a permanent re-opening of the Bridge; and

(3) To APPROVE the Project Programme as set out in the report.

## 14 LONDON ROAD REGENERATION

Lawrence Buabeng (Chair, Snow Hill Skills and Enterprise Initiative) in a statement [a copy of which is attached to the Minutes as Appendix 7 and on the Council's website] appealed to the Cabinet to focus on enhancing skills and fitness projects in Snow Hill as well as dealing with the built environment in London Road.

Murray Jones (Chair of the community arm of the Council's London Road Regeneration Project) in a statement observed that of the 12 members of the gateway group, 3 were from Snow Hill so he felt there had been very diverse representation from local communities. He acknowledged that funds would be limited to achieve what everyone had been hoping for. His group had been working with the Council and was pleased that progress was being made.

Councillor Lisa Brett in a statement said she felt the proposals would help to create new jobs and opportunities for local people. The top 3 concerns of people in the area were traffic, parking and the built environment and the proposals would make a huge contribution to these concerns.

Councillor Tim Warren made an *ad hoc* statement in which he emphasised the importance of regenerating this gateway into the city. He reminded Cabinet however that the problem of pollution on the London Road would remain to be dealt with.

Councillor Cherry Beath in proposing the item thanked the speakers for their contributions. She replied to Lawrence Buabeng by saying that she was aware of his tireless work to improve the skills and opportunities for people in Snow Hill. She said that the proposals being considered by Cabinet would only be a first step and that in this instance it was the built environment that was being tackled. Improving skills would be for a subsequent initiative. She offered to meet with Lawrence to discuss these issues.

Councillor Beath reminded Councillor Tim Warren that the Cabinet had been in power for only a year, but had at last made progress on some of the longstanding issues for the London Road area. She emphasised that the objectives had been defined by public consultation; they were to arrest the decline of the area by giving attention to the street facades and to traffic flow. She moved proposals which were slightly amended from the published report.

Councillor David Dixon seconded the proposal. He welcomed the much needed investment and observed that 3 of the worst buildings were in fact owned by the Council, two of which had been brought back into use already. He emphasised that the London Road was a gateway to the city and was the first impression gained by many visitors. He hoped that the proposals would be one step in encouraging the local community.

Councillor Roger Symonds agreed. He emphasised that the proposals were not aimed at improving the transport problems, but said that Cabinet was actively considering the options for addressing this. He gave credit to his predecessor, Councillor Charles Gerrish, for addressing the HGV issues.

Councillor Tim Ball said that the dilapidated buildings had been depressing but he was delighted that they would now be dealt with.

On a motion from Councillor Cherry Beath, seconded by Councillor David Dixon, it was

**RESOLVED** (unanimously)

(1) To APPROVE the project framework and the Governance structure; and

(2) To AUTHORISE the Strategic Director of Place in consultation with the Cabinet Member for Sustainable Development to approve individual allocations of the budget.

## 15 SALTORD STATION BUSINESS CASE

Duncan Hounsell (Saltford Station Campaign) in a statement thanked the Cabinet for listening to the people of Saltford. He mentioned the work done by Peter Dawson (Group Manager, Planning Policy & Transport) in getting to this point. He presented a petition to Cabinet supporting the re-opening of Saltford Station.

The Chair referred the petition to Councillor Roger Symonds for his consideration and response in due course.

David Redgewell (South West Transport Network) made a statement in which he emphasised the importance of working with other west of England authorities and the urgency of pressing the case for the station while the opportunity still remained.

Councillor Francine Haeberling in an *ad hoc* statement said she was delighted that a business case was being prepared. Her ward residents were in favour of re-opening the station but had some questions. There were concerns about the possible increase of traffic on the Bath Road, and of parking problems because the station car park might not be large enough. There were also concerns about the difficult turning and accident black spot at the bottom of the hill.

Councillor Eleanor Jackson was delighted to see the progress being made, but reminded Cabinet that the Radstock/Frome railway line also needed to be re-opened urgently. She asked Cabinet to include this in its forward planning.

Councillor Roger Symonds thanked the 2000 petitioners, which he said proved that people do want railways. He thanked the campaign group for their work. He responded to Councillor Haeberling by saying that the 3 problems she mentioned would only be problems on the way to success. He agreed with David Redgewell that the opportunity to raise the issue while the new franchise was being negotiated must not be missed. He reminded David that Saltford was now on the west of England agenda. To Councillor Eleanor Jackson, he responded that the Saltford opportunity must be taken immediately, but the Radstock/Frome line must be for future consideration. He moved the recommendations.

Councillor Paul Crossley seconded the proposal. He welcomed the collaboration between the local community, Parish Council and Unitary authority on this issue.

On a motion from Councillor Roger Symonds, seconded by Councillor Paul Crossley, it was

**RESOLVED** (unanimously)

(1) To AGREE a budget of £100,000 to undertake a High Level Option Assessment as set out in the report, to be funded from the Council's Revenue Budget Contingency; and

(2) To AGREE that any further requests for funding will be considered following completion and consideration of this Assessment.

## 16 VARIOUS ROADS, BATH 2011, TRAFFIC REGULATION ORDER

Councillor Tim Warren in an *ad hoc* statement commended the report and said that the consultation had been excellent.

Councillor Roger Symonds in proposing the item said that he had been determined to make progress on these orders, and thanked Chris Major (Head of Parking Services) for dealing with the large number of proposals.

Councillor Symonds observed that the recommendation was that some of the proposals would be modified and some withdrawn. He was asking Cabinet to agree the list as published, with the exception that the West Avenue/South Avenue Triangle scheme be “withdrawn” so that issues raised in the last few days could be considered and new proposals could be brought to him as a Single Member Cabinet decision in due course.

Councillor Paul Crossley seconded the proposal on the basis of Councillor Symonds’ assurances that the Triangle proposals would only be paused, and not lost.

Councillor Tim Ball observed that the proposals were further evidence that the Cabinet was listening to local people, even when late objections were received. He too felt that this must only be a pause.

On a motion from Councillor Roger Symonds, seconded by Councillor Paul Crossley, it was

**RESOLVED** (unanimously)

(1) To AGREE that the proposals are implemented, modified or withdrawn as below:

(i) Prohibit and restrict parking in lengths of road in Bath.

Ayr Street / Stuart Place: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junction.

Bedford Street: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the turning head.

Beechen Cliff Road: That the proposals are modified to reflect the feedback from the public consultation by removing the proposal to implement Double Yellow Lines on the south side of the road. The Double Yellow Lines proposed for the northern side of the road are implemented as advertised.

Bradford Road / Greendown Place: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junction and increase availability of parking by reducing the Single Yellow Line restriction in this location to Monday to Friday rather than the existing Monday to Saturday.

Bruton Avenue: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junctions.

Caledonian Road: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junction.

Claremont Buildings: That the proposals are implemented as advertised as no objections were received. The changes will improve traffic movement by protecting the turning head.

Church Street: That the proposals are implemented as advertised as no objections were received to increase road safety and traffic flow.

Englishcombe Lane / Sabin Close: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junction and improve traffic safety in Englishcombe Lane.

Fairfield Park Road: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety.

Frankly buildings / Tynning Lane / Snow Hill: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junctions and improve traffic flow and safety on Tynning Lane.

Gloucester Road / Bailbrook Lane: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junction.

Gloucester Road / Alice Park: That the proposals are withdrawn and not implemented at this time due to public objections to the proposals. The support from some residents in the area is also acknowledged and location will be reassessed and a revised proposal will be advertised in due course.

Grosvenor Place: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junction.

Hayesfield Park: That the proposals are implemented as advertised. Objections were received to the proposal due to the loss of parking spaces but it is considered that the restrictions are necessary to ensure access and improve safety.

Junction Road: That the proposals are modified so that the Double Yellow Lines are implemented from the junction of Shaftsbury Road for a distance of 5 metres in a north easterly direction to protect the junction visibility and then reduce the proposal so that the Double Yellow Lines recommence at a point 27 metres from the junction for a 14.5 metres travelling in a north easterly direction to protect the entrance and garages rather than as a continuous restriction. This provides the best compromise between safety, access and allowing parking in the area.

Lower Bristol Road: That the proposals are implemented as advertised as no objections were received.

Monksdale Road: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety and traffic flow by extending the existing Double Yellow Line restriction.

Newbridge Hill: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety and traffic flow by extending the existing Double Yellow Line restriction.

Ragland Street / Ragland Lane: That the proposals are modified to reflect the feedback from the public consultation so the restrictions are implemented on the adopted length of Ragland Street from its junction with Ragland Lane for a distance of 6.5 metres in a northerly direction on the eastern side and from its junction with Ragland Lane for a distance of 4.5 metres in a northerly direction on the western side of the road. On Ragland Lane south side from a point 110 metres east of its junction with Solsbury Way for a distance of 3.8 metres in an easterly direction. The modified restrictions give improved visibility at the junction of Ragland Street to improve road safety whilst recognising the pressures of parking in the area.

Shaws Way / Newton Road: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junction by extending the existing Double Yellow Line restriction and installing additional Double Yellow Line restrictions on the opposite side of the junction.

St Michaels Road / St Johns Road: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junction and the entrance to the cemetery.

Third Avenue / King Edward Road: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety at the junction by converting the existing Single Yellow Line Restriction to a Double Yellow Line restriction on to the northern side of the junction and installing an additional Double Yellow Line restriction on the southern side of the junction.

Lane Behind Crescent Gardens: That the proposals are withdrawn and not implemented at this time due to public objections to the proposals. The area will be monitored and reassess in the future.

Lower Bristol Road / Wood Street: That the proposals are implemented as advertised as no objections were received. The changes will improve road safety by converting the existing Single Yellow Line restriction to a Double Yellow Line.

West Avenue / South Avenue / Triangle: That the proposals be withdrawn so that further late information could be considered and so that a Single Member Cabinet decision can be made as soon as possible in response to all the relevant consultation responses.

Warminster Road: That the proposals are implemented as advertised as no objections were received to the specific Double Yellow Lines within the proposal which protect accesses to properties and garages. .

(ii) Limit waiting in lengths of road in Bath

Beckford Road: That the proposals are withdrawn and not implemented at this time due to public feedback. The area will be reassessed in due course.

Lower Bristol Road: That the proposals are implemented as advertised as no objections were received.

Warminster Road: That the restrictions are implemented as proposed to improve the ability of parents to park by the school and discourage all day parking by commuters.

## **17 REVIEW OF TAXI LIMITATION POLICY FOLLOWING AN UNMET DEMAND SURVEY**

Darth Jarrett (Chair of the Bath Taxi Drivers Association), in an *ad hoc* statement alerted the Cabinet to the fact that when new licences became available, these were often snatched up by fleet operations. He felt however that there was no need for new licences to be created because there were already too many taxis in the area.

David Redgewell asked the Cabinet to deal with the urgent need for new taxi ranks, particularly at the station.

Councillor Roger Symonds in proposing the item pointed out that the unmet demand report did not propose any increase in licences. He referred to the unmet demand Survey which in section 7.2 listed a number of significant issues and he promised that these issues would actively be addressed.

Councillor David Dixon seconded the proposal. He thanked Dartth Jarrett for his contribution and expressed particular thanks to Ken Taylor, the outgoing Chair of the Bath Taxi Drivers Association. There was common agreement on this.

Councillor Dixon said that prompt progress would be made on the issue of taxi rank provision.

Councillor Tim Ball said that he supported the proposals, but had some concerns. He asked Councillor Symonds to report back to Cabinet when the 2014 unmet demand survey had been completed because he felt that Cabinet would need to look closely at future surveys.

Councillor Symonds, in summing up, pointed out that unlike many other cities, the Council was determined to continue regulating taxi provision in the city.

On a motion from Councillor Roger Symonds, seconded by Councillor David Dixon, it was

**RESOLVED** (unanimously)

(1) To AGREE that the Council continues with the policy of regulating the number of hackney carriage vehicle licences in zone 1 (Bath) and continues with the limitation of hackney carriage vehicle licences in zone 1 (Bath) to 122; and

(2) To ASK the Strategic Director (Place) to conduct a further survey into the unmet demand in zone 1 (Bath) in 2014.

## 18 RADSTOCK NURSERY ACCOMMODATION

Councillor Eleanor Jackson in a statement [*a copy of which is attached to the Minutes as Appendix 8 and on the Council's website*] said that she had been delighted when the governors of St Nicholas school had agreed to locate the new nursery centre on the school's land. She commended the council for ensuring the continuity of provision. Her concern was that the new site would entail a hill climb for some mums with buggies but she accepted that there was little option.

Councillor Nathan Hartley thanked Councillor Jackson for her comments. The proposals before Cabinet were fully funded and would underline the Council's commitment to investing in communities. He thanked the Governors of Trinity School for their help in previous years, He was now delighted that the need to find a new home had been met, and that the Governors of St Nicholas School had been able to make premises available so that the nursery provision could continue. He mentioned in passing his intention to bring to July Cabinet a further paper which would increase the opportunities for under-2 year olds.

Councillor Hartley moved a proposal which was slightly amended from the published report so as to emphasise the fully funded nature of the proposals.

Councillor Simon Allen said he was very pleased to second the proposal. He acknowledged Councillor Jackson's comments about the climb up the hill, but pointed out that the report did say that transport could be provided if required.

Councillor David Bellotti observed that the government had made the very welcome decision to allow parents to use their 15 hours over two days, if they preferred, as well as the previous scheme which only allowed it to be used over three days.

On a motion from Councillor Nathan Hartley, seconded by Councillor Simon Allen, it was

**RESOLVED** (unanimously)

(1) To APPROVE a Capital budget of £486k for inclusion in the 2012/13 Capital programme to allow the necessary works to be undertaken;



(2) To AGREE that the project cost of £486k in 2012/13 and will be funded using part of the £2.255m Schools Capital Maintenance Grant 2011/12, which has been carried forward to 2012/13 in the budget report for provisional approval; and

(3) To NOTE that as the capital project will be fully grant funded there will be no grant revenue impacts on the Council.

**19 JOINT LOCAL TRANSPORT PLAN 3: THREE YEAR DELIVERY PLAN 2012/13 TO 2014/15**

David Redgewell in an *ad hoc* statement emphasised the need for an Equalities Impact Assessment and also the importance of ensuring effective scrutiny by the West of England.

Councillor Roger Symonds in proposing the item acknowledged that some buses did not conform to the low floor requirements, but said that often the alternative was to have no bus at all. He observed that Bristol had originally offered to provide a scrutiny service but had withdrawn, so this needed to be re-addressed. He reminded Cabinet that the JLTP3 had been agreed in 2011, and now it was necessary to agree a 3-year delivery plan. He moved the recommendations, with the addition of a funding proviso at clause (2).

Councillor Paul Crossley seconded the proposal.

On a motion from Councillor Roger Symonds, seconded by Councillor Paul Crossley, it was

**RESOLVED** (unanimously)

(1) To APPROVE the Joint Local Transport Three Year Delivery Plan 2012/13 to 2014/15; and

(2) To AGREE that any funding indicated for 2013/14 and beyond will be subject to the medium term service and resource planning process including consideration and approval as part of the annual budget by the full Council in February 2013.

**20 STREET LIGHTING - CONVERSION OF LED STREET LIGHTS**

Councillor Roger Symonds in proposing the item explained to Cabinet that experimental schemes had indicated real savings without risking safety.

Councillor Paul Crossley seconded the proposal.

On a motion from Councillor Roger Symonds, seconded by Councillor Paul Crossley, it was

**RESOLVED** (unanimously)

(1) To APPROVE the budget of £2m for this project for spend in 2012/13;

(2) To AGREE the programme to convert all main road lights to LED source during 2012-2013; and

(3) To AGREE the use of optimised multi-staged dimming profiles for use on both main roads and within residential streets to maximise savings and ensure such localities remain lit to appropriate levels.

**21 PROCEDURE FOR DESIGNATION OF LOCAL SITES IN BATH & NORTH EAST SOMERSET**

Councillor Tim Warren in an *ad hoc* statement insisted that the Site of Nature Conservation Interest at Stanton Drew must be maintained.

Councillor Tim Ball in proposing the item said that the paper endorsed what the Council had already been doing for a number of years.

Councillor David Dixon seconded the proposal, saying that it was important that the Council should have criteria in place to designate such sites.

On a motion from Councillor Tim Ball, seconded by Councillor David Dixon, it was

**RESOLVED** (unanimously)

(1) To AGREE the procedure for designation of Local Sites in Bath & North East Somerset.

*[The Chair at this point explained that the **SUSTAINABLE MODES OF TRAVEL TO SCHOOL STRATEGY** had been deferred to a future Cabinet meeting in order that the report can take account of the Local Sustainable Transport Fund bid]*

## **22 CORPORATE PLAN**

Peter Duppa-Miller (Secretary of the Local Councils Association), in an *ad hoc* statement assured the Cabinet that Parish Councils were ready and eager to work with the Council to pursue the aims of the Local Plan.

Councillor Paul Crossley reminded the Cabinet that the new administration had adopted new underpinning principles and the Local Plan now reflected that. He moved the adoption of the updated Plan, for recommendation to full Council.

Councillor Nathan Hartley seconded the proposals and said that he looked forward to what would be achieved as a result.

On a motion from Councillor Paul Crossley, seconded by Councillor Nathan Hartley, it was

**RESOLVED** (unanimously)

(1) To AGREE that the Corporate Plan 2012/15 be recommended to Council on 19 July for approval.

The meeting ended at 8.55 pm

Chair \_\_\_\_\_

Date Confirmed and Signed \_\_\_\_\_

**Prepared by Democratic Services**

Extract from the Minutes of the Housing & Major Projects Panel – 29<sup>th</sup> May 2012

### Item 8 – Cabinet Member Update

The Associate Director for Housing gave an update to the Panel on behalf of Councillor Tim Ball, Cabinet Member for Homes & Planning. He informed them that Somer Community Housing had formally announced their new structure and governance procedures and had changed their name to Curo.

He added that officers were assessing any possible implications to the Council and would report back to the Panel on this matter in due course.

Councillor Will Sandry commented that the next meeting of the Panel may be too late a date to share those concerns, if any were found.

Councillor Steve Hedges asked if the Council's membership on the Somer Community Housing Trust Board was in jeopardy.

The Associate Director for Housing replied that the new structure proposed the removal of the single B&NES member from the Board.

The Chair of the Panel, Councillor Eleanor Jackson commented that she believed this to be a key matter and suggested it be passed to all Political Group Leaders.

Councillor Les Kew commented that he was surprised that there had been no consultation on this matter.

The Associate Director for Housing replied that he shared some of the concerns raised and that is why he had asked for the proposals to be put in writing. He added that he had only recently received them.

Councillor Les Kew called for a legal view on the matter to be given as soon as possible.

Councillor Will Sandry suggested that the Corporate Audit Committee be made aware of these proposals so that they can assess if there is any corporate risk to the Council.

The Chair of the Panel proposed the following resolution, which was seconded by Councillor Les Kew and adopted unanimously.

The Housing & Major Projects Panel asks the Corporate Audit Committee to investigate as a matter of urgency the relationship between Somer Community Housing (Curo) and the Council, considering the proposed changes in operation by Somer Community Housing (Curo), especially the proposal to remove the position of a B&NES member from their Board.

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<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11 July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2448</b>
TITLE:	<b>Redevelopment of Somerdale</b>	
WARD:	Keynsham North	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b>		
None		

## **1 THE ISSUE**

- 1.1 Kraft have appointed Taylor Wimpey as preferred developer for the Somerdale site who, under the terms of their mutual contract, are required to submit a planning application by 30th November 2012.
- 1.2 The Council's adopted Local Plan and draft Core Strategy set out the current and draft planning policies for the redevelopment of the Somerdale site.
- 1.3 The Cabinet wishes to highlight the existing and proposed policy planning policies and to confirm its corporate intentions for the site in the event that planning permission is granted in due course.

## **2 RECOMMENDATION**

The Cabinet:

- 2.1 Notes the evidence base that supports the Draft Core Strategy in relation to development at Somerdale, summarised in paragraph 5.13.
- 2.2 Agree that officers should engage with the developer to encourage a development of appropriate quality that not only meets the requirements of the adopted Local Plan but also supports the delivery of the Draft Core Strategy and meets the needs of the local community.
- 2.3 Note the economic and employment opportunities for the site and the working party established between the Council's Economic Development team and Keynsham Town Council to demonstrate and stimulate business demand (see paragraph 5.17)

### **3 FINANCIAL IMPLICATIONS**

- 3.1 The officer time/ costs required to engage with Taylor Wimpey and Kraft for Somerdale is covered by the existing salary budgets in the Development & Regeneration team. This amounts to approximately £10,000. The developer will cover the staff costs associated with the formal pre-application planning process.
- 3.2 The development is private-sector led and it is not currently envisaged that the Council will need to make a financial contribution to the redevelopment of the site, other than that referred to in paragraph 3.1.
- 3.3 As part of the standard Planning process, it can be expected that the proposals for the development of this site will deliver financial and physical contributions in line with the Council's Planning Obligations SPD and/or CIL provisions
- 3.4 Based on the SHLAA density the site has the potential capacity of generating between £4m to £6m in New Homes Bonus. However, any variation in the SHLAA figures that arise from the planning process will need to be addressed. The future use of any New Homes Bonus receipts arising will be considered by the Council as part of the medium term service and resource planning process in the appropriate financial year. The New Homes Bonus is an annual revenue receipt for 6 years after the delivery of new homes.

### **4 CORPORATE OBJECTIVES**

- *Creating neighbourhoods where people are proud to live* - Securing an optimal mixed-use development at Somerdale will assist in delivering Bath and North East Somerset's strategic housing and employment objectives including local affordable housing needs, and address wider environmental, social and community issues as outlined in the Draft Core Strategy and so contribute to its objectives.
- *Building a stronger economy* - Development at Somerdale will respond to the Council's planning and economic development policies for Keynsham and support the objectives of the Economic Strategy and underpin the Growth Agenda. In particular it will support delivery of the Economic Strategy action to bring forward new employment space in Keynsham agreed at Cabinet in November 2011.

### **5 THE REPORT**

- 5.1 The market town of Keynsham is about to embark on a programme of unprecedented change. The Council sees its potential and is working on strengthening the heart of the town centre with a £34million project to transform the southern end of the High Street to provide new shopping opportunities and new public realm as well as new Council offices and facilities.
- 5.2 Beyond the northern end of the High Street, adjacent to the railway station is Somerdale. With its remarkable landscape setting, industrial heritage and inherent character, this is a once in a lifetime regeneration opportunity, where there is an opportunity for an exceptional mixed housing and employment development to be built in keeping with the special environment and history of the site.

- 5.3 Kraft appointed Taylor Wimpey in January 2012 as the preferred developer for the site.
- 5.4 Taylor Wimpey and their team of consultants have been developing ideas for the site and undertaking relevant technical studies that will in due course inform the anticipated planning applications. In addition they are undertaking various stakeholder workshops and have held a public exhibition on emerging proposals which around 900 people attended.
- 5.5 It is anticipated that planning application(s) will be submitted by 30 November 2012.

### **Council Policy**

- 5.6 The Bath and North East Somerset Local Plan was adopted in 2007 and remains the current statutory Development Plan for the District. All applications for planning permission must be determined in accordance with the provisions of the Development Plan unless material considerations indicate otherwise.
- 5.7 In the Local Plan, Somerdale is allocated as General Development Site K.1 and is subject to a list of 16 Development Requirements.
- 5.8 In the consideration of any application for planning permission the emerging Core Strategy will be given appropriate weight as a material consideration alongside the Local Plan.
- 5.9 The Core Strategy, when finally adopted will replace the Local Plan as the principal local planning policy document. However, at the present time, whilst the Draft Core Strategy represents the most up to date statement of current Council aspirations, it can only be given limited weight in the determination of planning applications.
- 5.10 The Draft Core Strategy sets out the Council's vision for Keynsham:
- 'Keynsham is a historic town that occupies a strategically important location between Bristol and Bath and is therefore well placed to improve and attract investment. It will continue to act as a market town and service centre for the surrounding area. In responding to the loss of a major employer, it will evolve as a more significant business location. Keynsham will retain its independence and its separate identity within an attractive rural setting. It will become a more sustainable, desirable and well-connected place in which to live and work, with an enhanced town centre, inspired by its heritage, cherished rivers, park and green spaces'.
- 5.11 Policy KE1 of the Core Strategy identifies the key opportunities being the Town Centre and Somerdale and sets out placemaking principles to guide future development.
- 5.12 As part of the evidence base to this policy, B&NES consulted on a regeneration strategy for Keynsham in 2010. The overall strategy for the town centre looks to:

- Strengthen the shopping experience
- Create new jobs

- Improve the Park by linking the existing Memorial Park to the Hams.

5.13 In considering the role of Somerdale within the regeneration strategy and the wider Core Strategy, it is anticipated that Somerdale will:

- Deliver new housing – 650-700 new homes, with 35% affordable housing that is pepper-potted throughout the housing development.
- Deliver employment land / premises to create 1000 new jobs
- Be unmistakably and identifiable as Somerdale, but be integrated with the existing town.
- Create a new primary school and early years facility
- Re-provide the Fry Club and associated sports pitches
- Take the opportunity to deliver a site that meets the highest level of sustainable transport, in particular:
  - Take advantage of the adjacent rail station
  - Deliver new cycle links to both within Keynsham and further afield to Bristol and Bath
  - Provide appropriate and safe access
  - Ensure sufficient penetration of the site for bus services.
- Enhance Keynsham's green infrastructure and open up access to the river and the Hams.
- Evoke the history of the site – from early Roman through to chocolate manufacture, telling the story of Somerdale and its setting
- Fully explore the potential of retaining the existing buildings. Any replacement buildings need to be of exceptional quality and should take reference from the height, scale and character of the building
- Respond to the Council's commitment of reducing the area's CO2 emissions by integrating sustainable design and construction within the development at Somerdale including the incorporation of district heating infrastructure
- Retain and enhance the avenue of trees in Somerdale Road.

5.14 In order to promote the Bath and North East Somerset Economic Strategy, Cabinet wish to encourage:

- A new commercial market for Keynsham attracting the Higher Value Added sectors
- A range of housing types and sizes that supports the overall vision for the site and the potential employment offer.



## **Next Steps**

- 5.15 Taylor Wimpey have indicated that they intend to submit proposals for the development of the Somerdale site for consideration through the Council's Planning Pre-Application process ("Development Team"). These submissions are expected during this summer, and the developers wish this process to have been concluded in time for their proposed submission of formal Planning applications before the end of November 2012.
- 5.16 Development Team advice and comments will be given to Taylor Wimpey on the basis of the perceived planning merits of their submissions in the light of the Local Plan and also with appropriate regard to the emerging Core Strategy. However, any pre-application advice must always be given Without Prejudice to the formal consideration of an application for Planning permission, as it is only at that stage that all material considerations – including for example the comments of statutory consultees and other external organisations, as well as the views of local residents – become clear and can be taken into account. It will be for the Council's Development Control Committee to decide whether to grant planning permission, having been provided with a comprehensive report evaluating the planning merits of the submitted scheme.
- 5.17 The Council's Economic Development team has established a working party with Keynsham Town Council to develop and implement an action plan to demonstrate business demand for the site. This will be ready in time for the submission of the planning application. Actions will include proactive marketing of the site to end users, developers and agents and demand surveys of businesses across the West of England.
- 5.18 In the event of planning permission being granted, Officers will work with the developer to promote the site as a business location, working with partners within West of England to encourage new business investment in Keynsham.

## **6 RISK MANAGEMENT**

- 6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.
- 6.2 Any unresolved technical issues will be addressed in the normal way through the planning process, and it is not possible at this relatively early stage to advise further on risks that may emerge in connection with this site.

## **7 EQUALITIES**

- 7.1 At this stage of the project, proposals for engagement with the developer are still emerging. An Equalities Impact Assessment of the scheme will be scheduled at an appropriate stage of the process.

## **8 RATIONALE**

- 8.1 The report aims to clarify the relevant existing and emerging planning policies and evidence base for the redevelopment of Somerdale.

## **9 OTHER OPTIONS CONSIDERED**

- 9.1 An option for Taylor Wimpey to submit a Development Brief for endorsement by B&NES was resisted as there is no mechanism within the Council for this to happen within the timetable established by Taylor Wimpey.

## **10 CONSULTATION**

- 10.1 Ward Councillor; Cabinet members; Town Council; Overview & Scrutiny Panel; Other B&NES Services; Local Residents; Community Interest Groups; Stakeholders/Partners; Other Public Sector Bodies; Section 151 Finance Officer; Monitoring Officer
- 10.2 Public consultation on the Regeneration Strategy for Keynsham Town Centre took place in July 2010.
- 10.3 The draft Core Strategy has followed a rigorous consultation process.
- 10.4 Regular meetings of the Keynsham Development Advisory Group (a forum for officers, ward Members and Town Councillors) take place where Somerdale is discussed.
- 10.5 Business demand Working Group between the Council's Economic Development Team and Keynsham Town Council
- 10.6 Presentation to the Local Development Framework Steering Group took place on 23rd May 2012.
- 10.7 Taylor Wimpey has begun their consultation with the local community on their emerging proposals for the site.
- 10.8 There will be a statutory consultation period once the planning application(s) have been submitted.

## **11 ISSUES TO CONSIDER IN REACHING THE DECISION**

- 11.1 Sustainability; Human Resources; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations

## 12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Emily Price 01225 477668
<b>Sponsoring Cabinet Member</b>	Councillor Tim Ball
<b>Background papers</b>	B&NES Adopted Local Plan B&NES Draft Core Strategy (Submission Version 2011) B&NES Strategic Housing Land Availability Assessment 2011 Economic Regeneration Delivery Plan for Keynsham, Cabinet Report, March 2011 Delivering Sustainable Economic Growth cabinet paper, November 2011
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11th July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2440</b>
TITLE:	<b>Short Break for Disabled Children Refurbishment of Lansdown building at Wellsway School</b>	
WARD:	Keynsham East Ward is where the building is sited. Families from all wards to access provision	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b>		

## 1 THE ISSUE

### The Purpose of the report

It was agreed in April 2012 that all requests for capital expenditure need to go to full cabinet. The council received a capital grant through the Aiming High for Disabled Children programme in 2011 from the Department of Education to provide fully accessible targeted holiday provision in community settings for disabled children and their families. The grant was given to ensure the transformation of short breaks for families in Bath and North East Somerset could include adaptations to buildings to enable targeted provision to run in areas that may not have accessible premises.

A consultation with families of disabled children carried out in July 2011, identified that there was a need for a targeted holiday provision for Disabled Children to be run in Keynsham which was fully accessible both indoors and outdoors. Working with KIDS the current service provider in Keynsham, a number of sites were identified for the provision to take place. The Lansdown building at Wellsway School in Keynsham was identified as the best venue to suit all needs.. Identifying a secured site for the provision will also give parent/ carers confidence in allowing their child/ren to access the provision.

This report is requesting cabinet approval to move to the procurement stage of commissioning process for this capital expenditure.

## **2 RECOMMENDATION**

The Cabinet agrees that:

- 2.1 To consider the capital expenditure request
- 2.2 To approve the request to move to the procurement stage of the commissioning process
- 2.3 To receive further report on the development of the site which will enable families living in the Keynsham area to access a fully accessible targeted holiday provision for their children after school and in the school holidays.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications to the council. This capital expenditure is funded through a grant from the Department of Education of £72,814. In 2011 £14,535 was spent on the Wheels4All project. This paper is requesting capital approval for £54,814 from the balance of this grant. The capital work will include adaptations to the Lansdown building at Wellsway School and changes to the outside area. The changes to the building include a fully accessible toilet at least 7m squared with at least one additional toilet next door, acoustic tiles on the ceiling and frame over the window which should dampen noise in the main room and high locks on the doors so adults can ensure who comes in and who leaves the provision.
- 3.2 The outdoor space will be transformed to a play area which will include artificial grass, 2 raised flower beds, water play barrels, a swing, an outdoor tent and a play feature. On the request of the parent/carers an outside canopy will also be installed so outdoor play can still take place when it is raining. .
- 3.3 We will be negotiating with the school on the rental charges for other groups using the building.

## **4 CORPORATE OBJECTIVES**

4.1 These proposals will help to “Make Bath & North East Somerset an even better place to live, work and visit” and in particular they will impact on the achievement of the Council’s objectives.

- Promoting independence and positive lives for everyone
- Creating neighbourhoods where people are proud to live

## **5 THE REPORT**

5.1 The targeted holiday provision that is commissioned by the Council is designed to cater for up to 15 disabled young people each day. In the summer of 2011 12 young people accessed the provision. Once the refurbishment is complete it is

likely that more young people will access the service because the provider will have an established base and the facilities on offer will fully accommodate the needs of all the young people who want to access the holiday provision.

- 5.2 At present there are two providers in Bath and Norton Radstock who are able to run a targeted holiday provision from a fully accessible building. Although there is a provider (KIDS) offering holiday provision in Keynsham; the service is not ideal as the venue does not have a fully accessible toilet/ changing space with hoist and adjustable bed. After the refurbishment is complete the space will provide inclusive access and can also be hired by other providers to deliver inclusive and targeted provision which will provide opportunities for young people in the community to flourish in a supported environment.

## **6 RISK MANAGEMENT**

- 6.1 The key risk is the timescales for the refurbishment to take place. Refurbishment can only take place during the school holidays. Kids the provider will deliver their provision from a different space during the summer to allow for works to take place on the Lansdown building. The space would ideally be ready for the provision in December 2012.
- 6.2 The payment for works will be staged so that we can ensure the project does not go over budget and can be completed in time.
- 6.3 A capital agreement/Service Level Agreement will be drawn up which will include the expectations of the Council in financing the developments in the Lansdown building. Agreement to contain clause requiring grant to be repaid to Council if contract/SLA terms not met by School.

## **7 EQUALITIES**

- 7.1 An Equalities Impact Assessment has been completed. This project positively enhances the opportunities for disabled children and young people in the Keynsham area. No equalities issues were identified for further action in the Equalities Impact Assessment.

## **8 RATIONALE**

- 8.1 The recommendations made in section 2 will enable a provider of a targeted holiday provision for Disabled Children to deliver a play scheme in a safe and comfortable space with an outside space suitable for play allowing good indoor outdoor flow and meet the needs of all service users.
- 8.2 The short break services for disabled children are due to be re-commissioned for April 2013. Holiday play schemes will be part of the commission intentions. This will require the Council to have an accessible venue in Keynsham for at least another 3-5 years. By investing in Wellsway School the Council can guarantee this as a venue for use to potential providers which will allow the play scheme to run with less delay.

## **9 OTHER OPTIONS CONSIDERED**

- 9.1 The Responsible Officer consulted with a number of venues in Keynsham including the Fry's site, the regeneration of Keynsham team, Broadlands School, the Scouts hut, the Guides hut, Queens Road Methodist Church (where the

provision runs from now). Wellsway School were the only venue to agree to work together to provide an appropriate space in Keynsham at the times the space is required i.e. during all major holidays.

## 10 CONSULTATION

10.1 Consultation was carried out in July 2011 where families of disabled children were asked to complete a questionnaire about short break services. Young people were also consulted through a questionnaire which used the picture programme Widget. Focus groups also took place involving adults and children.

10.2 There is continuous consultation with the Parent Carer Aiming High Group (PCAH) which is made up of parent/carers of disabled children. They have viewed the Wellsway site and have contributed ideas to initial developments and overall design of the indoor outdoor space.

## 11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 All relevant issues are raised elsewhere in the report

## 12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<p>Kay Sibley, Project Officer, Short Breaks for Disabled Children 01225 39 5437</p> <p>Liz Price, Acting Divisional Director Health Commissioning &amp; Strategic Planning</p>
<b>Sponsoring Cabinet Member</b>	Councillor Nathan Hartley
<b>Background papers</b>	
<p><b>Please contact the report author if you need to access this report in an alternative format</b></p>	



<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11 July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2452</b>
TITLE:	<b>Consideration of the Consultation and Options for the Future Use of Victoria Hall, Radstock</b>	
WARD:	Radstock	
<b>AN OPEN PUBLIC ITEM</b>		
<p><b>List of attachments to this report:</b></p> <p>Appendix 1 - Copy of letter seeking consultation</p> <p>Appendix 2 - Copy of Questionnaire</p> <p>Appendix 3 - Summary of responses</p> <p>Appendix 4 - Response from Radstock Town Council</p>		

## **1 THE ISSUE**

1.1 This report provides initial findings from the community consultation exercise undertaken in respect of Victoria Hall, Radstock and considers opportunities and possible options to take forward for the future use of the building.

## **2 RECOMMENDATION**

The Cabinet agrees that:

2.1 The initial outcomes of the Consultation Exercise are noted.

2.2 Because Crèche, Youth Club and Health Facilities are already being provided out of Greystones and the adjoining Children's/Youth Centre, and are regarded as well located, they are not included in the options to be progressed further.

2.3 Officers are requested to undertake more detailed assessments on the feasibility of adapting the building to make it suitable for a mixed community, meeting and exhibition space; which would also offer ongoing snooker facilities. Also to examine the scope for, and benefits of, locating the library in to the building

2.4 As part of this process, consideration is given to the benefits of retaining the caretaker's house as part of the facility or investigate the potential for its disposal to deliver wider community benefits.

2.5 A further report is made to Cabinet in September to provide detailed information on the options including ongoing revenue implications.

### **3 FINANCIAL IMPLICATIONS**

- 3.1 The building is known to be in need of substantial works to bring it in to repair and comply with the Public Sector Equality Duty. These works are estimated to be in the order of £250,000 which includes the provision of a lift access to the first floor.
- 3.2 Potential sources for the estimated £250,000 works, include the Radstock Regeneration Fund provisionally approved by Council in February 2012, Section 106 funds from the Alcan development in Westfield and the Council's Capital Contingency fund.
- 3.3 Current income from lettings is around £5,000 per annum and, although the works would be expected to result in new lettings, there is a need to look at uses which would increase income. The full revenue implications will be considered in light of the options now being further developed for report back to Cabinet in September.

### **4 CORPORATE OBJECTIVES**

- Creating neighbourhoods where people are proud to live – The building has the potential to provide a sustainable focus to the town centre, to the benefit of the local community.

### **5 THE REPORT**

#### Background

- 5.1 Victoria Hall was built in the latter part of the 19<sup>th</sup> Century and comprises a mixed use community facility including Offices, Reading Room, Billiard and Refreshment Rooms on the ground floor and Meeting Hall on the upper floor. There is a linked caretaker's house to the rear.
- 5.2 For the last 25 years the Hall has been used as a community facility and an administrative base for Norton Radstock Town Council. The new Radstock Town Council vacated the building at the end of February 2012.
- 5.3 The building has gradually fallen in to disrepair and it is estimated that a sum in the region of £250,000 is now required to bring the building back into a condition that would be suitable for its on-going use.
- 5.4 Initially the Hall was kept open for existing users and for playing snooker but detailed electrical inspections highlighted issues that created fires risks and potential danger of death with no immediate scope for resolution, coupled with asbestos which will require controlled removal before the electrical works can be resolved.
- 5.5 The Hall is now held vacant pending the outcome of consultation over its future.
- 5.6 Arrangements are in hand to remove asbestos from the building to facilitate further renovation.

## Consultation

- 5.7 On week commencing 5<sup>th</sup> May letters were posted to residents of Radstock and Westfield seeking views on the future of Radstock Hall Appendix 1. It enclosed a simple questionnaire/feedback form which was replicated on the Council's website. Sample attached at Appendix 2.
- 5.8 The deadline for returns was 15<sup>th</sup> June. A summary of responses is attached at Appendix 3. Also attached is the response from Radstock Town Council (Appendix 4)
- 5.9 As respondents could choose as many suggestions as they felt appropriate and could make additional proposals, this graph shows the number of respondents who ticked those options provided on the questionnaire. The majority of respondents selected at least 4 options.
- 5.10 Of the respondents 255 (80.2%) indicated that they preferred to use the building for community uses. 94 respondents (29.6%), thought that office use would be desirable; of the suggested options this was the least favoured use. The choices of activity most selected were the use as community facilities, meeting space and exhibition space. There also strong support for the snooker facilities to be retained as well as the potential for food/beverage sales.
- 5.11 The recent development of Greystones and the adjoining Youth Centre, to facilitate a Children's Centre, linked Healthcare facilities as well as the ongoing Youth Centre provision is seen as accommodating for these needs within the Town and taking forward these options for further work is not recommended.
- 5.12 The potential to relocate the library to the Hall may provide benefits in terms of allowing for extended opening through use of volunteers, shared services etc.
- 5.13 As part of the process, consideration should be given to the benefits of retaining the caretaker's house as part of the facility or investigate the potential for its disposal to deliver wider community benefits.

## **6 RISK MANAGEMENT**

- 6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance. The review is at an early stage and uses that emerge will be subject to risk assessment as they are developed.

## **7 EQUALITIES**

- 7.1 An EqIA has not been completed because the options that arise from the public consultation process are not yet sufficiently developed. This will be examined as the process is taken forward.

**8 RATIONALE**

8.1 The initial analysis of the options allows for a broad picture of preferred uses to be established which, coupled with linked developments within the town, point at a use based on community facilities, meeting space and exhibition space. There is also strong support for the snooker facilities to be retained. The case for the use of this building for crèche, youth and health facilities is considered unproven given the recent development of a multi-use facility at the former Youth Club.

8.2 Further information in respect of the options available to deliver the proposed mix is required and this work can be undertaken to be able to give a firm view of the next stages for September Cabinet.

**9 OTHER OPTIONS CONSIDERED**

9.1 To make a firm decision on the preferred final option at this stage without the further work indicated above is considered premature.

**10 CONSULTATION**

10.1 Ward Councillors; Cabinet members; Town Council; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Youth Council; Stakeholders/Partners; Section 151 Finance Officer; Chief Executive; Monitoring Officer

10.2 Ward Councillors, the local community, businesses, Town Council and Community Interest Groups have had the opportunity to respond to this consultation exercise as described within the report and Appendix 4. Council officers and relevant Members have had the opportunity to comment on the draft of this report and their comments have been incorporated in to the body of the report.

**11 ISSUES TO CONSIDER IN REACHING THE DECISION**

11.1 Social Inclusion; Sustainability; Property; Young People; Other Legal Considerations

**12 ADVICE SOUGHT**

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<i>Tom McBain – 01225 477806</i>
<b>Sponsoring Cabinet Member</b>	<i>Councillor Bellotti</i>
<b>Background papers</b>	
<b>Please contact the report author if you need to access this report in an alternative format</b>	

**Cllr Paul Crossley**  
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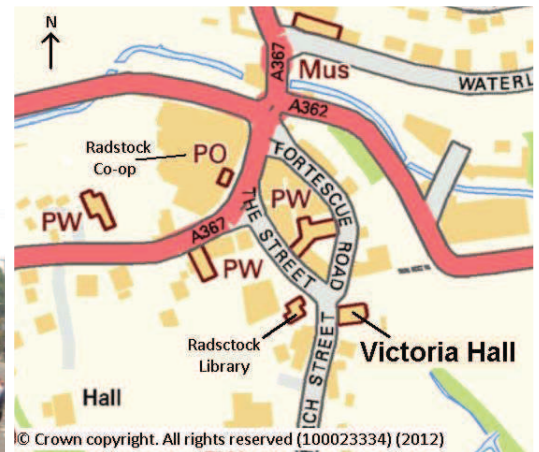
*Date as postmark*

Dear Resident

## Have your say on the future of Victoria Hall, Radstock



*Photo: Victoria Hall*



*Location Map of Victoria Hall*

Bath & North East Somerset Council wants to hear from the communities in and around Radstock, on the future use of Victoria Hall following the vacation of Norton Radstock Town Council from the Hall at the end of February 2012

### **Background**

The original building on the Victoria Hall plot was built in 1866 as the Working Men's Institute. Additions and adaptations were made to commemorate Queen Victoria's Diamond Jubilee in 1897 creating the recognisable layout of the main building as it exists today including a Reading Room, Snooker and Refreshment Rooms on the ground floor and Meeting Hall on the upper floor.

For the last 25 years, as well as providing an administrative base for Norton Radstock Town Council, the Hall has been used as a community facility.

### **Current state**

Over the last 10 years the building has gradually fallen in to disrepair and it is estimated that £250,000 is required to bring the building back into a condition that would be suitable for its on-going use.

## **Accommodation**

Victoria Hall is located in the heart of the Radstock Conservation Area and comprises approximately 545 m<sup>2</sup> of accommodation made up of:

- One large hall on the first floor of around 125m<sup>2</sup> with stage and catering facilities
- Three offices on ground and first floors totalling 53m<sup>2</sup>
- Snooker room on the ground floor of 90m<sup>2</sup>
- Reading room and other ancillary accommodation including toilets on both floors
- 2/3 bedroom Caretaker's house and gardens to the rear

## **Your thoughts and ideas**

The Council wants to develop a proposal for Victoria Hall for it to become a lively and vibrant part of Radstock Town Centre that complements the existing facilities in the area. We want to hear how you think we can achieve this.

I would be grateful would complete the attached questionnaire by 15<sup>th</sup> June 2012. I look forward to analysing the results and reporting back to the community in due course.

Yours faithfully

A handwritten signature in blue ink that reads "Paul Crossley". The signature is written in a cursive style with a large initial 'P'.

Councillor Paul Crossley  
Leader of the Council

# Have Your Say on the Future for Victoria Hall, Radstock

## About You

Name: .....

Address: .....

Email: .....

1. In the last 5 years have you used Victoria Hall?

- Yes, on a regular basis (monthly, weekly)
- Yes, on an occasional basis
- No

2. If you answered no, please provide your reasons:

.....  
.....  
.....  
.....  
.....

3. What activities do you think the building could accommodate that would contribute to Radstock town centre? (tick all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Community Uses                       | <input type="checkbox"/> Exhibition Space   |
| <input type="checkbox"/> Youth Club                           | <input type="checkbox"/> Food and Beverages |
| <input type="checkbox"/> Relocate Library                     | <input type="checkbox"/> Office Space       |
| <input type="checkbox"/> Health Facilities                    | <input type="checkbox"/> Crèche             |
| <input type="checkbox"/> Meeting Space                        | <input type="checkbox"/> Snooker            |
| <input type="checkbox"/> Other ( <i>please state below</i> ): |   |

.....





## Future of Victoria Hall, Radstock:

### Summary of Questionnaire results

#### Contents

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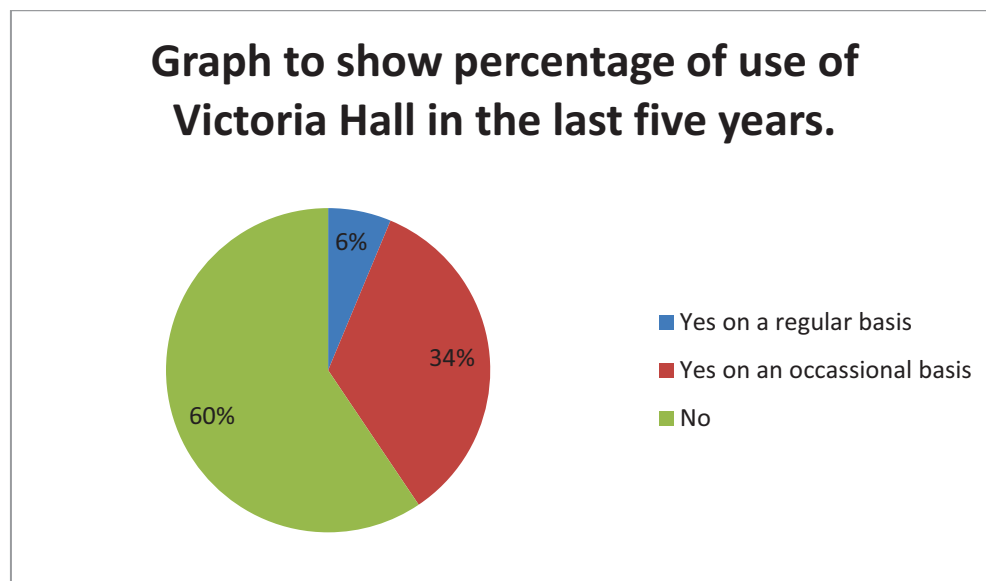
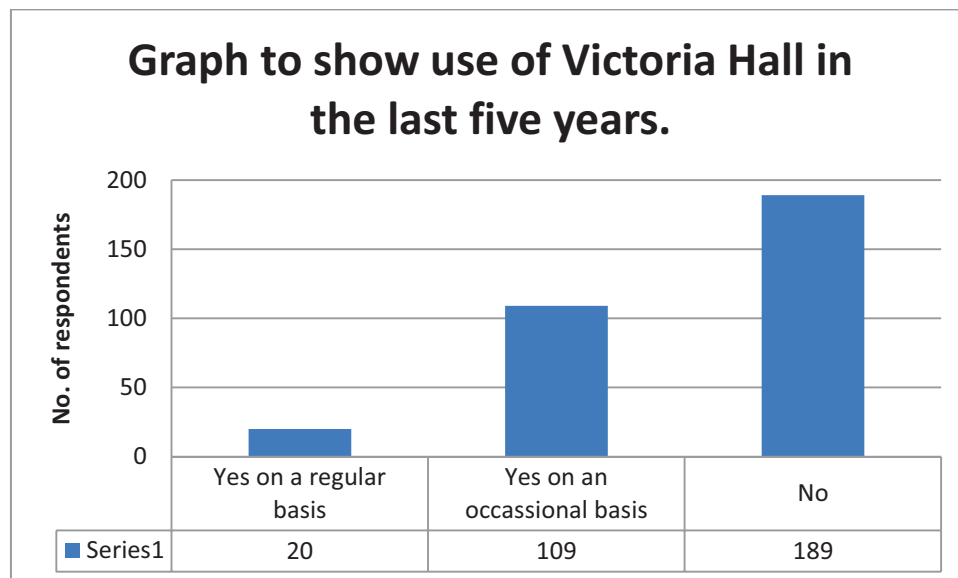
#### Introduction

In May 2012 Bath and North East Somerset Council launched a consultation on the future of Victoria Hall. The consultation was open from 6<sup>th</sup> May – 15<sup>th</sup> June 2012. This document is a summary of the results from the questionnaire (Questions 1 &3). Further analysis is required on the free text answers.

A total for 5240 questionnaires were sent to all residential and business addresses in the wards of Radstock and Westfield. In addition, webpages were set up on the Council's website at [www.bathnes.gov.uk/radstockregen](http://www.bathnes.gov.uk/radstockregen). A total of 318 people responded to the survey (231 responded by letter and 87 responded online). This is a response rate of 16.6%. Not all parts were completed in all cases and some questions allowed for multiple answers and text.

## Frequency of use of Victoria Hall

Question 1: In the last five years have you used Victoria Hall?



This question was asked to identify the local population’s usage of the Victoria Hall. In total, 20 people (6%) responded to the survey stated that they use the hall on a regular basis, from their comments this appears to be to attend meetings or play snooker. 109 (34%) state that they use the all on an occasional basis, some stating for meetings, dog training or snooker. 189 people (60%) have not used the Hall in the last 5 years or have never used the Hall at all.

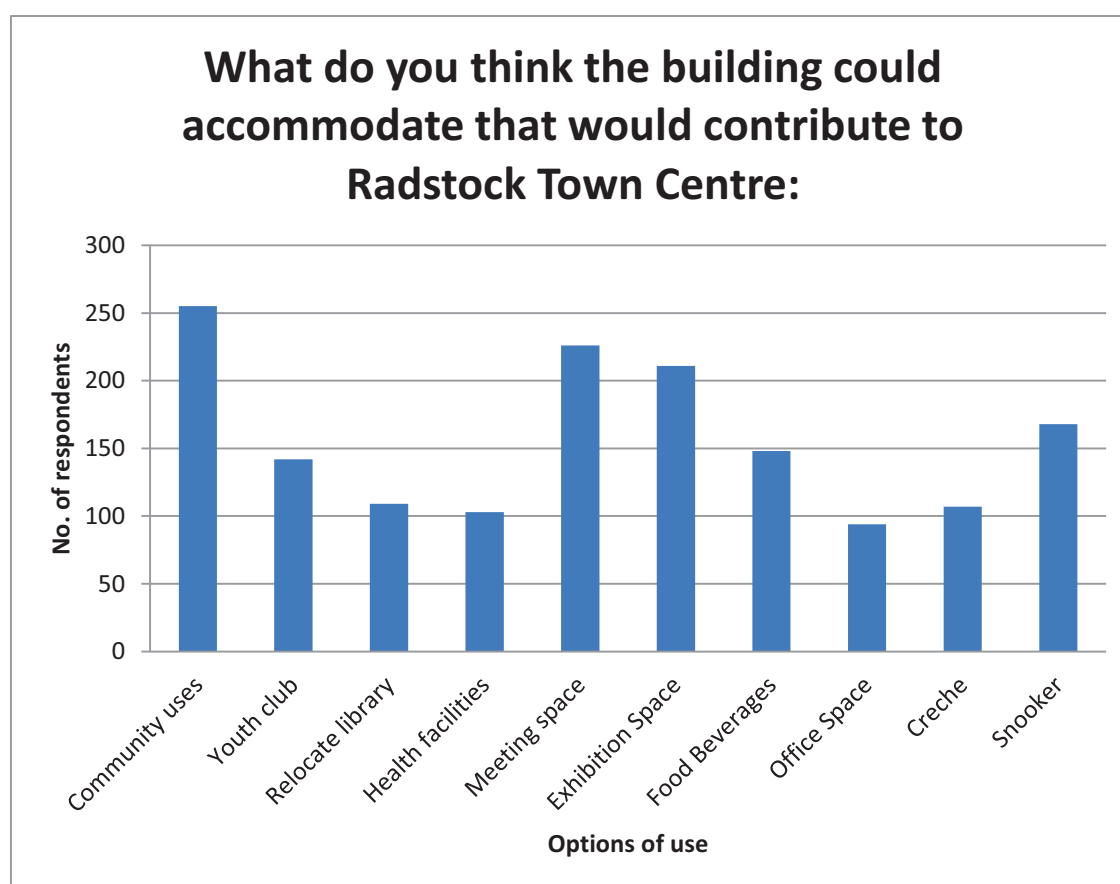
The primary reasons for not using the hall were:

- poor physical access,

- no interest in using the facilities,
- lack of awareness of what the Hall provided/facilities it has.

## Uses for Victoria Hall

Question 3: What activities do you think the building could accommodate that would contribute to Radstock town centre?



As respondents could choose as many suggestions as they felt appropriate and could make additional proposals, this graph shows the number of respondents who ticked those options provided on the questionnaire. The majority of respondents selected at least 4 options. Of the respondents 255 (80.2%) indicated that they preferred to use the building for community uses. 94 respondents (29.6%), thought that office use would be desirable; of the suggested options this was the least favoured use. The choices of activity most selected were the use as community facilities, meeting space and exhibition space.

## Other suggested uses for Victoria Hall from free text box responses

In addition, to the provided options of activities listed on the questionnaire, an additional comment box was added for 'other' uses. Many comments see the Victoria Hall as a community facility or 'hub', and expanded on this. Feelings were expressed that it should remain within its current form and use, with various changes to upgrade facilities and have more groups and/or businesses using the space. Potential uses, recommended in the feedback, included

- various types of dance classes, targeted at different ages or styles;
- dramatics groups either for amateur dramatics or stage performances;
- music groups or concert venue;
- regular bingo club;
- events such as weddings/parties/conferences/film nights;
- Fitness classes of a variety of types or a variety of different groups of people has been suggested, such as keep-fit, badminton, zumba as well as a gym.
- day-care or turning it into a care home/sheltered housing
- supermarket
- open up a rail link and use part of the Hall to service that as a ticket office area
- a youth club

Often with such suggestions text showed people encouraged a mixed used/multifunctional space, including a café/catering facilities and public conveniences. A café was encouraged to help make use of the space as a meeting area and for events. Various markets were suggested including antiques, farmers, crafts, arts, and jumble sales, to take place on twice weekly/weekly/monthly basis. Such events could also use the Square, weather depending. Some responses recommend demolishing the site for a new purpose built unit. There is a strong feeling that there needs to be more for younger people to do in the town with suggestions for after-school clubs and advice/job centres.

Accessibility is a major issue and suggestions state the need for a working stair lift or a lift in the building, there are a couple of suggestions for a glass lift to be fitted externally with reason including not taking up internal space as well as giving the building a modern feel.

## Offers for uses within Victoria Hall

Apart from the few offering their services to help run the place or hold groups in the building, people have not stated whether they will use the Hall if the changes they recommend take place. There is an offer to:

- relocate an existing crèche to the hall,
- help run various clubs/youth groups as well as become caretakers.
- be on committee
- involved in developing an arts centre (like the Old Bakery Arts Project).

- A few people have said they will attend events like dances if they are organised.

## **Historic value of Victoria Hall**

There are many comments on how iconic and beautiful respondents found the building and do not want it removed but preserved or enhanced. Comments often explained how they feel the building as part of the area, or memories from the past to illustrate their view of its historic and cultural importance to Radstock and key feature of the Conservation Area. The building is seen as part of the identity of the area. The building is not listed as many assume. Concerns have been raised about the wanting a thorough consultation, as well as the need to act soon to prevent future disrepair as well as start to make a profit /returns back from the site again.

Nevertheless, others have stated they find it unwelcoming, dreary, cold and dark. They want either large improvements or a new development on the site that is more functional and some recognised the need for it to be viable into the future. This shows that there is a mixture of attitudes towards the site and building. The attitudes to retain or removed the building are difficult to quantify due to the nature of the survey.

## **Other comments**

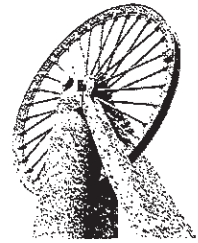
There are many comments and concerns relating to the infrastructure changes taking place in Radstock. As well as where money has or has not been spent in the past.

Concerns have been raised about funding the repairs and suggestions for community involvement/websites to boost the area whilst raising funds as well as looking at sponsorship from private firms, which could share or occasionally use the space.

## **Further analysis**

Further work is required to analyse and quantify the free text box responses to Question 4 which offered space for 'further comments'.

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Cllr Paul Crossley  
Leader of the Council  
Bath and NE Somerset Council

**Radstock  
Town  
Council**

Leigh House  
1 Wells Hill  
Radstock  
Somerset  
BA3 3RN

28<sup>th</sup> May 2012

Dear Cllr Crossley

**Consultation on Victoria Hall, Radstock**

Thank you for your email consultation on the future of Victoria Hall. The Council considered the consultation at its meeting on 21<sup>st</sup> May. Please see attached the completed feedback form.

In addition the Council urges Bath and NE Somerset Council to engage with Radco about the future of their sites in Radstock.

The Council has also requested a copy of the master plan which was created following 'Vision for Radstock' meetings a few years ago. I have written to Emily Price separately about this.

Please keep us informed with the outcome of the consultation and any emerging plans.

Yours sincerely

**Dominique Russell**  
Town Clerk

Future of Victoria Hall, Radstock

Ends on: 15 Jun 2012

Future of Victoria Hall, Radstock

1.

In the last five years have you used Victoria Hall?

Yes on a regular basis (monthly, weekly)


Yes on an occasional basis

No

---

2.

If you answered no, please provide your reasons:



We cannot use Victoria Hall for the Council meetings as it has inadequate disability access.

Path: p

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3.

What activities do you think the building could accommodate that would contribute to Radstock Town Centre:

- Community Uses
- Youth Club
- Relocate Library
- Health Facilities
- Meeting Space
- Exhibition Space
- Food and Beverages
- Office Space
- Creche
- Snooker
- Other

If Other, please state:

The Council would prefer to see the exterior preserved. The inside should be multiuse, community use and high usage to maximise the community benefit.

(Max. 1000 characters)

---

4.

Please provide any further comments:

The Council considers the consultation to be too narrow. There needs to be a holistic view of Radstock. Other services may be able to relocate into the building. There needs to be proper ongoing involvement and a meaningful consultation process.

(Max. 1000 characters)

**Finish**



<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11th July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2450</b>
TITLE:	Council Tax Support - consultation on proposed changes	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<p><b>List of attachments to this report:</b></p> <p>Appendix 1 – Timetable to deliver Council Tax changes</p> <p>Appendix 2 – Council Tax Support Scheme Options</p>		

## 1 THE ISSUE

1.1 This report sets out a number of options which need to be considered in relation to the Council's preferred Council Tax Support scheme to replace Council Tax Benefits with effect from April 2013.

## 2 RECOMMENDATION

The Cabinet agrees in principle that:

- 2.1 A cost neutral Council Tax Support scheme, which supports the objective of simplicity, protects vulnerable people and minimises the impact on incentives to work should be adopted.
- 2.2 Option 3 of the Council Tax Support scheme proposals as set out in **Appendix 2** is developed in to a policy document for consultation and approval in accordance with the required timetable (see **Appendix 1**).
- 2.3 Work is carried out to develop a more detailed understanding of the wider impacts on various customer types and equalities impacts during the consultation process.
- 2.4 By adopting a simplified scheme we focus administrative activity on preventing fraudulent claims entering the system and enable effective detection principles.
- 2.5 The financial implications be factored into the budget process for 2013/2014 to be considered by the Council in February 2013, and the Council Tax base setting to be considered by Council in November.

### **3 FINANCIAL IMPLICATIONS**

- 3.1 The cost of Council Tax benefits is met by Government but from April 2013 new local schemes are required and Government funding will reduce by about 10%. The gross cost of Council Tax benefits is presently about £11 million.
- 3.2 The Department for Communities and Local Government (CLG) proposals are for a 10% reduction in current funding levels and, if applied equally across Councils, this equates to around £1.1 million for Bath & North East Somerset.
- 3.3 In addition to this there is a need to build in a level of growth in pensioner population since these claimants are protected from any changes to the scheme, plus growth for increasing unemployment levels within the working age population, as well as an allowance for contingencies.
- 3.4 Based on these assumptions, in order to utilise the funding available, taking into account the impact of growth, the Council will need to commission a scheme that reduces costs by around £1.5million (gross) when compared to the current Council Tax Benefit scheme. This is referred to as a cost neutral scheme.
- 3.5 Recognising the current financial challenge faced by the Council it is already acknowledged that an option for a cost neutral scheme for Council Tax support may be required.
- 3.6 Because pensioners are to be protected, in line with Government policy, the reduced funding will have a disproportionate effect on other claimants. This is unavoidable unless the Council decides to find new money to subsidise the scheme from its reducing resources.
- 3.7 Should this proposal of a cost neutral scheme be adopted it should be noted that it is likely to prove more challenging to collect in certain cases.
- 3.8 The scheme will need to be taken into account in the Council Tax base setting report that is to be considered by Council in November.
- 3.9 There are implications on both Major Preceptors (Police & Fire Services) and Town & Parish Precepts as a result in the changes in funding and the final decision on these schemes, all parties will be consulted on these issues.
- 3.10 In the case of parishes it is possible the scheme will increase their Council Tax but the Council is in dialogue with Government to see how this can be avoided. Parishes will be consulted once more information is available and as part of the preparations of the November Council report.

### **4 CORPORATE OBJECTIVES**

- 4.1 The requirement to deliver a Council Tax Support scheme with less funding at a time of severe budget pressures is a challenge.
- 4.2 The reason for considering incentives to work alongside protecting vulnerable people is to support the Council objective of:

- *Building a stronger economy*

## 5 THE REPORT

### 5.1 Timetable of Changes

5.2 These changes are being enacted by the Local Government Finance Bill which is expected to receive assent shortly after the end of July 2012; the current proposition is being worked up based upon the details contained in the Bill and a recent statement of intent issued by Communities & Local Government.

5.3 A timetable for implementing a Local Council Tax Support scheme and for adopting Council Tax technical changes in time for annual billing is shown at **Appendix 1**.

### 5.4 Methodology

5.5 In order to provide Members with a number of options for their consideration, Council officers have analysed the current claimant base using an analytical tool provided by our core software providers, Northgate.

5.6 Using the analytical tool, created for this purpose, it has been possible to estimate the local potential funding gap as a result of the legislative changes, and to build in growth assumptions based on historic data for both Pensioners and Working Age claimants.

5.7 The analytical tool enables to drill down to individual claimant level and understand the impact of any planned changes at this detailed level. In order to understand the wider impacts we will investigate the development of customer profiles and wider impact of changes.

5.8 In determining these options we have considered a number of principles:

- Can we devise a scheme that is simple to understand from both the customers perspective and the administrators perspective
- Can we minimise the impact on vulnerable groups such as disabled
- A scheme which supports the aim of “making work pay”
- A scheme which has equal impact across all claimants

5.9 We have used this methodology to arrive at 3 possible options for consideration although there are potentially many more variations on these themes; **Appendix 2** shows the options in detail.

## 6 RISK MANAGEMENT

The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

## 7 EQUALITIES

7.1 The proposed option will reflect most of the characteristics of the existing scheme but with greater simplicity and therefore should not have an adverse effect on people that are particularly vulnerable or have protected characteristics.

- 7.2 This will be reviewed in detail as part of the consultation and amendments made as required.
- 7.3 The final scheme will be approved as part of setting the Council Tax base by Council in November 2012. A full equalities impact assessment will be carried out in advance of this date.

## **8 RATIONALE**

- 8.1 These changes are being brought about as part of the wider Welfare Reforms; they are also being enacted at a time when financial budgets are under very tight pressures.
- 8.2 Having regard to all Council Tax payers across Bath & North East Somerset the recommendations are made based on the principle that any scheme should be simple and equitable across all groups, it should seek to reduce impacts on work incentives where possible.

## **9 OTHER OPTIONS CONSIDERED**

- 9.1 As set out in the report three options for a Council Tax Support Scheme have been considered in detail, with variations on these themes also considered. There is also scope to adapt Options 1 and 3 in a phased approach and adopting a part funding solution which is phased out over time.
- 9.2 These other options are not preferred as they do not deliver the principles adopted as well as option 3. does

## **CONSULTATION**

- 9.3 *Consultation has already been conducted with: Cabinet members; Trades Unions; Staff; Other B&NES Services; Section 151 Finance Officer; Chief Executive; Monitoring Officer*
- 9.4 Consultation is a major requirement for this Policy to be delivered, we have already begun consultation with Police & Fire Services and we will engage in full Public Consultation on the preferred option in accordance with the timetable as detailed. In addition consultation will be carried out with Parish & Town Councillors as well as key stakeholders and partners.
- 9.5 This consultation will be carried out via press and internet coverage as well as face to face meetings and documentation with all relevant groups.

## **10 ISSUES TO CONSIDER IN REACHING THE DECISION**

- 10.1 *Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations*

## 11 ADVICE SOUGHT

The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<i>Ian Savigar, Divisional Director for Customer Services, Tel; 01225 477327</i>
<b>Sponsoring Cabinet Member</b>	<i>Councillor David Bellotti</i>
<b>Background papers</b>	<i><a href="http://www.communities.gov.uk/documents/localgovernment/pdf/19510253.pdf">http://www.communities.gov.uk/documents/localgovernment/pdf/19510253.pdf</a> (Communities &amp; Local Government Consultation)  <a href="http://services.parliament.uk/bills/2012-13/localgovernmentfinance.html">http://services.parliament.uk/bills/2012-13/localgovernmentfinance.html</a> (Local Government Finance Bill – Timetable)  <a href="http://www.communities.gov.uk/publications/localgovernment/localingsupportcounciltax">http://www.communities.gov.uk/publications/localgovernment/localingsupportcounciltax</a> (Statement of Intent)</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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**Timetable for implementing Council Tax changes in order to meet statutory deadlines**

<b>Key Dates</b>	<b>Action</b>	<b>Comment</b>
End of May	Initial scheme options/ analysis	Establish financial requirements and potential changes to the scheme, initial consultation with Major Preceptors
June / July	Agree the preferred scheme with members and inform Precepting authorities	<b>Cabinet Meeting 11<sup>th</sup> July 2012.</b> Formal sign off required prior to consultation with public
July / August	Creation of scheme publication including Equality Impact Assessments (EIA) for all changes from standard scheme	Full Section 13A policy – will need to have some legal and EIA oversight.  Will require every aspect of Working Age scheme to be covered  Creation of vulnerable policy / work incentives  Consider method and approach to public consultation
August /September / October	Public Consultation	Prepare and implement planned consultation process
	Software design	Work with software supplier to ensure scheme workable and timetable agreed.
	Analyse responses from public	Final scheme amendments (approval may be required by members?)
September / Dec	Full scheme design (detail) / software implementation/ training / publications etc.	Formal acceptance of the scheme as part of the tax base setting process at full Council on the <b>8<sup>th</sup> November 2012</b>  Complete scheme implementation prior to 31 <sup>st</sup> December 2012 to enable billing on time

***NB. Actions apply to both Council Tax Support scheme and Technical Changes***

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## Council Tax Support Scheme Options

These options have been developed in order to identify how the shortfall of £1.5million in scheme funding can be realised.

All options are based on Working Age Claimants only. Pensioner claims are protected

Option	Action	Impact
<b>Option 1 - Spread impact across all caseload</b>	Maximum eligible amount is reduced to 72% of the Council Tax chargeable	£1.5 million (£1.7 million if vulnerable not protected)
<b>Option 2 - Fully funded</b>	<p>a) Fully funded by the council</p> <p>b) Fully funded by Major preceptors and Billing Authority (pro rata share against expenditure)</p>	<p><b>Cost to the council</b> of approximately £1.5 million</p> <p><i>(not known depends on major preceptors percentage)</i></p>
<b>Option 3 – Simplified administration and spread of impact</b>	<p>Maximum eligible amount is reduced to 78% of the Council Tax chargeable limit.</p> <p>Support to pay a maximum of Council Tax band D</p> <p>Withdraw entitlement to Second Adult Rebate</p> <p>Include Child Benefit and Child Maintenance as an income <i>(currently these are disregarded)</i></p> <p>Withdraw entitlement to Underlying Entitlement <i>(we don't know how much this will save us )</i></p> <p>Withdraw entitlement to backdates <i>(for cases of hardship with small needs, we could have a contingency arrangement similar to Discretionary Housing Payment, DHP)</i></p> <p>Capital/assets of over £6,000 will not be entitled to CTS</p> <p><b>No longer apply non dependant deductions</b></p>	£1.5 million (£1.66 million if vulnerable not protected)

**Vulnerable people in this instance are defined as people entitled to a disability premium which means they are in receipt of Disability Living Allowance (DLA) and/or other disability incomes**

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<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11th July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2454</b>
TITLE:	Council Tax Discounts - consultation on proposed changes	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b>		
Appendix 1 – Council Tax Technical Changes		

## **1 THE ISSUE**

- 1.1 This report describes options for adopting new discretionary powers for setting discounts and exemptions to Council Tax against a range of changes proposed by Government for local decision and which come in to effect from April 2013.
- 1.2 This report is to enable an in principle decision by Cabinet to enable further detailed research and adoption of the policies as part of setting the Council Tax base by Council in November 2012.

## **2 RECOMMENDATION**

The Cabinet agrees in principle that:

- 2.1 That the Council adopt the full range of technical changes to Council Tax as set out in **Appendix 1**
- 2.2 The Financial Implications be factored into the proposed Budget for 2013/2014 to be considered by the Council in February 2013.
- 2.3 The Council Tax base setting report to be considered by Council in November is based on these proposed changes.

### **3 FINANCIAL IMPLICATIONS**

- 3.1 It is recognised that in order to meet difficult financial challenges, the Council may need to realise maximum income generation from the new Council Tax technical changes.
- 3.2 The full implementation of the available technical changes is expected to generate in the region of £1million although this may diminish over time as the changes encourage changes in behaviour, such as bringing homes back into use more quickly.
- 3.3 There will be some minor changes to administrative costs but these are not expected to be significant and will be considered as part of the budget setting process for 2013/14.

### **4 CORPORATE OBJECTIVES**

- 4.1 If the changes set out here are implemented there is likely to be a positive impact on the priority for:-

- *Building a stronger economy*

- 4.2 See the equalities section of this report for more detail.

### **5 THE REPORT**

#### **5.1 Timetable of Changes**

- 5.2 These changes are being enacted by the Local Government Finance Bill which is expected to receive final assent shortly after the end of July 2012; the current proposition is based upon the details contained in the Bill and a recent statement of intent issued by Communities & Local Government.

- 5.3 The timetable for adopting these changes is linked with the Council's current budget setting process.

- 5.4 Changes will need to be calculated and applied to the tax base setting process which is scheduled to be considered by Council on the 8<sup>th</sup> November 2012 and subsequently reflected in the budget setting report in February 2013.

#### **5.5 Methodology**

- 5.6 The Council Tax technical changes give new legislative powers that will enable authorities to raise additional charges by amending entitlement to discounts and exemptions for things like second homes and empty properties; these are detailed at **Appendix 1**.

### **6 RISK MANAGEMENT**

- 6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

## **7 EQUALITIES**

- 7.1 An equalities impact assessment will be completed as part of the preparation of the full Council report for November.
- 7.2 The changes proposed are not expected to impact on vulnerable groups or people with protected characteristics. The proposals flow from Government policy options that have been developed at a national level to enable local decisions.
- 7.3 The appendix describes the effects of the changes and, in general but not necessarily in all cases, these will impact most on people with higher levels of income which enables them to have second homes or keep homes empty.
- 7.4 The changes are considered likely to create some positive incentives to bring properties back into use and also to discourage second homes which potentially reduce the supply available for people working and living locally.

## **8 RATIONALE**

- 8.1 By taking full advantage of the Council Tax technical changes the Council will support the need to bring empty houses back in to occupation as quickly as possible and ensure funding is secure to benefit the wider community.

## **9 OTHER OPTIONS CONSIDERED**

- 9.1 All options as proposed by the Council Tax Technical changes are supported as they enable delivery of benefits to the wider community, no other alternatives have been considered.

## **CONSULTATION**

- 9.2 *Consultation has already been conducted with: Cabinet members; Staff; Other B&NES Services; Section 151 Finance Officer; Chief Executive; Monitoring Officer*
- 9.3 There is no statutory requirement to consult on these changes although it is proposed that advance notification is provided to key stakeholders and the final decision will be subject to the Council decision in November.

## **10 ISSUES TO CONSIDER IN REACHING THE DECISION**

- 10.1 *Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations*

## **11 ADVICE SOUGHT**

The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<i>Ian Savigar, Divisional Director for Customer Services, Tel; 01225 477327</i>
<b>Sponsoring Cabinet Member</b>	<i>Councillor David Bellotti</i>
<b>Background papers</b>	<p><u><a href="http://www.communities.gov.uk/documents/localgovernment/pdf/2152512.pdf">http://www.communities.gov.uk/documents/localgovernment/pdf/2152512.pdf</a></u> (Technical Reform of Council Tax, Consultation response)</p> <p><u><a href="http://www.communities.gov.uk/documents/localgovernment/pdf/2053909.pdf">http://www.communities.gov.uk/documents/localgovernment/pdf/2053909.pdf</a></u> (DCLG Impact Assessment)</p>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

### Council Tax Technical Changes (as at April 2012)

These tables highlight the additional income which could be generated if this Council chooses to apply the maximum discretion in relation to technical reforms of Council Tax liability.

#### Second Homes

In Bath & North East Somerset we have identified 711 properties which come in to this category. At present these properties are awarded 10% discount. Under the technical reforms, if we were to award 0% discount from April 2013 we would increase our debit collectable by £108730.33 based on the average 2012 charge.

Band	No of Properties	Amount raised by charging additional 10%
A	59	£5,781.09
B	109	£12,460.34
C	190	£24,822.84
D	137	£20,135.83
E	94	£16,886.04
F	53	£11,251.93
G	59	£14,452.73
H	10	£2,939.54
<b>Total</b>	<b>711</b>	<b>£108,730.33</b>

If we are to charge 100% for second homes and 100% for empty unfurnished properties it will become increasingly difficult to differentiate between the two categories as there is no incentive for owners to report such a change.

## Long Term Empty Properties

In Bath & North East Somerset we have identified 207 properties which have been empty for a period longer than two years and if we were to charge them 150% as proposed by the technical reforms, we would potentially raise an additional debit of £147,793.48 based on the average 2012 charge.

These properties are currently charged at 100% Council Tax liability.

<b>Band</b>	<b>No of Properties</b>	<b>Amount raised by charging additional 50%</b>
A	33	£16,167.46
B	44	£25,149.31
C	48	£31,355.16
D	41	£30,130.26
E	14	£12,574.71
F	7	£7,430.52
G	18	£22,046.53
H	2	£2,939.54
<b>Total</b>	<b>207</b>	<b>£147,793.48</b>

Bringing long term empty properties back into occupation is a major challenge for all authorities and this ability to raise the levy in these cases should act as a spur to encourage owners to do so. This will of course subsequently lead to a reduction in the amount of debit collectable from such premises and should be noted.



## Properties requiring structural repair to make them habitable - Class A Exemptions

In Bath & North East Somerset we have identified 144 properties which come into this category currently and if we were to stop giving the 12 months exemption of 100% based on average 2012 charges, we would raise an additional debit of £220,792.11.

<b>Band</b>	<b>No of Properties</b>	<b>Amount raised by charging 100%</b>
A	7	£6,858.92
B	35	£40,010.26
C	34	£44,419.81
D	20	£29,395.38
E	20	£35,927.75
F	15	£31,845.08
G	12	£29,395.38
H	1	£2,939.54
<b>Total</b>	<b>144</b>	<b>£220,792.11</b>

Again this would support the principle of bringing empty property into occupation sooner and would have similar impacts to those proposed under long term empty changes.

It may however, lead to some cases of hardship and support in these cases may need to be considered.

A change in behaviour here would not necessarily mean a change in the amount of potential debit to be raised as an occupied property would realise the same level of charge in most cases.

## Unoccupied, unfurnished properties - Class C Exemptions

In Bath & North East Somerset we have identified 915 properties that fall into this category and if we were to stop giving them the 6 months exemption based on average 2012 charges, we would increase collectable debit by around £598,114.41

<b>Band</b>	<b>No of Properties</b>	<b>Amount raised by charging 100%</b>
A	181	£88,676.04
B	279	£159,469.48
C	226	£147,630.55
D	117	£85,981.48
E	50	£44,909.68
F	29	£30,783.58
G	32	£39,193.83
H	1	£1,469.77
<b>Total</b>	<b>915</b>	<b>£598,114.41</b>

This technical reform has potential for realising the highest level of increase in collectable debit and would again serve to encourage the earlier occupation of empty properties.

Without differentiation between the charge for occupied and unoccupied premises it will make classification more difficult and raising a charge in all cases could cause hardship in some cases.

**Exempt Class L`s - an unoccupied dwelling where a mortgagee is in possession under the mortgage;**

Our current records only identify 9 properties in this category on our system and if we were to stop giving them and exemption and charge the mortgage company we would raise a debit of £14,044.47

<b>Band</b>	<b>No of Properties</b>	<b>Amount raised by charging additional 100%</b>
A	1	£979.85
B	2	£2,286.30
C	3	£3,919.40
D	0	0
E	1	£1,796.39
F	1	£2,123.01
G	0	0
H	1	£2,939.54
<b>Total</b>	<b>9</b>	<b>£14,044.47</b>

**Summary**

If all of these options as set out in the new Council Tax Technical Reforms are adopted then they would realise an increased debit within the collection fund of around £1million. This increase can be used to meet the Council's very tough spending requirements and support the delivery of services to all Council Tax payers.

There does need to be an adjustment to the Council Tax Base to reflect a decision on these options and this should also take account of potential changes in behaviour and variances that are likely in these options.

These additional changes in administration will all attract an additional cost which is yet to be determined and needs to be viewed in light of the final scheme for this and Council Tax Support, as well as funding towards administrative costs.

***NB. All of these numbers are taken as a snapshot and will be subject to change!***

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<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11<sup>th</sup> July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2414</b>
TITLE:	<b>Expansion of the Early Years Entitlement offer for two year old children</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<p><b>List of attachments to this report:</b></p> <p>Appendix 1 Pyramid of Needs</p> <p>Appendix 2 Application Form</p> <p>Appendix 3 Equalities Impact Assessment</p>		

## **1 THE ISSUE**

From 1st September 2013 there will be a mandatory Early Years Entitlement (EYE) for a cohort of eligible 2 year old children as defined by guidance and criteria provided by the Department for Education (DfE.)

## **2 RECOMMENDATION**

1. The cabinet note that Bath and North East Somerset is fulfilling its statutory duty as required by the Education Act 2011 and DfE requirements;
2. That the Council in fulfilling the requirements relating to sufficiency of provision as required by the Childcare Act 2006 and any subsequent legislative amendments will do so with due regard to the resources required and available;
3. That the Council will continue to expand the scheme further by September 2014 in line with national requirements subject to decisions of the Council at its budget meeting in February 2013;
4. To approve the use of a Section 106 payment enabling an increase in provision not previously listed as part of the Capital Programme.

### **3 FINANCIAL IMPLICATIONS**

Revenue funding for payment to providers has been allocated to the Council through the Early Intervention Grant until April 2013 to develop the scheme to date. From then on funding will be allocated through the Direct School's Grant (DSG). The DSG funding allocation is to provide for the purchase of the places from the provider and will in the future be calculated from the annual census data submitted as part of the Early Years census undertaken annually in January. No further resources, revenue or capital, have been provided by the DfE.

Where there is insufficient provision the Council has a duty to "manage the market" in order to ensure there is sufficient provision to meet demand as outlined in the Childcare Act (2006). The Act states that the Council should only be a provider of last resort with providers from the PVI (Private, Voluntary and Independent) sectors being the preferred supplier, subject to certain criteria as outlined in both the national and local requirements for delivery.

As the scheme expands the Council will monitor levels of demand and areas of undersupply as part of its Childcare Sufficiency duties. Should the Council need to stimulate the childcare market in any areas revenue expenditure costs may result from the tendering this activity, in particular if a financial incentive is required to stimulate the market. In cases where there is complete market failure then the Council may also incur capital costs should it need to build premises in order to provide places. Any potential revenue or capital funding pressures arising from insufficient provision to meet demand will need to be highlighted as part of the Medium Term Service and Resource Planning process for consideration by the Council in February each year as part of the Annual Budget report.

Where there are areas of undersupply as identified in the Childcare Sufficiency Report (previously produced every 3 years but now required annually from September 2012) the Planning Obligations SPD 2009 may yield capital receipts within a Section 106 agreement. This process continues to be reviewed in line with legislative changes, e.g. Community Infrastructure Levy (CIL).

One combined Section 106 allocation for expansion of Early Years provision in Twerton yielding £102,717 has been through both the Council's PID and CSG processes but was not included within the Capital Programme in the Financial Plan that went to Cabinet in February this year. This Section 106 allocation requires Cabinet approval prior to use by the two eligible providers who have applied for the funding in order to deliver an increase in the number of places in Twerton. These will be mainly for 2 year old places which will be within the area with the highest number of eligible children for 2 EYE within the current allocation criteria as outlined in Section 5.

### **4 CORPORATE OBJECTIVES**

By expanding the number of two year old children able to access the EYE these proposals will help to "make Bath & North East Somerset a better place to live, work and visit" and support the achievement of the following Council objectives.

- **Promoting independence and positive lives for everyone, including**
  - The people most in need are supported to live full active lives.
  - Children and young people enjoy their childhood and are prepared for adult life.

- Schools develop and extend their role in the local community.
- There are activities and opportunities to help young people to make a positive difference to their lives and communities.
- **Creating neighbourhoods where people are proud to live, including**
  - Reduced inequality between communities across Bath and North East Somerset.

## 5 THE REPORT

In September 2009 the two year old funding pilot was launched across England. Bath and North East Somerset was provided with funding to support 50 of the most disadvantaged children (as identified on an economic basis) for 10 hours a week, 38 weeks a year (380 hours).

Both the previous Government and the current Government had and have committed to expanding the scheme further. The DfE business plan outlined that it was the intention by 2013/14 that the scheme reached 20% of children across England (as opposed to 20% in each Local Authority.) In addition the entitlement would be for 15 hours a week for 38 weeks of the year (570 hours).

On 29th November 2011 it was announced that the scheme for two year old funding would be increased further so that by 2014 40% of children would be able to access funding.

The proposed breakdown for Bath and North East Somerset is as follows:

1st September 2012	140 places at 15 hours per week (term time only)
1st September 2013	300 places at 15 hours per week (term time only) Two year old funding becomes a statutory entitlement for those children who are eligible
1st September 2014	Approximately 500-600 places at 15 hours per week (term time only). DfE to confirm criteria.

The original objective of financial disadvantage has been maintained but it is in future proposed that the eligibility for Free School Meals (FSM) criteria are used (although the funding does not include a free meal). Looked after children are also proposed as an eligible group. A consultation on the criteria on how children will be identified when the scheme expands further in 2014 will be held during summer 2012.

## 6 RISK MANAGEMENT

6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

## 7 EQUALITIES

An EqIA has been completed. No adverse or other significant issues were found.

## 8 RATIONALE

This is a mandatory requirement on all Councils from September 2013.

## 9 OTHER OPTIONS CONSIDERED

None

## 10 CONSULTATION

Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Stakeholders/Partners; Section 151 Finance Officer; Monitoring Officer

A series of provider events have been held including: -

10<sup>th</sup> January 2012, Keynsham

17<sup>th</sup> January 2012, Paulton

18<sup>th</sup> January 2012, Bath

A further provider recruitment and information session was also held on Thursday 29<sup>th</sup> March 2012.

## 11 ISSUES TO CONSIDER IN REACHING THE DECISION

Social Inclusion; Customer Focus; Sustainability; Property; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff.

## 12 ADVICE SOUGHT

The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Philip Frankland, Strategic Planning and Performance Manager 01225 394330 <a href="mailto:philip_frankland@bathnes.gov.uk">philip_frankland@bathnes.gov.uk</a>
<b>Sponsoring Cabinet Member</b>	Councillor Nathan Hartley
<b>Background papers</b>	DfE publish on-going details of the scheme here: <a href="http://www.education.gov.uk/childrenandyoungpeople/strategy/lauupdates/a00200670/2yo-early-education">http://www.education.gov.uk/childrenandyoungpeople/strategy/lauupdates/a00200670/2yo-early-education</a>  The latest DfE announcements on the details of the scheme can be found here; <a href="http://www.education.gov.uk/inthenews/inthenews/a00209664/dep-uty-prime-minister-hails-a-revolution-in-free-pre-school-education">http://www.education.gov.uk/inthenews/inthenews/a00209664/dep-uty-prime-minister-hails-a-revolution-in-free-pre-school-education</a>
<b>Please contact the report author if you need to access this report in an alternative format</b>	



Existing funding streams

Free 4 Me2  
(2 year funding)

Children's Inclusion  
Fund (CHIF) as part  
of Flying Start

New Combined

Application Process



Page 73

**Children or family with multiple needs**

Integrated working  
Common Assessment  
Team Around the Child

Planned transition to the setting and  
regular monitoring

Home learning will be promoted through  
relevant professionals



**A Flying Start plus**

For children and families where there are  
multiple needs

**Children or family with low level needs**

Children will have a planned transition to the setting  
and their progress will be regularly monitored

Home learning will be promoted through relevant  
professionals



**A Flying Start @ 2 years old**

For children between 2 -3 years where there are low  
level needs

**Home Learning**

Supporting parents to be engaged and involved in their child's  
development, well-being and learning.

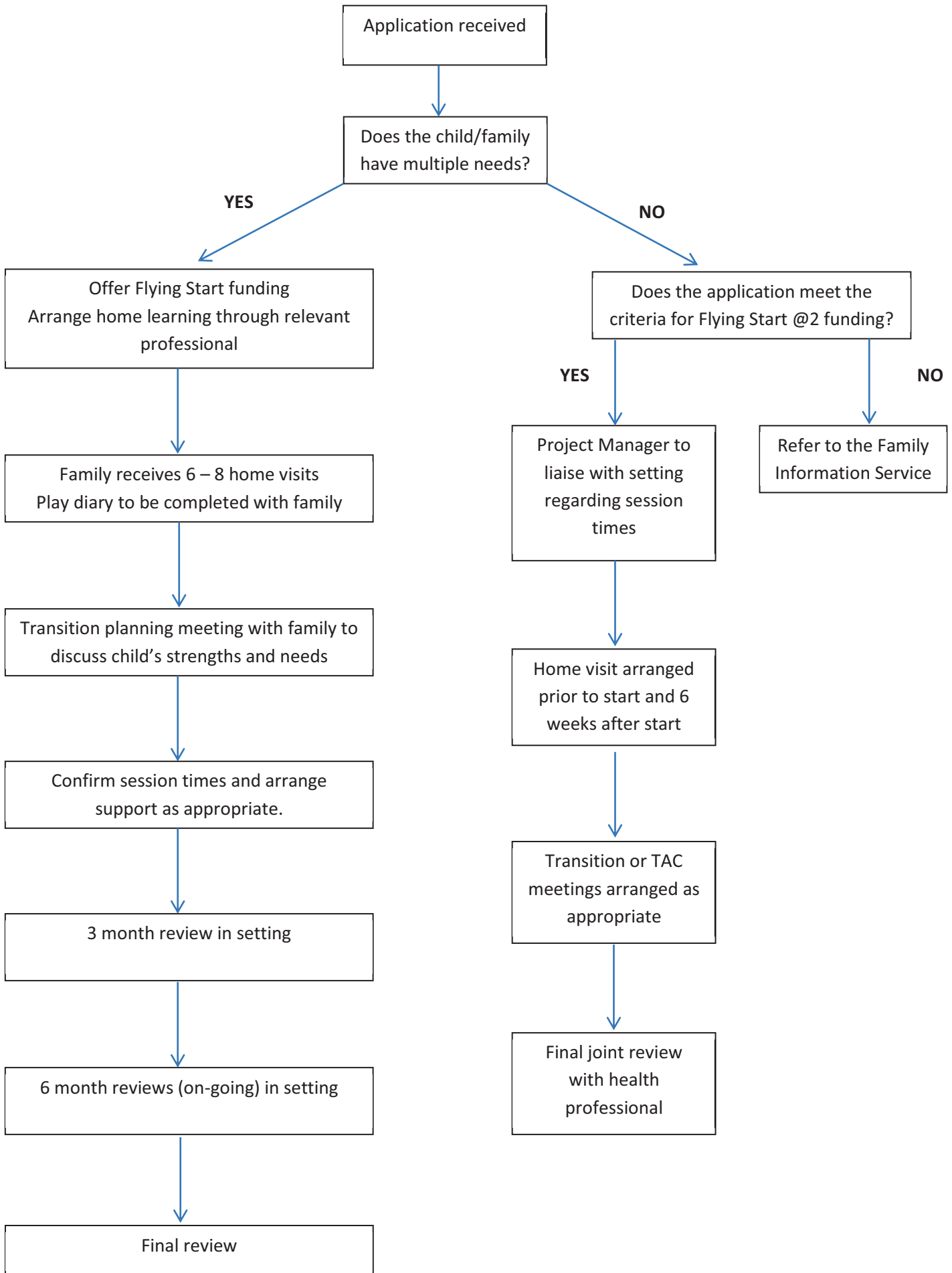


**A Flying Start home learning**

Flying Start Plus and Flying Start @ 2 years old will be accessed through an integrated application form, and will be assessed at the weekly Early Years Integrated Funding Meetings. Flying Start home learning can be accessed through your children's centre or health visitor.

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## Appendix 2 - Flying Start Support Application Process



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## Equality Impact Assessment / Equality Analysis

<b>Title of service or policy</b>	Early Years Entitlement offer for two year old children
<b>Name of directorate and service</b>	People and Communities
<b>Name and role of officers completing the EIA</b>	Philip Frankland – Strategic Planning and Performance Manager
<b>Date of assessment</b>	May 2012

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council’s and NHS Bath and North East Somerset’s websites.

<b>1.</b>	<b>Identify the aims of the policy or service and how it is implemented.</b>	
	<b>Key questions</b>	<b>Answers / Notes</b>
<b>1.1</b>	<p>Briefly describe purpose of the service/policy including</p> <ul style="list-style-type: none"> <li>● How the service/policy is delivered and by whom</li> <li>● If responsibility for its implementation is shared with other departments or organisations</li> <li>● Intended outcomes</li> </ul>	<ul style="list-style-type: none"> <li>● The Education Act 2011 makes it mandatory for all eligible 2 year old children to be able to access up to 570 hours of Early Years Entitlement from September 2013 based upon certain economic criteria i.e. eligibility to Free School Meals. This policy is delivered in the People and Communities department by the Operations Planning and Early Years Teams.</li> <li>● Implementation will be across all eligible Early Years providers. The majority of childcare provision is delivered by the Private, Voluntary and Independent (PVI) sector and the Council only delivers a small part of the overall supply</li> <li>● The majority of referrals are expected to come from Health Visitors, Children’s Centres and other agencies working with families, e.g. Job Centre Plus, Citizens Advice and so on.</li> <li>● The intended outcome is to narrow the gap in achievement between children at the end of the Foundation Stage and other key stages of their time in education so that all children achieve both at school and in their life beyond school.</li> </ul>
<b>1.2</b>	Provide brief details of the scope of the policy	

	<p>or service being reviewed, for example:</p> <ul style="list-style-type: none"> <li>• Is it a new service/policy or review of an existing one?</li> <li>• Is it a national requirement?).</li> <li>• How much room for review is there?</li> </ul>	<ul style="list-style-type: none"> <li>• Two year old EYE based on economic criteria was introduced in all Councils as a pilot in 2009 and following the outcomes of the pilot it has been decided to expand the scheme further as a national requirement.</li> <li>• Bath and North East Somerset has always funded a small number of children aged 0 to 3 to attend childcare provision based on our own local criteria around the needs of the child and this will continue.</li> <li>• The conditions for 2 year old EYE will be set nationally although there may be limited locally scope for adaptation depending on take up rates.</li> </ul>
<b>1.3</b>	Do the aims of this policy link to or conflict with any other policies of the Council?	No
<b>2. Consideration of available data, research and information</b>		
<p>Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:</p> <ul style="list-style-type: none"> <li>• <b>Demographic</b> data and other statistics, including census findings</li> <li>• Recent <b>research</b> findings (local and national)</li> <li>• Results from <b>consultation or engagement</b> you have undertaken</li> <li>• Service user <b>monitoring data</b> (including ethnicity, gender, disability, religion/belief, sexual orientation and age)</li> <li>• Information from <b>relevant groups</b> or agencies, for example trade unions and voluntary/community organisations</li> <li>• Analysis of records of enquiries about your service, or <b>complaints</b> or <b>compliments</b> about them</li> <li>• Recommendations of <b>external inspections</b> or audit reports</li> </ul>		
	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>
<b>2.1</b>	What is the equalities profile of the team delivering the service/policy?	Within the Council's People and Communities department the officers within the Operations Planning and Early Years Teams who will administer the scheme have a varied profile.

		The service is delivered by a variety of providers as outlined in 1.1 who will have a varied profile but a statutory legal duty to comply with equalities legislation
2.2	What equalities training have staff received?	Staff will have had a variety of training depending on their job roles although all attend at least one training session on equalities every 3 years. Some of the staff within the service also have responsibility for advising providers delivering the service to attend equalities training.
2.3	What is the equalities profile of service users?	For families who meet the definition of qualifying families as outlined in 1.1 the profile should align with the Council's profile for all residents
2.4	What other data do you have in terms of service users or staff? (e.g. results of customer satisfaction surveys, consultation findings). Are there any gaps?	Professionals are asked to complete expected outcomes for the family and the child at the outset of their child accessing a place and an evaluation form at the end. The quality of the childcare provision and the support received are also evaluated at the end of the funding.
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	Religion/belief and sexual orientation data has not been collected as part of the research in compiling this report however the application form asks if there were any specific language or cultural reasons presenting a barrier to accessing a place.
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	Equalities considerations will take into account any guidance issued from Government for compiling and reporting on ability to find and access provision which fall under the Council's Childcare Sufficiency duties together with Bath and North East Somerset's Equalities Team guidance on consultation.
<b>3. Assessment of impact: 'Equality analysis'</b>		
	Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy: <ul style="list-style-type: none"> <li>Meets any particular needs of equalities groups or helps promote equality in some way.</li> </ul>	



			<ul style="list-style-type: none"> <li>• Could have a negative or adverse impact for any of the equalities groups</li> </ul>
		<b>Examples of what the service has done to promote equality</b>	<b>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</b>
<b>3.1</b>	<b>Gender</b> – identify the impact/potential impact of the policy on women and men. (Are there any issues regarding pregnancy and maternity?)	Each provider has a mandatory requirement to have an appointed Equality Needs Coordinator (ENCO) and have written an Equal Opportunities Policy that has due regard to the relevant legal requirements relating to Equality, Inclusion and Racial Awareness.	Non-compliance with the Council's conditions for delivering the entitlement may lead to withdrawal of the entitlement from the provider, impacting on all children and their families using their provision. Regular monitoring and warnings are given to providers to ensure that they comply with the conditions.
<b>3.2</b>	<b>Transgender</b> – – identify the impact/potential impact of the policy on transgender people	This policy has due regard to transgender people as should all provider's Equal Opportunities Policy that has due regard to the relevant legal requirements relating to Equality, Inclusion and Racial Awareness	
<b>3.3</b>	<b>Disability</b> - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)	Each provider has a mandatory requirement to have an appointed Special Education Needs Coordinator (SENCO) and have written a Special Education Needs Policy that has due regard to the relevant legal requirements relating to Equality, Inclusion and Racial Awareness	Non-compliance with the Council's conditions for delivering the entitlement may lead to withdrawal of the entitlement from the provider, impacting on all children and their families using their provision. Regular monitoring and warnings are given to providers to ensure that they comply with the conditions
<b>3.4</b>	<b>Age</b> – identify the impact/potential impact of the policy on different age groups	The age of children included for the purpose of this report is set nationally.	

3.5	<b>Race</b> – identify the impact/potential impact on different black and minority ethnic groups	In evaluating the take up of the new EYE the ethnicity of children and their families is collected to ensure that the level of take up recorded is in line with the ethnic diversity of Bath and North East Somerset.	All childcare providers, particularly those in receipt of Council 's 3 and 4 year old funding, are required to monitor the ethnicity of the users of their provision and report accordingly for evaluation of take up rates and whether they are representative of Council diversity and ethnic make up. A significant proportion are returned with “prefer not to say” making overall evaluation challenging.
		<b>Examples of what the service has done to promote equality</b>	<b>Examples of potential negative or adverse impact and what steps have been or could be taken to address this</b>
3.6	<b>Sexual orientation</b> - identify the impact/potential impact of the policy on lesbians, gay, bisexual & heterosexual people	Each provider has an identified Equality Needs Coordinator (ENCO) who receives training on Equal Opportunities. Each setting is provided Equal Opportunities File to support the work of this postholder.	
3.7	<b>Religion/belief</b> – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	Each provider has an identified Equality Needs Coordinator (ENCO) who receives training on Equal Opportunities. Each setting is provided Equal Opportunities File to support the work of this postholder.	
3.8	<b>Socio-economically disadvantaged</b> – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances	The purpose of this policy is to enable children who would have otherwise had to wait until they are 3 to access a place a year earlier and as a result to help to break down	The DfE expect that not all eligible families will take up their entitlement, perhaps 80%. In Bath and North East Somerset we want this to be much higher so that as many

		some areas of socio-economic disadvantage for future generations. As a result of the pilot 24% of families who responded to the exit questionnaire reported that they have returned to work, or engaged in formal training. 100% of families who returned a questionnaire stated that this was a positive experience for their child and the wider family.	children as possible can benefit so we will monitor take up and dropout rates closely and achieve above the DfE minimum expectation for take up as we already do for 3 and 4 year old EYE.
<b>3.9</b>	<b>Rural communities</b> – identify the impact / potential impact on people living in rural communities	In meeting our existing childcare sufficiency duties the Council maps provision to ensure that rurality is not a barrier to accessing a place. In addition services such as Children’s Centres and Family Information Service provide outreach workers to inform all families about what is on offer and what they can access	Transport in order to be able to access places. This has not arisen specifically in this case so far but we have in the past worked with services such as School’s Transport to ensure children can access provision.

#### **4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan**

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

<b>Issues identified</b>	<b>Actions required</b>	<b>Progress milestones</b>	<b>Officer responsible</b>	<b>By when</b>


## 5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team ([equality@bathnes.gov.uk](mailto:equality@bathnes.gov.uk)), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

**Signed off by:**

(Divisional Director or nominated senior officer)

**Date:**

<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11<sup>th</sup> July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2430</b>
TITLE:	<b>Children's Services Capital Programme Priorities 2012 -13</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report: Appendix – 2012/13 Capital Projects</b>		

## **1 THE ISSUE**

1.1 To brief the Cabinet on capital funding levels and agree priority projects for inclusion in the 2012/13 Children's Services capital programme.

## **2 RECOMMENDATION**

The Cabinet agrees that:

2.1 The projects put forward for approval are in line with Children's Services capital programme priorities

2.2 A capital allocation of £107,000 is approved for inclusion in the 2012/13 Capital Programme from Capital Maintenance funding to enable essential traffic management works to be carried out at Three Ways special school

2.3 A capital allocation of £150,000 is approved for inclusion in the 2012/13 Capital Programme from Basic Need funding for the provision of additional places for autistic pupils at the Margaret Coates Centre

### **3 FINANCIAL IMPLICATIONS**

- 3.1 The Government is reviewing schools capital funding following the James Review of the Building Schools for the Future programme and in light of the expansion of the Academies programme. As a consequence allocations from the Department for Education (DfE) under the two main funding headings of Basic Need and Capital Maintenance are being made on an annual rather than the previous three year basis and so there is no certainty of the levels of funding in 2013/14 or future years. As a consequence a prudent approach has been taken to capital spending with only the most pressing projects being prioritised in 2010/11 & 2011/12 resulting in a carry forward of funding.
- 3.2 Capital Maintenance Funding 2012/13 - £2.403m. This is to address worst condition items at schools. The allocation for 2012/13 is a reduction of £900k approx. from 2011/12 levels to reflect schools becoming academies.
- 3.3 Basic Need 2012/13 - £2.118m – This funding is to provide additional pupil places where there is underlying population growth. The allocation for 2012/13 is a revised increased figure following an additional allocation recently received from DfE in recognition of the general pressure on places being faced by local authorities.
- 3.4 The DfE capital allocations are grant funding with no borrowing requirement.
- 3.5 There is sufficient Capital Maintenance funding available to support the proposed allocation of £107,000 for the traffic management scheme at Three Ways school. There is also sufficient Basic Need funding available to support the proposed allocation of £150,000 for additional places at the Margaret Coates Centre. There are no revenue implications for the Council or the schools related to either proposal. However, if additional capacity is not provided to meet the increased demand for places for autistic pupils in Bath & North East Somerset there will be significant revenue costs arising from the requirement to place these pupils outside the authority.
- 3.6 With regard to the proposal to expand the Margaret Coates Centre for pupils with autism (see 5.4) the DfE have consulted on changing the revenue funding regime for special unit funding as part of its review of school funding. The new proposals are likely to create a different regime of commissioner and provider roles for the school and the LA. The potential revenue impact of this change will be incorporated into the PID process prior to any formal approval of a capital allocation by cabinet.

### **4 CORPORATE OBJECTIVES**

- 4.1 Projects within the Children's Services capital programme provide modern facilities or improve existing ones and provide pupil places where there is demand. This leads to a better learning and teaching environment and in most cases enables parents and pupils to obtain a place at a local school. This contributes to the corporate priorities of promoting independence and positive lives for everyone and creating neighbourhoods where people are proud to live.

## 5 THE REPORT

- 5.1 As part of the report on Medium Term Service & Resource Planning considered by Cabinet in February Members gave full approval to a number of projects in the 2012/13 Children's Services Capital Programme. Provisional approval was also given to funding allocations from the Department for Education (DfE) under two headings a) Capital Maintenance and b) Basic Need with officers charged with bringing forward projects for further Officer and Cabinet Member scrutiny, including a formal Cabinet decision for Full Approval. This report identifies and seeks approval for projects which have been identified as priorities for inclusion in the capital programme.
- 5.2 Due to the uncertainty of future funding levels past 2012/13 and the likely further impact of secondary schools and possibly some primaries becoming academies, it is proposed to continue to take a cautious approach to investment addressing essential priorities only. Greater certainty of funding from 2014/15 onwards will hopefully enable the development of a longer term capital programme which can be brought forward for approval.
- 5.3 Appendix 1 provides details of those projects which have already received full Cabinet approval for inclusion in the 2012/13 Capital Programme although funded from previous years allocations. Also shown are new projects requested for approval which are in line with the intended purpose of the DfE funding heading and are regarded as priorities for inclusion in the 2012/13 Children's Services capital programme. Details of these projects are shown below.
- 5.4 **Basic Need** – Expansion of Margaret Coates Centre, St Martin's Garden Primary – £150,000 -This Resource Base for pupils with Autism aged 4-11 currently has places for 12 pupils. There is increased demand in the Authority for places for pupils with autism which if not met will require places to be found outside Bath and North East Somerset with significant revenue costs to fund these places. It is proposed that an additional 6 places are provided through the remodelling of the accommodation at St Martin's Garden Primary to provide an additional teaching space and there will also be works to the office and kitchen at the Centre. A feasibility study has been undertaken and the proposed allocation includes an appropriate level of contingency.
- 5.5 **Capital Maintenance** –Three Ways Special School – Traffic Management Measures - £107,000 - Concerns have been raised by Transport staff about safety of pupils d parents and staff due to the traffic congestion on site particularly at the end of the school day. Due to the needs of the pupils a large number of taxis and mini buses are required to transport them and the traffic arrangements on site as there is only a single entrance, leads to congestion increasing the risk of an accident. A new proposal has been developed which has the support of the Headteachers of both Three Ways and the adjacent Link Centre who share the site. This proposes a new exit enabling a one way system to operate on part of the site which together with new parking and drop off arrangements will hopefully improve things significantly. Subject to planning permission the summer holidays

provides an opportunity to carry out the works. Due to the urgency this project has already been reviewed by the Project Initiation and Delivery Group (PIDG).

5.6 Radstock Nursery – Separation works £486,000- This project arises from the conversion of Trinity VC Primary School, Radstock, to an academy in September 2011 and the requirement to separate the early years provision from the new academy. Due to the need to complete the works by September Cabinet received a full report on this project in June and were requested to approve it for inclusion in the capital programme

5.7 Officers will continue to draw up proposals for both Basic Need and Capital Maintenance projects against the unallocated funding for initial consideration by the Cabinet Member for Early Years, Children and Youth. Projects to be taken forward will be reviewed through the PID Group prior to submission to Cabinet for approval and inclusion in the capital programme.

## **6 RISK MANAGEMENT**

6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

## **7 EQUALITIES**

7.1 An equalities impact assessment has been completed. No adverse or other significant issues were found.

## **8 RATIONALE**

8.1 The projects proposed in this report are in line with intended purpose of DfE capital funding and are priorities within the Children's Services capital programme.

## **9 OTHER OPTIONS CONSIDERED**

9.1 Given the level of unallocated capital funding available due to the prudent approach taken to approvals to date it would be possible to bring forward a more substantial capital programme. However given the uncertainty of future capital funding levels the continuation of a cautious approach to approval is justified.

## **10 CONSULTATION**

10.1 *Cabinet members; Other B&NES Services; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

10.2 Discussion with Cabinet Member and briefing of Cabinet and drafts of the report have been circulated to the Cabinet Member and officers

## **11 ISSUES TO CONSIDER IN REACHING THE DECISION**

11.1 *Sustainability; Property; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations*



## 12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Chris Kavanagh 01225 395149
<b>Sponsoring Cabinet Member</b>	Councillor Nathan Hartley
<b>Background papers</b>	Report on Medium Term Service & Resource Planning considered by Cabinet in February 2012
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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## Appendix

### Capital Programme 2012/13

#### Previously approved projects

<b>School</b>	<b>Description</b>	<b>Approved budget £000</b>
Ralph Allen School	Applied Learning Centre	2,447
Oldfield School	Co-ed Modifications	2005
Wellsway School	Sports Hall	3100
Oldfield Park Infants	Additional Classrooms	230
Peasedown St John Primary	Additional Classrooms	295
Lansdown Tuition Centre	Dilapidations	58
Radstock Nursery*	Separation of facilities	460

#### New projects for approval

<b>School</b>	<b>Description</b>	<b>Proposed Allocation £000</b>
Three Ways School	Traffic Management Scheme	107
Margaret Coates Autistic Centre	Extension	150

\*Approved by Cabinet June 2012

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<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11<sup>th</sup> July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2436</b>
TITLE:	<b>Bath Transportation Package. Approval of budget subject to Full Approval status being granted by Department for Transport.</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<p><b>List of attachments to this report:</b></p> <p><b>Appendix 1 Full Council 14/02/2012. Extract of the Medium Term Service &amp; Resource Plan 2012/13-2016-17 (Appendix 1 Annexe 3. 5 year Capital Programme.)</b></p> <p><b>Appendix 2 Extract of Application for Full Approval to DfT.</b></p>		

## **1 THE ISSUE**

1.1 The full approval of the Bath Transportation Package (BTP) by the Department for Transport (DfT) is anticipated in summer 2012. Cabinet approval of the budget for the BTP main scheme, within the threshold of the 14<sup>th</sup> July 2011 Full Council decision, & within the Full Council provisional budget which was set in February 2012 is therefore sought subject to DfT approval, to allow implementation of the scheme on DfT approval.

## **2 RECOMMENDATION**

The Cabinet agrees that:

2.1 The provisional budget for the BTP main scheme, in line with the budget set in February 2012 is now formally approved, subject to DfT scheme approval, at a level of grant consistent with the principles of the bid submission in May 2012 & with a Council contribution to the project no higher than that previously approved.

### 3 FINANCIAL IMPLICATIONS

- 3.1 On 14<sup>th</sup> February 2012 Full Council approved the Medium Term Service & Resource Plan 2012/13- 2014/15. Appendix 1 Annex 3 to the Full Council report contained the 5 year capital programme. See attached extract of this as **Appendix 1**.
- 3.2 The financial implications of the BTP were considered at Full Council on the 14<sup>th</sup> February 2012 along with the 5 year capital programme referred to above. See **Appendix 1**.
- 3.3 Moving the provisional budget for the BTP main scheme to approved status, subject to DfT scheme approval, is in line with the Full Council decision of 14<sup>th</sup> February & the capital programme; therefore there are no financial implications over & above those already covered.
- 3.4 The bid has been submitted with a total scheme cost lower than that previously reported, due in the main to competitive tender returns. **Appendix 2** is an extract of the Application for Full Approval to DfT which shows the scheme is currently estimated to be delivered for £26.9m, £1.7m below Best & Final Bid Estimate. This therefore gives a lower level of DfT grant requirement & a lower level of Council contribution; the percentage contribution by DfT remains the same as previously reported.
- 3.5 The Council's funding requirement will be reviewed as we receive a final offer from the DfT, recognising financial risks associated with the project. Any potential underspend will be reviewed and reported to Cabinet as variances through the normal Outturn Budget monitoring processes.

### 4 CORPORATE OBJECTIVES

- *Promoting independence and positive lives for everyone*
- *Creating neighbourhoods where people are proud to live*
- *Building a stronger economy*

### 5 THE REPORT

- 5.1 The Best & Final Bid submission for the BTP to the DfT was approved by Council decision 14/07/11. The provisional budget was approved by the Full Council on the 14<sup>th</sup> February 2012. Full approval status of the budget is now required to enable the scheme to be implemented subject to full approval status being granted by the DfT, at a level of grant consistent with the principles of the bid submission in May 2012 and with a Council contribution to the project no higher than that previously approved.

### RISK MANAGEMENT

- 5.2 The report author & Lead Cabinet member have fully reviewed the risk assessment related to the issue & recommendations, in compliance with the Council's decision making risk management guidance.

## 6 EQUALITIES

6.1 The overall approach taken on the budget setting process in February 2012 demonstrated that financial decisions are being taken in a fair, transparent & accountable way, considering the needs & the rights of different members of our community.

## 7 RATIONALE

7.1 This report reflects information already presented to Cabinet & Full Council as contained in the decisions made previously during July 2011 & February 2012.

## 8 OTHER OPTIONS CONSIDERED

8.1 None.

## 9 CONSULTATION

9.1 *Cabinet member.151 Finance Officer; Chief Executive; Monitoring Officer.*

9.2 Through early discussion on the issue & by circulation of report.

## 10 ISSUES TO CONSIDER IN REACHING THE DECISION

10.1 These include the legal requirement that the Council set a budget & enables the project to adhere to the programme subject to full approval status being granted by the DfT.

## 11 ADVICE SOUGHT

11.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<i>Joy Jefferys Contact telephone number 01225 394446</i>
<b>Sponsoring Cabinet Member</b>	<i>Councillor Roger Symonds</i>
<b>Background papers</b>	<b><i>Appendix 1 Full Council 14/02/2012 .Extract of the Medium Term Service &amp; Resource Plan 2012/13-2016-17 (Appendix 1 Annexe 3. 5 year Capital Programme).</i></b> <b><i>Appendix 2 Extract from Application for Full Approval to DfT.</i></b>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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## FINANCIAL CASE

**3.1 What is your estimate of the total outturn cost of the scheme?** *Please provide a breakdown of costs using the template below. Please use cost headings consistent with those used in your BAFB, although you may identify the contracted construction price in its own line.*

*In the column showing the BAFB costs please incorporate any adjustments made by DfT as advised in your Programme Entry letter.*

*Please ensure that in the risk/QRA cost*

- *You have removed risks now transferred to the contractor as part of the final tendered price*
- *You have not included any risks associated with ongoing operational costs*
- *You have used the P50 value.*

*Please quote all amounts in £m to three decimal points (i.e. to the nearest £1000)*

*Please provide detailed cost estimate and QRA as Annexes.*

Cost Heading	As per BAFB (including adjustments advised by DfT)	Current Estimated Cost
Preparatory Bid Costs	7.490	6.716
Property/ land	0.218	0.160
Enabling works	0.242	0.045
Lot 1 Odd Down P&R	0.941	0.664
Lot 2 Lansdown P&R	1.355	1.014
Lot 3 Newbridge P&R	2.146	1.719
Lot 4 Bus Stop Infrastructure	1.789	2.224
Lot 5 On Street Works	0.880	1.142
Lot6/7 High Street	1.531	1.531
City Centre Access Restrictions	0.277	0.397
Stats and DNO costs	1.389	1.450
VMS	0.585	0.578
CCTV	0.351	0.168
Junction upgrades (non civils)	0.639	0.605
Upgrade P&R route (non civils)	0.478	0.410
Bus Shelters	1.755	1.205
RTI	1.392	1.522
Management and Design	2.071	2.306
Site Supervision	1.120	1.114
Risk	1.580	1.528
Vehicles	0.400	0.400
Total	28.629	26.898

**The scheme is currently estimated to be delivered for £26.898 million, £1.731 million below the BAFB estimate.**

**Refer to MDA cost estimate report for further detail (Annex 2). Tender reports in Annex 3. QRA in Annex 4.**

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<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11<sup>th</sup> July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2384</b>
TITLE:	<b>MoD Concept Statements</b>	
WARD:	Combe Down, Widcombe, Bathwick, Lansdown	
<b>AN OPEN PUBLIC ITEM</b>		
<p><b>List of attachments to this report:</b></p> <p><b>Appendix 1: Schedule of responses to key issues arising from the public consultation on the draft Concept Statements</b></p>		

## **1 THE ISSUE**

1.1 The draft Concept Statements set out the Council's planning framework for the redevelopment of the MoD Sites in Bath at Foxhill, Warminster Road and Ensleigh. They are an early stage in the preparation of the Council's Placemaking Plan. This report highlights the key issues arising from the public consultation undertaken on the draft Concept Statements during April and May 2012 and recommends an appropriate course of action.

## **2 RECOMMENDATION**

The Cabinet:

2.1 agrees the responses and amendments to the key issues arising from the consultation into the Draft Concept Statements as set out in Appendix 1 to this report

2.2 acknowledges the general support given to the Draft Concept Statements.

2.3 agrees that the outstanding issues on the educational implications of the redevelopment of the sites and other relevant issues are reported to the September Cabinet meeting when the amended Concept Statements can be considered for endorsement for Development Control purposes and for incorporation into the Placemaking Plan Options.

2.4 agrees to making the comments received during the consultation period publicly available. Note that personal details will be removed.

### 3 FINANCIAL IMPLICATIONS

- 3.1 The preparation of the three Concept Statements is being funded as part of the Placemaking Plan from the Local Development Framework budget.
- 3.2 Based on the (Strategic Housing Land Availability Assessment) SHLAA the three sites have the capacity of generating up to £9.4 million pounds in New Homes Bonus under the current regime. The future use of any New Homes Bonus receipts arising will be considered by the Council as part of the medium term service and resource planning process in the appropriate financial year. The New Homes Bonus is an annual revenue receipt for 6 years after the delivery of new homes.
- 3.3 All of the sites generate the need for educational places and the provision of land and the costs for construction to cover the need generated by the development of these sites can reasonably be expected to be covered by developers. However, there are educational capacity deficiencies and the Concept Statements provide the opportunity to address this in a proactive way. The consultation events have identified opportunities to address deficiencies and the potential to provide additional school places through school expansion to meet general need. The issues raised during the consultation for each of the 3 sites have been summarised in Appendix 1, and are discussed in more detail in section 5 below.
- 3.4 Whilst the sites likely to receive planning permission after introduction of CIL, there will still be the need for S.106 agreements in relation to on-site requirements. Therefore, the Concept Statements will need to provide clarity on the developer requirements on these sites as far as possible.

### 4 CORPORATE OBJECTIVES

*Build a stronger economy by:*

- a) optimising the development potential of the sites, having regard to the Council's planning and economic development policies for the City.
- b) supporting the objectives of the Economic Strategy and underpin the Growth Agenda

*Promoting independence and positive lives for everyone and creating neighbourhoods where people are proud to live by:*

- a) promoting a housing led mixed-use development of the sites which will assist in delivering Bath and North East Somerset's strategic housing and, employment objectives, including local affordable housing needs, and address wider environmental, social and community issues as outlined in the Draft Core Strategy and so contribute to its objectives.
- b) consulting with and consider local community views and needs
- c) mitigating local labour market and transportation impacts and support bids for funds to promote local employment growth

## 5. THE REPORT

- 5.1 Redevelopment of the MoD sites is a key part of the Core Strategy which focusses development needs on brownfield land to limit urban expansion onto greenfield sites and loss of Green Belt land. The sites are identified within the SHLAA as providing around 20% of Bath's housing land supply in the period up to 2026.
- 5.2 The Council would normally use a Development Plan Document (DPD) to determine planning applications on such sites such as these but because there is insufficient time in the disposal timescale to complete this statutory process, the Concept Statements are being prepared. The Concept Statements are therefore the first stage in the preparation of the Council's Placemaking Plan (which is a DPD) and their preparation has been subject to the initial stages of statutory Plan preparation, including assessment of evidence and public consultation. This will provide sufficient planning weight to provide a basis for on-going discussions with developers.
- 5.3 The Concept Statements are not detailed site briefs or masterplans. Instead, they set out the vision and the key development / design principles to assist developers in the formulation of proposals for each site. The Concept Statements highlight the relevant evidence base as well as what further work is required. They will assist developers in what is required to create sense of place and quality whilst also optimising the development potential of each site. The Concept Statements therefore provide developers with greater certainty by identifying a clear process towards gaining planning permission. They set out the tools that the Council can offer to applicants to enable the delivery of a managed planning process.

### **Key issues arising from the public consultation**

- 5.4 Appendix 1 to this report sets out the key issues arising from the consultation and the recommended response. This entails making changes to the Concept Statements. Particular issues are highlighted below.

#### ***Education***

- 5.5 The impact on educational provision was perhaps the key issue arising from the public consultations. The draft Concept Statements set out requirements to ensure that the redevelopment of the sites properly addresses the educational needs that they generate. However, the consideration of educational issues should be seen in the context of the Council's co-ordinated strategy for providing educational needs across the City of Bath. The Council's Education Service (People and Community) is currently reviewing the strategy and therefore further work is needed before the options can properly considered. Therefore it is recommended that finalisation and endorsement of the Concept Statements is delayed to enable the educational analysis to be completed.

### ***Additional land adjoining MoD Ensheigh***

- 5.6 The draft Concept Statement for this site identifies the potential opportunity for development on the sports pitches adjoining the MoD site on land that is outside both the Green Belt and the Area of Outstanding Natural Beauty. The rationale for this is based on an aspiration to create a more sustainable and self-contained housing led scheme that can better support local facilities and public transport.
- 5.7 This proposal did not find favour during the public consultations. The principle concerns related to the impact on the World Heritage Site and its setting, the open character of the area, the Area of Outstanding Natural Beauty, the importance of this approach into the city, and traffic impacts. However, the Concept Statement also recognised these landscape and visual issues as being of the utmost importance.
- 5.8 However, in light of the significant benefits of this proposal, it is recommended that the position of the Concept Statement on this issue as currently drafted remains in the final version and further work is undertaken to test this option of expanding the MoD site through the Placemaking Plan. This would entail the Council, working with the MoD, neighbouring landowners, the Homes and Communities Agency, ATLAS, local stakeholders and interested parties. The outcome of this proactive work, which would need to consider impact on issues of acknowledged importance, would provide the Council with robust evidence that could inform its position when it comes to either allocating this additional area in the Placemaking Plan, or seeking to protect it from development.

### **Gypsy & Travellers sites**

- 5.9 It has been suggested that in light of the difficulties finding sites to meet the accommodation needs of Gypsy & Travellers, that the MoD sites could help to meet this need, if only through limited provision. The role of the MoD sites in the spatial strategy for Bath has been agreed in the Core Strategy. They make a significant contribution to meeting the City's significant general housing needs. Focussing housing on these sites, along with associated supporting uses, minimises the need for the Council to remove land from the Green Belt on the edge of Bath to meet housing needs. The substitution of housing land for Traveller pitches will impact on the capacity of the MoD sites to meet housing need.

## **6. RISK MANAGEMENT**

- 6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.
- 6.2 It should be noted that the Concept Statements will not be formal Development Plan Documents and hence cannot be accorded the full weight of adopted Planning Policy. However their preparation, which has been based on robust evidence, has entailed comprehensive public consultation and political endorsement, is the first part of preparing the statutory Placemaking Plan which will afford them sufficient planning weight in negotiations with developers at this stage.



## **7. EQUALITIES**

- 7.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found.
- 7.2 The following impacts have been identified that have a positive impact on all groups and the community as a whole.
- Positive impact for all of increased housing opportunities including affordable homes.
  - Increased housing to reinforce local centres
  - Increased connectivity to and from areas of housing, employment and neighbourhood centres.
  - Implementation of Core Strategy Policies PC43 and PC84 which will have a positive impact for all as reduces carbon emissions with benefits for health and wellbeing, and where heritage assets are made more energy efficient there will be cost savings.

## **8. RATIONALE**

8.1 Preparation of Concept Statements will assist in setting out the Council's development requirements and priorities clearly and at an early stage in the disposal of the MoD sites. This provides clarity for any prospective site purchasers, reduces their commercial risk and will assist in the redevelopment process. The Concept Statements are key to ensuring that high quality development that responds positively to community and corporate aspirations can be delivered in a timely fashion. The Concept Statement are an early stage in the production of the Council's Placemaking Plan, which will be adopted as a formal Development Plan Document.

## **9. OTHER OPTIONS CONSIDERED**

- 9.1 Adoption of a statutory Development Plan Document or Supplementary Document: Whilst the Concept Statements represent the start of a statutory plan-making process, there is insufficient time available to complete the preparation of Statutory Planning Documents.
- 9.2 Preparation of a Masterplan/development brief: There was insufficient time available to pursue more detailed work on the MoD sites over and above that provided by the Concept Statements. However, the Concept Statements importantly set the framework and the process for this work to be undertaken by developers working with the Council and the Community.
- 9.3 Do nothing: This will result in lack of clear planning guidance and lack of clarity of corporate priorities. This will be of detriment to the site disposal process, result in lack of clarity for developers and to guide the site disposal process and could inhibit the Council achieving its corporate objectives.

## 10. CONSULTATION

10.1 *Ward Councillor; Cabinet members; Parish Council; Town Council; Trades Unions; Overview & Scrutiny Panel; Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Youth Council; Stakeholders/Partners; Other Public Sector Bodies; Charter Trustees of Bath; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

10.2 A detailed consultation exercise was undertaken from 18<sup>th</sup> April to 31<sup>st</sup> May 2012. Key issues arising are set out in Appendix 1 with responses. The Concept Statements will be incorporated into the Placemaking which will also be subject to public consultation as part of the statutory plan preparation procedures.

## 11. ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Social Inclusion; Customer Focus; Sustainability; Young People; Corporate; Other Legal Considerations*

## 12. ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<i>David Trigwell Divisional Director - Planning and Transport, Planning and Transport Development (01225 394125)</i>
<b>Sponsoring Cabinet Member</b>	<i>Councillor Tim Ball</i>
<b>Background papers</b>	<i>B&amp;NES Draft Core Strategy</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

## **APPENDIX 1: KEY ISSUES FOLLOWING PUBLIC CONSULTATION ON DRAFT MOD CONCEPT STATEMENTS**

### **Consultation Process**

The Draft MoD Concept Statements were approved for public consultation by Cabinet on 11<sup>th</sup> April 2012.

The Council then undertook a six week consultation period on the documents starting on 18<sup>th</sup> April and ending on 30<sup>th</sup> May. The purpose of the consultation was integral to the drafting of the documents; informing the local community and other stakeholders of what is happening to the sites, and to gather important feedback on the issues raised in the documents.

Key activities included:

- Consultation events in the locality of each site:

#### **MoD Foxhill**

- St Andrews Community Church Hall, Hawthorn Grove on Friday pm 27th April 2012, and Saturday am 28th April 2012.
- Combe Down Rugby Club on Wednesday pm 23rd May

#### **MoD Ensleigh**

- Kingswood School Sports Pavilion, Lansdown Road on Friday pm 11th May 2012, and Saturday am 12th.

#### **MoD Warminster Road**

- Bathwick St Mary CofE Primary School, Darlington Road, Bath Thursday pm 17th May 2012, and Saturday am 19th May 2012.

#### **All MoD Sites**

- Bath City Conference 2nd May 2012
- One Stop Shop, Manvers Street. Exhibition - 24<sup>th</sup> May until 30<sup>th</sup> May.
- Website, with links to all the Concept Statements and supporting Evidence Base, and the Comments Forms.
- Press releases throughout the six week consultation period.
- Media coverage, including local TV news.
- Leaflet drop to households in the immediate vicinity of the sites.
- Posters distributed in local areas
- Twitter campaign promoting events

The key issues emerging from the consultation events, together with the Council's proposed response and the recommended changes, are included below. The schedule of all the comments received, together with a statistical analysis of responses, is to be prepared and made available on the Council's website for public viewing.

## Consultation responses

It is estimated that approximately 500 people attended the events and 372 comments forms were completed. These were supplemented by other comments and emails, including:

- A survey completed by 20% of the households within the Foxhill North area.
- A 200 signature petition received from Combe Down Primary School
- A petition of the Parish of Charlcombe with nearly fifty signatures concerning fears that the redevelopment of the Ensleigh site 'will detract from the beauty of the predominately rural and historic approach to the World Heritage Site ... and detract from the amenity of the open rural horizon...'

A wide range of issues were covered reflecting a variety of opinions, the complexity of the sites and their context, and the scale of development to be considered. However many of these comments reflected common issues, and these comments are grouped under the key headings identified below. All comments will however be analysed and if considered appropriate will inform the amendments to the final Concept Statements when these are reported back to Cabinet in September.

Additionally, some comments relate to strategic issues, such as the principle as to whether these sites should go to residential use from employment, or indeed whether the sites should be built on at all. However, the Council has already agreed through the Core Strategy that these sites should be residential led with employment provision focussed within the Bath Enterprise Area along the river valley. It is within this context that the Concept Statements have been produced, seeking to deliver residential led development that contributes positively to the quality of its neighbourhood and context.

## Foxhill

### Summary

Generally strong support for the ‘integration’ approach of the Concept Statement, reinforcing the importance of community facilities, open space, ecology, and supporting for additional retail.

The concern that was most commonly expressed was about the new primary school, the needs of and linkages with Combe Down Primary School and the critical opportunity that the redevelopment of the MoD site represents. Other common concerns related to the impact of vehicular traffic on already congested roads, the impact of development on views, concerns about security and overlooking from residents with property adjoining the sites

No.	Key Issues	Action / Response	Suggested change
1	<p>Primary School. Range of issues identified through public consultation, including the following:</p> <ul style="list-style-type: none"> <li>• New single form entry school on MoD site.</li> <li>• New Junior School on MoD site, with Combe Down Primary School to be converted to infant, to create a split school site.</li> <li>• New three form entry school on the MoD Foxhill site. Convert Combe Down Primary School to residential.</li> </ul>	<p>Assessment underway, and to be reported to September Cabinet meeting.</p>	<p>To be recommended to September Cabinet meeting.</p>
2.	<p>Safeguarding s106 and/or CiL funding for local areas. Publication of ‘Foxhill at the Crossroads’ – seeing Foxhill North and MoD site as one large regeneration area.</p>	<p>S106 can only be used to address new needs, not existing needs. CiL funding will be distributed according to a Reg.123 statement to be agreed by the Council, however it should be noted that ‘a meaningful proportion’ is intended to be retained by a locality. This level will need to be defined.</p>	<p>The Concept Statements already encompass many of the aspirations of this ‘Foxhill at the Crossroads’ publication. No further changes proposed to the documents, but on-going discussions with Somer as major RSL covering Foxhill on potential improvements that could be made.</p>
3.	<p>Pitches for Gypsies and Travellers should be considered.</p>	<p>The role of the MoD sites in the spatial strategy for Bath was agreed in the Core Strategy by Full Council. Their function is to meet the District’s significant general housing need. Focussing housing on these sites, along with associated supporting</p>	<p>No change</p>

		uses, minimises the need for the Council to remove land from the Green Belt on the edge of Bath or Bristol within B&NES to meet housing needs	
4.	Treatment of northern boundary, and relationship with property owners of treed hillside.	Agree with concerns raised.	Amend Concept Statements to highlight security and overlooking concerns of adjacent owners. Detail to be agreed at scheme development stage.
5.	Provision of retail facilities within the site	Agree to suggestions.	Add reference to small scale retail facilities to be provided that do not impact on the vitality and viability of existing centres (Combe Down and Bradford Road shops).
6.	Sustainable construction and retrofitting – we should be much bolder in our requirements.	Agree.	Increase standards required to be met by development delivered pre 2016, by specifying that 20% of all homes to be CSH level 5 in full or zero carbon housing’.
7.	Increase numbers of self build housing	There is no guidance provided in the NPPF that enables the Council to specify a particular proportion of self build housing to be delivered, therefore we can only ‘seek to’ or ‘encourage’ the development of self build housing.	Continue to encourage the development of self build housing.
8.	Housing for the elderly / specialist care residential.	Proposals coming forward for this type of housing will be determined on their merits through the planning applications process	No change
9	Connections through to adjoining areas.	Already enabled by the Concept Statements. Should be covered at the masterplanning stage, enabling opportunities to be pursued (more difficult with vehicular access, but pedestrian and cycling access a must). On-going discussions with Somer Housing to discuss potential opportunities affecting their land ownership.	No change
10.	Seek to ensure community use of school playing field	Potential shared management responsibilities with appropriate constituted bodies.	Change wording of Concept Statements to specify the requirement to have shared management arrangements of school playing fields with appropriately constituted bodies.
11.	Provision of community meeting space	Opportunity for shared facility between appropriate	Add reference in the Concept Statements to require the

		constituted bodies.	provision of an appropriate Community space with associated facilities, and potential shared management arrangements with constituted body such as new school, Combe Down Rugby Club, or other organisation. This would be subject to legal agreement that allows community use of premises.
12.	New Health Centre	Being progressed by the Primary Care Trust, ensuring preparation work and business case development to enable this to happen	No change
13.	Traffic impacts	No action required as issues have been highlighted as part of the evidence base. Developers will need to respond to this.	No change

## Ensleigh

### Summary

General support for residential led development of the MoD site, but major concerns about a number of important issues:

- The potential for significant adverse impact if development on the adjacent playing fields proceeds.
- The deliverability of the quantity of development proposed. It has been expressed by a significant proportion of the respondents that the site does not have the capacity to absorb the housing numbers that are aspired to, without adverse impact on landscape issues in particular. It is suggested that the Concept Statement should provide a greater balance between housing numbers and the need to achieve high quality design that responds to context.
- The impacts on approach to the city, AONB, and the skyline (in particular to the south of Granville Road).

Key issues identified were as follows:

No.	Key Issues	Action / Response	Suggested change
1.	Expansion onto playing fields owned by Royal High School and Kingswood School, and currently outside the Green Belt and the AONB.	It is suggested that the resolution of this issue is best resolved by undertaking massing and volume studies for this area to properly test and review against landscape and visual impacts.  This should be undertaken in partnership with landowners and stakeholders.  This investigation will be undertaken as part of the emerging Placemaking Plan.	No change to document, but requires proactive approach on behalf of the Council to test and explore opportunities.
2.	The deliverability of the quantity of development proposed is questioned, particularly with regard to the impacts on approach to the city, AONB, and the skyline (in particular to the south of Granville Road).	Housing capacity has been assessed and it is considered that these numbers are reasonably deliverable. However it is acknowledged that this is a very sensitive site and that more flexibility on housing numbers is required to be expressed in the Concept Statement to enable development to properly respond to the context of the site, and to deliver appropriate numbers of new homes.	Amend Concept Statements to reinforce the need to balance housing delivery with the need to respond to other issues of acknowledged importance.
3.	School provision	A single form entry school is required on site.	No change (enough flexibility already provided)
4.	Pitches for Gypsies and Travellers should be considered.	The role of the MoD sites in the spatial strategy for Bath was agreed in the Core Strategy by Full Council. Their function is to meet the	No change



		District's significant general housing need. Focussing housing on these sites, along with associated supporting uses, minimises the need for the Council to remove land from the Green Belt on the edge of Bath or Bristol within B&NES to meet housing needs	
5.	Retail provision should be made	Agree	Add requirement to provide local retail space up to certain threshold. (NB deliverability will be subject to viability)
6.	Sustainable construction and retrofitting – the Concept Statements should be much bolder in their requirements.	Agree	Increase standards required to be met by development delivered pre 2016, by specifying that 20% of all homes to be CSH level 5 in full or zero carbon housing.
7.	Increase numbers of self build housing	There is no guidance provided in the NPPF that enables the Council to specify a particular proportion of self build housing to be delivered, therefore we can only 'seek to' or 'encourage' the development of self build housing.	Continue to encourage the development of self build housing
8.	Housing for the elderly / specialist care residential.	Proposals coming forward for this type of housing will be determined on their merits through the planning applications process	No change

## Warminster Road

### Summary

General support for the redevelopment of the MoD site for residential purposes, however the majority of comments refer to the need to address the current playing field deficiency of the school, or to seek the opportunity to deliver a new and expanded school on the MoD site to address wider educational needs.

No.	Issues	Action	Suggested change
1.	Primary School. Range of issues identified through public consultation, including the following:	Council's position to be clarified and reported back to September Cabinet meeting.	To be recommended to September Cabinet meeting.
	<ul style="list-style-type: none"> <li>Take developer contribution for the 40 places generated.</li> </ul>		
	<ul style="list-style-type: none"> <li>Provision of playing field on MoD site</li> </ul>		
	<ul style="list-style-type: none"> <li>Double capacity of the school by developing new facilities on the MoD site and creating a split school site.</li> </ul>		
	<ul style="list-style-type: none"> <li>Double capacity of the school with provision of a new school on the MoD site, and redevelop existing site for residential.</li> </ul>		
2.	Protect the natural open areas surrounding the current built up areas of the site	Already largely protected through existing policy and the evidence base. However there could be some changes to the current arbitrary boundary that wouldn't cause harm, and there is potential for development on the frontage with Warminster Road. This needs to be tested.	Amend to reinforce the importance of these open natural areas to the character of the area, but otherwise no change.
3.	Provision of shop within the site	Agree	Add reference to small scale retail facilities to be provided.
4.	Pitches for Gypsies and Travellers should be considered.	The role of the MoD sites in the spatial strategy for Bath was agreed in the Core Strategy by Full Council. Their function is to meet the District's significant general housing need. Focussing housing on these sites, along with associated supporting uses, minimises the need for the Council to remove land from the Green Belt on the edge of Bath or Bristol within B&NES to meet housing	No change

		needs	
5.	Building heights should be specified	Building heights need to be established through testing different design scenarios that respond to the issues of acknowledged importance based on the evidence (eg landscape and visual issues assessment) which informed the Concept Statements.	No change – controlled by existing policy framework and context.
6.	Use of Materials	Amendments required to reflect the visual sensitivity of the site.	Strengthen reference to Bath stone to reflect wider visibility of the site.
7.	Sustainable construction and retrofitting – the Concept Statements should be much bolder in their requirements.	Reviewing potential changes that can be made.	Increase standards required to be met by development delivered pre 2016, by specifying that 20% of all homes to be CSH level 5 in full or zero carbon housing.
8.	Increase numbers of self build housing	There is no guidance provided in the NPPF that enables the Council to specify a particular proportion of self build housing to be delivered, therefore we can only 'seek to' or 'encourage' the development of self build housing.	Continue to encourage the development of self build housing
9.	Housing for the elderly / specialist care residential.	Proposals coming forward for this type of housing will be determined on their merits through the planning applications process	No change

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<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11th July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2402</b>
TITLE:	<b>Home Health and Safety Policy 2012</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b>		
<b>Appendix 1 – Home Health and Safety Policy 2012</b>		

## **1 THE ISSUE**

- 1.1 The Council is required to adopt and publish a housing renewal policy, referred to as The Home Health and Safety Policy in this report. This policy sets out how Housing Services will provide assistance, including financial assistance, to help low-income, elderly, disabled and other vulnerable residents to undertake essential repairs and adaptations to their homes. The policy supports the aims of the Housing and Wellbeing Strategy 2012 – 2015, particularly around improving health and wellbeing and reducing inequalities within our communities.
- 1.2 The existing policy, agreed by Cabinet on the 13<sup>th</sup> July 2011, has been reviewed. This was a requirement of the original decision. This report proposes some enhancements to the policy.

## **2 RECOMMENDATION**

The Cabinet agrees that:

- 2.1 The proposed Home Health and Safety Policy 2012 attached to this report is adopted as the Council's Housing Renewal Policy.

### **3 FINANCIAL IMPLICATIONS**

- 3.1 The funding for the proposed Home Health and Safety Policy 2012 is detailed in the Medium Term Financial Plan previously adopted by the Council. The total funding amounts to £165,000, comprising £45,000 from Housing Services efficiency savings and £120,000 from adult social care.
- 3.2 There is £900,000 of mandatory Disabled Facilities Grant (DFG) funding comprising £422,000 Government capital allocation and £478,000 revenue contribution. In addition an agreement with Somer Housing provides for an element of cost sharing on DFG funded adaptations within their own stock. This will mean that actual DFG expenditure is likely to be around £1m.

### **4 CORPORATE OBJECTIVES**

- *Promoting independence and positive lives for everyone*

The policy aims to improve the housing conditions of the most vulnerable residents in our community. It deals with Council assistance to remove serious housing health and safety hazards such as problems keeping homes warm, dangerous stairs and steps and fire safety issues. The policy also deals with the administration of the Disabled Facilities Grant which provides assistance to install adaptations and equipment to help maintain independent living. Assistance to install certain energy efficiency measures is also included in the policy. The assistance is subject to eligibility criteria which are related to low income and vulnerability.

### **5 THE REPORT**

- 5.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 provides local authorities with a general power to offer assistance to improve housing conditions. This assistance may take the form of financial grants, loans or any other type of help and support thought appropriate. Prior to making such assistance available it is a requirement that the Council must adopt and publish a housing renewal policy, referred to as the Home Health and Safety Policy in this document.
- 5.2 In 2011/12 Housing Services helped 1079 people to remain independent and safe in their own homes. This comprises of: 262 DFG's; 734 energy efficiency measures; and 83 home repair & safety measures.
- 5.3 Disabled facility grants help people remain independent and safe in their own homes rather than move to supported housing or residential care. In a recent case a gentleman who was paralysed in a traffic accident and had become a permanent wheelchair user was provided with an external lift, ceiling track hoist and alterations to the ground floor so that he could get into his house and move between rooms. The external lift was installed before the gentleman's hospital discharge date to enable him to return home.
- 5.4 The policy also provides for loans to allow low-income and vulnerable owner occupiers to undertake essential safety repairs. For example, an elderly gentleman was living in a property without heating and without a usable kitchen.

Being unable to afford the repairs he was forced to move in with his sister and her family, which in turn created stress for the sister. Housing Services worked with the gentleman and his sister to provide a low-interest loan for the repair works. This meant the gentleman could move back home and continue to live at home and his sister and her family were able to resume normal living. Based upon national research<sup>1</sup> the £165,000 of home repair & safety investment is estimated to save B&NES PCT and social services around £600,000 p.a. by reducing hospital admissions, visits to GPs & social care interventions.

5.5 The existing schemes of assistance are summarised below together with the proposed changes to the current policy:

- **advice and home visits** – to help vulnerable people decide what work is required to remedy serious hazards and property defects. There are no proposals for change;
- **mandatory disabled facilities grants (separately funded)** – adaptations to ensure the homes of disabled people are suitable for their needs. There are no proposals for change;
- **urgent repairs grants** – to fast track urgent and small repairs for vulnerable people to reduce illness and accident. The proposal for change is to describe eligible works as those that prevent accident or ill health instead of those that remedy Housing Health & Safety Rating System Category 1 hazard and make it explicit that repairs to mechanical adaptations, such as stair lifts, can be included;
- **home improvement loans** – to help vulnerable residents undertake essential repairs and safety improvements for improved health and wellbeing. The proposals for change are: new eligibility for families with dependent children under 16 years of age; reducing length of home ownership required before being eligible for assistance from 2 years to 1 year; new Park Homes Loan product; and new capital loan product suitable for those with a faith which prevents the taking up of traditional loan products;
- **energy efficiency improvement** - home insulation and top up heating/insulation grants to help households with low income keep their homes warm and energy efficient. The proposals for change are to flag that assistance may change when Green Deal begins and also a new Wessex Energy Loan product;
- **community alarms grant** – to help vulnerable people feel safer in their homes by providing community alarms and key safes. There are no changes proposed; and

5.6 In summary these changes are driven by the views of stakeholders on service improvement and to respond to changes in legislation and other priorities. For the purposes of this policy a household is defined as vulnerable if the household is a low income household and, aged 60 or over or with a limiting long term illness or terminal illness or disability or has dependent children aged 16 years of age or less.

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<sup>1</sup> Chartered Institute Environmental Health - Good Housing Leads to Good Health (2008)  
Printed on recycled paper

## **6 RISK MANAGEMENT**

- 6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

## **7 EQUALITIES**

The policy will assist vulnerable households in B&NES access financial assistance to carry out essential repairs and safety improvements and adapt their homes to meet their needs. It is proposed that resources will be aimed at low income residents that are 60 years of age or over or have a relevant disability affecting their ability to work or have dependent children of 16 years of age or less. An Equality Impact Assessment (EqIA) has been completed. Adverse impacts were identified and have been justified below.

- 7.1 Evidence available nationally and locally shows that the vulnerable group described above are more vulnerable to many of the common housing health and safety hazards. Individuals under 60 and able bodied are more likely to be able to obtain work and fund the improvement themselves. Therefore resources are normally aimed at low income households and, aged 60 or over or with a limiting long term illness or terminal illness or disability or have dependent children of 16 years or age or less.

## **8 RATIONALE**

- 8.1 The Council is required to adopt and publish a housing renewal policy, referred to as The Home Health and Safety Policy in this report. The implementation of the policy will enable financial assistance to be allocated according to Council priorities and current housing need.

## **9 OTHER OPTIONS CONSIDERED**

- 9.1 None.

## **10 CONSULTATION**

- 10.1 Cabinet members; Overview & Scrutiny Panel; Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Stakeholders/Partners; Section 151 Finance Officer; Monitoring Officer.

The consultation was carried out though a mixture of questionnaires, telephone conversations, email and meetings with staff, partners and community interest groups. This consultation informed the policy including a range of technical



changes and wording clarifications. These included references to terminal illness, mental health within the family rather than just applicant.

## **11 ISSUES TO CONSIDER IN REACHING THE DECISION**

11.1 Social Inclusion. Good quality, suitable housing increases social inclusion, particularly for children and older people on low income. It also assists with the maintenance of good health and comfort, reducing social exclusion caused by poor health and poor living conditions. These factors should reduce the demands on health care funders and providers.

11.2 Sustainability. Relatively small scale targeted intervention can prevent housing falling into excessive disrepair. Also energy efficiency improvements reduce carbon dioxide emissions and the likelihood of fuel poverty.

11.3 Young people. Good quality suitable housing improves the health and educational outcomes for children and young people.

11.4 Customer focus. This policy aims to help meet the housing needs of residents in B&NES.

11.5 Health and Safety. The policy is underpinned by actions in the Housing and Wellbeing Strategy to improve the health, safety and wellbeing of vulnerable households in B&NES.

## **12 ADVICE SOUGHT**

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Chris Mordaunt (01225 396282)
<b>Sponsoring Cabinet Member</b>	Councillor Tim Ball
<b>Background papers</b>	None
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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# Housing Services

## Home Health and Safety Policy

(adaptations, repairs and improvements)

### July 2012

This document can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats from the Housing Services  
Telephone 01225 396444

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# 1 HOME HEALTH AND SAFETY POLICY

- 1.1 This policy sets out how the allocated home adaptations and home safety repairs and improvements budget is to be spent from July 2012.

## **Adaptations for disabled people**

- 1.2 This policy will improve the housing conditions of eligible disabled people by providing Disabled Facilities Grants (DFG) to fund adaptations that assist independent living.

Eligibility for a DFG is determined by an assessment of need by the Occupational Therapy Service and a test of resources by Housing Services.

## **Home safety repairs and improvements**

- 1.3 This policy will improve the housing conditions of vulnerable owner occupiers by giving them advice and financial support in the form of loans or grants to remedy and alleviate serious health and safety hazards in their homes.
- 1.4 This policy operates alongside the Housing Services Enforcement Policy which deals with the repair and improvement of rented homes to remedy serious housing health and safety hazards.
- 1.5 For the purposes of this policy a serious health and safety hazard means a hazard falling into Bands A-D under the Housing Act 2004 Housing Health and Safety Rating System.
- 1.6 For the purposes of this policy a household is defined as vulnerable if the household is a low income household and
- a member of the household is aged 60 or over; or

- a member of the household has a disability, or a limiting long term illness or a terminal illness; or
- has dependent children under 16 years of age.

### **Home energy efficiency improvements**

1.7 This policy will improve the housing conditions of vulnerable people by giving them advice and financial support to help them insulate their homes or make them more energy efficient. These improvements will make it more affordable for vulnerable people to stay warm.

### **Community alarm grants**

1.9 This policy will improve the housing conditions of vulnerable people with low income by giving them financial support in the form of grants for community alarms that makes them safer in their homes.

### **Delivery Schemes**

1.11 This policy will be implemented by Housing Services and delivered via the following seven schemes:

- advice and home visits – to help vulnerable people decide what work is required to remedy serious hazards and property defects;
- disabled facilities grants – working with the Occupational Therapy Service to help disabled people make their homes safe and suitable to live in;
- home improvement loans – to help vulnerable people afford repairs and safety improvements that help to keep them safe and well at home;

- urgent repairs grants - to help vulnerable people afford a small repair that needs to be completed quickly to prevent illness or accident;
- home energy efficiency improvements – to help vulnerable households to keep their homes warm and energy efficient;
- community alarms grant – to help vulnerable people feel safer in their homes by providing community alarms and key safes.

## **Budget**

1.12 This Policy and the delivery schemes are subject to the availability of funding. Grants and loans are subject to eligibility criteria and a maximum amount to distribute the financial support available in an effective way.

1.13 The Policy will be subject to periodic review particularly if there are substantial changes to funding and resources.

## **2. POLICY CONTEXT**

2.1 Bath and North East Somerset Council has general powers given under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to provide assistance that improves housing conditions in the area.

2.2 The Council's priorities for improving the lives of local residents are set out in the Sustainable Community Strategy 2009-2026. The Policy will contribute towards the aims of the Sustainable Community Strategy and the Housing and Wellbeing Strategy 2010-2015 by:

- improving health and wellbeing and reducing inequalities within our communities: narrowing the gap between people with low income living in poor housing conditions and the better off.
- by helping people to feel confident about carrying out their daily activities inside the home
- making homes more resilient to climate change,

2.3 The Key to Independence 2008-2013 is the Council's Housing Strategy for older people. The Policy will contribute towards the aims of the Key to Independence by providing person centred housing repairs and adaptation support and by improving the health and safety of older people.

2.4 The Joint Strategic Needs Assessment (2012) identifies falls and associated injuries as particular problems for older people and identifies energy inefficient homes as a particular problem amongst older persons and vulnerable persons in the area. The implementation of this policy will contribute to reducing the incidence of hospital admissions because of falls and excess cold and to reducing excess winter deaths amongst older people by targeting advice, loans and grants to remedy serious hazards and improve home energy efficiency to owner occupiers aged 60 or over.

2.5 The House Condition Survey 2012 (draft) identified

- Of those lone parents who are owner occupied, almost 50% live in non-decent\* housing. Lone parents are more likely to have a low income and not able to afford repairs.
- Households where one or more people are receipt of benefit are significantly more likely to live in a non-decent\* home



- Households which have a disabled resident have a significantly higher likelihood of living in a non-decent home\*
- The rate at which homes are found to be non-decent\* increases above average where heads of household are aged 65 or over.

(\*a non-decent home fails to meet the decent home standard)

### **3 EQUALITIES**

- 3.1 The Policy will be implemented by Housing Services and its delivery partners and the Schemes will be available to all B&NES residents eligible under the terms of the policy including people with protected characteristics in accordance with the Equality Act 2010 and the Council's Single Equalities Scheme.

### **4 APPEALS**

- 4.1 If an applicant is refused a loan or grant and wants to appeal against the adverse decision they may contact the Housing Services Manager. An appeal will be considered by a Service Manager independent of the Housing Standards and Improvement Team who administer this policy. An appeal must set out the reasons why the applicant wants the decision changed and provide supporting evidence. An appeal should be made in writing within 28 days of the decision.

### **5. COMPLAINTS AND COMPLIMENTS**

- 5.1 We want to provide good quality services but sometimes things can go wrong. If this happens we need to know so that we can put it right and learn from the experience. We welcome comments or suggestions that help us to improve the service.
- 5.2 Complaints will be dealt with according to the Council's Complaints procedure (available on the website). Complaints can also be made to

the Complaint Procedure Manager who can be contacted on: 01225 477931.

## **6 EXCEPTIONAL CASES**

6.1 In exceptional cases the Council will consider applications for help with home adaptations, repairs and safety improvements and empty homes assistance that fall outside this Policy. Such applications will be decided by The Cabinet Member for Homes and Planning or the Associate Director (Housing Services) as follows:

- a) Exceptions to the maximum financial assistance available where the cost of works exceeds the policy limit due to unforeseen work where work is underway will be decided by the Associate Director (Housing);
- b) Exceptions to the policy where an urgent decision is required will be decided by the Associate Director (Housing) in consultation with the Cabinet Member for Housing;
- c) All other exceptions to this policy will be decided by the Cabinet Member for Homes and Planning through the appropriate democratic process.










## 7 HOME HEALTH AND SAFETY DELIVERY SCHEMES

### **Disclaimer**

The Council does not accept responsibility for any loss or damage incurred as a result of works undertaken by third parties in connection with these schemes.






The summary table and Appendix 1 provide information on the current schemes. These schemes may change or be withdrawn according to current priorities and the funding available.

**Summary Table: Home Health and Safety Delivery Schemes** (\* all schemes are subject to funding being available).

Assistance Type	Purpose	Eligible client group	Amount available	Additional information
<b>Free home health and safety advice</b>	Home visits by housing Officers to give advice about home repairs and prioritising work to remedy defects.	<ul style="list-style-type: none"> <li> Low income</li> <li> Home owners</li> <li> Tenants</li> </ul>	Not Applicable	<p>Low income is defined as being on income related benefit or universal credit equivalent.</p> <p>Tenants receive advice under the Enforcement Policy</p>
<b>Disabled Facilities Grant</b>	Financial assistance and advice to make home adaptations to promote independent living	<ul style="list-style-type: none"> <li> Low income</li> <li> Disabled</li> <li> Home owners</li> <li> Tenants</li> </ul>	Up to £30,000	All DFG approvals are subject to an eligibility assessment and a test of resources. Funding will only be considered up to the value of the works recommended by the Occupational Therapist.
<b>Home Improvement Loans</b>	To provide loans for repairs and improvements to remove serious health and safety hazards	<ul style="list-style-type: none"> <li> Low income</li> <li> over 60</li> </ul>	Between £500 and £15,000	Loans are available from Wessex Home Improvement Loans (WHIL) upon a referral from Housing Services.

<p><b>Energy loans</b></p>	<p>To provide assistance subject to same eligibility criteria as Home Improvement Loans for energy efficiency measures including solid wall insulation</p>	<p>✓ vulnerable (disabled or with limiting long term illness or terminal illness)          ✓ families with children under 16          ✓ Home owners (including park homes)          ✗ Tenants</p>		<p>The most suitable type of loan will be identified by WHIL.          Low income is defined as having a certain level of disposable income which is assessed by WHIL.          Loans are repayable to WHIL.          Capital appreciation loans are available for those persons whose religious beliefs prevent them from accepting loans.          Park home owners loan limited to £5000</p>
<p><b>Urgent Repairs Grant</b></p>	<p>To provide small grants for carrying out urgent repairs quickly to prevent ill health or an accident.</p>	<p>✓ Low income          ✓ over 60</p>	<ul style="list-style-type: none"> <li>• £1000 per grant</li> <li>• No client to have more than 3</li> </ul>	<p>Low income is defined as being on an income related benefit or universal credit equivalent. Clients not</p>

	<p>For example to fix dangerous electrics or repair a broken heating system.</p>	<p>✓ vulnerable (disabled or with limiting long term illness or terminal illness)          ✓ Home owners          ✗ Tenants</p>	<p>grants in a year and more that £1,500 in a year.</p>	<p>on a benefit may be given a Test of Resources to determine their income level.</p>
<p><b>Home energy efficiency improvements</b>   <b>These schemes may be replaced with equivalent and additional schemes under Green Deal</b></p>	<p><b>Warm Streets/</b>          To provide cavity wall and loft insulation.   <b>Warm Front top-ups</b>          To provide top-up grants to successful Warm Front applicants who need additional money on top of the Government grant to carry out the works.</p>	<p>✓ Low income          ✓ Home owners          ✓ Tenants   <b>Warm Front Top-up</b>          clients must be successful applicants of the Warm Front Scheme who have been told by Ega that the cost of works they have applied for is more than the maximum allowed by the Warm Front Scheme.</p>	<p><b>Warm Streets:</b>          Depending on age and income some people will be provided with free home insulation. Otherwise there are discounts of at least 50% (May be subject to changes which are outside the scope of this Policy)   <b>Warm Front Top-ups</b>          Top-up grants are given at an amount that will cover the extra cost required to complete works being funded by the Government Warm Front grant (or equivalent). Excessive</p>	<p>Low income for the Warm Streets scheme is defined by the Warm Streets scheme and is subject to change.           Warm front Top-up clients will have been assessed by the Warm Front scheme as having a low income in order to be entitled for a Warm front grant.</p>

<p><b>Community Alarms Grants</b></p>	<p>For the installation of community alarms and key safes.</p>	<p>  Low income   over 60   vulnerable   Home owners   Tenants </p>	<p>claims may be refused. Average grants paid have been between £200 and £1,000.</p> <p>£200 maximum</p>	
				<p>Low income is defined as being on income related benefit or universal credit equivalent.</p>

# **APPENDIX 1 – DELIVERY SCHEME DETAIL**

## **1. HOME HEALTH AND SAFETY ADVICE AND HOME VISITS**

### **Who can apply?**

This service is for home owners with low income only.

Low income is defined as being on one of the income related benefits listed below:

- Income Support (or universal credit equivalent)
- Income based Jobseekers allowance (or universal credit equivalent)
- Employment support allowance (income Based) (or universal credit equivalent)
- Council Tax benefit
- Pension credit (Guarantee credit)

People who are likely to satisfy low income eligibility although not on above benefits can also apply. This means the person is not likely to be assessed as having full contribution in Housing Services test of resources.

### **The Scheme**

Home visits will be carried out to enable housing officers to give preliminary advice about home repairs and prioritising work to remedy any defects. A list of contractors for repairs can be provided.

Home repairs and improvements advice and support for elderly, disabled or vulnerable people can also be provided by the Home Improvement Agency.

### **Works that can be included**

When an officer visits they will focus on identifying serious health and safety hazards and major disrepair. For example:

Dangerous electrics  
Inadequate heating and/or home insulation  
Damp and mould  
Roof leaks  
Dangerous staircases and pathways

### **How to apply**

Call Housing Services on 01225 396444 to ask for an appointment



## **Funding amount**

There is no funding available with this scheme. The scheme provides advice only.

## **Requirements and conditions**

- Advice and guidance is given subject to available resources and to reflect the best interests of the household.
- The advice and guidance is not a structural survey and the assessment is based on the Housing Health and Rating System under the Housing Act 2004.
- Advice given may be verbal or written.
- The Council may have to take formal action when they discover a serious hazard or disrepair. For example they may have to serve a Hazard Awareness Notice which tells the house owner what the hazards are.

## **2. DISABLED FACILITIES GRANT**

### **Who can apply?**

This grant is available to residents (both adults and children) who are disabled and have been referred for assistance by the Council's Occupational Therapy Team.

It is available to owner-occupiers and private tenants, including tenants of Residential Social Landlords (with the landlord's consent).

The grant is only available to people on low incomes and is subject to a "test of resources" which examines people income and savings. The grant is only available to people who have been assessed by an occupational therapist as in need of the grant.

Applications for children will not be subject to a "test of resources" under current legislation.

### **The Scheme**

Grants are available for disabled people to provide adaptations in their homes which will enable them to live more independently and remain at home.

The grants are mandatory which means that the Council has a legal duty to provide them. The grant can include payment for professional fees and any unforeseen works that are necessary.

### **Works that can be included**

The eligible works include those that are deemed mandatory in accordance with the Housing Grants, Construction and Regeneration Act 1996. This includes essential adaptations to give residents better freedom of movement into and around their home and to access facilities within it. All applicants will have to be assessed by an Occupational Therapist before being referred to the Housing Standards and Improvement Team.

Funding will only be considered up to the value of the works recommended by the Occupational Therapist.

### **Funding amount**

The maximum amount of grant will be £30,000.

Home Improvement Loans can also be used to "top up" a Disabled Facilities Grant (DFG) where the cost of work exceeds the maximum of £30,000 allowed for a DFG.

Home Improvement Loans can only be made available to owner occupiers as the loans are put as a charge against the property so that outstanding loans can be

reclaimed by Wessex HIL when the property is sold or inherited. See the Home Improvement Loans section to this document for further information about applying for a loan.

### **How to apply**

Contact Sirona on 01225 - 396000 and ask for an assessment by an Occupational Therapist (OT). If the OT judges that the client is in need of an adaptation the case will be referred to Housing Services who will administer the grant application.

The Council's Home Improvement Agency is also available to help and support clients through the process of applying for a DFG. The first point of contact however is Sirona.

### **Requirements and conditions**

#### **About the applicant**

The property is to be occupied by the applicant following the completion of the work.

Applicants are subject to a test of financial resources except where the works are for children.

#### **About the grant**

A valid application and specified conditions are detailed in the Housing Grants, Construction and Regeneration Act 1996. (Assistance with completing forms is available.)

The client will be informed within 6 months of a valid application whether or not their application has been approved or refused. Housing Services will aim to approve a valid application within 6 weeks.

#### **About the works**

Estimates for the cost of the works are required, prior to approval, from two contractors (unless otherwise directed).

Reasonable professional fees will be paid only when considered necessary. Fees from a chartered architect, chartered surveyor or a home improvement agency, or private OT will be considered.

#### **Unforeseen works**

Unforeseen works can only be considered upon prior inspection and agreement by Housing Services.

If unforeseen works take the total cost of the works above the grant maximum of £30,000 the client may be asked to pay the additional money.

## **Payment of works**

Payments will be made to the client or will be paid to the contractor(s) only at the client's request.

Final payments are only made on the submission of an acceptable invoice for the works, including any professional fees.

Final payments will be made when all works are completed and meet the client's needs as determined by the Occupational Therapist.

Interim payments will be paid at the discretion of the Housing Services. Clients will be expected to pay any contribution they may have before the Council pays an interim payment.

Interim payments are only made on the submission of an acceptable invoice for the works, including any professional fees, and will be paid to a maximum of 90% of the approved amount. Works to the value of the payment being requested must have been completed and the works must have been inspected by a Housing Services Officer from the Council, or an Officer from the Home Improvement Agency or both.

## **Recovery of Grant**

A Disabled Facilities Grant exceeding £5,000 may be reclaimed by the Council where a property is sold or transferred within 10 years of the certified grant completion date. No more than £10,000 will be reclaimed in each case. The decision to recover Grant will be made on an individual basis by the Housing Services Manager.

Grant in excess of £5,000 may be registered as a local Land Charge. A local Land Charge will be registered if the Grant is likely to have added value to the property.

For example a land charge may be registered where the property has been extended to provide additional facilities and/or accommodation, but not usually for the installation of stair lifts or other items that would not substantially change the property value.

### **3. HOME IMPROVEMENT LOANS**

#### **Who can apply?**

This service is for home owners who are on a low income and:

- Over 60 years old; or
- Vulnerable (or have a vulnerable member within the household); or
- Have dependent children under 16.

Low income eligibility will be assessed by Wessex Home Improvement Loans (WHIL) who will carry out a financial assessment to decide whether or not an applicant is able to have a low interest home improvement loan. As part of the assessment they will look at clients' income savings and outgoings.

The criteria for eligibility are a disposable income of less than £125 per week and savings of less than £16,000.

Vulnerable people are defined as people with either a disability or a limiting long term illness or a terminal illness.

#### **Who are Wessex Home Improvement Loans (WHIL)?**

WHIL is a Community Development Finance Institution who works in Partnership with Bath and North East Somerset Council as well as with other councils in the area. Established in 2002 as a "not for private profit" organisation they provide low cost finance to home owners for essential maintenance and improvement works.

The Council pay an annual subscription to WHIL. The Council is part of the Wessex Consortium. The governing body of WHIL is their board to which the consortium has representation.

#### **The Scheme**

Low cost Home Improvement Loans will be offered for home repairs and improvements that will remove or reduce serious health and safety hazards band A to D as assessed under the Housing Health and Safety Rating System.

Home Improvement Loans can also be used to "top up" a Disabled Facilities Grant (DFG) where the cost of work exceeds the maximum allowed for a DFG.

Home Improvement Loans can only be made available to owner occupiers as the loans are put as a charge against the property so that outstanding loans can be reclaimed by WHIL when the property is sold or inherited.

Loans are available from WHIL via a referral from Housing Services.

There are several types of loan available. Advice and guidance will be provided by WHIL to ensure applicants are offered the most suitable type of loan for their situation. In some cases WHIL may not be able to lend to the client. In such cases

clients will be referred back to the Housing Service who may be able to offer alternative form of assistance.

In some cases where WHIL is unable to lend to a client or where the maximum they can lend is insufficient to complete all the essential works the Council may not be able to offer any further financial assistance. In such cases careful consideration will be given to taking the most appropriate course of action and may be referred to the Housing Manager for a decision.

The low cost Home Improvement Loans will be either capital repayment, interest only, interest roll-up, interest free or a combination a combination of these offered at an interest of 4%\* at the time of writing this policy (\* the interest rate is fixed for the period of the loan and the rate for new loans may be subject to change with the agreement of the Council). WHIL will make a recommendation on the most suitable loan appropriate to the circumstances of the applicant.

All loans are repayable to WHIL who holds the loan fund on the Council's behalf.

### **Works that can be included**

Home repairs and improvements that will remove serious health and safety hazards band A to D as assessed under the Housing Health and Safety Rating System will be considered. For example:

- Dangerous electrics
- Inadequate heating and/or home insulation
- Damp and mould
- Roof leaks
- Dangerous staircases and pathways

Home improvement loans may also be able to cover works to the common parts of a building, or where a legal notice has been served requiring fire precautions work and when there are insufficient funds held by the management company.

Home Improvement Loans can also be used to "top up" a Disabled Facilities Grant (DFG) where the cost of work exceeds the maximum of £30,000 allowed for a DFG.

Unforeseen works and professional fees may also be included in the loan amount (see below in conditions and requirements).

### **Funding amount**

The maximum that can be lent is £15,000

The minimum that can be lent is £500

All assistance is subject to the availability of funding.

The Council will subsidise each loan given as agreed by the Wessex Consortium. Where required for individual loans paid, the subsidy will be a grant paid directly to WHIL on the client's behalf. The subsidy amount is determined by WHIL on a case by case basis and will depend on the type of loan the interest payable and the loan period.

If the client chooses to use the service of the Council's Home Improvement Agency then the agency's fees will be included in the loan. Housing Services will approve fees charged at 10% of the cost of the works.

### **How to apply**

Clients can contact Housing Services on 01225 396444 to discuss whether or not they are likely to be eligible.

Clients can also contact the Home Improvement Agency. The Agency can help people make an application for this type of loan and provide help to get the works carried out. For example they will arrange for building contractors to carry out the work.

The following gives a brief out line of how to apply:

- An officer from the Council will visit and decide which works can be included.
- Clients will be provided with a schedule of works by the Council.
- A WHIL advisor will arrange to visit the client/ applicant in their home and assess eligibility for the loan. They will make a decision on eligibility, whether a loan is affordable and if so what type of loan is best for the client.
- Clients must use the schedule of works to get two estimates; one each from two different building contractors. These estimates will be part of the application to the Council which will also include a proof of title (or equivalent proof of ownership) to show who owns the house and completed application forms.
- When Housing Services have a full and complete application they will aim to approve it in writing within 20 working days.
- Clients can only start works when they have written approval from the Council.

The Home Improvement Agency and the Council and WHIL will do what they can to guide and support clients through the process.

### **Wessex Subscription**

The Council will pay from its Housing Renewal budget an annual subscription fee to WHIL to belong to the Wessex Consortium.

## **Requirements and conditions:**

### **About the applicant**

Applicants must own the property.

Applicants must have sufficient equity in the property.

Owner-occupiers are to have owned and lived in the property for the past year. Occupying applicants with shared equity will usually be assessed jointly.

The applicant must be over 18 years old

### **About the loan**

Full repayment of any outstanding loan will be necessary on the disposal of the dwelling. In this instance disposal means the sale of the property or the transfer of ownership, or the inheritance of the property.

Applicants must have a bank account; repayments are made by a monthly direct debit from this account.

The loan will be recorded as a land charge until repayment.

### **About the works**

Funding is only available for the cost of works started after the approval of assistance. This means that applicants must not start works for which they are borrowing the money until the loan is approved by WHIL and the Council.

Reasonable professional fees may be included from a chartered architect, chartered surveyor, home improvement agency or for other associated services approved by the Council.

As part of the application estimates for the cost of the works are required, prior to approval, from two approved contractors.

Works eligible for funding through an insurance claim will not receive assistance but the policy excess amount can be.

Clients can only start works when they have their written approval from the Council. Starting works before written approval may invalidate their application.



## **Unforeseen works**

Unforeseen works are works that were not expected to be needed when the works were originally planned but are essential for the job to be completed safely and in a satisfactory manner.

Unforeseen works can only be considered upon prior inspection and agreement of Housing Services.

Unforeseen works will have to be funded by the applicant. However WHIL may, in agreement with the client, add a maximum of 10% of the cost of the works (including any fees) to the loan when the loan is initially set up. This extra amount can then be used for unforeseen works if needed. If this amount is not used then the 10% must be paid back to WHIL by the applicant when works are complete.

## **Payment of the works**

For clients not being helped by the Home Improvement Agency the Home Improvement Loan payment is only made on the submission of an acceptable invoice for the works, including any professional fees. All works must be completed to the satisfaction of the Council.

Home Improvement Agency (HIA) clients must agree to have their loan held for them by the Agency in the HIA Client account. The loan money will be put in to that account when the loan has been agreed by WHIL and signed up to by the client. The HIA will pay the building contractor when all works have been completed to the satisfaction of the Council and upon receipt of an acceptable invoice. This will mean that HIA clients have to start making repayments to WHIL from the time the loan is paid to the HIA client account and before that works have started.

## **4. URGENT REPAIRS GRANT**

### **Who can apply?**

This service is for home owners who are on a low income and:

- Over 60 years of age; or
- Vulnerable (or have a vulnerable member in the household).

Vulnerable people are defined as people with either a disability or a limiting long term illness or terminal illness.

Low income is defined as being on one of the income related benefits listed below.

- Income Support (or universal credit equivalent)
- Income based Jobseekers allowance (or universal credit equivalent)
- Employment support allowance (income Based) (or universal credit equivalent)
- Council Tax benefit
- Pension credit (Guarantee credit)

For clients who are not on one of these benefits but who are on one of the following benefits or, who consider themselves to have a low income, Housing Services will carry out a Test of Resources to determine eligibility. In such cases clients may have to make a contribution.

Disability Living allowance  
Industrial injuries disablement benefit  
War disablement pension  
Child Tax credit (Joint income of £15,000)  
Working Tax Credit  
Pension credit (savings credit)

### **The Scheme**

Urgent repair grants are available for carrying out repairs quickly. The scheme uses a fast track simple application process. For instance; only one estimate for the works is required and the owner will not need to prove that they own their home, only to declare that they do.

This service is different and separate from the Handy Person service and from the Housing Improvement Loans service.

### **Works that can be included**

Grants will be offered for works that will support independent living. For example a blocked toilet or dangerous electrical systems would be eligible.

The Urgent Repairs Service must be the most appropriate way to help the client. It should not be used to cover work that could be carried out by the Handy Person Service or Bobby Van or by a Home Repair Loan.

Examples of eligible work are

- Repairs to a boiler or heating system to ensure that provision of heating and or hot water.
- Repairs to stop water leaking into the property.
- Repairs to dangerous electrics.
- Repairs to fix a broken or leaking WC or cess-pit.
- Works to investigate the condition of power and lighting circuit and establish what repairs are needed.
- Works to investigate the structural stability of a dwelling or part of it and establish what works are needed.
- Repairs or alterations to help prevent falls of various types. For e.g. falls on stairs, falls between levels and in bath rooms.
- Repairs or alterations to make a property secure
- Repairs to lifts & hoists funded through a disabled facilities grant.

### **Funding amount**

Maximum £1,000 per job

A client can receive a maximum of 3 grants per financial year. While the maximum per job is £1,000 the total maximum each client can receive per calendar year is £1,500.

All assistance is subject to the availability of funding.

### **How to apply**

Contact Bath and North East Somerset Council's Housing Services or the Council's Home Improvement Agency.

### **Requirements and conditions**

#### **About the grant**

The payment for urgent repair work is made as a grant and so is not repayable to the Council. Therefore the Council will not seek to recover this grant if the property is subsequently sold or if the applicant moves out for some reason.

#### **About the works**

As part of the application, one estimate for the cost of the works is required from one approved contractor.

#### **Unforeseen works**

Unforeseen works are works that were not expected to be needed when the works were originally planned but are essential for the job to be completed safely and in a satisfactory manner.

Unforeseen works can be paid for up to the maximum amount of grant allowable under the scheme.

### **Payments of works**

Final payment for work is only made on the submission of an acceptable invoice for the works, including any professional fees. Works must be completed to the satisfaction of the HIA or Housing Services.

Payment of the works will be made directly to the building contractor by the Council or the Housing Improvement Agency (or the Council commissioned provider of this scheme). Applicants will need to agree to this when they sign the application form.

## **5. HOME ENERGY EFFICIENCY**

### **Who can apply?**

This assistance is available to everyone in Bath and North East Somerset with greater benefits for those on a low-income.

### **The Schemes**

These schemes are to provide help to improve energy efficiency within the home and reduce fuel poverty. There are three forms of Assistance:

- Warm Streets scheme (or equivalent)
- Warm Front top-up grants (or equivalent).
- Energy loan

With the start of Green Deal the range of assistance may change.

### **Warm Streets scheme**

#### **Who can apply?**

“There is something for everyone”

- Home owners
- Tenants of private rented accommodation who have their landlord’s permission.

#### **What works can be included**

Loft insulation and / or cavity wall insulation

#### **Funding amount**

Depending on age, income and household circumstances, some people will be provided with home insulation for free. In other cases there are discounts of up to 50%.

#### **How to apply**

- Phone the Energy Saving Trust advice centre on 0800 082 2234
- Email on [warmstreets@cse.org.uk](mailto:warmstreets@cse.org.uk)

An energy advisor will tell you if you are eligible for free or discounted home insulation.

### **Requirements and Conditions for Warm Streets**

- All assistance is subject to the availability of funding.
- The applicant is to be over 18 years old.
- A valid application
- Applicant to meet Warm Streets low income/low savings, household or age criteria

### **Top-ups for National Warm Front Scheme (or equivalent)**

Where the cost of works usually included in the Warm Front Scheme or equivalent exceeds the amount paid by the Warm Front Grant (£3,500) the Council will make up the additional amount on the applicant's behalf. The additional cost must pay for works which help provide affordable warmth or increased energy efficiency. Applicants must apply to the Council for this discretionary funding. An additional estimate may be required.

### **Who can apply?**

Successful applicants to the Warm Front Scheme who have been told by Warm Front that the cost of the works they have applied for are more than the maximum allowed by the Warm Front Scheme.

### **What works can be included**

Works approved by Warm Front (or equivalent). A typical example is central heating system being installed where there was none before or where the existing system was broken and needs replacing.

### **Funding amount**

Top-up grants are given at an amount that will cover the extra cost required to complete the works being funded by Warm Front grant. Excessive claims however may be refused. On average grants that have been paid in the past range between £200 and £1,000.

### **How to apply**

Clients will need to contact Housing Services and pass to them a copy of their approval letter from Warm Front. This letter will say how much extra funding is needed to complete the works.

If the Council can approve the client's application for a Warm Front Top-up they will write to them confirming this. The Council will make the payment to Warm Front on the client's behalf.

### **Requirements and Conditions for Warm Front Top-ups:**

- All assistance is subject to the availability of funding.
- The applicant is to be over 18 years old.
- A valid application to Housing Services.
- Applicant to already be a successful Warm Front applicant.

### **Payment of works**

The Council will pay Warm Front directly on behalf of the client.

### **Energy loan**

To provide assistance to vulnerable households as defined for the Home Improvement Loan scheme above occupying hard to treat homes for energy efficiency measures to help remove them from fuel poverty.

Eligibility, conditions and other details relevant to this loan are described in section 3 of Appendix 1 on Home Improvement Loans.

### **Funding amount**

The maximum that can be loaned is £15,000

The minimum that can be lent is £500

All assistance is subject to the availability of funding.

The Council will subsidise each loan given as agreed by the Wessex Consortium. Where required for individual loans paid, the subsidy will be a grant paid directly to WHIL on the client's behalf. The subsidy amount is determined by WHIL on a case by case basis and will depend on the type of loan the interest payable and the loan period.

If the client chooses to use the service of the Council's Home Improvement Agency then the agency's fees will be included in the loan. Housing Services will approve fees charged at 10% of the cost of the works.

## How to apply

Clients can contact Housing Services on 01225 396444 to discuss whether or not they are likely to be eligible.

Clients can also contact the Home Improvement Agency. The Agency can help people make an application for this type of loan and provide help to get the works carried out. For example they will arrange for building contractors to carry out the work.

The following gives a brief outline of how to apply:

- An officer from the Council will visit and decide which works can be included.
- Clients will be provided with a schedule of works by the Council.
- A WHIL advisor will arrange to visit the client/ applicant in their home and assess eligibility for the loan. They will make a decision on eligibility, whether a loan is affordable and if so what type of loan is best for the client.
- Clients must use the schedule of works to get two estimates; one each from two different building contractors. These estimates will be part of the application to the Council which will also include a proof of title (or equivalent proof of ownership) to show who owns the house and completed application forms.
- When Housing Services have a full and complete application they will aim to approve it in writing within 20 working days.
- Clients can only start works when they have written approval from the Council.

The Home Improvement Agency and the Council and WHIL will do what they can to guide and support clients through the process.

Please refer to section 3 of this Appendix for full details of the terms and conditions associated with this Energy Loan.



## **6. COMMUNITY ALARMS**

### **Who can apply?**

This grant is available to low income residents who are over 60 years of age, disabled or otherwise vulnerable (people with a limiting long term illness or terminal illness).

The assistance is available to owner-occupiers, private tenants and Residential Social landlord (Housing Association) tenants.

Low income is defined as being on one of the income related benefits listed below.

- Income Support (or universal credit equivalent)
- Income based Jobseekers allowance (or universal credit equivalent)
- Employment support allowance (income Based) (or universal credit equivalent)
- Council Tax benefit
- Pension credit (Guarantee credit)

### **The scheme**

Small grants are available for vulnerable people on low income for the installation of community alarms and key safes. This equipment can help people to remain in their own homes as it enables them to call for help easily if they fall or become ill for example.

### **Works that can be included**

Eligible works include community alarms and key safes.

### **Funding amount**

The maximum amount of assistance offered is £200

### **How to apply**

Contact the Community Alarms Service. They will visit the client in their home and decide what equipment is needed and they will help the client apply for the grant from Housing Services.

### **Requirements and conditions**

All assistance is subject to the availability of funding.

The applicant is to be over 18 years old.

A valid application will comprise of a correctly completed and signed application form and specified proof of income. (Assistance with completing forms is available.)

The eligible works are to be specified and arranged by the Community Alarms Service.

**Payment for works**

Community Alarms and Housing Services will arrange for the payment of the grant when the works are complete.

### Summary of budgets and targets for the year 2012/13

Type of assistance	Maximum assistance Available per grant / loan	Approximate number of grant or loan given per year	Total budget available for scheme
<b>Free home safety repairs and adaptations advice and home visits</b>	No funding Advice only.	none	No funding
<b>Home Improvement Loans</b>	£15,000	20	£50,000 for Wessex Subscription payment and subsidy payments for individual loans
<b>Urgent Repairs Grants</b>	£1,000	60	£50,000
<b>Home Energy Efficiency</b>			
• <b>Warm Streets</b>	Cost of Loft and cavity wall insulation	160 measures	£50,000
• <b>Warm front Top-ups</b>	Reasonable costs to enable applicant to take up Warm Front grant	10	£5,000
• <b>Energy loan</b>	£15,000	2	(inc. home improvement loans)
<b>Community Alarm Grants</b>	£200 maximum	100	£10,000
<b>Disabled Facilities Grants</b>	£30,000 maximum	250	£1,000,000

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<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11 July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2432</b>
TITLE:	<b>Joint Working Arrangements with the NHS beyond April 2013</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b>		
None		

## **1 THE ISSUE**

- 1.1 To update the cabinet on the development of joint working arrangements with the NHS from April 2013, when some key elements of the Health and Social Care Act 2012 come into effect.

## **2 RECOMMENDATION**

The Cabinet agrees to:

- 2.1 Note the work underway to enable the continuation and further development of joint working arrangements with the NHS beyond April 2013;
- 2.2 Receive more detailed proposals for approval by Full Council in September 2012.

### 3 FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications directly arising from this report. The more detailed proposals being developed will include a financial framework to ensure proper governance of aligned, pooled and delegated budgets between the two organisations.

### 4 CORPORATE OBJECTIVES

- 4.1 The development of joint working arrangements between the Council and Primary Care Trust (PCT) has enabled more integrated commissioning and delivery of health and social care services, resulting in improved outcomes for our population, as well as ensuring efficient and effective use of our combined resources. Continued joint working after NHS reform in April 2013 will help both organisations to ensure we are **promoting independence and positive lives for everyone**.

### 5 THE REPORT

- 5.1 Bath and North East Somerset Council and NHS have a history of integrated working, developed through many years of collaboration to improve health and social care services for our residents. The Council approved the development of joint working arrangements with the PCT in May 2009, which covered the commissioning and delivery of health and social care services. These arrangements have enabled a number of positive developments, including the launch of the Community Interest Company, 'Sirona Care and Health' to deliver a range of local services on our behalf as well as helping us to achieve improved outcomes and effective use of our resources.
- 5.2 The Health and Social Care Act 2012, which gained Royal Assent in March this year, means that GPs working as a Clinical Commissioning Group (CCG) will take on responsibility for commissioning most health services from 1 April 2013 and local Public Health will become the Council's responsibility. The Council has created a single People and Communities Department including adult social care commissioning and children's services. It is therefore both timely and necessary to review and refresh the Joint Working Arrangements to reflect the organisational arrangements that will be in place from 1 April 2013 and to ensure that they are fit for purpose to deliver best outcomes in future.
- 5.3 Senior officers from the PCT and Council, together with the Executive Member for Wellbeing and GPs from the CCG, met recently to discuss the benefits of partnership working, to consider lessons learnt from the operation of the existing arrangements and to map out the next steps to cement joint working arrangements between the Council and CCG for April 2013.
- 5.4 The proposal is to develop a new model for joint working which brings together the commissioning of all of the Council's key services for Adults and Children with the Public Health Department and the CCG, to ensure we are maximising our ability to promote positive lives for everyone in our communities and working together to ensure that people receive the services they need, provided in a joined up way around them and their families.
- 5.5 It is likely that this would be based on the use of 'section 113' of the Local Government Act 1972, which was used in the existing partnership arrangements to allow designated NHS staff to be 'seconded' to undertake tasks for the Council

and vice versa. It would mean that for most staff involved their employment by either the NHS or Council would be unaffected. The joint management team would consist of the Strategic Director and Divisional Directors for People and Communities, Director of Public Health together with the Accountable Officer(GP) and senior managers of the CCG. This would enable all of the strategic and commissioning functions of these teams to be aligned as far as is possible and beneficial, with the opportunity to improve pathways of care across children's services, adult social care, public health and health care services

- 5.6 Existing pooled budgets would also be replicated under the new arrangement, with a clear aspiration to extend and further develop the joint working arrangements over time, which could lead to broadening the scope and/or pooling more funding to deliver better outcomes for our population.
- 5.7 We have established the main constraints within which the arrangements must be developed, including making sure that each organisation can fulfil its statutory obligations and continue to collaborate with other key partners.
- 5.8 A Joint Working Framework is being drawn up and subject to further engagement with Council members, the PCT Board and the wider membership of the CCG, the aim is to agree this ahead of the CCG's application for authorisation, at the beginning of October.

## **6 RISK MANAGEMENT**

- 6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

## **7 EQUALITIES**

- 7.1 An EqIA has not been completed at this stage, as the joint working arrangements already exist and the proposal is to continue with these. An EqIA will be completed as part of the process to finalise the joint working framework, when more detail is available about how it is proposed that it will operate.

## **8 RATIONALE**

- 8.1 The existing joint working arrangements between the Council and PCT have enabled more integrated commissioning and delivery of health and social care services, resulting in improved outcomes for our population, as well as ensuring efficient and effective use of our combined resources.
- 8.2 From 1 April 2013, the PCT's Public Health commissioning functions will transfer to the Council and the majority of its local health service commissioning functions will pass to the Clinical Commissioning Group.
- 8.3 Continued joint working after this significant NHS reform will help both organisations to ensure we are promoting independence and positive lives for everyone.

## 9 OTHER OPTIONS CONSIDERED

9.1 The option of discontinuing joint working arrangements was rejected as it would potentially lead to fragmentation of strategy and service commissioning, resulting in poorer outcomes for our population and less effective use of our resources.

## 10 CONSULTATION

10.1 *Cabinet members; Trades Unions; Staff; CCG and PCT; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

10.2 Discussion at Informal Cabinet meeting; staff and trade union consultation on proposals for future structure of People & Communities Department; seminar with GPs and senior officers of CCG and PCT.

## 11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Customer Focus; Young People; Impact on Staff; Other Legal Considerations*

## 12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<i>Mike Bowden 01225 395610</i>
<b>Sponsoring Cabinet Member</b>	<i>Councillor Simon Allen</i>
<b>Background papers</b>	<i>Council Meeting papers 14 May 2009</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	



<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11 July 2012</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2420</b>
TITLE:	<b>Revenue &amp; Capital Outturn 2011/12</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<p><b>List of attachments to this report:</b></p> <p><b>Appendix 1:</b> Revenue &amp; Capital Outturn 2011/12 information  <b>Appendix 2:</b> Provisional Revenue Outturn by Directorate &amp; Portfolio 2011/12  <b>Appendix 3:</b> Reasons for Revenue Budget Variances 2011/12  <b>Appendix 4:</b> Revenue Budget Items to be considered for carry forward/write-off  <b>Appendix 5:</b> Corporate Earmarked Reserves  <b>Appendix 6:</b> Revenue Virements 2011/12 &amp; 2012/13  <b>Appendix 7:</b> Capital Outturn Summary 2011/12  <b>Appendix 8:</b> Detailed Capital Variance &amp; Rephasing Requests 2011/12  <b>Appendix 9:</b> Capital Programme by Portfolio 2011/12 &amp; 2012/13  <b>Appendix 10:</b> Capital Virements 2011/12 &amp; 2012/13</p>		

## **1 THE ISSUE**

- 1.1 The report presents the provisional revenue and capital outturn for 2011/12, highlighting an underspend of £253,000 or 0.1% of the Council's gross revenue budget, a significant achievement in the current financial climate and in a year in which £11m of savings were delivered by the Council.
- 1.2 The report refers to requests to carry forward specific revenue budget items to 2012/13, transfers to earmarked reserves and to write-off revenue overspends where recovery in future years would have an adverse impact on continuing service delivery.
- 1.3 The report also refers to requests to re-phase specific capital budget items to 2012/13 and to write off net capital underspends.

## **2 RECOMMENDATION**

The Cabinet agrees that:

- 2.1 The provisional revenue budget outturn underspend of £253,000 for 2011/12 as set out in Appendix 2 is noted.
- 2.2 The revenue carry forward proposals and write-off requests listed in the tables in Appendix 4 are approved.
- 2.3 Transfers to Earmarked Reserves are agreed as set out in Appendix 1 paragraph 1.12.
- 2.4 The revenue virements for 2011/12 and 2012/13 as listed in Appendix 6(i) & 6(iii) are approved.
- 2.5 The resulting reserves position shown in Appendix 1 paragraph 1.13 is noted and that unearmarked reserves remain at the target level of £10.5m.
- 2.6 The provisional outturn of the 2011/12 capital programme in Appendix 7, and the funding as laid out in the table in Appendix 1 Paragraph 1.23, is noted.
- 2.7 The capital rephasing and write-off of net underspends as listed in Appendix 8 are approved.
- 2.8 The adjustments to the 2011/12 to 2016/17 capital programme as detailed in Appendix 10, and the final capital programme for 2011/12 in Appendix 9 are noted.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 These are contained throughout the report and appendices.

## **4 CORPORATE OBJECTIVES**

- 4.1 The Medium Term Finance & Planning process allocates scarce resources across services with alignment of these resources towards our corporate improvement priorities as set out in the Corporate Plan. This report monitors how the Council has performed against the financial targets set in February 2011 through the budget setting report.

## **5 THE REPORT**

- 5.1 This report provides information about the Council's financial performance against its revenue and capital budgets in 2011/12.
- 5.2 This report enables Cabinet to review:
  - Requests for write-off of overspends
  - Requests for carry forward of underspends
  - Suggested earmarking of reserves

- 5.3 The report identifies that after carry forwards and transfers to reserves, the Council underspent by £253,000, equating to 0.1% of the Council's gross revenue budget (excluding DSG) for 2011/12. This represents a significant achievement in the context of the government's public sector deficit recovery plan which resulted in a revenue savings requirement of over £11 million for 2011/12.
- 5.4 The capital spend in 2011/12 was £45.84m against a budget of £58.9m giving a variance of £13.06m. Of this variance, £11.53m is requested for carry forward to 2012/13 to cover re-phased costs of capital projects, with the balance of £1.53m relating to net capital project underspends which will be written off.
- 5.5 Details of and commentary on the outturn position for the revenue and capital budgets are provided in Appendices 1-10.
- 5.6 The Corporate Audit Committee will approve the audited statutory final accounts of the Council. This report presents the 2011/12 outturn in the form that is routinely reported throughout the year as part of budget monitoring.
- 5.7 The Cabinet received financial reports throughout the year highlighting the known pressure areas, and identifying those actions that could be taken to reduce these to manageable proportions.

## **6 RISK MANAGEMENT**

- 6.1 The substance of this report is part of the Council's risk management process. The key risks in the Council's budget are assessed annually by each Strategic Director, with these risks re-assessed on a monthly basis as part of the budget monitoring process.

## **7 EQUALITIES**

- 7.1 This report provides information about the financial performance of the Council and therefore no specific equalities impact assessment has been carried out on the report.

## **8 RATIONALE**

- 8.1 The recommendations made are based upon the Budget Management Scheme and a consideration of the Council's latest financial position and reserves strategy.

## **9 OTHER OPTIONS CONSIDERED**

- 9.1 Appendix 4 lists all options that can be considered in making a decision on carry forwards and write offs relating to the revenue outturn position.

## **10 CONSULTATION**

- 10.1 Consultation has been carried out with the Cabinet Member for Community Resources, Strategic Directors, Section 151 Finance Officer, Chief Executive and Monitoring Officer.
- 10.2 The provisional outturn position has been discussed at Strategic Directors' Group and Divisional Directors' Group during June.

## 11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 This report deals with issues of a corporate nature.

## 12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	Tim Richens – 01225 477468; Gary Adams – 01225 477107 ; Tim_Richens@bathnes.gov.uk ; Gary_Adams@bathnes.gov.uk
<b>Sponsoring Cabinet Member</b>	<i>Councillor David Bellotti</i>
<b>Background papers</b>	<i>2011/12 Budget Monitoring reports to the Cabinet; Budget Management Scheme</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

**REVENUE OUTURN 2011/12**

- 1.1 Appendix 2 outlines the Council's provisional financial outturn for the 2011/12 financial year at both Directorate and Portfolio level. Despite a number of major pressures during 2011/12, the provisional outturn shows the budget has been managed in total with an under spend/surplus. After carry forwards and transfers to reserves, the Council underspent by £253,000, equating to 0.1% of the Council's gross revenue budget (excluding Dedicated Schools Grant) for 2011/12.
- 1.2 Underlying the Council's "bottom line" figure, prior to carry forwards and transfers to reserves, are a number of variations (at a Directorate level):
- Service overspends of £0.736m
  - Service underspends of £0.387m
  - A £1.431m underspend on Corporate and Agency budgets.
- 1.3 The Council has used a robust action plan system for addressing Service overspends, which were monitored on a monthly basis, and has helped offset some of the previously reported spending pressures. Significant pressures relating to parking and park & ride income achievement during the financial year have been contained at the bottom line level. The expenditure on Change Programme projects for 2011/12 has also been contained within the revenue budget parameters rather than drawing on the Medium Term Financial Challenge reserve.
- 1.4 The explanations for the 2011/12 outturn variations are given in Appendix 3, and some are highlighted below.
- 1.5 The main area contributing to the underspend are:

Corporate Budgets - Investment interest:

Additional investment interest of £373,000 was earned due to higher than anticipated cash balances.

Corporate Budgets - Places for Change: A £230,000 provision for the financing of the Places for change project was not required in 2012/13 following the decision not to progress with the scheme.

Corporate Budgets - Carbon Trading Levy: Underspend of £239,000 based on estimates of the first year charges and clarification that schools are funding their share of costs.

Corporate Budgets – Housing & Council Tax Benefit Subsidy:

The element of non-recoverable subsidy was £211,000 less than budgeted.

Heritage Services – underspend of £786,000 due to additional income from the higher level of performance during the summer and increased spend per visitor head.

Commercial Estate – underspend of £242,000 due to income being over forecast following an acquisition and reviews of existing leases, as well as reduced management fees.

- 1.6 The main areas of overspending have occurred in the Transport portfolio mainly due to income shortfalls in car parking and park & ride. A range of mitigating action is being progressed to stimulate parking income. These include improving the customer experience by better site management and procuring more flexible permit and payment systems. Alternative sources of income are being investigated to replace custom lost to Southgate. Other options, such as variable charging to stimulate off peak demand, are also being considered together with an increased marketing profile through the Council’s website.

### **DECISIONS REQUIRED RELATING TO OVER AND UNDERSPENDS**

- 1.7 Decisions are needed on some of the items in Appendix 4 relating to under and overspending in 2011/12. Each section of Appendix 4 is clearly marked for information or for decision. In particular, decisions are required in Tables 2 and 3 of Appendix 4. If all these items are approved, including the service earmarking requests referred to in paragraph 1.12 this would give a final underspend of £253,000.
- 1.8 Table 3 of Appendix 4 contains requests to write off overspends as an exception to the Budget Management Scheme rules, which would require recovery by service over a maximum of 3 years. The write off is requested as it is not considered practical to recover the overspend against the continuing financial pressures in 2012/13 and future years.

### **OTHER 2011/12 MOVEMENTS AFFECTING RESERVES**

- 1.9 The net underspend position of £253,000 reported above does not include the following unbudgeted transactions, which are one-off in nature, or relate to previous years so are reported separately from the regular monitoring figures:

<b>Item</b>	<b>Amount (-ve = increase in reserves) £k</b>	<b>Description</b>
General Bad Debt Provision	45	Increase in Council’s general bad debt provision following review as part of closedown activities.
NNDR Historical Refunds on Council Properties	-263	Refunds on NNDR paid during 2010/11 and earlier years.
Other minor transactions	-14	Other smaller transactions.
<b>Total</b>	<b>-232k</b>	<b>Increase in un-earmarked reserves</b>

- 1.10 The net effect of the above transaction is an increase in unearmarked reserves of £232k.

1.11 Appendix 5 provides details of corporately earmarked reserves reflecting the outturn revenue budget position.

### USE OF UNDERSPEND TO MAKE EARMARKED RESERVES

1.12 The underspend provides for the following reserves for costs which are likely to arise, and which are not allowed for in the budget agreed during February 2012, Cabinet are requested to approve these reserve provisions:

- Skills & Employment Reserve: £170k
- Queens Jubilee Events: £140k
- Casino Project Costs: £100k

The balance of £485k is proposed to be transferred to the Revenue Budget Contingency Reserve.

The proposed transfer to the Revenue Budget Contingency would increase the amount available in the reserve to £1.866m, prior to any agreed drawdowns in 2012/13.

After allowing for the earmarked reserves referred to above, the net amount returned to un-earmarked reserves would be £nil.

### REVENUE RESERVES

1.13 If the requests shown in recommendations 2.2 and 2.3 are approved by the Cabinet, the overall situation would be as follows:

<b>Description of the Revenue Reserves Movements</b>	<b>£'000</b>
Estimated General Un-earmarked Reserves following February Budget Report 2012*	<b>10,480</b>
2011/12 Outturn position, including additional use in carry forward of underspends, write off of overspends and creation of earmarked reserves for Skills & Employment, Queens Jubilee Events and Casino Project Costs	+253
Net transfers into reserve (see paragraph 1.10)	+232
Increase in earmarked Revenue Budget Contingency Reserve	-485
Remaining available reserves would then be	<b>10,480</b>
<i>Recommended optimal level based on corporate risk assessment</i>	<b>10,480</b>

\*Excluding Invest to Save drawdowns which are repayable in future years.

1.14 As a result, the Council is meeting the reserves strategy outlined in the budget report to Council on 14<sup>th</sup> February 2012.

## **SCHOOLS**

1.15 The bottom line out-turn position in relation to schools is an underspend of £1.5m, while the centrally held elements of the DSG has an underspend of £1.6m. The DSG underspend includes the changes to standards fund grants being switched from a separate grant into the DSG. There is also a balance of £2.8m held in respect of academies for those schools that converted during 2011/12 and those that will convert during 2012/13. All of these items are automatically carried forward under the DSG arrangements, and hence these figures are excluded from this report.

1.16 The balances held by schools have increased by £1.5m from £2.5m to £4m. The schools balances are closely monitored by Schools Forum which has an excessive balances policy in line with DFE guidance. All schools with balances deemed to be excessive are challenged to explain their position. Most excessive balances are planned in preparation for capital projects in schools.

## **COLLECTION FUND OUTTURN POSITION**

1.17 As part of the 2012/13 Budget, an estimate was made on the position of the Council Tax Collection Fund as at the 31<sup>st</sup> March 2012. The estimate was for a surplus of £500k, of which the Council's share was £422k (the balance is paid to the Police and Fire Authorities). The actual outturn position on the Collection Fund for 2011/12 is a surplus of £806k (the Council's share is £680k). The difference will be taken into consideration when estimating the closing 2012/13 Collection Fund position as part of the 2013/14 budget process.

## **CAPITAL OUTTURN 2011/12**

1.18 The outturn capital spend of £45.84m was £13.06m less than the 2011/12 revised budget of £58.9m.

1.19 It is proposed to write off the remaining net underspends of £1.53m which includes:-

- £493k – Transformation IT Projects
- £519k – Property Schemes

1.20 Services are requesting rephasing of variances (project rephasing) to 2012/13 of £11.53m, which includes:-

- £921k Workplaces Programme
- £970k Spend at School Level (devolved school budgets)
- £1.1m Other School Projects
- £657k Property Schemes
- £510k Public Realm Programme



- £926k Bath Western Riverside Infrastructure
- £361k Adult Social Services & Housing Projects
- £427 Bath Transport Package
- £329k Highways Structural Maintenance Programme
- £351k ANPR Parking System
- £356k Neighbourhood Vehicles
- £292k Roman Baths Kitchen

1.21 Details of the overall capital outturn position are given in Appendix 7, with further detail on the rephasing requests and over/underspends in Appendix 8.

### **CAPITAL RESOURCES**

1.22 The 2011/12 outturn expenditure of £45.839m was financed mainly through the use of capital grants, third party contributions and borrowing.

1.23 The 2011/12 outturn expenditure was financed as follows:

	<b>£'000</b>
Total Capital Spending:	<b>45,839</b>
<b>Funded by:</b>	
Capital Receipts	2,546
Capital Grants	13,435
3 <sup>rd</sup> Party Receipts (inc S106)	1,339
Revenue	1,692
Prudential Borrowing (Implied Need)	26,827
<b>Total</b>	<b>45,839</b>

1.24 The £1.692m of revenue funding is predominantly in respect of the IT investment programme, Disabled Facilities Grants and Highway Maintenance emergency works where a Department for Transport revenue grant was received with part set aside to make a revenue contribution to capital.

1.25 The Council's provisional Capital Financing Requirement (CFR) as at 31<sup>st</sup> March 2012 is £136 million. This represents the Council's requirement to borrow to finance capital expenditure, and demonstrates that total borrowing of £120 million remains below this requirement as at 31<sup>st</sup> March 2012.

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# Financial Monitoring Statement (Revenue): All Directorates

APPENDIX 2 (i)

REVENUE SPENDING  All Directorates For period to  31st March 2012	YEAR END FINAL FIGURES			ADV/FAV	Carry forwards overspends under the BMS Rules (App 4 table 3)  Col 4 £'000	Requested by Strategic Directors		Net Col 7 £'000
	Actual Spend or (Income)	Budgeted Spend or (Income)	Outturn over or (under) spend			Requested carry forward Underspend (App 4 table 2)  Col 5 £'000	Write off overspend (App 4 table 3)  Col 6 £'000	
	Col 1 £'000	Col 2 £'000	Col 3 £'000					
Service Delivery	28,178	28,023	155	ADV	(155)	114	155	269
Children Services	24,104	24,304	(200)	FAV		126		(74)
Adult Social Services & Housing	52,621	52,756	(135)	FAV		100		(35)
Resources	15,559	16,409	(850)	FAV		80		(770)
Development & Major Projects	1,618	1,671	(53)	FAV				(53)
<b>TOTAL</b>	<b>122,079</b>	<b>123,161</b>	<b>(1,082)</b>	<b>FAV</b>	<b>(155)</b>	<b>419</b>	<b>155</b>	<b>(663)</b>
<p>Note: "ADV" indicates an adverse variance, "FAV" a favourable variance, and a "( )" in the over and under spend columns indicates an underspend or overachievement of income</p>					<p><b>Creation of Earmarked Reserves for:</b></p>			
					Queens Jubilee Events		140	
					Skills & Employment		170	
Casino Project Costs		100						
					<p><b>Overall Position (negative = increase in reserves)</b></p>			<b>(253)</b>

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APPENDIX 2 (ii)

Portfolio Summary Monitor REVENUE SPENDING For the Period APRIL 2011 to MARCH 2012	2011/12 YEAR END POSITION			ADVERSE / FAVOURABLE
	Net Actual	Annual Budget	Forecast over or (under) spend	
	£'000	£'000	£'000	
Leader	6,614	6,108	506	ADV
Community Resources	8,604	9,960	(1,355)	FAV
Wellbeing	50,529	50,510	19	ADV
Early Years, Children & Youth	24,104	24,304	(200)	FAV
Homes & Planning	4,764	4,942	(178)	FAV
Sustainable Development	(738)	(210)	(529)	FAV
Neighbourhoods	22,097	22,832	(736)	FAV
Transport	6,105	4,716	1,390	ADV
<b>TOTAL COUNCIL</b>	<b>122,079</b>	<b>123,161</b>	<b>(1,082)</b>	<b>FAV</b>

Less: Carry Forward Requests 419  
Less: Service Earmarking Requests 410

**(253)**

**REVISED OUTTURN POSITION**

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**APPENDIX 3 - Financial Monitoring Statement (Revenue): All Portfolios at Cashlimit level**

REVENUE SPENDING For the Period APRIL 2011 to MARCH 2012	YEAR END ACTUAL			ADV/ FAV	Notes on main areas of over / under spending
	Net	Annual	Forecast		
	Actual	Current	Over or		
A	B	(under)	C	spend	
£'000	£'000	£'000	£'000		
<b>Leader</b>					
Policy & Partnerships	1,638	1,584	54	ADV	Change Programme project costs charged to service rather than drawing down from earmarked reserves
Transformation Service	737	737			
Councils Retained ICT Budgets	-1,067	-1,226	159	ADV	Shortfall in forecast recharge income
Council Solicitor & Democratic Services	2,395	2,301	94	ADV	Severance costs and under recovery of legal teams chargeable hours
Improvement & Performance	2,910	2,711	199	ADV	Change Programme project costs charged to service rather than drawing down from earmarked reserves
<b>Sub Total</b>	<b>6,614</b>	<b>6,108</b>	<b>506</b>	<b>ADV</b>	
<b>Community Resources</b>					
Finance	1,788	1,539	249	ADV	Change in accounting treatment for capital programme costs and Change Programme project costs charged to service rather than drawing down from earmarked reserves
Support Services Change Programme	186	186			
Customer Services	2,957	2,621	336	ADV	Change Programme project costs charged to service rather than drawing down from earmarked reserves
Risk & Assurance Services	1,135	1,159	-24	FAV	
Property Services	735	897	-161	FAV	Underspend within Facilities Management and Estates teams
Corporate Estate Including R&M	6,354	6,386	-32	FAV	
Commercial Estate	-13,069	-12,827	-242	FAV	Increased rental income
Traded Services	5	54	-49	FAV	
Hsg / Council Tax Benefits Subsidy	144	355	-211	FAV	The element of non recoverable subsidy was less than forecast
Capital Financing / Interest	5,569	5,963	-394	FAV	Increased investment income arising from higher than forecast cash balances
Unfunded Pensions	1,627	1,709	-82	FAV	
Corporate Budgets including Capital, Audit and Bank Charges	680	1,330	-650	FAV	Lower than forecast Carbon Reduction Commitment Levy charges, Places for Change revenue support for capital scheme not required and reduction in Corporate Audit fees.
Magistrates	18	22	-4	FAV	
Coroners	275	362	-87	FAV	Lower than forecast contribution to costs of the Avon Coroner Service
Environment Agency	201	205	-3	FAV	
<b>Sub Total</b>	<b>8,604</b>	<b>9,960</b>	<b>-1,355</b>	<b>FAV</b>	
<b>Wellbeing</b>					
Adult Services	49,618	49,620	-2	FAV	
Adult Substance Misuse (DAT)	598	598			
Community Learning	150	130	20	ADV	
Employment Development	163	162	1	ADV	
<b>Sub Total</b>	<b>50,529</b>	<b>50,510</b>	<b>19</b>	<b>ADV</b>	
<b>Early Years, Children &amp; Youth</b>					
Children Young People & Families	11,503	11,212	291	ADV	Overspend in Childrens Social Care costs due to increase in admissions to residential placements. Offset by savings in Home to School transport following tender exercise and underspends in the early years and school improvement teams
Learning & Inclusion	18,754	19,479	-725	FAV	
Health, Commissioning & Planning	-111,696	-111,931	235	ADV	
Schools Budget	105,544	105,544			
<b>Sub Total</b>	<b>24,104</b>	<b>24,304</b>	<b>-200</b>	<b>FAV</b>	

REVENUE SPENDING For the Period APRIL 2011 to MARCH 2012	YEAR END ACTUAL			ADV/ FAV	Notes on main areas of over / under spending
	Net Actual	Annual Current Budget	Forecast Over or (under) spend		
	A £'000	B £'000	C £'000		
<b>Homes &amp; Planning</b>					
Planning Services	2,566	2,648	-82	FAV	
Building Control & Land Charges	106	48	58	ADV	
Housing	2,092	2,246	-154	FAV	
<b>Sub Total</b>	<b>4,764</b>	<b>4,942</b>	<b>-178</b>	<b>FAV</b>	
<b>Sustainable Development</b>					
Arts	629	616	13	ADV	
Tourism & Destination Management	1,343	1,046	297	ADV	Overspend due to event, promotional and world heritage activity
Heritage including Archives	-4,328	-3,542	-786	FAV	Underspend due mainly to a 10% increase in Roman Bath's visitor volumes and a 2% increase in spend per head.
Major Projects Support	504	560	-56	FAV	
Development & Regeneration	1,114	1,110	3	ADV	
<b>Sub Total</b>	<b>-738</b>	<b>-210</b>	<b>-529</b>	<b>FAV</b>	
<b>Neighbourhoods</b>					
Service Delivery - Overheads	1,821	2,024	-202	FAV	Contingency for business enabling and transport and planning overheads not required during year
Waste	10,400	10,975	-575	FAV	Recycling contract rebased and further efficiencies within service
Public Protection	969	1,080	-111	FAV	Income over forecast levels and further efficiency savings
Neighbourhood Services	5,097	5,017	81	ADV	Crematorium income lower than forecast
Libraries & Information	2,494	2,443	51	ADV	
Sports & Active Leisure	974	952	22	ADV	
Community Safety	340	341	-1	FAV	
<b>Sub Total</b>	<b>22,097</b>	<b>22,832</b>	<b>-736</b>	<b>FAV</b>	
<b>Transport</b>					
Transport Design & Projects	-6	139	-145	FAV	Income over forecast levels
Transportation Planning (including Public Transport)	6,327	6,315	11	ADV	
Park & Ride	-751	-1,013	262	ADV	Shortfall against income targets
Highways - Network Maintenance	6,092	6,647	-555	FAV	One off income receipt from financial settlement related to Highways Maintenance
Highways - Transport & Fleet Management	-5	-46	41	ADV	
Car Parking (excluding Park & Ride)	-5,552	-7,327	1,775	ADV	Shortfall in income, largely due to the recession
<b>Sub Total</b>	<b>6,105</b>	<b>4,716</b>	<b>1,390</b>	<b>ADV</b>	
<b>TOTAL</b>	<b>122,079</b>	<b>123,161</b>	<b>-1,082</b>	<b>FAV</b>	
<b>Less: Carry Forward Requests</b>			419		
<b>Less: Service Earmarking Requests</b>			410		
<b>Revised Outturn Position</b>			<b>-253</b>		



**Budget Items to be considered for carry forward to  
2012/13**

**TABLE 1: Over and under spends already approved under Budget Management scheme (BMS) and Statutory Requirements (SR)**

This table is for **information** - no decision is required

Under spend Carry Forward Requests - approved under rules of BMS – 2011/12 to 2012/13 or already agreed by the Cabinet	Requested approval £	Already Approved under BMS/ SR £	Director
<p><b><u>Children's Service Portfolio</u></b></p> <p>The Dedicated Schools' Grant is ring-fenced, the under spend will be automatically carried forward into 2012/13. This includes Standards Fund grant which has rolled into DSG and amounts held in respect of Academies.</p>	4,389,630	4,389,630	AA
<b>Total (Net position)</b>	4,389,630	4,389,630	

## Appendix 4 (cont)

**TABLE 2:**  
**For Decision** - Under spend carry forward requests not automatically approved

Under spend Carry Forward Requests - those <u>not</u> approved under rules of BMS – 2011/12 to 2012/13	Requested approval £	Already Approved under BMS £	Dir	Reported by BMS Deadline (Jan'12)
<b><u>Leader Portfolio</u></b>				
<b>(L1) – Human Resources Project Work</b> - To fund costs relating to specific projects being undertaken within Human Resources in particular relating to payroll services	80,000		AP	Yes
<b><u>Wellbeing Portfolio</u></b>				
<b>(W1) – TCS Project Commissioning</b> - To cover residual costs following the transfer of services to Sirona CIC.	100,000		AA	No
<b><u>Early Years, Children &amp; Youth</u></b>				
<b>(E1) – Radstock Youth Work Resource</b> – Following Cabinet allocation of one-off funding in 2011/12 this amount is required to be carried forward to fund the cost of the youth worker employed until July 2012.	5,750		AA	No
<b>(E2) – Refurbishment of Peasedown Youth Centre</b> – The carry forward will pay for the refurbishment of the Peasedown Youth Centre which will be brought through the capital programme in 2012/13.	30,000		AA	No
<b>(E3) – Post Inspection Improvements</b> – The Childrens service inspection highlighted several areas for improvement. This funding is requested to support the improvements planned in 2012/13 as part of the departmental post inspection action plan.	90,000		AA	No

<b>Homes &amp; Planning Portfolio</b>				
<b>(H1) – Gypsy DPD Work –</b> Due to lead in time to procure this work part of the spend will now take place during 2012/13.	16,000		GC	Yes
<b>(H2) – NGP funding towards CIL work –</b> Funding awarded in 2011/12 but required to fund spend which will take place in 2012/13 on preparations for the Community Infrastructure Levy scheme.	20,000		GC	Yes
<b>(H3) – Article 4 Direction HMO Work –</b> Funding was allocated from the Revenue Budget Contingency during 2011/12 and this amount needs to be carried forward to match revised spend profile relating to the assessing and consulting on options to address the impacts of HMO's in parts of the City.	25,000		GC	Yes
<b>(H4) – Planning Policy –</b> Funding required to undertake a review of Council planning policy in relation to banners and flags in the area.	30,000		GC	No
<b>Transport Portfolio</b>				
<b>(T1) – P&amp;D Machine recoinning –</b> For pay & display recoinning to fit the new 5p and 10p coins which are about to be introduced.	22,500		GC	No
<b>TABLE 2 TOTAL</b>	<b>419,250</b>			

**Appendix 4 (continued)**

**TABLE 3:**  
**For Decision - Requests for overspend write off from services in 2011/12**

<b>Requests to write off overspends</b>	<b>Request £</b>	<b>Already approved under BMS £</b>	<b>Director</b>
<b><u>Service Delivery</u></b> Net position on Service Delivery	155,000		GC
<b>Total</b>	<b>155,000</b>	0	

This column lists the figures requested

This column indicates where figures are approved within the rules of BMS. If no figure it will need decision to approve it

## Appendix 5

<b>Corporate Earmarked Reserves</b>	<b>Current Position * £'000</b>
Insurance Fund	907
Service Supported Borrowing Reserve	1,066
Risk Management Reserve	55
Revenue Budget Contingency	1,866
Casino Licence Application Reserve	110
Medium Term Financial Challenge Reserve	4,233
D&MP regional & sub regional issues	340
PCT Pooled Budget upfront payment	2,625
Carbon Management Programme Reserve	59
Procurement Programme Reserve	60
Exceptional Risk Reserve	60
Affordable Housing & Capital Development Reserve	3,000
Restructuring Reserve	5,598
Capital Financing Reserve	2,799
Community Empowerment Fund	1,196
Independent Safeguarding Reserve	100
Olympics Reserve	200
Regional Delivery Plan Reserve	50
Revenue Grants Unapplied	1,788
Tax Liabilities Reserve	371
Review of Leisure Provision Reserve	150
Capital to Revenue Reversion Reserve	2,755
Queens Jubilee Events Reserve	140
Skills & Employment Reserve	170
Other	96
<b>Sub Total</b>	<b>29,793</b>

\* Balances exclude any allocations made in 2012/13 i.e Revenue Budget Contingency

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**2011/2012 Revenue Virements for Approval**

Appendix 6(i)

REF NO	REASON/ EXPLANATION	CABINET MEMBER	TRANSFER FROM CASHLIM (£'s)	Income (£'s)	Expenditure (£'s)	CABINET MEMBER	TRANSFER TO CASHLIM (£'s)	Income (£'s)	Expenditure (£'s)	DESCRIPTION	ONGOING EFFECTS
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The following virements are reported for approval under the Budget Management Scheme rules.

<b>OVERALL TOTALS</b>		0	0	0	0	0	0	0	0		
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**2011/2012 Revenue Virements for Information**

The following virements have either been previously approved, are technical in nature or are below limits within BMS that require approval, and therefore are reported for information only.

INFO 11#49	Youth Enablement Fund	Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges	150,000	150,000	Early Years, Children & Youth	Learning & Inclusion		150,000	Transfer of Youth Enablement Fund budget	Budget virement is one-off.
INFO 11#50	Cash Recepting System	Community Resources	Customer Services	42,550	42,550	Community Resources	Finance		42,550	Transfer of management of Cash Recepting System	Budget virement is ongoing.
INFO 11#51	Hotel Accommodation Strategy	Community Resources	Revenue Budget Contingency Reserve	6,000	6,000	Sustainable Development	Tourism & Destination Management		6,000	Drawdown from Budget Revenue Contingency - as agreed by July Cabinet, and subsequently approved by s.151 Officer.	Budget virement is one-off.
INFO 11#52	Paulton Neighbourhoods	Community Resources	Revenue Budget Contingency Reserve	30,000	30,000	Neighbourhoods	Neighbourhood Services		30,000	Drawdown from Budget Revenue Contingency - as agreed by July Cabinet, and subsequently approved by s.151 Officer.	Budget virement is one-off.
INFO 11#53	Social Enterprise Support Services Adjustment	Wellbeing	Adult Services	60,111	30,856	Leader	Council's Retained ICT Budgets		30,856	Final re-alignment of Support Services internal recharge budgets relating to Adult Social Services & Housing following the creation of the Social Enterprise.	Budget virement is ongoing.
							Adult Substance Misuse (DAT)		466		
		Homes & Planning	Housing		1,330						
		Early Years, Children & Youth	Health, Commissioning & Planning		587						
		Community Resources	Corporate Estate including R&M	2,500	29,372	Transportation	Highways - Transport & Fleet Management		29,372		
INFO 11#54	Youth Headroom	Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges	30,000	30,000	Early Years, Children & Youth	Learning & Inclusion		30,000	Transfer to Youth Services of Corporately held budget for Youth Support.	Budget virement is ongoing.
INFO 11#55	Chief Executive Recruitment Costs	Community Resources	Revenue Budget Contingency Reserve	50,000	50,000	Leader	Improvement & Performance		50,000	Transfer of budget as agreed at September 2011 Council	Budget virement is one-off.
INFO 11#56	Casino Drawdown from Earmarked Reserve	Community Resources	Council Balances	76,584	76,584	Sustainable Development	Development & Regeneration		76,584	Drawdown of remaining earmarked Casino reserve	Budget virement is one-off.

**2011/2012 Revenue Virements for Information**

The following virements have either been previously approved, are technical in nature or are below limits within BMS that require approval, and therefore are reported for information only.

INFO 11#57	China Cultural Partnership	Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges		8,295	Sustainable Development	Development & Regeneration	8,295	Drawdown from corporately held budget for Cultural Partnership with China.	Budget virement is one off.
INFO 11#58	Olympics 2012 Reserve Drawdown	Sustainable Development	Arts		31,156	Balances	Earmarked Reserve	31,156	Part reversal of INFO 11#02 due to inaccurate spend profile of Olympics earmarked reserve - spend now in 2012/13.	Budget virement is one off.
INFO 11#59	Local Elections	Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges		202,800	Leader	Council Solicitor & Democratic Services	202,800	Transfer of corporately held budget for 2012 Local Elections to Democratic Services.	Budget virement is one off.
INFO 11#60	New Homes Bonus Grant	Community Resources	Revenue Budget Contingency	611,349		Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges	611,349	Income budget created for New Homes Bonus 2011/121 Grant.	Budget virement is one off.
INFO 11#61	Pensions Employers Contribution Adjustment	Community Resources	Revenue Budget Contingency		440,000	Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges	440,000	Allocation of one-off budget to over Employers Pension Contribution Charges	Budget virement is one off.
INFO 11#62	Norton Radstock Town Council Review	Community Resources	Revenue Budget Contingency		38,000	Leader	Council Solicitor & Democratic Services	38,000	Drawdown from earmarked budget in Revenue Budget Contingency, to fund Norton Radstock Town Council review.	Budget virement is one off.
INFO 11#63	Revenue Grants Unapplied Accounting Adjustment	Transport	Transportation Planning (incl Public Transport)	42,540		Community Resources	Balances (Revenue Grants Unapplied)	1,787,678	Technical accounting adjustment to fully recognise unconditional revenue grants fully in year of receipt.	Budget virement is one off.
		Neighbourhoods	Libraries & Information	2,775						
		Homes & Planning	Sports & Active Leisure	43,529						
		Community Resources	Planning Services	20,000						
		Wellbeing	Adult Services	148,765						
INFO 11#64	Changes in PCT Contribution to Pooled Budget	Wellbeing	Adult Services	2,625,000		Community Resources	Balances	2,625,000	To reflect adjustment in the PCT's contribution to the pooled budget in 2012/13.	Budget virement is one off.



**2011/2012 Revenue Virements for Information**

The following virements have either been previously approved, are technical in nature or are below limits within BMS that require approval, and therefore are reported for information only.

INFO 11#65	PCT Section 256 Contribution	Wellbeing	Adult Services	1,813,687		Community Resources	Balances	1,813,687	Transfer to reserves of s.256 re-enablement contribution received from the PCT in 2011/12 for use in 2012/13.	Budget virement is one off.
INFO 11#66	Freight Consolidation	Community Resources	Balances (Revenue Budget Contingency)		14,969	Transport	Transport Design & Projects		Drawdown of part of £102,873 allocated from Revenue Budget Contingency to fund extension to Freight Consolidation Scheme.	Budget virement is one off.
INFO 11#67	Liability Insurance	Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges		115,000	Transport	Highways Network Management		Transfer of corporately held budget for increased Liability Insurance charges to cover insurance costs in Highways.	Budget virement is ongoing.
INFO 11#68	Workplaces	Community Resources	Commercial Estate		73,000	Community Resources	Corporate Estate Including R&M		One-off adjustment of Property Services budgets resulting from Lewis House Corporate Estate use.	Budget virement is one off.
INFO 11#69	Additional School Tuition Fees	Early Years, Children & Youth	Children, Young People & Families		1,000	Early Years, Children & Youth	Schools' Budgets		A transfer to the school to provide extra one to one GCSE tuition for a Year 11 child in care over and above what the schools have provided through the Pupil Premium	Budget virement is one off.
INFO 11#70	Council Tax Freeze Grant 2011/12	Community Resources	Council Tax Freeze Grant	15,667		Community Resources	Corporate Budgets		Correction to align 2011/12 budget to actual Council Tax Freeze grant received in 2011/12 of £1.936m.	Budget virement is one off.
INFO 11#71	Education Year-End Re-alignments	Early Years, Children & Youth	Learning & Inclusion Schools' Budgets	553,353 573,056		Early Years, Children & Youth	Health, Commissioning & Planning		Year end re-alignment of Education budgets.	Budget virement is one off.

<b>OVERALL TOTALS</b>				<b>6,853,381</b>	<b>2,498,374</b>	<b>9,351,755</b>		<b>6,837,714</b>	<b>2,514,041</b>	<b>9,351,755</b>
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Portfolio Cash Limits 2011/12 - Revenue Budgets

Appendix 6 (ii)

Portfolio	Service	2011/12 Revised Cashlimit - Feb'12	Technical Adjustments, below BMS limits or already agreed - shown for information	Total Virements For Approval	2011/12 Final Cashlimit - Outturn
		£'000	£'000	£'000	£'000
Leader	Policy & Partnerships	1,584			1,584
	Transformation Service	737			737
	Council's Retained ICT Budgets	(1,257)	31		(1,226)
	Council Solicitor & Democratic Services	2,060	241		2,301
	Improvement & Performance	2,661	50		2,711
	<b>PORTFOLIO SUB TOTAL</b>	<b>5,786</b>	<b>322</b>		<b>6,108</b>
Community Resources	Finance	1,497	43		1,539
	Support Services Change Programme	186			186
	Customer Services	2,664	(43)		2,621
	Risk & Assurance Services	1,159			1,159
	Property Services	851			851
	Corporate Estate Including R&M	6,566	71		6,637
	Commercial Estate	(12,754)	(73)		(12,827)
	Workplaces Invest To Save Programme	(206)			(206)
	Traded Services	54			54
	Hsg / Council Tax Benefits Subsidy	355			355
	Capital Financing / Interest	5,963			5,963
	Unfunded Pensions	1,709			1,709
	Corporate Budgets incl. Capital, Audit & Bank Charges	3,162	(2,192)		971
	One-off Headroom Allocations	359			359
	Magistrates	22			22
	Coroners	362			362
	Environment Agency	205			205
	<b>PORTFOLIO SUB TOTAL</b>	<b>12,154</b>	<b>(2,194)</b>		<b>9,959</b>
Wellbeing	Adult Services	54,267	(4,648)		49,620
	Adult Substance Misuse (DAT)	598			598
	Community Learning	130			130
	Employment Development	162			162
	<b>PORTFOLIO SUB TOTAL</b>	<b>55,157</b>	<b>(4,647)</b>		<b>50,510</b>
Early Years, Children & Youth	Children, Young People & Families	11,213	(1)		11,212
	Learning & Inclusion	19,853	(373)		19,479
	Health, Commissioning & Planning	(113,058)	1,127		(111,931)
	Schools Budget	106,116	(572)		105,544
	<b>PORTFOLIO SUB TOTAL</b>	<b>24,123</b>	<b>181</b>		<b>24,304</b>
Homes & Planning	Planning Services	2,668	(20)		2,648
	Building Control & Land Charges	48			48
	Housing	2,244	1		2,246
	<b>PORTFOLIO SUB TOTAL</b>	<b>4,961</b>	<b>(19)</b>		<b>4,942</b>

Portfolio	Service	2011/12 Revised Cashlimit - Feb'12	Technical Adjustments, below BMS limits or already agreed - shown for information	Total Virements For Approval	2011/12 Final Cashlimit - Outturn
		£'000	£'000	£'000	£'000
Sustainable Development	Arts	647	(31)		616
	Tourism & Destination Management	1,040	6		1,046
	Heritage including Archives	(3,542)			(3,542)
	Major Projects Support	560			560
	Development & Regeneration	1,026	85		1,110
	<b>PORTFOLIO SUB TOTAL</b>	<b>(269)</b>	<b>60</b>		<b>(210)</b>
Neighbourhoods	Service Delivery - Overheads	2,024			2,024
	Waste	10,975			10,975
	Public Protection	1,080			1,080
	Neighbourhood Services	4,987	30		5,017
	Libraries & Information	2,446	(3)		2,443
	Sports & Active Leisure	996	(44)		952
	Community Safety	341			341
	<b>PORTFOLIO SUB TOTAL</b>	<b>22,848</b>	<b>(16)</b>		<b>22,832</b>
Transport	Transport Design & Projects	124	15		139
	Transportation Planning (including Public Transport)	6,358	(43)		6,315
	Park & Ride	(1,013)			(1,013)
	Highways - Network Maintenance	6,532	115		6,647
	Highways - Transport & Fleet Management	(75)	29		(46)
	Car Parking (excluding Park & Ride)	(7,327)			(7,327)
	<b>PORTFOLIO SUB TOTAL</b>	<b>4,599</b>	<b>117</b>		<b>4,716</b>
<b>NET BUDGET</b>		<b>129,358</b>	<b>(6,198)</b>		<b>123,161</b>

### Sources of Funding (£)

Council Tax	77,427		77,427
Revenue Support Grant	10,280		10,280
Redistributed Business Rates (NNDR)	33,259		33,259
Collection Fund Deficit (-) or Surplus (+)	591		591
Council Tax Freeze Grant	1,920	16	1,936
Balances / Earmarked Reserves	5,881	(6,213)	(332)
<b>Total</b>	<b>129,358</b>	<b>(6,198)</b>	<b>123,161</b>

**2012/2013 Revenue Virements for Approval**

Appendix 6(iii)

REF NO	REASON/ EXPLANATION	CABINET MEMBER	TRANSFER FROM CASHLIM	Income (£'s)	Expenditure (£'s)	CABINET MEMBER	TRANSFER TO CASHLIM	Income (£'s)	Expenditure (£'s)	DESCRIPTION	ONGOING EFFECTS
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The following virements are reported for approval under the Budget Management Scheme rules.

LOG 12#01	Service Delivery Savings Target	Transport	Transport Design & Projects		68,815	Transport	Highways - Network Maintenance		68,815	One-off virement from distributed Service Delivery Overheads (INFO12#14 below) to match savings target.	Budget virement is one-off.
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<b>OVERALL TOTALS</b>				<b>0</b>	<b>68,815</b>			<b>0</b>	<b>68,815</b>		
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**2011/2012 Revenue Virements for Information**

The following virements have either been previously approved, are technical in nature or are below limits within BMS that require approval, and therefore are reported for information only.

INFO 12#01	2011/12 Revenue Grants Unapplied Accounting Adjustment	Community Resources	Balances (Revenue Grants Unapplied)	356,328	Neighbourhoods	Libraries & Information	2,775	Technical accounting adjustment to fully recognise unconditional revenue grants fully in year of receipt. Reversal of LOG 11#63	Budget virement is one-off
						Sports & Active Leisure	43,529		
						Transportation Planning (incl. Public Transport)	42,540		
						Homes & Planning	20,000		
						Community Resources	98,719		
Wellbeing	148,765								

INFO 12#02	Changes in PCT contribution to Pooled Budget	Community Resources	Balances		2,625,000	Wellbeing	Adult Services		2,625,000	To reflect adjustment in the PCT's contribution to the pooled budget in 2012/13. Reversal of LOG 11#64	Budget virement is one-off
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INFO 12#03	PCT Section 256 Contribution	Community Resources	Balances		1,813,687	Wellbeing	Adult Services		1,813,687	Transfer from reserves of s.256 re-enablement contribution received from the PCT in 2011/12 for use in 2012/13. Reversal of LOG 11#65	Budget virement is one-off
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**2011/2012 Revenue Virements for Information**

The following virements have either been previously approved, are technical in nature or are below limits within BMS that require approval, and therefore are reported for information only.

INFO 12#04	Workplaces Programme	Community Resources	Corporate Estate (incl. R&M)		541,440	Community Resources	Commercial Estate	219,000	The cross cash limit Workplaces budget virement is in line with the report to the Workplaces Board on the forecast outturn for 2012/13. The programme is forecast to realise budgets of £1,200k and has forecast expenditure including the costs of borrowing of £1,492k with a forecast of draw down from reserves of £424k.	Budget virement is one-off.
INFO 12#05	Sirona Re-alignment	Wellbeing	Adult Services		47,418	Adult Services	Employment Development	47,418	Re-aligning budgets to reflect services commissioned through Sirona Health & Care CIC into one single division	Budget virement is on-going.
INFO 12#06	Social Enterprise Support Services Adjustment	Wellbeing	Adult Services		90,858	Leader	Council's Retained ICT Budgets	61,722	Final re-alignment of Support Services internal recharge budgets relating to Adult Social Services & Housing following the creation of the Social Enterprise.	Budget virement is on-going.
						Wellbeing	Adult Substance Misuse (DAT)	932		
						Homes & Planning	Housing	2,660		
						Early Years, Children & Youth	Health, Commissioning & Planning	1,172		
		Community Resources	Corporate Estate including R&M		5,000	Transportation	Highways - Transport & Fleet Management	29,372		
INFO 12#07	Youth Headroom	Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges		30,000	Early Years, Children & Youth	Learning & Inclusion	30,000	Transfer to Youth Services of Corporately held budget for Youth Support.	Budget Virement is on-going
INFO 12#08	Liability Insurance	Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges		115,000	Transport	Highways Network Management	115,000	Transfer of corporately held budget for increased Liability Insurance charges to cover insurance costs in Highways.	Budget virement is on-going.
INFO 12#09	Cash Receipting System	Community Resources	Customer Services		42,550	Community Resources	Finance	42,550	Transfer of management of Cash Receipting System	Budget virement is on-going.
INFO 12#10	Democratic Services	Community Resources	Capital Financing & Interest		100,000	Leader	Council Solicitor & Democratic Services	100,000	Transfer from increased investment interest income target to fund Cash Limit - previously approved as on-going virement by Feb Cabinet after 2012/13 Budget Approval (LOG 11#09)	Budget virement is on-going.

**2011/2012 Revenue Virements for Information**

The following virements have either been previously approved, are technical in nature or are below limits within BMS that require approval, and therefore are reported for information only.

INFO 12#11	CCTV	Neighbourhoods	Community Safety	107,015	Community Resources	Customer Services	107,015	Transfer of responsibility for CCTV management.	Budget virement is on-going
INFO 12#12	World Heritage	Homes & Planning	Planning Services	64,895	Community Resources	Customer Services	64,895	Transfer of responsibility for management of World Heritage Planning.	Budget virement is on-going
INFO 12#13	Traffic & Safety, GIS & Street Nameplates	Transport	Transportation Planning (including Public Transport)	420,315	Transport	Transport Design & Projects Highways - Network Maintenance	33,679 386,636	Transfer of management between Divisional Directors of Traffic & Safety, Street Nameplates & GIS management.	Budget virement is on-going
INFO 12#14	Service Delivery Overheads	Neighbourhoods	Service Delivery - Overheads	1,342,488	Transport Neighbourhoods	Transport Design & Projects Neighbourhood Services	880,714 461,774	Transfer of management between Divisional Directors Service Delivery Overhead budgets.	Budget virement is on-going
INFO 12#15	Service Delivery Overhead Realignment	Homes & Planning	Planning Services	104,864	Transport	Transport Design & Projects	104,864	Transfer of Service Delivery management overhead costs from Planning to Transport Design & Projects.	Budget virement is on-going
INFO 12#16	Transport Garage	Neighbourhoods	Neighbourhood Services	10,787	Transport	Transport & Fleet Management	10,787	Transfer of management of Transport Garage to Garage Workshop Team.	Budget virement is on-going
INFO 12#17	Traffic & Safety Staffing	Transport	Car Parking (excluding Park & Ride)	87,610	Transport	Highways - Network Maintenance	87,610	Transfer of staffing budget from Car Parking team to Traffic & Safety Team.	Budget virement is on-going
INFO 12#18	Customer Services Front Office	Neighbourhoods	Public Protection	21,986	Community Resources	Customer Services	21,986	Transfer of salary budget for post moving from Public Protection to Customer Services Front Office.	Budget virement is on-going
<b>OVERALL TOTALS</b>				<b>0</b>	<b>7,927,241</b>	<b>0</b>	<b>7,927,241</b>	<b>7,927,241</b>	

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Portfolio Cash Limits 2012/13 - Revenue Budgets

Appendix 6 (iv)

CABINET PORTFOLIO	Service	Approved 2012/13 Cashlimits	Technical Adjustments, below BMS limits or already agreed - shown for information	Total Virements for Approval	July'12 Revised Cash Limits
		£'000	£'000	£'000	£'000
Leader	Policy & Partnerships	1,526			1,526
	Transformation Service	737			737
	Council's Retained ICT Budgets	(1,569)	62		(1,507)
	Council Solicitor & Democratic Services	1,861	100		1,961
	Improvement & Performance	2,527			2,527
	<b>PORTFOLIO SUB TOTAL</b>	<b>5,082</b>	<b>162</b>		<b>5,244</b>
Community Resources	Finance	1,827	43		1,870
	Support Services Change Programme	96			96
	Customer Services	2,578	86		2,664
	Risk & Assurance Services	1,092	125		1,217
	Property Services	471	197		669
	Corporate Estate Including R&M	6,647	(546)		6,101
	Commercial Estate	(13,126)	219		(12,907)
	Traded Services	(49)			(49)
	Hsg / Council Tax Benefits Subsidy	305			305
	Capital Financing / Interest	6,218	(100)		6,118
	Unfunded Pensions	1,709			1,709
	Corporate Budgets incl. Capital, Audit & Bank Charges	3,857	(46)		3,811
	New Homes Bonus Grant	(1,218)			(1,218)
	Magistrates	17			17
	Coroners	305			305
Environment Agency	205			205	
	<b>PORTFOLIO SUB TOTAL</b>	<b>10,935</b>	<b>(22)</b>		<b>10,912</b>
Wellbeing	Adult Services	50,785	4,449		55,234
	Adult Substance Misuse (Drug Action Team)	598	1		599
	Employment Development	164	47		211
	<b>PORTFOLIO SUB TOTAL</b>	<b>51,547</b>	<b>4,498</b>		<b>56,044</b>
Early Years, Children & Youth	Children, Young People & Families	11,463			11,463
	Learning Inclusion	19,536	30		19,566
	Health, Commissioning & Planning	(113,402)	1		(113,401)
	Schools Budget	103,498			103,498
	<b>PORTFOLIO SUB TOTAL</b>	<b>21,094</b>	<b>31</b>		<b>21,125</b>
Homes & Planning	Planning Services	2,333	(85)		2,248
	Building Control & Land Charges	99			99
	Housing	2,072	(62)		2,010
	<b>PORTFOLIO SUB TOTAL</b>	<b>4,505</b>	<b>(147)</b>		<b>4,358</b>
Sustainable Development	Arts	518			518
	Tourism & Destination Management	935	65		1,000
	Heritage including Archives	(3,807)			(3,807)
	Major Projects Support	568			568
	Development & Regeneration	920			920
	<b>PORTFOLIO SUB TOTAL</b>	<b>(866)</b>	<b>65</b>		<b>(801)</b>
Neighbourhoods	Service Delivery - Overheads	2,270	(1,342)		927
	Waste	10,902			10,902
	Public Protection	1,042	(22)		1,020
	Neighbourhood Services	4,815	462		5,277
	Libraries & Information	2,469	3		2,472
	Sports & Active Leisure	951	44		995
	Community Safety	256	(107)		149
	<b>PORTFOLIO SUB TOTAL</b>	<b>22,705</b>	<b>(963)</b>		<b>21,742</b>

Portfolio Cash Limits 2012/13 - Revenue Budgets

Appendix 6 (iv)

CABINET PORTFOLIO	Service	Approved 2012/13 Cashlimits	Technical Adjustments, below BMS limits or already agreed - shown for information	Total Virements for Approval	July'12 Revised Cash Limits
		£'000	£'000	£'000	£'000
Transport	Transport Design & Projects	(111)	1,019	(69)	840
	Transport)	6,388	(378)		6,010
	Park & Ride	(717)			(717)
	Highways - Network Maintenance	6,769	589	69	7,427
	Highways - Transport & Fleet Management	(92)	29		(63)
	Car Parking (excluding Park & Ride)	(7,082)	(88)		(7,170)
	<b>PORTFOLIO SUB TOTAL</b>	<b>5,155</b>	<b>1,172</b>		<b>6,327</b>
	<b>NET BUDGET</b>	<b>120,156</b>	<b>4,795</b>		<b>124,951</b>

**Sources of Funding**

Council Tax	77,447			77,447
Formula Grant*	39,545			39,545
Collection Fund Deficit (-) or Surplus (+)	422			422
Council Tax Freeze Grant	3,872			3,872
Balances	(1,131)	4,795		3,664
<b>Total</b>	<b>120,156</b>	<b>4,795</b>		<b>124,951</b>

FINANCIAL YEAR 2011-2012									
	Actuals	Budget	Variance	Requested Re-Phasing			Overspend / (Underspend)		
	£000's	£000's	£000's	+ Over	- Under	Total	+ Over	- Under	Total
Total Service Delivery	12,960	15,460	(2,501)	4	(2,454)	(2,450)	177	(228)	(51)
Total Children Services	13,340	16,790	(3,450)	444	(3,445)	(3,001)	11	(460)	(449)
Total Adult Social Services & Housing	1,920	2,307	(387)		(387)	(387)			0
Total Resources & Support Services	12,693	15,793	(3,100)	412	(2,500)	(2,088)	1	(1,013)	(1,012)
Total Development & Major Projects	4,926	6,626	(1,700)	57	(1,741)	(1,684)		(16)	(16)
<b>Total</b>	45,839	56,976	(11,138)	917	(10,527)	(9,610)	189	(1,717)	(1,528)
Capital Contingency	0	1,924	(1,924)		(1,924)	(1,924)			0
<b>GRAND TOTAL</b>	45,839	58,900	(13,062)	917	(12,451)	(11,534)	189	(1,717)	(1,528)

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FINANCIAL YEAR 2011-2012 £000's	Variance (Budget v's Actual Spend) £	Requested Re-Phasing			Overspend / (Underspend)	Commentary
		+ Over	- Under	Total	Total	
		£	£	£	£	
<b>Service Delivery</b>						
Bath Transport Package	(427)		(427)	(427)	0	DfT Programme Entry Status received in December 2011 and the final decision on whether funding will be allocated is due in July 2012.
CIVITAS (Strategic Transport)	(35)		(35)	(35)	0	Evaluation input from project partners is outstanding and is expected to be completed by June 2012.
Transport Improvement Programme	(126)		(126)	(126)	0	2011/2012 underspend re-phased to cover Public Transport projects £58k; Managing Congestion projects £5k; Safer Routes to School projects £15k; Traffic Management projects £48k.
2 Tunnels	113			0	113	The cost of Monksdale Bridge was higher than first estimated. Sustrans have confirmed additional Links to School funding. Write off therefore requested as the overspend is fully funded.
5 Arches	59			0	59	Additional works were undertaken and funded from S106. Write off is therefore requested as the overspend is fully funded.
Rosstier Road	(18)		(18)	(18)	0	Re-phasing request to continue with detailed design work.
GBBN	(119)			0	(119)	Project is complete. The underspend will not release funds to the Council as the project was fully DfT funded.
Local Sustainable Transport Fund	2			0	2	LSTF Quarter 4 grant claim was adjusted. Write off requested as the overspend was fully funded.
Transport Smart Card E-Purse	(25)		(25)	(25)	0	Merchant Agreement between third parties (First and sQuid) has not been signed. Cards and retail terminal orders will be purchased once agreement is signed early in 2012/13.
<b>Total Planning &amp; Transportation</b>	<b>(576)</b>	<b>0</b>	<b>(631)</b>	<b>(631)</b>	<b>55</b>	
Highway Structural Maintenance	(327)		(329)	(329)	2	Re-phasing of £329k relates to Churchill Bridge for works to the expansion joint and waterproofing. Minor overspend of £2k relates to various maintenance schemes. Write off is requested as these were fully funded.
Victoria Bridge - Peer Review and Emergency Works	(116)		(116)	(116)	0	Rephasing of £116k is required as the work to facilitate the temporary opening of the route across the Bridge is happening later than originally envisaged.
Waste Vehicle Replacement	(38)			0	(38)	All vehicles have been purchased realising a saving against the estimated budget. This will reduce the service supported borrowing commitment.
Route Planning Software	(50)		(50)	(50)	0	Further results of software trials are awaited. Once the software is fully developed the project and revised costing's will be re examined by officers through the capital approval process.
ANPR CCTV at Recycling Centre	(36)		(24)	(24)	(12)	Slippage of £24k represents completion of main contract including phase 2 implementation of the permit system due for completion in early May 2012. Minor underspend to be written off.
CCTV Depot Security Cameras	(1)			0	(1)	Project complete with a minor underspend to be written off.
Vehicle Replacement - Passenger Transport	0			0	0	Vehicles purchases complete on budget.
CCTV Bus Lane Enforcement Upgrade	(9)		(4)	(4)	(5)	Project complete with a minor underspend and a re-phasing request of £4k for expenditure due in July 2012.
ANPR Parking System (On/Off Street)	(351)		(351)	(351)	0	The original approved project is on hold as there is an opportunity to improve integration and compatibility across a number of systems which would involve re-scoping the project. A project specification is being developed for approval.
Car Park Pay & Display	(13)			0	(13)	Project expenditure lower than original estimate resulting in an underspend to be written off.
Vehicle Replacement - Neighbourhoods	(282)		(282)	(282)	0	Orders have been placed but due to lead times, the vehicles will be delivered in 2012/2013.
Vehicle Tracking Equipment	(33)		(33)	(33)	0	Staff consultation was completed in March 2012. A decision regarding technology choice is awaited before proceeding with procurement process.
Vehicles Cleansing Equipment	(64)		(41)	(41)	(23)	Re-phasing of £41k relates to the purchase of an electric truck that has been ordered with delivery due in 2012/2013. Underspend of £23k is due to competitive quotes and savings on depot works.
Haycombe Cemetery	(42)		(25)	(25)	(17)	Re-phasing request due to landscaping and memorialisation works to be undertaken in 2012/2013. Underspend to be written off.
<b>Total Environmental Services</b>	<b>(1,362)</b>	<b>0</b>	<b>(1,255)</b>	<b>(1,255)</b>	<b>(107)</b>	
Roman Baths Development	1			0	1	Project completed with minor overspend. Write off requested as the overspend was fully funded.
Abbey Churchyard Restaurant Refurbishment	(292)		(292)	(292)	0	Re-phasing request due to programme delays arising from listed building issues. Completion expected in May 2012.
Heritage Infrastructure	1	1		1	0	Year 2 of rolling programme with a minor overspend to be written off.
Beau Street Coin Hoard	(100)		(100)	(100)	0	Coins are now being cleaned & valued; hoard was therefore not acquired in 2011/12 and will not be auctioned until cleaning is completed. Slippage is therefore requested.
Tourist Information Centre Refurbishment	0		0	0	0	Project completed on budget.
Hetling Spring Borehole (Bath Spring Water Strategy)	(170)		(170)	(170)	0	This project is tied in to the Gainsborough hotel development. The re-phasing request is required to complete the Council's works in 2012/2013 which were delayed until the new borehole works carried out by the developer were finished.
Central Bath Toilet Facilities Grant	(4)		(4)	(4)	0	Re-phasing required as a contribution to the refurbishment costs of the Bath Coach Park toilets.
Odd Down Cycle Track	3	3		3	0	Project budget approved in 2012/2013. Minor costs incurred during 11/12 to be carried forward and offset against the 2012/13 budget.
<b>Total Tourism Leisure &amp; Culture</b>	<b>(561)</b>	<b>4</b>	<b>(566)</b>	<b>(562)</b>	<b>1</b>	
<b>Total Service Delivery</b>	<b>(2,501)</b>	<b>4</b>	<b>(2,454)</b>	<b>(2,450)</b>	<b>(51)</b>	

FINANCIAL YEAR 2011-2012 £000's	Variance (Budget v's Actual Spend) £	Requested Re-Phasing			Overspend / (Underspend)	Commentary
		+ Over £	- Under £	Total £	Total £	
<b>Children's Services</b>						
<b>Spend at School level:</b>						
Devolved Capital	(638)		(638)	(638)	0	Devolved budgets are held by schools. Re-phasing required into 2012/2013.
Seed Challenge	(16)		(16)	(16)	0	
Harnessing Technology	0		0	0	0	
School Travel Plans	(18)		(18)	(18)	0	
Private Capital	(147)		(147)	(147)	0	
School Managed Projects	(7)		(7)	(7)	0	
Specialist Schools	(79)		(79)	(79)	0	
Section 106	(65)		(65)	(65)	0	
14-19 Diplomas	0		0	0	0	
<b>Early Years Projects :</b>						
Play Pathfinder	(3)		(3)	(3)	0	Project close to being finalised once all 3rd party contributions have been received.
Early Years / Extended Services / Children's Centres	(83)		(83)	(83)	0	S106 funding to be spent in future years.
<b>School Projects :</b>						
Writhlington BSF	(205)		(205)	(205)	0	Project to be finalised once all expenditure has been charged.
Writhlington ALC	(47)		(47)	(47)	0	Project to be finalised once all expenditure has been charged.
Wellsway Sports Hall	(179)		(179)	(179)	0	Delays due to planning approval. Scheme budget remains unchanged.
Ralph Allen ALC	(370)		(370)	(370)	0	Delays due to planning approval. Scheme budget remains unchanged.
Oldfield Co end Improvements	200	200		200	0	Budget phasing adjustment to reflect up to date expenditure forecast. There is no change to the overall budget.
Fosseway	(273)			0	(273)	Project completed. Underspend to be written off.
St Keyna	(176)			0	(176)	Project completed. Underspend to be written off.
Beechen Cliff ATP	(16)		(16)	(16)	0	Project to be finalised once all expenditure has been charged.
Primary Capital Programme	(104)		(104)	(104)	0	Projects drawing to a close and re-phasing request required to cover outstanding commitments.
St Gregory's Post 16 Block	(101)		(101)	(101)	0	Original budget phasing inaccurate but correct over the whole project.
<b>Other Schemes/Projects:</b>						
Children's Services Capital Schemes	(298)	11	(309)	(298)	0	Re-phasing request relates to improvements at Norton Hill funded by S106 but not undertaken in 2011/2012. Overspend relates to expenditure on unbudgeted schemes in 2011/2012. Rephasing required whilst funding is identified.
Children's Services Capital Schemes Managed by Property Services	(775)	27	(802)	(775)	0	Re-phasing of 2011/2012 schemes to 2012/2013 due to programme changes including CPO of Oldfield Park Junior's playing field which was delayed from March 2012 to April 2012 (£640k).
Schools Capital Programmes	(8)	147	(155)	(8)	0	Balance of previous years' budget carry forwards.
Schools Repairs & Maintenance	(38)		(38)	(38)	0	Re-phasing request due to changes in the schools' repairs and maintenance programme.
Aiming High for Disabled Children	(19)		(19)	(19)	0	Re-phasing request relates to trikes and play equipment which were ordered in 2011/2012 but not delivered until April/May 2012.
Care Services	(22)		(22)	(22)	0	Care Services IT project - project plan to be identified.
Basic Needs Contingency	(22)		(22)	(22)	0	Project(s) to be identified in 2012/2013.
Southside Regeneration	59	59		59	0	Project overspend due to rectification works that were undertaken so that the building could be occupied. Property Services are investigating whether there is a possible claim against the contractor. Rephasing is required whilst funding is identified.
<b>Total Children's Services</b>	<b>(3,450)</b>	<b>444</b>	<b>(3,445)</b>	<b>(3,001)</b>	<b>(449)</b>	
<b>Adult Social Services &amp; Housing</b>						
Disabled Facilities Grant	(19)		(19)	(19)		Minor re-phasing request to 2012/2013.
Personal Social Services Grant	(112)		(112)	(112)		Unallocated balance of 2011/2012 Personal Social Services Capital grant - expenditure plan to be identified during 2012/13.
Housing Association Grant	(194)		(194)	(194)		Budget not fully spent in 2011/2012 - expenditure plan to be identified early 2012/13.
Adult Care IT Projects	(26)		(26)	(26)		Upgrade the Social Care Client Record system is expected to be complete by July 2012.
Adult Care: CRC Extensions	0			0		Project completed on budget.
Occupational Therapy Equipment	(36)		(36)	(36)		Occupational Therapy equipment demand is expected to rise in future years.
<b>Adult Social Services &amp; Housing</b>	<b>(387)</b>	<b>0</b>	<b>(387)</b>	<b>(387)</b>	<b>0</b>	

FINANCIAL YEAR 2011-2012 £000's	Variance (Budget v's Actual Spend) £	Requested Re-Phasing			Overspend / (Underspend)	Commentary
		+ Over £	- Under £	Total £	Total £	
<b>Resources &amp; Support Services</b>						
Policy & Partnerships - LAA Performance Reward Grant	(500)		(500)	(500)		In a report to May Cabinet £400k of allocations were recommended based on bids reviewed by the LSP. Funding agreements are now being drawn up meaning allocations will be made during 2012/13 and 2013/14.
Capital Disposal Schemes	(263)		(163)	(163)	(100)	Reconciliation in accordance with accounting rules completed realising an underspend of £100k. Rephasing of £163k represents delays in anticipated property disposals.
Bluecoat House	(13)		(13)	(13)	0	Project finished; final reconciliation to be undertaken to establish outturn position.
1 New Bond Street, Bath	(2)			0	(2)	Project completed with a minor underspend to be written off.
Building Consultancy: DDA	(370)		(308)	(308)	(62)	Re-phasing of 2011/2012 projects due to programme delays.
Building Consultancy: CPM	(287)		(173)	(173)	(117)	Re-phasing of 2011/2012 projects due to programme delays.
Property Other Capital	1			0	1	Minor overspend on the purchase of 2 vans for the Cleaning Service. Write off requested as fully funded.
Property Services Estates Capital	(239)			0	(239)	Purchase of property in Milsom Street, Bath as part of the House of Fraser site restructure.
Workplaces - Keynsham Regeneration Cat A & B	32	32		32		Project completed with overspend funded from Programme Management project.
Workplaces - Lewis House	(596)		(596)	(596)		Re-phasing request to complete Flexible Working project and extra unit at Haydon Records Store due to increased demand.
Workplaces - Programme Delivery	(70)	381	(451)	(70)		Various over and under re-phasing requests led to a net position of £70k.
Workplaces - The Hollies	(286)		(286)	(286)		The project Cash flow is to be reviewed to reflect agreed contract commitments.
Finance: IT & Agresso	(506)		(13)	(13)	(493)	Minor re-phasing request in respect of the Agresso Update project which will be finalised early in 2012/13.
<b>Total Resources &amp; Support Services</b>	<b>(3,100)</b>	<b>412</b>	<b>(2,500)</b>	<b>(2,088)</b>	<b>(1,012)</b>	
<b>Development &amp; Major Projects</b>						
Combe Down Stone Mines	(90)		(73)	(73)	(16)	The project is coming to a close with a small amount of capital budget required to meet future liabilities in 2012/13.
Southgate	(178)		(178)	(178)		Re-phasing required to reach Practical Completion on the project which is expected in October 2012.
Public Realm	(510)		(510)	(510)		Re-phasing requested due to programme delays and changes to projects.
BWR	(979)		(979)	(979)	0	Re-phasing request required due to delays in secured / unsecured land delivery and negotiations regarding de-commissioning of the gas storage tanks. There have also been delays on the Infrastructure project as a result of contractor performance which is being managed by Crest. This issue is out of the Council's control.
NRR Infrastructure	57	57		57	0	Re-phasing required to match revised expenditure expectations.
<b>Total Development &amp; Major Projects</b>	<b>(1,700)</b>	<b>57</b>	<b>(1,741)</b>	<b>(1,684)</b>	<b>(16)</b>	
<b>Total Excluding Contingency</b>	<b>(11,138)</b>	<b>917</b>	<b>(10,527)</b>	<b>(9,610)</b>	<b>(1,528)</b>	
Capital Contingency	(1,924)		(1,924)	(1,924)		Unallocated contingency to be rephased to allow an adequate resource for unforeseen capital commitments in future years.
<b>Grand Total</b>	<b>(13,062)</b>	<b>917</b>	<b>(12,451)</b>	<b>(11,534)</b>	<b>(1,528)</b>	

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**Capital Programme by Portfolio - 2011/12**  
**Revised Capital Cash Limits by Portfolio**

Appendix 9 (i)

CAPITAL SCHEME	2011/12		
	Revised Budget After February Cabinet	Approvals to Outturn	Final Budget at Outturn
	£000	£000	£000

**TRANSPORT**

Local Transport Improvement Schemes	1,166	70	1,236
Local Sustainable Transport Fund	40		40
Two Tunnels	216		216
5 Arches	346	96	442
Rossiter Road	89		89
CIVITAS schemes	390		390
GBBN Construction	613		613
Bath Package Pre Construction	1,127		1,127
Bath Package Scheme Property	856		856
Smart Card E Purse for WofE - Feasibility	94		94
Delivery of DoT Emergency Fund	341		341
Highways Maintenance Block	5,169	(10)	5,159
Victoria Bridge Peer Review	81		81
Victoria Bridge Emergency Works	749		749
ANPR Bus Lane Enforcement Upgrade	30		30
Car Parks ANPR & Permit Management System	351		351
Pay and Display Machines	72		72
	<b>11,730</b>	<b>156</b>	<b>11,886</b>

**EARLY YEARS, CHILDREN & YOUTH**

Spend at school level - DFC non VA schools	1,944		1,944
Spend at school level - travel plans	38		38
Spend at school level - Harnessing Technology	5		5
Spend at school level - seed challenge	39		39
Spend at school level - private capital	285		285
Spend at school level - Specialist Schools Capital	94		94
Spend at school level - School Managed Projects	487		487
Schools Carbon Reduction Projects	0	43	43
	0		0
BSF Writhlington School	213		213
St Keyna School	176		176
Fosseway School	273		273
St Gregs & St Marks 6th Form	591		591
	0		0
Schools Capital Maintenance Programme	823		823
	0		0
Primary Capital Programme:	0		0
Batheaston PCP	751	1	752
WASPS PCP	2,370	(24)	2,346
Midsomer Norton PCP	1,022		1,022
Bathford PCP	203		203
Unallocated PCP	0		0
	0		0

CAPITAL SCHEME	2011/12		
	Revised Budget After February Cabinet	Approvals to Outturn	Final Budget at Outturn
	£000	£000	£000
Schools - Modernisation Grant funding stream	0		0
Basic Need - Weston All Saints Primary	143		143
Basic Need - St Saviours	69		69
Basic Need - Castle	41		41
Basic Need - Peasdown St Johns	73		73
Basic Need - Contingency	50		50
Basic Need - Oldfield Park Infants	55		55
Writhlington Applied Learning Centre	179		179
Ralph Allen Applied Learning Centre / Astro Turf Pitch	511		511
Ralph Allen S106	65		65
Castle S106	9		9
Southside Regeneration	577		577
	0		0
The link KS3 Extension	400		400
Aiming High for Disabled Children	28		28
Play Pathfinder	(79)	91	12
	0		0
Children's Centres	17		17
Early Years s106	16		16
Early Years	6		6
	0		0
Wellsway Sports Hall	845		845
Beechen Cliff Artificial Turf Pitch	483		483
Beechen Cliff Music Block	429		429
Culverhay Co Ed Improvements	0	10	10
Medium Schemes	(147)		(147)
Small Schemes	28		28
School Capital Programmes	692		692
Moorland Infant School - Expansion	310		310
Newbridge Primary - Expansion	188		188
Bathampton Primary - Temporary Classrooms	292		292
Oldfield Secondary - Co-Ed Improvements	1,035		1,035
Norton Hill S106 Improvements	310		310
Chew Valley 14-19 Contribution	19		19
The Link 14-19 Contribution	10		10
Oldfield Park Junior Playing Field	650		650
Care Services	50		50
	<b>16,668</b>	<b>120</b>	<b>16,788</b>
<b>WELLBEING</b>			
Community Resource Centre - Extension	119		119
Disabled Facilities Grant	1,059		1,059
Social Care IT Infrastructure	3		3
Community Equipment Grant	0	176	176
PSS Grant - Unallocated	0	114	114
	<b>1,181</b>	<b>290</b>	<b>1,471</b>

CAPITAL SCHEME	2011/12		
	Revised Budget After February Cabinet	Approvals to Outturn	Final Budget at Outturn
	£000	£000	£000
<b>LEADER</b>			
PC & Server Refresh	0	573	573
Government Connect Project	26		26
Keynsham Office Data Centre	9		9
Transformation Worksmart & IT	467		467
LAA Performance Reward Grant	500		500
	<b>1,002</b>	<b>573</b>	<b>1,575</b>
<b>NEIGHBOURHOODS</b>			
In Cab Technology	30		30
Recycling Collection Containers	20		20
Vehicle Replacements - Waste	1,070		1,070
CCTV at Waste Sites	55		55
ANPR CCTV at Recycling Centre	99		99
Vehicle Replacement - Neighbourhoods	519		519
Cleansing Vehicles	220		220
Vehicle Tracking Equipment	33		33
Haycombe Cemetery Extension	131		131
Mobile Technology - Litter Enforcement	0		0
	<b>2,177</b>	<b>0</b>	<b>2,177</b>
<b>SUSTAINABLE DEVELOPMENT</b>			
Roman Baths Site Development	42		42
Roman Baths Site Development - Catering	684		684
Roman Bath Infrastructure Development	100		100
Refurb of Tourist Information Centre	186		186
Hetling Spring Borehole	225		225
Central Bath Toilet Facilities Grant	10		10
Beau Street Coin Hoard	150		150
Combe Down Stone Mines (HCA)	4,873	(4,063)	810
Combe Down Stone Mines (Council)	63	35	98
Radstock Public Infrastructure	120		120
BWR Council Project Team	243		243
BWR - Affordable Housing Contribution	756		756
BWR - Infrastructure Contribution	2,954		2,954
	<b>10,406</b>	<b>(4,028)</b>	<b>6,378</b>

CAPITAL SCHEME	2011/12		
	Revised Budget After February Cabinet	Approvals to Outturn	Final Budget at Outturn
	£000	£000	£000
<b>COMMUNITY RESOURCES</b>			
Capital Planned Maintenance & DDA	1,611		1,611
Property Disposal - Cost of Sales	258		258
Property Disposal - Blue Coat House	43		43
Property Disposal - Cost of Sales - Children's Services	111		111
House of Fraser Re-structure	5,707		5,707
Van Purchase - Cleaning Team	18		18
Agresso update (5.5)	63		63
Southgate (Multi)	263		263
Southgate (Council)	31		31
Public Realm - Wayfinding	941		941
Public Realm - Preparatory Projects	209		209
Public Realm - Union Street/Bath Street	(338)		(338)
Public Realm - Stall Street	270		270
Public Realm - City Centre/High Street	100		100
Public Realm - Design - Next Stage	168		168
Contingency	1,924		1,924
	<b>11,379</b>	<b>0</b>	<b>11,379</b>
<b>COMMUNITY RESOURCES &amp; LEADER</b>			
Keynsham & Regeneration	1,391		1,391
Workplaces - Other	785		785
The Hollies	1,826		1,826
Lewis House	1,399		1,399
One Stop shop (inc Comms Hub)	990		990
Contribution to Workplaces from 3rd Parties	15		15
	<b>6,407</b>	<b>0</b>	<b>6,407</b>
<b>HOMES &amp; PLANNING</b>			
Social Housing Grant	836		836
	<b>836</b>	<b>0</b>	<b>836</b>
<b>GRAND TOTAL</b>	<b>61,785</b>	<b>(2,889)</b>	<b>58,896</b>

<b>Sources of Funding (£'000)</b>			
Government Supported Borrowing	1,819		1,819
EU/Government Grant	39,160	(3,555)	35,605
Capital Receipts (inc RTB)	3,502	573	4,075
Revenue	920		920
Service Supported Borrowing / Unsupported Borrowing	14,093		14,093
s106 Contribution	438	(24)	414
Other 3rd Party	1,854	117	1,971
<b>Total</b>	<b>61,785</b>	<b>(2,889)</b>	<b>58,896</b>

## Capital Programme by Portfolio - 2012/2013

## Revised Capital Cash Limits by Portfolio

CAPITAL SCHEME	2012/2013		
	Feb'12 Council Approved Budgets	Additions to Programme to 11 July	Budget at 11 July Cabinet
	£000	£000	£000
<b>Transport</b>			
Local Sustainable Transport Fund	230		230
Waste Depot Fuel System Replacement	220		220
CIVITAS schemes	184		184
BTP - Pre Construction Costs	1,060		1,060
BTP Property	122		122
Highways Structural Maintenance	3,821		3,821
Parking Vehicle Fleet Replacement	65		65
Local Transport Improvement Schemes		1,356	1,356
Smart Card E Purse for WofE		306	306
Victoria Bridge		1,297	1,297
LED Street Lighting		2,000	2,000
5 Arches		59	59
	<b>5,702</b>	<b>5,018</b>	<b>10,720</b>
<b>Neighbourhoods</b>			
Vehicle Replacements - Waste	114		114
Vehicle Replacement - Neighbourhoods	45		45
Haycombe Crematorium Chapel Refurbishment	130		130
Allotments	125		125
Paulton Library Relocation	172		172
	<b>586</b>	<b>0</b>	<b>586</b>
<b>Sustainable Development</b>			
Roman Baths Site Development - Catering	17		17
Heritage Infrastructure Development	200		200
Hetling Spring Borehole	50		50
Odd Down Playing Field - Cycle Track	366		366
Combe Down Stone Mines (HCA)*	192		192
Combe Down Stone Mines (Council)*	0		0
BWR Council Project Team	502		502
BWR - Affordable Housing	1,450		1,450
BWR - Infrastructure	46		46
	<b>2,823</b>	<b>0</b>	<b>2,823</b>

**Capital Programme by Portfolio - 2012/2013****Revised Capital Cash Limits by Portfolio**

<b>CAPITAL SCHEME</b>	<b>2012/2013</b>		
	<b>Feb'12 Council Approved Budgets</b>	<b>Additions to Programme to 11 July</b>	<b>Budget at 11 July Cabinet</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Early Years, Children &amp; Youth</b>			
Schools Capital Maintenance Programme	1,000		1,000
Schools Capital Maintenance Programme		200	200
Carbon Reduction Project			
Ralph Allen Applied Learning Centre	1,905		1,905
Ralph Allen Applied Learning Centre		1	1
S106 Science Laboratories			
Wellsway Sports Hall (inc 6 court)	1,942		1,942
Devolved Capital 2012/2013	1,817		1,817
BN - Moorland Inf Expansion	3		3
BN - Oldfield Park Infants Expansion	405	15	420
Oldfield Co Ed Capital Improvements	636		636
BN - Peasedown St John	200	30	230
St Gregory's / St Mark's 6th Form	1,150		1,150
Culverhay Co-Ed Capital Improvements		290	290
Lansdown Tuition Centre		58	58
Radstock Nursery Provision		486	486
	<b>9,058</b>	<b>1,080</b>	<b>10,138</b>
<b>Community Resources</b>			
Corporate Estate Planned Maintenance	905		905
Risk Assessment/Disabled Access (DDA)	552		552
Disposals - Blue Coat House	10		10
Disposal Cost of Sales	280		280
Property Developments - Saw Close	184		184
Customer Services System	1,075		1,075
Public Realm - Wayfinding	146		146
Public Realm - Preparatory Project	310		310
Public Realm - High Street	1,676		1,676
NRR Infrastructure	1,080		1,080
Southgate - Council	107		107
Creative Hub	0	500	500
Contingency	2,579		2,579
	<b>8,904</b>	<b>500</b>	<b>9,404</b>
<b>Community Resources &amp; Leader</b>			
Workplaces Programme Delivery	809		809
Lewis House (inc Comms Hub & OSS)	404		404
Hollies	32		32
Keynsham Regeneration & New Build	8,154		8,154
	<b>9,399</b>	<b>0</b>	<b>9,399</b>

**Capital Programme by Portfolio - 2012/2013****Revised Capital Cash Limits by Portfolio**

<b>CAPITAL SCHEME</b>	<b>2012/2013</b>		
	<b>Feb'12 Council Approved Budgets</b>	<b>Additions to Programme to 11 July</b>	<b>Budget at 11 July Cabinet</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Wellbeing</b>			
Disabled Facilities Grant	1,000		1,000
Adult PSS Capital Grant		475	475
	<b>1,000</b>	<b>475</b>	<b>1,475</b>
<b>GRAND TOTAL</b>	<b>37,472</b>	<b>7,073</b>	<b>44,545</b>

<b>Sources of Funding (£'000)</b>			
Government Supported Borrowing			0
EU/Government Grant	6,530	2,763	9,293
Capital Receipts (inc RTB)	4,363	0	4,363
Revenue	588	290	878
Service Supported Borrowing / Unsupported Borrowing / Corporate Supported Borrowing (Headroom) (inc Inter Yr Adjustments)	25,229	3,812	29,041
s106 Contribution		208	208
Other 3rd Party	762		762
<b>Total</b>	<b>37,472</b>	<b>7,073</b>	<b>44,545</b>

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**Capital Virements - Additions & Reductions 2011/12**

**Appendix 10 (i)**

REF NO	REASON / EXPLANATION	TRANSFER/FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP11#71 - 2011	Service Delivery	2011/12 In Year Rephasing to 2012/13 - Various Funding Sources		1,127,000	Service Delivery	1,127,000		Approved at February 12 Cabinet (as part of 12/13 budget report)
	Children's Services			3,229,000	Children's Services	3,229,000		
	Resources & Support Services			1,170,000	Resources & Support Services	1,170,000		
	Development & Major Projects (inc Stone Mines)			750,000	Development & Major Projects (inc Stone Mines)	750,000		
	Capital Contingency			2,079,000	Corporate (inc Capital Contingency)	2,079,000		
CAP11#72 - 2011	Play Pathfinder - Gullick Tynning & Peasdown St John play park	3rd Party Contribution	91,100		Children's Services - Play Pathfinder		91,100	Approved by Technical Adjustment at Outturn
CAP11#73 - 2011	Culverhay School Co Ed	Government Grant	10,000		Children's Services - Culverhay Co Ed		10,000	Approved by Technical Adjustment at Outturn
CAP11#74 - 2011	Batheaston PCP	3rd Party Contribution	650		Children's Services - Batheaston PCP		650	Approved by Technical Adjustment at Outturn
CAP11#75 - 2011	Schools Carbon Reduction Projects	Government Grant and 3rd Party Contributions	45,507		Children's Services - Schools Carbon Reduction Projects		45,507	Approved by Technical Adjustment at Outturn
CAP11#76 - 2011	Highways Maintenance Programme	3rd Party Contribution	20,000		Service Delivery - Highways Maintenance Programme		20,000	Approved by Technical Adjustment at Outturn
CAP11#77 - 2011	Adult Services PSS Grant	Government Grant	290,000		Adult Services - PSS Grant		290,000	Approved in April Cabinet - E2301
CAP11#78 - 2011	5 Arches	Government Grant	100,000		Service Delivery - 5 Arches		100,000	Approved by Technical Adjustment at Outturn

**Capital Virements - Additions & Reductions 2011/12**

**Appendix 10 (i)**

REF NO	REASON / EXPLANATION	TRANSFER/FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP11#79 - 2011	PC & Server Refresh	Revenue Contribution	572,842		Support Services - IT Refresh		572,842	Approved by Technical Adjustment at Outturn
CAP11#80 - 2011	Combe Down Stone Mines	3rd Party Contribution	35,114		Development & Major Projects - CDSM		35,114	Approved by Technical Adjustment at Outturn
CAP11#23 - 2011	WASPS PCP	3rd Party Contribution	-24,000		Children's Services - WASPS PCP		-24,000	Reversal of Approved Technical Adjustment in June
CAP11#81 - 2011	Transport Improvement Block	Government Grant	128,000	58,000	Service Delivery - Transport Improvement Block	58,000	128,000	Approved by Technical Adjustment at Outturn
CAP11#82 - 2011	5 Arches	Government Grant		4,000	Service Delivery - Transport Improvement Block	4,000		Approved by Technical Adjustment at Outturn
CAP11#83 - 2011	Highways Maintenance Block	Revenue Contribution		30,000	Service Delivery - Transport Improvement Block	30,000		Approved by Technical Adjustment at Outturn
CAP11#84 - 2011	Combe Down Stone Mines	Government Grant		4,063,290	D&MP - Combe Down Stone Mines	4,063,290		Approved by Technical Adjustment at Outturn
<b>OVERALL TOTALS</b>			<b>47,629,960</b>	<b>22,836,290</b>		<b>22,836,290</b>	<b>47,629,960</b>	
				<b>24,793,670</b>			<b>-24,793,670</b>	

Capital Virements - Additions & Reductions 2012/2013

Appendix 10 (ii)

REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP12#00 - 2012	Local Transport Improvement Schemes	Government Grant / 3rd Party Contribution - S106	1,356,000		Service Delivery - Transport		1,356,000	Approved at February 2012 Cabinet
	Smart Card E-Purse for West of England	Government Grant	306,000		Service Delivery - Transport		306,000	
	Lansdown Tuition Centre	Government Grant	58,000		Children's Services - Lansdown Tuition Centre		58,000	Approved by Cabinet April 2012
	Culverhay School Co Ed	Government Grant	300,000		Children's Services - Culverhay Co Ed		300,000	
	Adult Services PSS Grant	Government Grant	764,589		Adult Services - PSS Grant		764,589	
CAP12#01 - 2012	Peasedown St John Primary - Adult Learning Centre	Government Grant	30,000		Children's Services - Peasedown St John Primary - Adult Learning Centre		30,000	Approved by Technical Adjustment May 2012
CAP12#02 - 2012	Adult Services PSS Grant	Government Grant		290,000	Adult Services - PSS Grant	290,000		Approved by Technical Adjustment May 2012
CAP12#03 - 2012	Culverhay School Co Ed	Government Grant		10,000	Children's Services - Culverhay Co Ed	10,000		Approved by Technical Adjustment May 2012
CAP12#04 - 2012	School Carbon Reduction Project	Government Grant	200,000		Children's Services - School Carbon Reduction Project		200,000	Approved by Technical Adjustment May 2012
CAP12#05 - 2012	Ralph Allen School	3rd Party Contribution - S106	1,224		Children's Services - Ralph Allen School		1,224	Approved by Technical Adjustment May 2012
CAP12#06 - 2012	Guildhall Co-Working Hub	Corporate Supported Borrowing (Headroom)	500,000		Development & Major Projects		500,000	Approved by Cabinet May 2012
CAP12#07 - 2012	Radstock Nursery Provision	Government Grant	486,000		Children's Services - Radstock Nursery Provision		486,000	Approved by Cabinet June 2012
CAP12#08 - 2012	Victoria Bridge	Corporate Supported Borrowing (Headroom)	1,297,000		Service Delivery - Highways		1,297,000	Approved by Cabinet June 2012
CAP12#09 - 2012	LED Street Lighting	Service Supported Borrowing	2,000,000		Service Delivery - Highways		2,000,000	Approved by Cabinet June 2012
CAP12#10 - 2012	Oldfield Park Infants	Government Grant	15,000		Children's Services - Oldfield Park Infants		15,000	Approved by Technical Adjustment June 2012
CAP12#11 - 2012	5 Arches	3rd Party Contribution - S106	59,000		Service Delivery - Transport		59,000	Approved by Technical Adjustment June 2012
<b>OVERALL TOTALS</b>			<b>7,372,813</b>	<b>300,000</b>		<b>300,000</b>	<b>7,372,813</b>	
				<b>7,072,813</b>			<b>-7,072,813</b>	

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<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>11<sup>th</sup> July 2012</b>	AGENDA ITEM NUMBER
TITLE:	<b>Treasury Management Outturn Report 2011/12</b>	<b>E 2408</b>
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<p><b>List of attachments to this report:</b></p> <p><b>Appendix 1</b> – Performance Against Prudential Indicators  <b>Appendix 2</b> - The Council's Investment Position at 31<sup>st</sup> March 2012  <b>Appendix 3</b> – Average monthly rate of return for 2011/2012  <b>Appendix 4</b> – The Council's External Borrowing Position at 31<sup>st</sup> March 2012  <b>Appendix 5</b> – Sterling Consultant's Economic &amp; Market Review of 2011/12  <b>Appendix 6</b> – Interest &amp; Capital Financing Budget Monitoring 2011/12</p>		

## **1 THE ISSUE**

- 1.1 In February 2012 the Council adopted the 2011 edition of the CIPFA Treasury Management in the Public Services: Code of Practice, which requires the Council to approve a Treasury Management Strategy before the start of each financial year, and to receive a mid year report and an annual report after the end of each financial year.
- 1.2 This report gives details of performance against the Council's Treasury Management Strategy and Annual Investment Plan for 2011/12.

## **2 RECOMMENDATION**

The Cabinet agrees that:

- 2.1 the 2011/12 Treasury Management Annual Report to 31<sup>st</sup> March 2012, prepared in accordance with the CIPFA Treasury Code of Practice, is noted
- 2.2 the 2011/12 actual Treasury Management Indicators are noted.
- 2.3 this Treasury Management Report and attached appendices are reported to July Council.

### **3 FINANCIAL IMPLICATIONS**

3.1 The financial implications are contained within the body of the report.

### **4 CORPORATE PRIORITIES**

4.1 This report is for information only and is therefore there are no proposals relating to the Council's Corporate Priorities.

### **5 THE REPORT**

#### **Summary**

5.1 Performance against the Treasury Management & Prudential Indicators agreed as part of the annual Treasury Management Strategy is provided in **Appendix 1**. The outturn position and all treasury activity undertaken during the financial year is within the limits agreed by Council in February 2011, as shown in **Appendix 1**, as well as the CIPFA Code of Practice and the relevant legislative provisions.

5.2 The average rate of investment return for the 2011/12 financial year is 0.56% above the benchmark rate.

#### **Summary of Investment Activity 2011/12**

5.3 The Council's investment position as at 31<sup>st</sup> March 2012 is given in **Appendix 2**. In line with the Annual Investment Strategy, investments undertaken were temporary short term investments made with reference to the core balance and cash flow requirements.

5.4 Gross interest earned from investments for 2011/12 totalled £1,141k. Net interest received, after deduction of amounts due to Schools, the West of England Growth Points, PCT and other internal balances, is £933k. **Appendix 3** details the investment performance, showing the average rate of interest earned on investments over this period was 1.09%, which is 0.56% above the benchmark rate of average 7 day LIBID + 0.05% (0.53%).

#### **Summary of Borrowings 2011/12**

5.5 The Council's external borrowing as at 31<sup>st</sup> March 2012 is detailed in **Appendix 4**.

5.6 Three new loans totalling £30 million were taken from the Public Works Loan Board on 5<sup>th</sup> August 2011. One of the loans was £5 million for 19.5 years at a rate of 4.86%, one was £10 million for 18 years at a rate of 4.80%, and the third for a further £15 million for 49.5 years at a rate of 4.96%. The decision was taken as borrowing rates moved below 5% due to concerns over the USA credit rating linked with delays in the Senate agreeing increases to the countries debt ceiling and continuing anxiety over Eurozone debt.

5.7 The new borrowing took the Council's total borrowing to £120 million. The Council's provisional Capital Financing Requirement (CFR) as at 31<sup>st</sup> March 2012 is £136 million. This represents the Council's requirement to borrow to finance capital expenditure, and demonstrates that total borrowing remains below this requirement as at 31<sup>st</sup> March 2012.

5.8 Following Local Government Reorganisation in 1996, Avon County Council's residual debt is administered by Bristol City Council. All successor Unitary Authorities make an annual contribution to principal and interest repayment, for which there is a provision in the Council's revenue budget. The amount of residual debt outstanding as at 31<sup>st</sup> March 2012 apportioned to Bath & North East Somerset Council is £15.77m. Since this borrowing is managed by Bristol City Council and treated in the Council's Statement of Accounts as a deferred liability, it is not included in the borrowing figures referred to in paragraph 5.7.

### **Strategic & Tactical Decisions**

5.9 We have continued to place a significant proportion of our funds with highly-rated major financial institutions, primarily with UK banks, where we assess there is implicit or explicit Government support. However, during the year the Council continued to reduce its risk appetite related to investments due to increasing concerns about Eurozone debt and the impacts this could have on the banking sector. This approach led to reducing the proportion of investments held directly with banks and building societies to 50% of the overall portfolio from the 85% held earlier in the year. The Council increased its proportion of investments with other Local Authorities and AAA rated Money Market Funds to improve diversification and counterparty credit rating whilst maintain appropriate liquidity.

5.10 Due to concerns related to the Eurozone debt situation the council does not currently and did not hold throughout 2011/12 any direct investments with banks within the Eurozone. The Council's investment counterparty list does not include any banks from the countries most affected by the debt situation in the Eurozone (Portugal, Ireland, Greece, Spain and Italy).

5.11 Our treasury management advisors economic and market review for the third quarter 2011/12 is included in Appendix 5.

5.12 The Council is the accountable body for the West of England Revolving Investment Fund (RIF) and received grant funding of £57 million at the end of the financial year. The Council holds these funds on behalf of the West of England Local Enterprise Partnership until they are allocated in the form of repayable grants to the constituent Local Authorities to meet approved infrastructure costs. These funds are invested separately from the Council's cash balances and have been placed short term with the Debt Management Office.

### **Emerging Developments**

5.13 As a result of the continued global economic uncertainty the ratings agencies continue to monitor the financial standing of all banks very closely. Following a recent ratings agency announcement a number of banks have received a downgrading in their credit rating status. This includes a number of UK banks including Lloyds Banking Group, Barclays Bank, HSBC Bank, Royal Bank of Scotland and National Westminster Bank.

The National Westminster Bank, which is a subsidiary of the Royal Bank of Scotland has now fallen below the minimum short term credit rating acceptable under the Council's treasury management strategy. In the short term this can be accommodated within our investment strategy and the Council will not hold any investments with the bank in line with the approved treasury management strategy.

As National Westminster Bank is the Council's main appointed banker we will continue to use them for all our transactional banking needs, e.g. payments to suppliers and payroll etc. This creates a very small potential risk should the bank be unable to settle the transactions (daylight exposure). However, we consider the risk to be extremely small when compared to the alternative of seeking a new main banking partner in the current financial and economic environment impacting on the banking sector.

## **Budget Implications**

- 5.14 A breakdown of the revenue budget for interest and capital financing and the actual year end position is included in **Appendix 6**. This shows an underspend of £394k in 2011/12. This arises as a result of the Council's cash balances being higher than anticipated at budget setting generating higher investment interest income.
- 5.15 A Capital Financing Smoothing Reserve was created in 2010/11 from the underspend which arises in capital financing costs (Debt charges & MRP), due to the profiling of the borrowing costs compared to the Capital Programme spend. This timing difference is caused where a Service starts to repay its borrowing costs when capital spending begins, but the spend is initially funded by internal borrowing until the Council's cash balances require the planned external funding to be taken. In 2011/12, £1.3m was transferred to this reserve, bringing the total balance to £2.8m.

## **6 RISK MANAGEMENT**

- 6.1 The Council's lending & borrowing list has been regularly reviewed during the financial year and credit ratings are monitored throughout the year. All lending/borrowing transactions are within approved limits and with approved institutions. Investment & Borrowing advice is provided by our Treasury Management consultants Sterling.
- 6.2 The CIPFA Treasury Management in the Public Services: Code of Practice requires the Council nominate a committee to be responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies. In May 2010, the Council's treasury advisors provided training to the Corporate Audit Committee to carry out this scrutiny.
- 6.3 In addition, the Council maintain a risk register for Treasury Management activities, which is regularly reviewed and updated where applicable during the year.

## **7 EQUALITIES**

- 7.1 This report provides information about the financial performance of the Council and therefore no specific equalities impact assessment has been carried out on the report.

## **8 RATIONALE**

- 8.1 The Prudential Code and CIPFA's Code of Practice on Treasury Management requires regular monitoring and reporting of Treasury Management activities.



## 9 OTHER OPTIONS CONSIDERED

9.1 None

## 10 CONSULTATION

10.1 Consultation has been carried out with the Cabinet Member for Community Resources, Section 151 Finance Officer, Chief Executive and Monitoring Officer.

10.2 Consultation was carried out via e-mail.

## 11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 This report deals with issues of a corporate nature.

## 12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Council Solicitor) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<i>Tim Richens - 01225 477468 ; Jamie Whittard - 01225 477213</i> <a href="mailto:Tim_Richens@bathnes.gov.uk">Tim_Richens@bathnes.gov.uk</a> <a href="mailto:Jamie_Whittard@bathnes.gov.uk">Jamie_Whittard@bathnes.gov.uk</a>
<b>Sponsoring Cabinet Member</b>	<i>Councillor David Bellotti</i>
<b>Background papers</b>	<i>2011/12 Treasury Management &amp; Investment Strategy</i> <i>1<sup>st</sup> &amp; 3<sup>rd</sup> Quarter Treasury Performance Reports (Cabinet)</i> <i>Half yearly Treasury Performance Report (Cabinet &amp; Council)</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

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## APPENDIX 1

### Performance against Treasury Management Indicators agreed in Treasury Management Strategy Statement

#### 1. Authorised limit for external debt

These limits include current commitments and proposals in the budget report for capital expenditure, plus additional headroom over & above the operational limit for unusual cash movements.

	<b>2011/12 Prudential Indicator</b>	<b>2012/12 Actual as at 31<sup>st</sup> Mar 2012</b>
	£'000	£'000
Borrowing	201,000	120,000
Other long term liabilities	3,000	0
<b>Cumulative Total</b>	<b>204,000</b>	<b>120,000</b>

#### 2. Operational limit for external debt

The operational boundary for external debt is based on the same estimates as the authorised limit but without the additional headroom for unusual cash movements.

	<b>2011/12 Prudential Indicator</b>	<b>2011/12 Actual as at 31<sup>st</sup> Mar 2012</b>
	£'000	£'000
Borrowing	150,000	120,000
Other long term liabilities	2,000	0
<b>Cumulative Total</b>	<b>157,000</b>	<b>120,000</b>

#### 3. Upper limit for fixed interest rate exposure

This is the maximum amount of total borrowing which can be at fixed interest rate, less any investments for a period greater than 12 months which has a fixed interest rate.

	<b>2011/12 Prudential Indicator</b>	<b>2011/12 Actual as at 31st Mar 2012</b>
	£'000	£'000
<b>Fixed interest rate exposure</b>	<b>201,000</b>	<b>100,000*</b>

\* The £20m of LOBO's are quoted as variable rate in this analysis as the Lender has the option to change the rate at 6 monthly intervals (the Council has the option to repay the loan should the rate increase)

#### 4. Upper limit for variable interest rate exposure

While fixed rate borrowing contributes significantly to reducing uncertainty surrounding interest rate changes, the pursuit of optimum performance levels may justify keeping flexibility through the use of variable interest rates. This is the maximum amount of total borrowing which can be at variable interest rates less any investments at variable interest rates (this includes any investments that have a fixed rate for less than 12 months).

	<b>2011/12 Prudential Indicator</b>	<b>2011/12 Actual as at 31st Mar 2012</b>
	£'000	£'000
<b>Variable interest rate exposure</b>	<b>0</b>	<b>-101,900</b>

\*This is the variable rate debt (LOBOs of £20m) less the £121.9m variable rate investments.

### 5. Upper limit for total principal sums invested for over 364 days

This is the maximum % of total investments which can be over 364 days.

	<b>2011/12 Prudential Indicator</b>	<b>2011/12 Actual as at 31st Mar 2012</b>
	%	%
<b>Investments over 364 days</b>	<b>25</b>	<b>7.6</b>

### 6. Maturity Structure of new fixed rate borrowing during 2011/12

	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>2010/11 Actual as at 31<sup>st</sup> Mar 2011</b>
	%	%	%
Under 12 months	50	Nil	0
12 months and within 24 months	50	Nil	0
24 months and within 5 years	50	Nil	0
5 years and within 10 years	50	Nil	0
10 years and above	100	Nil	100

£30million of new borrowing was undertaken from the PWLB (Public Works Loan Board) during 2011/12 all of which had a maturity of greater than 10 years. The borrowing portfolio is shown in Appendix 4.

## APPENDIX 2

### The Council's Investment position at 31<sup>st</sup> March 2012

	Council (excl. RIF) Balance at 31 <sup>st</sup> March 2012	RIF Balance at 31 <sup>st</sup> March 2012	Total Balance at 31 <sup>st</sup> March 2012
	£'000's	£'000's	£'000's
Notice (instant access funds)	18,000	0	18,000
Up to 1 month	0	56,938	56,938
1 month to 3 months	14,000	0	14,000
Over 3 months	43,000	0	43,000
<b>Total</b>	<b>75,000</b>	<b>56,938</b>	<b>131,938</b>

The total investment figure of £131.938 million is made up as follows:

	£'000's
B&NES Council	61,322
West of England Growth Points	4,861
Schools	8,817
RIF Funding	56,938
<b>Total</b>	<b>131,938</b>

The Council had an average net positive balance of £93.9m (including Growth Points, B&NES PCT and RIF Funding) during the period April 2011 to March 2012.

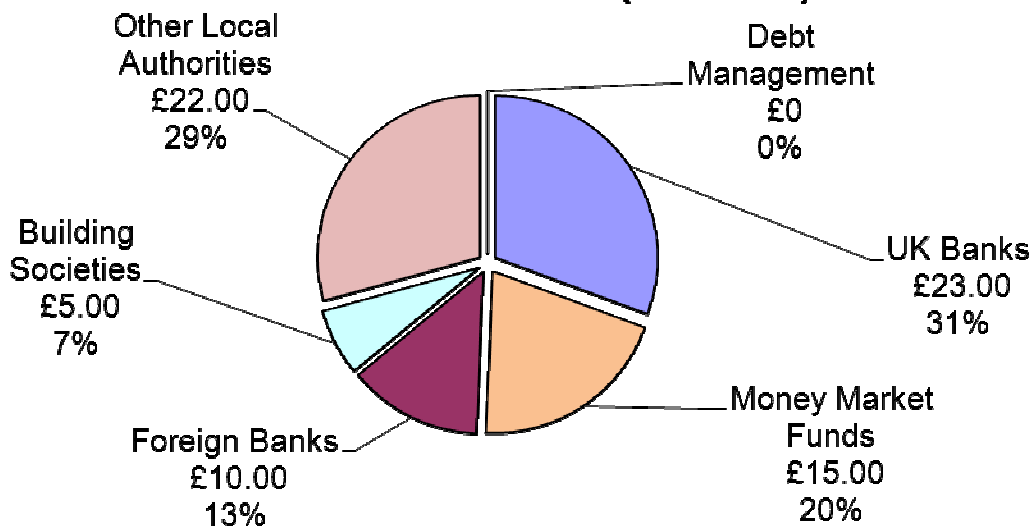
The following fixed term investments were undertaken during 2011/12 with a maturity date in the following financial year:

Institution	Amount	Rate	Start Date	Maturity Date	Long Term Credit Rating*
Barclays Bank	£5m	1.53%	05/08/11	03/08/12	A
Nationwide	£5m	1.35%	30/03/11	28/09/12	A
Bank of Scotland	£5m	2.20%	05/08/11	03/08/12	A
Lloyds Banking Group	£5m	2.65%	01/06/11	27/07/12	A
Lloyds Banking Group	£5m	2.15%	26/08/11	24/08/12	A
Development Bank of Singapore	£5m	0.85%	16/01/12	16/07/12	AA-
Development Bank of Singapore	£5m	0.85%	06/02/12	06/08/12	AA-
Reading Borough Council	£4m	1.75%	01/04/11	01/06/12	
Newcastle City Council	£5m	1.70%	03/05/11	03/05/12	
Cambridgeshire County Council	£5m	0.70%	10/08/11	10/05/12	
Kingston Upon Hull City Council	£1m	1.20%	12/12/11	11/06/13	
Nottingham City Council	£2m	0.70%	31/01/12	12/12/12	

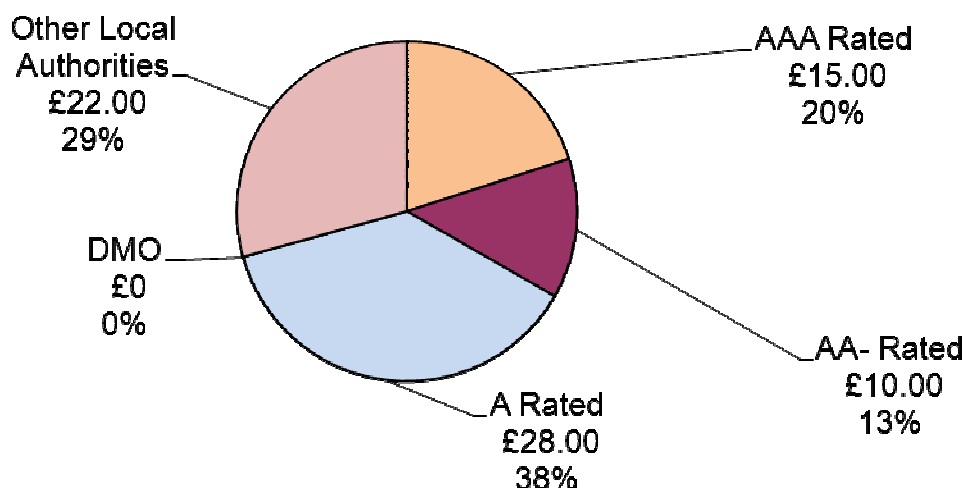
Lancashire County Council	£5m	0.60%	28/03/12	28/09/12	
DMO	£11.579m	0.25%	21/02/12	10/04/12	AAA
DMO	£39.831m	0.25%	28/03/12	27/04/12	AAA
DMO	£5.528m	0.25%	29/03/12	10/04/12	AAA
<b>Total</b>	<b>£113.938m</b>	<b>-</b>	<b>-</b>	<b>-</b>	

\* The credit rating shown is the lowest equivalent rating from Fitch, Standard & Poors and Moody's credit rating agencies  
The balance of £18m was held in call accounts and Money Market Funds as at 31<sup>st</sup> March 2012.

**Chart 1: Council Investments (excl. RIF) as at 31st March 2012 (£75.0m)**



**Chart 2: Council Investments (excl. RIF) per Lowest Equivalent Long-Term Credit Ratings (£75.0 m) - 31st March 2012**



## APPENDIX 3

### Average rate of return for 2011/12

	<b>Apr %</b>	<b>May %</b>	<b>Jun %</b>	<b>Jul %</b>	<b>Aug %</b>	<b>Sep %</b>
<b>Average rate of interest earned</b>	1.05%	1.13%	1.18%	1.10%	1.09%	1.14%
<b>Benchmark = Average 7 Day LIBID rate +0.05% (source: Sterling)</b>	0.50%	0.50%	0.50%	0.52%	0.49%	0.54%
<b>Performance against Benchmark %</b>	+0.55%	+0.63%	+0.68%	+0.58%	+0.60%	+0.60%

	<b>Oct %</b>	<b>Nov %</b>	<b>Dec %</b>	<b>Jan %</b>	<b>Feb %</b>	<b>Mar %</b>	<b>Average for Period</b>
<b>Average rate of interest earned</b>	1.11%	1.08%	1.11%	1.06%	1.04%	0.98%	<b>1.09%</b>
<b>Benchmark = Average 7 Day LIBID rate +0.05% (source: Sterling)</b>	0.55%	0.55%	0.55%	0.55%	0.53%	0.53%	<b>0.53%</b>
<b>Performance against Benchmark %</b>	+0.56%	+0.53%	+0.56%	+0.51%	+0.51%	+0.45%	<b>+0.56%</b>

## APPENDIX 4

### Councils External Borrowing at 31st March 2012

<b>LONG TERM</b>	<b>Amount</b>	<b>Start Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>
PWLB	10,000,000	15/10/04	15/10/35	4.75%
PWLB	20,000,000	02/10/06	20/05/54	4.10%
PWLB	10,000,000	21/12/06	20/11/52	4.25%
PWLB	10,000,000	15/02/06	15/02/56	3.85%
PWLB	10,000,000	19/07/06	15/04/53	4.25%
PWLB	5,000,000	12/05/10	15/08/35	4.55%
PWLB	5,000,000	12/05/10	15/08/60	4.53%
PWLB	5,000,000	05/08/11	15/02/31	4.80%
PWLB	10,000,000	05/08/11	15/08/29	4.90%
PWLB	15,000,000	05/08/11	15/02/61	4.96%
KBC Bank N.V*	5,000,000	08/10/04	08/10/54	4.50%
KBC Bank N.V*	5,000,000	08/10/04	08/10/54	4.50%
Eurohypo Bank*	10,000,000	27/04/05	27/04/55	4.50%
<b>TOTAL</b>	<b>120,000,000</b>			
<b>TEMPORARY</b>	<b>NIL</b>			
<b>TOTAL</b>	<b>120,000,000</b>			<b>4.46%</b>

- All LOBO's (Lender Option / Borrower Option) have reached the end of their fixed interest period and have reverted to the variable rate of 4.5%. The lender has the option to change the interest rate at 6 monthly intervals, however at this point the borrower also has the option to repay the loan without penalty.

## APPENDIX 5

### Annual Review 2011/12 – (provided by Sterling Consultancy Services)

The Eurozone debt crisis dominated the year's economic news. The apparent inability of leaders to either agree on remedial policies or implement fiscal consolidation measures prompted frequent bouts of market volatility, as investors positioned themselves for potential government defaults or even the breakup of the Eurozone itself. Investor confidence in struggling Eurozone nations, such as Greece, Italy and Spain, dived, prompting sharp upward movements in government borrowing rates. Greece finally defaulted in March by forcing private bondholders into a distressed debt exchange, in return for a second bailout from the European Union and the International Monetary Fund.

Exposure to the Eurozone periphery, coupled with actions making future government support less likely, placed downward pressure on the creditworthiness of many European banks, prompting a raft of credit rating downgrades and sharp rises in credit default swap spreads. This led to an increase in funding costs as interbank lending rates rose sharply above official interest rates. Dexia, a banking group based in Belgium, France and Luxembourg was the main casualty, but was bailed out and broken up by the respective governments. Two small Danish banks failed and imposed losses on depositors, while Spain forced its regional banking sector to consolidate to prevent similar occurrences.

In late December, the European Central Bank cut interest rates and flooded the Eurozone banking sector with cheap three-year loans, immediately reducing the near-term risk of a liquidity crisis and moderating Eurozone wholesale interbank lending rates. Unfortunately, the central bank action could not prevent the debt crisis causing a sharp decline in household and business confidence, eventually pushing the Eurozone into recession.

The UK's reliance on the Eurozone as a major trading partner was illustrated when this country followed the Eurozone into recession over the last six months of the financial year. Other factors responsible for the fall in economic activity included the government's deficit reduction programme and the weakness in household and business spending. The decline in household spending was the result of low confidence and the erosion of disposable income by persistently elevated inflation, subdued wage growth, higher taxes and rising unemployment. Businesses were in a similarly weak position, with access to credit restricted or too expensive due to a risk-averse banking sector, and limited domestic and foreign demand.

Weakening economic growth and signs of further deterioration in the Eurozone prompted the Bank of England to loosen monetary policy in October, despite above target inflation. With Bank Rate already at 0.5%, the Monetary Policy Committee voted for a further £50bn of quantitative easing, which combined with safe haven buying to push gilt yields to record lows over the next few months. Policymakers justified the action because they were confident inflation would fall quickly back to target during 2012. However, although the annual Consumer Price Index rate has declined from the September peak of 5.2%, a combination of higher crude oil and food prices caused the rate to rise slightly in March to 3.5%, leaving Bank of England policymakers in the unenviable position of setting policy to battle both weak growth and high inflation.



## APPENDIX 6

### Capital Financing Costs – Budget Monitoring 2011/12 (Outturn)

April 2011 to March 2012	YEAR END POSITION			ADV/FAV
	Budgeted Spend or (Income) £'000	Actual Spend or (Income) £'000	Actual over or (under) spend £'000	
<b>Interest &amp; Capital Financing</b>				
- Debt Costs	4,840	4,848	8	ADV
- Internal Repayment of Loan Charges	(3,188)	(3,188)		
- Ex Avon Debt Costs	1,491	1,490	(1)	FAV
- Minimum Revenue Provision (MRP)	3,380	3,352	(28)	FAV
- Interest of Balances	(560)	(933)	(373)	FAV
<b>Sub Total - Capital Financing</b>	<b>5,963</b>	<b>5,569</b>	<b>(394)</b>	<b>FAV</b>

Internal Repayment of Loan Charges includes transfers to capital financing reserve.

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