

Democratic Services

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Date: 5 February 2013

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To: All Members of the Cabinet

Councillor Paul Crossley	Leader of the Council
Councillor David Dixon	Deputy Leader and Cabinet Member for Neighbourhoods
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 Bellotti	Cabinet Member for Community Resources
Councillor Dine Romero	Cabinet Member for Early Years, Children and Youth
Councillor Roger Symonds	Cabinet Member for Transport

Chief Executive and other appropriate officers
Press and Public

Dear Member

Cabinet: Wednesday, 13th February, 2013

You are invited to attend a meeting of the **Cabinet**, to be held on **Wednesday, 13th February, 2013 at 6.30 pm** in the **Council Chamber - Guildhall, Bath.**

The agenda is set out overleaf.

Yours sincerely

Col Spring
for Chief Executive

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 Senior Management Team.
- 8. Recorded votes**
A recorded vote will be taken only when requested by a member of Cabinet.

Cabinet - Wednesday, 13th February, 2013

in the Council Chamber - Guildhall, Bath

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

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

*(c) Whether their interest is **a disclosable pecuniary interest** or an **other interest**, (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)*

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

6. QUESTIONS FROM PUBLIC AND COUNCILLORS

Questions submitted before the deadline will receive a reply from an appropriate Cabinet member or a promise to respond within 5 days of the meeting. Councillors may ask one supplementary question for each question they submitted, up to a maximum of two per Councillor.

7. STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

Councillors and members of the public may register their intention to make a statement if they notify the subject matter of their statement before the deadline. Statements are limited to 3 minutes each. The speaker may then be asked by Cabinet members to answer factual questions arising out of their statement.

8. MINUTES OF PREVIOUS CABINET MEETING (Pages 7 - 12)

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. MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

This is a standing agenda item (Constitution rule 14, part 4D – Executive Procedure Rules) for matters referred by Policy Development and Scrutiny bodies. The Chair of the relevant PDS Panel will have the right to attend and to introduce the Panel's recommendations to Cabinet.

11. SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING (Pages 13 - 14)

This report lists any Cabinet Single Member decisions taken and published since the last Cabinet meeting.

12. FINANCIAL PLAN 2013/14 - 2015/16, BUDGET AND COUNCIL TAX 2013/14 (Pages 15 - 156)

To agree and set the Council's medium term planning approach and recommend the 2013/14 Council Tax and Budget to Council

13. BATH & NORTH EAST SOMERSET CORE STRATEGY: PROPOSED CHANGES (Pages 157 - 162)

To consider and recommend to Council changes to the Core Strategy in response to the examination inspector's preliminary conclusions

14. SUSTAINABLE CONSTRUCTION & RETROFITTING SUPPLEMENTARY PLANNING DOCUMENT (Pages 163 - 268)

Amendments and adoption of the Sustainable Construction & Retrofitting Supplementary Planning Document following the public consultation

15. HIGHWAY ADOPTION CHARGES (Pages 269 - 280)

Proposal to increase and alter supervision fees for Section 38, 106 and 278 works in line with the charges of other authorities. Also charges for technical approvals, separate charges for highway structures and altering the Bond calculator

16. PROPOSALS TO EXPAND SIX PRIMARY SCHOOLS IN KEYNSHAM, BATH, PEASEDOWN AND PAULTON (Pages 281 - 304)

Seek approval to publish statutory notices proposing the expansion of Bathampton Primary, Castle Primary, Paulton Infant, Paulton Junior, Peasedown St John Primary and Weston All Saints CofE Primary schools to create additional pupil places

17. REVENUE AND CAPITAL BUDGET MONITORING, CASH LIMITS AND VIREMENTS - APRIL 2012 TO DECEMBER 2012 (Pages 305 - 328)

This report presents the third monitoring information for the Authority as a whole for the financial year 2012/13 to the end of December 2012. The report also includes a number of budget transfer requests for both revenue and capital that require Cabinet agreement or are reported for information purposes as prescribed by the Budget Management Scheme

18. TREASURY MANAGEMENT MONITORING REPORT TO 31ST DECEMBER 2012 (Pages 329 - 342)

This report gives details of performance against the Council's Treasury Management Strategy and Annual Investment Plan 2012/13 for the first 9 months of 2012/13

19. TREASURY MANAGEMENT STRATEGY STATEMENT & ANNUAL INVESTMENT STRATEGY 2013/14 (Pages 343 - 368)

The Local Government Act requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy

20. AWARD OF CONTRACTS FOR SUPPORTED BUS SERVICES (Pages 369 - 430)

Following an open tender round, it is proposed to award contracts for a range of supported bus services, including evening and Sunday services, Bath daytime contracted services and some rural services

The Committee Administrator for this meeting is Col Spring who can be contacted on 01225 394942.

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

BATH AND NORTH EAST SOMERSET

CABINET

Wednesday, 16th January, 2013

Present:

Councillor Paul Crossley	Leader of the Council
Councillor David Dixon	Deputy Leader and Cabinet Member for Neighbourhoods
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 Bellotti	Cabinet Member for Community Resources
Councillor Dine Romero	Cabinet Member for Early Years, Children and Youth
Councillor Roger Symonds	Cabinet Member for Transport

131 WELCOME AND INTRODUCTIONS

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

132 EMERGENCY EVACUATION PROCEDURE

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

133 APOLOGIES FOR ABSENCE

There were no apologies for absence.

134 DECLARATIONS OF INTEREST

There were none.

135 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was none.

136 QUESTIONS FROM PUBLIC AND COUNCILLORS

There were 8 questions from the following people: Councillors Colin Barrett (3), Brian Webber, Vic Pritchard, Patrick Anketell-Jones, Anthony Clarke, Tim Warren.

[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.]

137 STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

Councillor David Martin made a statement and presented a petition [the wording of which *is attached to the Minutes as Appendix 2 and on the Council's website*] relating to AQ78 Combe Down to Claverton Down footpath. The petition, supported by over 160 local residents, asked the Council to create a restricted byway along the path between Combe Down and Claverton Down. The path passes through Rainbow Woods in the south eastern edge of the city. A byway designation would allow a shared cycle/pedestrian use of the path. Cyclists going between these two major residential areas of the city would be able to avoid using the busy main road. It would be of great benefit to students at the University, schoolchildren at Ralph Allen and recreational users and would also mean that the route could be improved and maintained to a better standard than at present.

138 MINUTES OF PREVIOUS CABINET MEETING

On a motion from Councillor Paul Crossley, seconded by Councillor David Dixon, it was

RESOLVED that the minutes of the meeting held on Wednesday 5th December 2012 be confirmed as a correct record and signed by the Chair.

139 CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET

There were none.

140 MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES

There were none.

141 SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING

The Cabinet agreed to note the report.

142 ODD DOWN PLAYING FIELD DEVELOPMENT

Councillor David Dixon explained that the proposal was to use funding already earmarked under an s.106 agreement but which now needed to be released so that the project to regenerate the Odd Down playing fields could proceed as planned. He explained that there would be a new pavilion, astro pitch, cricket wickets and a number of other improvements. He was delighted to propose the scheme to Cabinet.

Councillor David Bellotti seconded the proposal and reminded Cabinet that the existing facilities at Odd down were very poor, especially the changing rooms which people were reluctant to use. The fields were used by young people as an informal

meeting area, which he felt was to be encouraged. If the fields were renewed, it would be a great success story for the Council.

Councillor Roger Symonds said that he had used the fields for 60 years. The plans would transform the entire facility. He particularly welcomed the plans for an off-road cycle track which, together with a number of other cycling initiatives, would be a great step forward. He emphasised the need to provide facilities for people with disabilities and mentioned some particular initiatives which would encourage disabled people to cycle and skate board.

Councillor Cherry Beath warmly endorsed the proposals. She observed that the nearby Glass House fields were already at full capacity. The proposals would be good for young people and disabled people.

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

RESOLVED (unanimously)

(1) To APPROVE inclusion of £1,232k in the 2012/13 & 2013/14 Capital Programme, allowing the scheme to proceed as planned; and

(2) To DELEGATE the final agreed project design and deliverables to the Divisional Director Tourism, Leisure and Culture.

143 ANNUAL REVIEW OF FOSTERING, ADOPTIVE AND SPECIAL GUARDIANSHIP ALLOWANCES

Councillor Dine Romero in moving the proposals said that they were uncontroversial. She explained that the 'level one' fee would not rise, because it was linked to local government pay, but it was felt that the 'level two' fee should nevertheless have a small increase to reflect the special responsibility of looking after children with particularly complex needs. Other allowances would increase by the amount recommended by the Fostering Network.

Councillor Tim Ball seconded the proposal. He explained that he was himself a special guardian but stressed that he did not claim any allowance for this. He would have liked to do more for carers, but agreed that in the circumstances the proposals were the best that could be achieved.

Councillor Roger Symonds observed that some people had faithfully cared for very difficult children for a number of years. He felt that anything that could be done to support them must be done.

On a motion from Councillor Dine Romero, seconded by Councillor Tim Ball, it was

RESOLVED (unanimously)

(1) To INCREASE fostering age related allowances and permanence allowances in line with Fostering Network recommendations;

(2) To AGREE that there will be no change in fostering level one fees, family link rates, savings rates for children in care, or supported lodgings;

(3) To AGREE a small increase to level two fees – to reflect drive for in-house placements for teenagers with complex needs; and

(4) To NOTE the current level of care leavers maintenance, which is linked to Job Seekers Allowance.

144 RADSTOCK TO FROME RAILWAY - FEASIBILITY STUDY

Councillor Eleanor Jackson in a statement [*a copy of which is attached to the Minutes as Appendix 3 and on the Council's website*] said that the Radstock line would only require eight miles of track to be re-engineered and re-laid, and was 14th on the ATOL list of suburban lines which should be re-opened. She said that the estimated cost of £41.3 million would make it much cheaper than any comparable road option, while it would become much easier to ship out goods from the area, reduce congestion and attract tourists. She asked the Cabinet to take the necessary steps to bring back the trains to Radstock.

George Bailey (Radstock Action Group) in a statement [*a copy of which is attached to the Minutes as Appendix 4 and on the Council's website*] said that the feasibility report had been generally negative without looking at opportunities and had ignored several matters. He was pleased to see that officers had recommended the report should be re-worked and gave a number of issues which he felt should be considered more fully in the new report.

The Chair thanked George Bailey and observed that he felt his statement had been the best statement to Cabinet that he had heard.

Councillor Roger Symonds thanked George Bailey and Councillor Eleanor Jackson for their contributions. He felt that the recommendations did reflect the intention to request further work by Halcrow, to address the issues raised by the speakers. He suspected that this would not make very much difference to the outcome as expressed in paragraph 5.8 of the report, which closed the door for the present but not for ever. The long-term aim was to open up Radstock to the whole rail network. He agreed that almost every station had experienced increased usage which was encouraging for the future. He encouraged local people in Radstock to set up an active volunteer group which would prove their commitment to make a future branch line work. He moved proposals which were slightly amended from the officer recommendations, the effect of which would include in the new report the consideration of the possible expansion of the Metro to include Westbury.

Councillor Paul Crossley seconded the proposal. He agreed that Halcrow must be told clearly what issues need to be considered in the new report. He was particularly grateful for the ideas from George Bailey and others from Radstock. He felt that there would be good opportunities in the future – if not immediately.

Councillor Simon Allen said that re-opening the line had been a long held ambition and the local community had committed a great deal of work to it. He recognised the need to be realistic about timescales, but said that by protecting the route of the line the Cabinet was ensuring the future possibility of re-opening the line.

Councillor Cherry Beath endorsed what others had said. She referred particularly to the point made by George Bailey about the large contingency and fees built into the costings, which she felt must be reduced to make the project more viable.

Councillor Tim Ball said he also endorsed previous comments. He emphasised that the regeneration of Radstock must be achieved before a branch line could be said to be viable.

Councillor Roger Symonds, in summing up, referred to the comment made by Councillor Simon Allen about the protection of the route. He promised to check this, and if possible to ensure protection. He knew that the majority of the route was in fact protected.

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

RESOLVED (unanimously)

- (1) To NOTE the conclusions of the study as outlined in paragraph 5.11 of the report;
- (2) To NOTE that the majority of the disused railway line remains protected within the Local Plan Policy D9 for 'sustainable transport purposes' which at the moment is represented by a cycle path, NCN 24;
- (3) To ASK Halcrow to review their conclusions in the light of the results of the 2011 Census and the likely growth in housing in the area promoted in the Core Strategy to ascertain if their conclusions remain valid in the light of this more up to date information; and
- (4) To ASK Halcrow to consider the merits of a simple shuttle between Radstock and Westbury to allow access to the wider rail network including intercity services both to London and the South West and the implications of the potential expansion of the Greater Bristol Metro Scheme.

The meeting ended at 7.20 pm

Chair _____

Date Confirmed and Signed _____

Prepared by Democratic Services

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Cabinet Single-Member Decisions and Responses to Recommendations from PDS Panels

published 11-Jan-13 to 1-Feb-13

Further details of each decision can be seen on the Council's Single-member Decision Register at
<http://democracy.bathnes.gov.uk/mgDelegatedDecisions.aspx?&dm=3>

Date	Decision Maker
Reference	Title

23-Jan-13 Cllr Roger Symonds

E2446 Section 278 Agreement - Park Road, Keynsham TRO

The Cabinet Member agreed to implement the scheme including the double yellow lines in the access road layout off Park Road as previously approved by the Planning process.

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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	13 February 2013	AGENDA ITEM NUMBER E2503
TITLE:	Medium Term Service & Resource Planning 2013/14 – 2015/16, & Budget and Council Tax 2013/14	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1 – Aims and Ambitions 2013/14 to 2015/6</p> <p>Appendix 2 – The Budget and Council Tax Proposal of the Cabinet 2013/14. This comprises a covering document, plus 8 Annexes</p> <p>Annex 1 Draft Base Revenue Budget 2013/14 – individual service cash limits</p> <p>Annex 2 Section 25 of the Local Government Act 2003 - Chief Financial Officer's Report on Adequacy of Balances and the Robustness of the Budget</p> <p>Annex 3 Draft Capital Programme 2013/14-2017/18 including other emerging projects and programmes on an indicative basis - items shown in for provisional approval.</p> <p>Annex 3i Schools Planned Maintenance Programme 2013/14</p> <p>Annex 4 Minimum Revenue Provision (MRP) Policy</p> <p>Annex 5 Medium Term Service & Resource Plan (MTSRP) Savings Detail</p> <p>Annex 6 Community Assets</p> <p>Annex 7 Council Policy Context</p> <p>Annex 8 West of England – City Region Deal</p> <p>Appendix 3 - Medium Term Service & Resource Planning Assumptions 2013–2017</p> <p>Appendix 4 - Budget Setting Process – Advice of the Monitoring Officer</p> <p>Appendix 5 – Council Pay Policy Statement</p>		

1 THE ISSUE

- 1.1 This report presents the Cabinet's draft medium term financial plan, and revenue and capital budgets for the 2013/14 financial year together with a proposal for a Council Tax level for 2013/14.

2 RECOMMENDATION

- 2.1 That the Council approve:
- a) The General Fund net revenue budget for 2013/14 of £123.534m with no increase in Council Tax.
 - b) That no Special Expenses be charged other than Town and Parish Council precepts for 2013/14.
 - c) The adequacy of reserves at Appendix 2 Table 9 with a risk-assessed level of £10.5m.
 - d) The individual service cash limits for 2013/14 summarised at Appendix 2 Table 5 and detailed in Annex 1.
 - e) That the specific arrangements for the governance and release of reserves, including invest to save proposals, be delegated to the Council's Section 151 Officer in consultation with the Cabinet Member for Community Resources and the Chief Executive.
- 2.2 That the Council include in its Council Tax setting, the precepts set and approved by other bodies including the local precepts of Town Councils, Parish Councils and the Charter Trustees of the City of Bath, and those of the Fire and Police Authorities.
- 2.3 That the Council notes the Section 151 officer's report on the robustness of the proposed budget and the adequacy of the Council's reserves (Appendix 2, Annex 2) and approves the conditions upon which the recommendations are made as set out throughout Appendix 2.
- 2.4 That in relation to the capital budget the Council:
- a) approves a capital programme of £59.036m for 2013/14 and notes items for provisional approval in 2013/14 and the programme for 2014/15 to 2017/18 as shown at Appendix 2, Annex 3 including the planned sources of funding .
 - b) approves the Minimum Revenue Provision Policy as shown at Appendix 2, Annex 4
 - c) approves the Capital Prudential Indicators as set out in Appendix 2 Table 7.
- 2.5 That the Council notes the approach to Community Assets as set out in Appendix 2, Annex 6 and supports the progression of the Quick Wins identified in this Annex.

- 2.6 That the Council notes the Policy Development & Scrutiny review of Medium Term Service and Resource Plans and instructs the relevant officers to finalise these in consultation with the relevant Cabinet Member and in light of feedback from the PD&S reviews, and in line with the approved cash limits.
- 2.7 That the Council agree the Council's proposed pay policy statement as set out at Appendix 5.
- 2.8 Authorise the Divisional Director – Finance, in consultation with the Cabinet Member for Community Resources, to make any necessary presentational improvements to the draft budget proposal for submission to Council.

3 FINANCIAL IMPLICATIONS

The financial implications are contained within the body of the report.

4 COMMUNITY STRATEGY OUTCOMES

- 4.1 The framework for service and resource planning aims to ensure that resources are aligned to corporate priorities as set out in the Council's current Corporate Plan, which in turn reflects the Bath & NE Somerset Community Strategy.

5 CORPORATE IMPROVEMENT PRIORITIES

- 5.1 The framework for Service and Resource planning aims to ensure resources are aligned to corporate priorities and improving the delivery of services and cross-Council priorities, linking performance with resources and value for money.

6 THE REPORT

- 6.1 In this document the Cabinet sets out the following:-

- Its medium term service and resource planning financial assumptions (Appendix 3) which set the basis for the draft budget proposal for 2013/14.
- Its draft budget proposal for 2013/14 (Appendix 2). This provides the detail of the first year of the Medium Term Service and Resource Plans and recommends revenue and capital budgets for 2013/14, together with capital commitments for future years, and recommends a level of Council Tax for 2013/14.

- 6.2 The budget proposal builds on the prudent financial management of the Council and is designed to maintain front line services as far as possible whilst recognising the significant financial challenge facing the public sector. The budget proposals include:

- A net £2.5m or 2.0% decrease in the non-schools budget (after allowing for the technical adjustments required as a result of changes in local government finance funding reforms) to £123.534m

- An overall increase in the DSG, estimated at £2.5m with a total funding of £116.6m (including academies). The Dedicated Schools Grant (DSG) increase compared to 2012/2013 is complicated by the transfer of additional responsibilities into the DSG from other funding routes. The majority of the additional funding relates to the transfer of funding for 2 year olds and the funding for post 16 special needs provision, that have transferred from the Early Intervention Grant and the Education Funding Agency respectively. Taking account of this, the overall total represents a cash freeze per pupil compared to the previous year. However as schools convert to academies the Department for Education (DFE) recoup the DSG payable to the Local Authority in order to make payments direct to the academies. The DFE estimate the recoupment will be £41.1m in 2013/2014 leaving £75.5m payable to the Local Authority.
- A freeze in the Council's level of Council Tax, which excludes Polices, Fire and Parish precepts.
- These budget proposals are set out in detail at Appendix 2.

6.3 It is important to be clear on the process to be followed in setting the 2013/14 Budget. The Monitoring Officer has given specific guidance which is set out at Appendix 4, and in particular the need for the Council to approve a balanced budget.

6.4 The Monitoring Officer has also highlighted the implications arising if it does not prove possible for the Council to set a budget at its meeting on 19th February and any decision having to be deferred until the reserve date on 28th February. This includes potential delays to the Council Tax billing process.

6.5 The Council's pay policy statement as required under The Localism Act 2011 legislation is set out at Appendix 5.

6.6 The Budget proposal set out at Appendix 2 also includes specific Annexes relating to the Council's approach to Community Assets and the on-going development of the West of England City Region Deal.

7 RISK MANAGEMENT

7.1 The report author (the Council's Section 151 Officer) has fully reviewed the risks related to this report and recommendations and consulted with the Lead Cabinet member.

7.2 In addition Appendix 2 to this report includes (at Annex 2) the Section 151 Officer's assessment of the Robustness of Estimates and Adequacy of Reserves. One of the considerations taken into account is the Directors' Review of Robustness of Estimates and Budget Risks/Sensitivities and the Corporate Risk Register. This is completed by all Directors in respect of their own services.

8 RATIONALE

8.1 The rationale for the recommendations is contained in the supporting paper to this report.

8.2 The Council's Section 151 Officer is the Divisional Director - Finance. This report reflects information already presented to Policy Development and Scrutiny by the Director. As Section 151 Officer his duties include ensuring a prudent and balanced budget is set on time which properly takes into account the financial constraints and risks facing the Council.

9 OTHER OPTIONS CONSIDERED

9.1 The supporting paper and appendices also contain the other options that can be considered in making any recommendations.

10 CONSULTATION

10.1 Meetings have been and will continue to be held with staff, trades unions and other stakeholders during the development of service and resource plans which have fed into this budget. This has again included three Budget Fair's (Bath, Keynsham and Timsbury), enabling cross service consideration of the range of proposals by a range of stakeholders.

10.2 Representatives of the business community were engaged in these consultations as part of the Budget Fair.

10.3 Comments received from consultation, including the Budget Fair, Policy Development and Scrutiny Panels and Trade Unions have been provided for consideration by the Cabinet.

11 EQUALITY

11.1 The Council is committed to ensuring that our financial decisions and the budgetary processes are subject to proportionate equality analysis. Bath & North East Somerset Council can demonstrate that it has analysed its decisions from an equality perspective by evidencing our analysis using a single template equality impact assessment toolkits. (B&NES was commended for this work and used as an exemplar authority for our proportionate approach to equality by the LGID.) Thus the Council has a written record of the equality considerations that have been taken; which include a consideration of the actions that would help to avoid or mitigate any negative impacts on people of particular protected groups. Our decisions have a stronger evidence base (through effective use of equality mapping and Joint Strategic Needs Assessment) assisting to make our decision-making processes more transparent.

12 ISSUES TO CONSIDER IN REACHING THE DECISION

12.1 These include Social Inclusion; Customer Focus; Sustainability; Young People; Equality; Corporate; Impact on Staff and Other Legal Considerations such as the requirement to set a budget and Council Tax.

13 ADVICE SOUGHT

13.1 The Council's Monitoring Officer (Council Solicitor) and Section 151 Officer have had the opportunity to input to this report and have cleared it for publication.

Contact person	Tim Richens, Divisional Director – Finance (01225) 477468
Sponsoring Cabinet Member	Councillor David Bellotti, Cabinet Member for Community Resources
Background papers	Medium Term Service & Resource Planning reports to Policy Development & Scrutiny Panels Equalities Assessment –Report to Resources PDS 11th February 2013 Consultation Response Summary – Report to Resources PDS 11 th February 2013 Council Response to DCLG Document “50 Ways to Save” – Report to Resources PDS 11th February 2013) Financial Settlement 2013/14 to 2014/15, CLG website
Please contact the report author if you need to access this report in an alternative format	

Our Aims and Ambitions for Local People Explained 2013/14 to 2015/6

Bath & North East Somerset Council strives to deliver excellent services to local people and make our area *the* place to live, invest, and visit in the UK.

The foundations for how this vision will be achieved are a sensible management of our budget, effective partnership working with local, national, statutory and voluntary organisations, together with strong leadership from both elected councillors and our staff.

There are challenges the Council and its partners must overcome. These include Government funding reductions on a scale unprecedented since the Second World War to address the Country's financial deficit, the effects of the national recession, and demographic change.

This three-year budget reflects what matters most for local people as we plan for an area which offers opportunity and positive lives for everyone, whilst ensuring our most vulnerable residents are given the support that they need. In putting people first and communities at the heart of everything we do, our priorities are:

- Protecting frontline services;
- No increases in Council Tax;
- Investing in homes and jobs for local people.

Supporting the most vulnerable people and families

We want people to remain independent and living in their own home. The number of older people will grow incredibly over the next 20 years. From now until 2035, the over-65 population is likely to increase by 50%, and the over-85 population is likely to increase by 110% over the same timescale.

The £260 million over the next three years that we will spend on adult social care must be focused on the most vulnerable people, promoting their independence through improved community services to ensure that residents, where possible, stay at home. We must also recognise the increasing need for specialist care for people with dementia and those with the most complex needs, such as those with autism. We will continue to work closely with our partners to enable vulnerable people in our communities across Bath and North East Somerset to live fulfilling and rewarding lives.

This will mean refocusing some areas of our budget on people with the highest needs. An extra £3.25 million has been set aside for this purpose over the next three years.

In common with the national picture the Council is also experiencing significant population growth, which coupled with pupils generated from new housing developments, like the MOD sites, will require the provision of new classrooms at existing primary schools in areas where pressure is greatest. The capital funding

available for schools will be used to provide an additional 375 places over the next three years.

The money available for Children's Services will be targeted to address the needs of vulnerable young people and families. Our Children's Centres and Youth Centres will strive for excellence to support those people most in need and give them opportunities for their future. We will be working hard with families who are struggling to help them to have successful lives.

New responsibilities for public health from April 2013 will provide us with a greater opportunity to offer people information and advice about how to improve their quality of life, whether that be through health, fitness, or diet.

A better quality of life in our communities

The Council must play a strong community leadership role in creating neighbourhoods where people are proud to live and we want our residents to make a difference to their own quality of life, as well as their health and wellbeing. We cannot achieve this on our own.

We will be investing £500,000 in cycle routes, completing the £32 million Bath Transportation Package and a new community cycle track at Odd Down. But local people must make the lifestyle choice to use sustainable methods of transport.

There will be also be times when residents are in the best position to make a difference to the place where they live. For instance, our eight library branches will be supported by our Community Library Programme, encouraging more people to play a part in running their library.

Taking this principle a step further, the Council is looking to transfer some of its assets to local communities if we think they would be better run by local people.

We will also be working closely with local communities to encourage more environmentally sustainable behaviour through promoting our Biomass Energy Efficiency Fund, Schools Energy Invest to Save Fund, and continuing our efforts to reduce the Council's own carbon footprint.

New places to live and work

We want to build a strong economy supporting the community improvements necessary to sustain new houses – including affordable homes – and new jobs and so that local people can find a wider range of jobs, residents can share higher levels of prosperity, and the children and grandchildren that our excellent schools educate don't have to move away to progress the careers they aspire to.

Our budget plans include:

- Progressing the Bath 'City of Ideas' Enterprise Area through a combined total of over £27 million to regenerate key sites along the River Avon with employment space and places to live, including affordable homes;

- Completing a £33 million revamp of Keynsham town centre that will encourage private sector investment into the community;
- Regenerating communities, including Radstock where an upgrade of the road network will support new homes and jobs, and London Road, Bath;

These plans will take full advantage of our place as a leading location for the digital, creative, and technology sectors.

We will be proactive alongside our partners to develop worker skills, improve connections between employers and job seekers, and support the network of apprentices, interns, and undergraduate placement schemes. The area's greatest resource for economic prosperity is local people.

Making the best of opportunity

The Council values the views of local people when making decisions about the services we provide. We listen and act upon the things residents tell us are important. The coming years will test the area to address the challenges we face – but they also provide significant opportunities. The Council looks forward to working with local communities every step of the way.

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THE BUDGET PROPOSAL OF THE CABINET 2013/2014

Budget Summary

Headlines

Despite a difficult national economic position and its impact on local government finances, our proposed budget protects high priority frontline services and invests in the future of our area, promoting new homes and jobs.

We are also proposing that Council Tax is frozen in 2013/14 for the third consecutive year, recognising the on-going pressure on household incomes. The proposed band D Council Tax for Bath & North East Somerset Council next year is £1,201.85 which represents no change on the previous year (no increase).

The proposed net revenue budget for Bath & North East Somerset Council next year, 2013/14, is £123.534m, a net cash reduction of £2.474m on the previous year. This reflects the impact of significant cuts in government grant funding amounting to 9.4% for 2013/2014.

The Budget Context

The proposed Council Budget for 2013/2014 presents a detailed Medium Term Service and Resource Plan for the three-year period from 2013/2014 through to 2015/2016. This will enable the Council to take a planned and structured approach to meet the significant financial challenge facing the Council.

2013/2014 represents the third year of financial planning prepared in the context of the Government's Comprehensive Spending Review (CSR) announced in October 2010. This CSR included a deficit reduction programme with 24% cuts to local authority spending spread over the four-year period from 2011/2012 to 2014/2015. Based on the most recent Local Government Finance Settlement we now know the equivalent reductions for this Council will actually be 40% over this same period. This reflects the below average Settlement received by this Council in each year of the CSR period and the Council's position as one of the lowest funded unitary councils in the country.

The table below illustrates the scale of the government grant funding reductions for the Council compared to the overall reductions indicated within the CSR 2010.

Table 1: Reduction in Government Grant Funding

	2011/2012	2012/2013	2013/2014	2014/2015	Total
CSR Indicative Funding Reduction	-10.7%	-6.4%	-0.9%	-5.6%	-23.6%
Actual B&NES Funding Reduction	-13.5%	-8.3%	-9.4%	-8.7%	-39.9%

It is also clear from the Government's Autumn Budget Statement in December 2012, that the reductions set out in this previous CSR will not be sufficient to meet the Government targets to reduce the fiscal deficit, as the on-going impact of economic uncertainty both across Europe and indeed worldwide, means the UK economy continues to fall short of previous expectations.

A range of significant changes impacting on local Government Finance will also take effect from 1 April 2013:

- The needs based Formula Grant funding system is replaced with a combination of localised Business Rates and a top up grant to be known as Revenue Support Grant.
- The new Localised Business Rates (National Non Domestic Rates) will provide for the Council to retain up to 49% of local business rates going forwards to incentivise growth.
- Responsibility for setting Council Tax Benefit passes to local authorities from 2013/2014 in the form of the new Local Council Tax Support Scheme. The Council considered and approved the revised arrangements for this scheme in November 2012.
- With effect from the 1st April 2013 the Government is abolishing elements of the Social Fund which is currently administered by the Department for Work and Pensions and allocating funding to Local Authorities based on their estimated awards for Community Care Grants and Crisis Loans.
- Public health responsibility and related services will pass to the Council from April 2013 from the PCT supported by separate ring fenced grant funding from the Department of Health.
- The full implementation of planned changes to Government Funding for the Local Education Authority and Academies through the Education Services Grant (ESG) will go ahead in 2013/14.
- Early years funding for 2 year olds will move from the LEA into the Dedicated Schools Grant together with responsibility for careers advice and guidance.

The implications for this Council will require estimated savings of at least £30M over the next three financial years (2013/2014 to 2015/2016).

The Budget Proposal

Each Directorate of the Council has prepared a Medium Term Service and Resource Plan (MTSRP) covering the full three-year period from 2013/2014 to 2015/2016. Each of these plans has been considered by the relevant Policy and Development Scrutiny (PDS) Panel throughout November 2012.

The MTSRP's set out the specific service and resource requirements for 2013/2014 and beyond, including growth requirements and savings proposals, and allowing for the anticipated financial implications of the grant settlement. Feedback from the individual PDS panels has been considered in arriving at the proposed Budget.

The proposed Budget for 2013/2014 recognises the very difficult financial challenge now facing the whole of the public sector and the increasing need to prioritise resources. The following principles have been used to support this:

- Protecting frontline services;
- No increases in Council Tax;
- Investing in homes and jobs for local people.

There are no longer the available resources to deliver the full range of services that have been provided in the past. New legislation and demographic changes similarly demand clear prioritisation and new approaches. This increasingly means difficult choices.

The development of the Budget has moved away from setting targets and budget top slices based on historic spending to an approach more focussed on prioritisation supported where appropriate by zero based budgeting. This approach has included: -

- Ensuring only essential cost pressures are taken into consideration, challenging all proposals for inflationary increases and additional spending.
- A continued focus on achieving efficiency savings within and across service areas.
- Maximising savings achieved through the continued development of the Change Programme with projects like Customer Services and Procure to Pay.
- Seeking to increase income from new and existing sources. Developing and investing in a diversified income base to help protect the Council from reductions in Government funding.
- Minimising costs of borrowing utilising Council cash flow balances where appropriate to provide funding for capital projects.
- Exploring opportunities to support Communities to enable them to be more resilient and self-sustaining (See Annex 6).
- Making better use of Council Assets, particularly council land and property, to reduce running costs and provide capital receipts.
- Where Government is cutting its grants to local authorities, or other external sources of funding are being reduced, these savings requirements may need to be passed on to the relevant service.

The proposed Budget also recognises service specific spending pressures and Council priorities that need to be addressed including impacts of national policy changes totalling some £9.2m. The most significant of these include:

- £1.1m for increasing demands on Adult Social Care and Health services.
- £0.1m for increased demand for Children's care services.
- £3.2m for inflationary costs particularly for care placements and external service contracts.
- £1.4m for the impacts of government legislation and initiatives, including reduced planning fees, waste taxes and treatments, and concessionary fares.
- £0.2m for increased school days in 2013/2014 due to term timings.
- £1.3m for impacts of economic downturn and increased competition.
- £1.0m to offset one-off funding used to support the 2012/2013 budget.

- £0.2m for capital financing.
- £0.2 m for IT licensing costs.
- £0.3m for other improvement priorities

Taking account of the reductions in government grant funding and the pressures outlined above, requires the identification £30m of budget savings over the three-years from 2013/14 to 2015/2016 as part of the proposed Budget. As part of this overall picture the specific savings required for 2013/2014 total £11.63M and these are set out in full at Annex 5 and can be summarised as follows:-

Table 2: 2013/14 Savings Analysis

Description	£'000
Change Programme & Efficiency Savings	5,634
Increases in Income from fees, charges and other grants	3,887
Service Reductions	2,109
Total Savings	11,630

The majority of savings are being delivered from efficiencies and the Council's change programme. This has enabled prioritised service reductions to be kept to an absolute minimum. Indeed the reductions to services represent only around 18% of the total savings and around 1% of the gross Council budget excluding Schools. Details of the specific savings items and the impact on service areas are included within individual MTSRP's.

Capital Investment

The proposed Capital Programme provides for £151M of investment from 2013/2014 whilst recognising the desire to reduce planned levels of external borrowing. Key elements of the programme include:-

- Continued investment in regeneration schemes including Keynsham Town Centre, Radstock and London Road – Bath
- Delivery of the Bath Transport Package following the confirmation of funding support from the Department of Transport.
- An on-going contribution towards enablement of affordable housing across B&NES area, building on the commitment to the Bath Western Riverside Development.
- Significant investment in highways maintenance and transport infrastructure with on-going support for the provision of 20mph zones and new funding for improved cycle routes.
- Improvements to school buildings and facilities together with provision of additional capacity particularly for primary school places.
- Progressing the Bath Enterprise Area including investment to regenerate key sites for development.
- Supporting Energy Efficiency Schemes including a Schools Energy Invest to Save Fund and a Biomass Energy Efficiency Fund.

Schools Funding

Schools are funded by the Dedicated Schools Grant (DSG) which is initially allocated to the Council by the Department for Education. The DSG supports all expenditure in schools (who set their own budgets) and the activities that the Council carries out directly for schools. It does not cover the statutory responsibilities the Council has towards parents. These responsibilities are funded through the Councils main revenue funding and included as part of the proposed Budget.

The Dedicated Schools Grant (DSG) increase compared to 2012/13 is complicated by the conversion of several schools to academies, and the transfer of additional responsibilities into the DSG from other funding routes. The overall increase in the DSG is estimated for 2013/2014 at £2.5m with total funding of £116.6m (including academies). The majority of the additional funding relates to the transfer of funding for 2 year olds and the funding for post 16 special needs provision, that have transferred from the Early Intervention Grant and the Education Funding Agency respectively. Taking account of this, the overall total represents a cash freeze per pupil compared to the previous year.

Whilst the Dedicated Schools Grant (DSG) is being allocated to Local Authorities on a cash freeze basis. The Pupil Premium allocations for maintained schools are increasing from £623 to £900 per Free School Meals pupil in 2013-14. This increase will bring the total payable to B&NES schools to £2.448m in 2013-14, an increase of £760k. This represents approximately a further 1% increase in overall resources for schools.

As schools convert to academies the DFE take back the element of DSG payable to the local authority in order to make payments direct to the academies. The DFE estimate of this will be £41.2m in 2013/14 leaving £75.4m payable to the Council.

This recoupment by the DFE is based on 10 secondary, 1 special and 2 primary academies in 2013/14. It is difficult to assess whether there will be more schools converting to academies over the next year.

Further budget changes to council funding are generated by the creation of the Education Services Grant (ESG) to replace the recoupment process for resources for academies taking on the statutory responsibilities of the council. Schools converting to academies and the Local Authority will be allocated resources that were originally part of the local government settlement. The grant allocations are based on pupil numbers in the establishments with academies being funded directly and the Local Authority receiving the allocation for all maintained schools. As schools convert to academies the resources allocated to the Local Authority under the ESG would diminish on a per pupil basis.

Council Tax

The local government financial settlement included an announcement of financial support for councils who freeze their Council Tax for next year at the current level (i.e. a zero increase). This financial support (in the form of a grant) for 2013/2014 is stated as being included in baseline funding for 2014/15 and beyond. The income from the grant is equivalent to a 1% increase in council tax.

The proposed Council Budget utilises this grant and provides for a zero increase in Council Tax for 2013/2014.

Business Rates

The Council has historically been responsible for the collection of Business Rates (National Non Domestic Rates) effectively passing the funds raised directly through to national government. From 1 April 2013 as part of the new funding arrangements for local councils, up to 49% of the Business Rates will be retained locally. The aim of this new system will be to provide an incentive to local authorities to stimulate and encourage business growth in their area. However the Council will also share in the risk of non-payment, business rate appeals and business closure or failure. A national safety net is in place to provide some protection although this will only operate once business rates have reduced by 7.5%.

For the implementation of this new system the Government has set an initial baseline level of business rates to be collected. This baseline was initially stated to be set based on a 5 year average and this basis had been reflected in the Council's financial plans. A very late change by the Government to a 2 year average, effectively pushed this baseline higher for the Council adding a further £1M funding pressure to the Council's financial plans.

This system will not be reset now until at least 2020 and therefore the emphasis on business growth will be key to help support funding for frontline council services in the future. Immediate challenges do exist with the closure of the MOD sites in the Council area and the significant loss of business rates that will arise initially.

Reserves

The Council is maintaining its un-earmarked reserves at the appropriate risk assessed level. Some of these reserves (above a minimum level) will continue to be utilised on an Invest to Save basis. The assessed risk which has been reviewed as part of the Budget process, suggests reserves of £10.5M for 2013/2014 with a minimum level of £6M. These are deemed appropriate based on current financial planning assumptions.

Earmarked reserves are set aside to fund specific future commitments and have been fully reviewed as part of the budget process. The most significant of these are:-

- Revenue Budget Contingency - £491K (to meet in-year revenue budget variations)
- Medium Term Financial Challenge Reserve - £2,651K (to support the existing Change Programme)
- Restructuring Reserve - £5,598K (to meet future severance costs arising from the MTSRP)
- Affordable Housing Reserve - £3M (to fund the affordable housing contribution for Bath Western Riverside)
- A new Financial Planning Reserve of £6.4M is created following the review of reserves and the removal of the Capital to Revenue Reversion Reserve and the Capital Financing Reserve. Up to £3.8M of this is being allocated as one-off headroom in 2013/2014. The balance will be allocated as part of the Budget each year to support the specific medium term financial proposals and priorities of the Council.

The balances shown are for 2013/2014 and these reserves are anticipated to be fully committed over the medium term.

The Medium Term

The Government's Autumn Statement in December 2012 confirmed the need for public sector spending deficit reduction measures to continue beyond the period of the current CSR and at least until 2018. The Statement also confirmed an additional 2% average reduction for local government funding in 2014/15 over and above the position set out in the CSR.

The Council has, as far as possible, reflected this position in this proposed Budget covering the period until 2015/2016. We anticipate a further spending review in spring 2013 which may provide further clarity for the final year of this MTSRP period.

Structure of the Budget Proposal

Section 1 sets out the approach to the revenue and capital budget and the build-up of the recommended revenue budget for 2013/2014. Annex 1 provides the breakdown of the Budget for 2013/2014.

Section 2 sets out the position for future years 2014/2015 and 2015/2016 taking account of proposals developed in the medium term service and resource plans, in light of known pressures and assumptions about levels of funding. It also includes details of how the Council Change Programme will contribute to meeting the financial challenge.

Section 3 sets out the recommended capital programme for 2013/2014 including the indicative capital programme through to 2017/2018. Annex 3 provides more detail.

Section 4 sets out the current position on revenue balances taking into account the proposals for prudent use of reserves.

Section 5 sets out the implications of the revenue budget for Council Tax levels for 2013/2014.

Table 3: Summary Net Revenue Budget and Capital Programme 2013/14 – 2015/16

	2013/14	2014/15	2015/16
Revenue Budget Funding:	£m	£m	£m
Council Tax	71.342	71.142	71.292
Council Tax Freeze Grant	0.740	0.740	0.740
Revenue Support Grant	31.107	25.944	21.244
Retained Business Rates (after tariff)	20.262	20.845	20.845
Reserves & Collection Fund Surplus	0.083	0.000	0.000
Total Funding	123.534	118.671	114.121
Net Revenue Budget Spend	123.534	118.671	114.121
Capital Programme – for approval	59.036	19.972	2.631
Capital Programme - for provisional approval (subject to)	20.805	24.319	9.824

Note: Revenue Budget figures beyond 2013/2014 are indicative only.

Section 1 – The Revenue Budget for 2013/2014

Introduction & Process

The proposed Budget for 2013/2014 to 2015/2016 has been prepared using the Council's Medium Term Service and Resource Planning (MTSRP) process.

The purpose of the Budget is to allocate financial resources across the Council to deliver services to the community to required standards and performance targets. The detail of what is spent must therefore be seen within the context of the Council's corporate objectives.

Strategic Directors, in consultation with their Cabinet Members, have developed Medium Term Service and Resource Plans covering the years 2013/2014 to 2015/2016. These Medium Term Service and Resource Plans set out the financial pressures, savings and efficiency proposals that each service will be taking forwards to meet the overall level of resourcing available to the Council. This includes outlining the impacts of each of the proposals both in terms of service delivery and on staff.

The Medium Term Service and Resource Plans have been reviewed by the relevant Policy Development and Scrutiny Panels and feedback from these Panels has been considered as part of the process. A consolidated schedule of all the MTSRP savings is attached at Annex 5. Copies of the individual plans and feedback from the PDS Panels are available as background papers.

The Cabinet have now had the opportunity to further consider proposals from officers which develop the medium term financial planning and take account of the on-going work of Strategic Directors and the comments from PD&S panels. In that context the Cabinet has developed the Budget proposal to reflect this position. The Cabinet has also considered feedback from consultation with the, community, Trade Unions, and a range of other partners / stakeholders, particularly from the Council's three Annual Budget Fairs held in early November 2012.

Approach to the Budget

Corporate Assumptions

The Budget has been built up using a range of corporate financial planning assumptions for areas of income and expenditure which are subject to variation.

Assumptions relating to specific areas of cost increases or demand for individual services are separately identified within the Medium Term Service and Resource Plan for each service.

Appendix 3 sets out in more detail the corporate financial assumptions which underpin the Budget and the key financial planning assumptions are summarised below:

- A pay increases of no more than 1% in each year of the MTSRP 2013/14 to 2015/16.
- Continued low rates of interest from treasury management cash investments of 0.75% per annum. The Bank of England base rate is not expected to rise from the current level of 0.5% during the MTSRP period.
- A small 0.5% increase in the level of the employers' contribution to the Local Government Pension Fund following the next Actuarial Review in 2013, reflecting the impacts of wider changes to the Scheme.
- Balanced budgets are achieved for 2012/2013 with no related on-going funding pressures.
- No general inflationary provision – specific inflation has been provided and identified as growth within service areas based on specific service circumstances and contractual commitments. These are set out in detail in the MTSRP's and provide for 2% inflation except Adult Social Care where the target is 1.75%.
- That capital funding is provided from Capital Receipts and internal cash flow. New borrowing will be kept to a minimum subject to market conditions.

Fees and Charges

The Council is reliant on a range of income streams from fees and charges, many of which are either set by statute or are subject to defined calculations under statutory guidance. Where the Council has discretion, the decisions are delegated to Officers, in consultation with the relevant Cabinet member, and increases in fees and charges are generally in line with the increase in the costs of the relevant service.

The Budget proposal and related Medium Term Service and Resource Plans assume any proposed changes in fees and charges will be in accordance with this policy with the following key exceptions:-

- **Car Parking Charges** – the MTSRP includes some specific proposals for car parking charges although beyond these actions, no general increase is proposed in the rates for car parking during 2013/2014.
- **Park and Ride Charges** – charges are now set by the operator within agreed contractual limits.
- **Planning Fees** – assumption that fees will increase to the maximum level set out in the relevant Government Fee Schedule.

Government Grant

The Government originally set out its plans for tackling the significant budget deficit, in the Comprehensive Spending Review on 20th October 2010. This deficit reduction programme indicated 24% cuts to local authority spending over the Spending Review period from 2011/2012 to 2014/2015 with a significant element front loaded to the first two years.

The subsequent Local Government Finance Settlement announced in December 2012 showed the Council's funding baseline for 2013/2014 reducing by a further 9.7% and then by a further 8.7% in 2014/2015. This equates to a 40% reduction in funding for the Council, well in excess of the average set out in the CSR.

The funding baseline itself has been reassessed to take account of the start-up funding baseline for the new Localised Business Rate element. This Business Rate baseline position is fixed and only updated in line with inflation for at least seven years.

The Government's Autumn Statement in December 2012 reflected the on-going market concerns surrounding the national debt position of the UK and a number of Eurozone countries. In particular the statement confirmed the need for public sector spending deficit reduction measures to continue beyond at least until 2018. The Statement also confirmed a ceiling on public sector pay of 1% per annum for the next two years.

This settlement confirms that B&NES Council will remain one of the lowest funded unitary authorities with the position set out for 2013/2014 now forming the baseline funding until at least 2020 when the system is next due to be reset. The Council has the 6th lowest spending power per dwelling when comparing all Unitary Authorities.

The grant funding baseline has been updated to remove the funding for LEA services which will now be paid directly to the LEA and Academies as the Education Services Grant (ESG) on a per pupil basis. We had anticipated this adjustment although the rate of schools transferring to Academies (particularly secondary schools) does present a funding challenge for the Council.

The funding baseline also reflects the change in responsibility for setting Council Tax Benefit which passes to local authorities from 2013/2014 in the form of the new Local Council Tax Support Scheme. The Government grant supporting this is being reduced by approximately 10% for 2013/2014 and this is reflected in the provisions within the new scheme which, was considered and approved by the Council in November 2012.

The New Homes Bonus Scheme which provides funding for new homes brought into use and included in the Council Tax Base, was provisionally confirmed at a total of £1.977m for 2013/2014. This is the third year for funding for New Homes Bonus and includes an additional £0.759m for 2013/2014. The New Homes Bonus scheme runs for 6 years from the year of initial allocation. This funding is un-ring-fenced and available for allocation as part of the overall revenue budget.

The Settlement included provision of financial support from the government for councils who freeze their Council Tax for next year – 2013/2014. The grant is equivalent to a 1% Council Tax increase and is confirmed as being included in the baseline funding calculations.

The Settlement announcement confirmed the requirements for Council tax referendums where any Council (excludes parishes again in 2013/2014) increasing council tax by more than 2% (or £5 for qualifying police and fire authorities). This is clearly irrelevant for councils accepting the council tax freeze grant.

Retained Local Business Rates

From 2013/2014 the new arrangements for funding of local government will provide for up to a maximum of 49% to be retained locally.

The actual amount to be retained is dependent upon a number of factors including a start-up baseline assessment, a top-up or tariff payment subject to the level of the baseline and a levy on future growth to support a national safety net.

The setting of the baseline is key and for the Council a late change in the bases if calculation from a 5 year to a 2 year average, effectively increased the Council's annual tariff payment to the Government by over £1M.

Going forwards the Council will retain 49% of the Business Rates less a tariff payment of £9.468m to the government based on the initial baseline. 49% of all future growth in business rates will be retained by the Council less a levy payment of 31p in the £ to provide for a national safety net.

Under this system the Council benefits from new growth but also bears 49% of the cost of reductions in business rates from for example, appeals, business closures or relocations, charitable reliefs etc. A national safety net will be provided where business rates reduce by over 7.5%, equivalent to approximately £2M for the Council.

The initial years of this new system will be very challenging as some large business closures will impact on the Business Rates collected, particularly MOD sites and Somerdale.

As part of the proposed Budget, reasonable assumptions have been made for likely future Business Rates although given these new arrangements have not been tested and current economic conditions continue to be challenging, there remain a significant risk associated with future receipts.

The Council has been seeking further changes to some elements of the new system, including the baseline calculation and the treatment of historic appeals, which may provide some flexibility in the overall Business Rates Collection Fund going forwards.

Social Fund

With effect from the 1st April 2013 the Government is abolishing elements of the Social Fund which is currently administered by the Department For Work and Pensions and allocating funding to Local Authorities based on their estimated awards for Community Care Grants and Crisis Loans.

Bath & North East Somerset Council has been awarded £249,260 for next financial year as its share of the Social Fund. There are no rules or restrictions on how this money should be used but it is allocated for the purpose of local Welfare Provision.

In addition to the Programme funding there is also an amount of £52,670 to support any administrative costs of a new scheme

The Council has already indicated that a scheme should target those most impacted by the introduction of the Local Council Tax Support Scheme. The Cabinet will shortly review a report on how to best target and administer these funds to assist the most vulnerable members of our community impacted by the Welfare Reforms.

Schools Funding

Schools are funded by the Dedicated Schools Grant (DSG) which is initially allocated to the Council by the Department for Education. The DSG supports all expenditure in schools (who set their own budgets) and the activities that the Council carries out directly for schools. It does not cover the statutory responsibilities the Council has towards parents. These responsibilities are funded through the Councils main revenue funding and included as part of the proposed Budget.

The Dedicated Schools Grant (DSG) increase compared to 2011/12 is complicated by the conversion of several schools to academies, and the transfer of additional responsibilities into the DSG from other funding routes. The overall increase in the DSG is estimated for 2013/2014 at £2.5m with total funding of £116.6m. The majority of the additional funding relates to the transfer of funding for 2 year olds and the funding for post 16 special needs provision, that have transferred from the Early Intervention Grant and the Education Funding Agency respectively. Taking account of this, the overall total represents a cash freeze per pupil compared to the previous year.

Whilst the Dedicated Schools Grant (DSG) is being allocated to Local Authorities on a cash freeze basis. The Pupil Premium allocations for maintained schools are increasing from £623 to £900 per Free School Meals pupil in 2013-14. This increase will bring the total payable to B&NES schools to £2.448m in 2013-14, an increase of £760k. This represents approximately a further 1% increase in overall resources for schools.

As schools convert to academies the DFE take back the element of DSG payable to the local authority in order to make payments direct to the academies. The DFE estimate of this will be £41.2m in 2013/14 leaving £75.4m payable to the Council.

This recoupment by the DFE is based on 10 secondary, 1 special and 2 primary academies in 2013/14. It is difficult to assess whether there will be more schools converting to academies over the next year.

Further budget changes to council funding are generated by the creation of the Education Services Grant (ESG) to replace the recoupment process for resources for academies taking on the statutory responsibilities of the council. Schools converting to academies and the Local Authority will be allocated resources that were originally part of the local government settlement. The grant allocations are based on pupil numbers in the establishments with academies being funded directly and the Local Authority receiving the allocation for all maintained schools. As schools convert to academies the resources allocated to the Local Authority under the ESG would diminish on a per pupil basis.

Resource Allocation including Use of Recurring and One-Off Funding Headroom

The development of the proposed Budget has moved away from setting targets and budget top slices based on historic spending to an approach more focussed on prioritisation supported where appropriate by zero based budgeting. This approach has included: -

- Ensuring only essential cost pressures are taken into consideration, challenging all proposals for inflationary increases and additional spending.
- A continued focus on achieving efficiency savings within and across service areas.
- Maximising savings achieved through the continued development of the Change Programme with projects like Customer Services and Procure to Pay.
- Seeking to increase income from new and existing sources. Developing and investing in a diversified income base to help protect the Council from reductions in Government funding.
- Minimising costs of borrowing utilising Council cash flow balances where appropriate to provide funding for capital projects.
- Exploring opportunities to support Communities to enable them to be more resilient and self-sustaining.
- Making better use of Council Assets, particularly council land and property, to reduce running costs and provide capital receipts.

The scale of the savings required over the next three years of the MTSRP period, is such that the Council will need to prioritise services and whilst every effort will be made to protect essential frontline services for local people, this will inevitably lead to reductions in some service areas which are considered a lower priority.

The proposals put forward in the MTSRP's provide clear actions to address the majority of the estimated £30M funding shortfall faced by the Council over this period, including a balanced Budget for 2013/2014. Future years will still be subject to government funding announcements and it is highly likely that further savings will be required.

Table 4 in this report shows how the budget rolled forward from 2012/2013 has then been built up with total growth and savings identified by services as set out in MTSRP's.

Budget Headroom

Each year the Council considers how any available headroom within the budget should be allocated. This headroom, which may be recurring or one-off in nature, is created from a number of sources and can only be finalised once all assumptions and calculations are completed for the proposed Budget. These sources include:-

- Changes in financial planning assumptions
- Variations in grant settlement
- Full year effect of prior year savings
- Adjustments to corporate finance items
- One-off funding provisions and variations, for example the council tax collection rate.

The Budget includes the following allocations of available headroom to meet specific commitments and priorities:

On-going Headroom Allocations - Nil

No on-going headroom is available for allocation at this stage over the MTSRP period. This is a reflection of the scale of the financial challenge and the need to utilise all available funding sources to minimise reduction in services.

One-off Headroom Allocations - £3,815K

These allocations are to be made from the Financial Planning Reserve.

- £3,000K to be allocated to establish an Earmarked Reserve to meet the costs arising from the likely timescale to implement recurring budget savings in 2013/2014
- £180K to meet additional costs of Children in Care Placement costs should they exceed baseline budget assumption.
- £150K to meet potential set up costs of a Tourism Levy.
- £150K to meet costs associated with a Trading Company acquisition.
- £100K to fund reduced savings in childrens preventative services.
- £50K to provide revenue maintenance grants to property owners in support of the London Road Regeneration Project.
- £60K for a contribution to the voluntary sector in order to provide business start-up loans to the self-employed.
- £50K to establish a hardship fund for landlords as a result of the changes to the Council Tax Discount Scheme for empty properties (as agreed by Council 8th November 2012)
- £40K to provide a webcasting trial of Council Meetings for one year.
- £35K contribution to fund the community engagement work and advice line in respect of the Retrofit and Green Deal delivery partnership.

In addition to these specific proposals, under the Council's Invest to Save Scheme, the Section 151 Officer in consultation with the Cabinet Member for Resources, may authorise funding for robust and credible invest to save proposals from reserves (i.e. in the short term creating a 'negative ear-marked reserve' which is then repaid over time, usually 3 years, from the related savings.

Robust and credible 'invest to avoid' proposals (where investment can avoid future costs), can also be considered, but in addition there needs to be specific provision within business cases to replenish the reserves over a 3 year period.

Summary of the Revenue Budget Proposal

The proposed revenue budget for 2013/2014 represents:

- A net £2.5m or 2.0% decrease in the non-schools budget (after allowing for the technical adjustments required as a result of changes in the local government finance funding reforms).
- The Dedicated Schools Grant (DSG) increase compared to 2012/13 is complicated by the conversion of several schools to academies, and the transfer of additional responsibilities into the DSG from other funding routes. The overall increase in the DSG is estimated for 2013/2014 at £2.5m with total funding of £116.6m (including academies). The majority of the additional funding relates to the transfer of funding for 2 year olds and the funding for post 16 special needs provision, that have transferred from the Early Intervention Grant and the Education Funding Agency respectively. Taking account of this, the overall total represents a cash freeze per pupil compared to the previous year.
- Compared to 2012/2013. However as schools convert to academies the Department for Education (DFE) recoup the DSG payable to the Local Authority in order to make payments direct to the academies. The DFE estimate the recoupment will be £41.1m in 2013/2014 leaving £75.5m payable to the Local Authority.
- A freeze in the Council's level of Council Tax, which excludes Police, Fire and Parish precepts.

We are recommending a net revenue budget for 2013/2014 of £123.534m. Table 4 below, and Annex 1 to this Appendix, show the build-up of the recommended 2013/2014 revenue budget, compared to the rolled forward base budget from the current year.

Table 4: High Level Build-up of the 2013/14 Budget (detail in Annex 1)

Description	£'000
Total Base Budget rolled forward – 2013/14 (after removal of one-off items in 2012/13 Budget)	120,865
Technical Adjustments relating to Local Government Finance Funding Reforms	5,144
Contractual and Unavoidable Inflation	3,206
New Legislation / Government Initiatives	1,346
Increased Service Volumes	1,839
Impacts of Economic Downturn & Increased Competition	1,341
Other / Technical	1,423
Total including Growth	135,164
Change Programme & Efficiency Savings	5,634
Increases in Income from fees, charges and other grants	3,887
Service Reduction	2,109
Total Savings	11,630
Recommended Net Revenue Budget 2013/14	123,534

In recommending the overall revenue budget to the Council, this also includes the individual service cash limits for 2013/14. These are shown in **Annex 1** to this Appendix.

Section 2 - Future Years

The Medium Term Service and Resource Plans were constructed to cover the 3 years 2013/14 – 2015/16 in line with the specific budget priorities and the council policy context (Annex 7).

The MTSRP's provide clear actions to address the majority of the estimated £30M funding shortfall faced by the Council over this period, including a balanced Budget for 2013/2014

The corporate financial assumptions and initial resource allocation as set out in Appendix 3 covered each of the next three financial years. Appendix 3 also explains that we cannot be certain at this stage about local government funding beyond 2014/2015 although we expect the financial challenge facing the public sector to continue until at least 2018 in line with the Government's Autumn Budget Statement in December 2012.

Table 5 below summarises the resource allocation from this Budget proposal together with the position for each of the following two years covered by the MTSRP's.

Whilst the MTSRP's provide for financial balance in 2013/2014, further work will be required in relation to 2014/15 and 2015/16. It is also the case, at this stage, that there is insufficient information available to fully identify future funding pressures including new government requirements, future demand changes and emerging issues. It is therefore expected that the requirements for savings in future years may increase.

Given the scale of savings already achieved and those outlined in the MTSRP's, it is likely that future savings will require prioritised changes to Council services. A rigorous process will therefore continue to be applied to the development of the Council budget and medium term financial planning process going forwards to enable resources to be prioritised between service areas.

The West of England City Deal

The City Region Deal is an agreement between Government, the West of England authorities and the West of England Local Enterprise Partnership giving increased local financial flexibility and freedoms in exchange for a focussed programme of investment to enable the region to achieve its full economic growth potential

Extensive preparatory work is taking place to enable options to be put before councils. At this stage each of the 4 West of England Unitary Councils and Government have agreed in principle only.

Key decisions are not required until June and July 2013. At this stage the background information set out in Annex 8 is just for noting as it provides important context for the medium term plans especially intended investment in regeneration.

Table 5: Resource Allocation 2013/14 to 2015/16

SERVICE AREA	2013/2014				2014/15	2015/16
	GROWTH (£M)	SAVINGS (£M)	TECHNICAL ADJS (£M)	CASH LIMIT (£M)		
Adult Social Care & Housing	3.148	1.836	3.537	58.377	59.388	60.083
Children's Services	0.663	0.895	3.506	24.455	23.688	22.025
Place	3.654	2.978	0.126	28.038	27.320	27.248
Regeneration, Skills & Major Projects	0.024	0.212	0.000	1.305	1.324	1.338
Resources & Support Services	1.167	3.080	0.000	3.279	0.026	(1.500)
Corporate & Agency	0.500	2.629	(2.025)	8.082	7.982	7.882
Totals	9.156	11.630	5.144	123.534	119.726	117.074
(Savings to be identified) / Headroom					(1.055)	(2.953)
Medium Term Financial Planning Total					118.671	114.121

Note: Some of the figures in this table are affected by rounding

The Cash limits for 2014/15 and 2015/16 are at this stage indicative and will be reviewed as part of the Medium Term Service & Resource Planning process for 2014/15 onwards.

The Medium Term Service and Resource Plans reflect the impacts and delivery of the Council's change programme. Further details of the change programme are set out below.

Council Change Programme

The Council's Change Programme was re-launched in 2010 and will have delivered substantial results over the period to 31 March 13. It takes account of the Government's austerity measures, the Academies Act, new requirements on the NHS, which affect our Health and Wellbeing Partnership and the various measures to promote Economic Growth.

The programme includes:

- Community Engagement - where there is a clear understanding of the needs of local communities and how these may best be met either by the Council, one of its partners or increasingly from within the community itself. This also looks at how best to join up the engagement between communities and the public sector, not just the Council.
- Reshape Customer Services - to be the public face of the Council, where 80% of questions are dealt with at the first point of contact, multi-agency one stop shops for face to face contact, plus improved web and self-service. This will also take account of changes to the welfare and benefits system to Universal Credit and include a pilot on customer contact with the DWP with a significant emphasis on face to face contact.
- Bring together Support Services - to deliver more effective and efficient services plus implement a new IT strategy with fewer systems, better support for flexible working, elected members and customer access.
- Meet the Government's requirements for Children's Services, Academies, Health and Social Care.
- Make further annual efficiency savings of at least £8m on top of other savings from the re-prioritisation of services.
- Make good use of Council assets – rationalisation of office space, excellent sustainability standards in offices, encouragement of regeneration and transferring assets to community groups where appropriate.

There has been substantial progress over the last 2 years with more to come over the next 2 years. The recent activity and achievement includes:

- Creation of a new social enterprise (Sirona) to run community health and social care – Council and PCT staff transferred in from October 2011 and the new organisation is operating successfully plus has a strong savings and improvement programme
- Customer Services improvements in many services such as highways, housing benefits, council tax, aspects of refuse collection, Bath one stop shop (an interim measure) and registrars. The Councils Website has also been updated and improved.

- Support services savings from simplification and standardisation of processes whilst also absorbing the effect of the creation of Sirona (which has mainly its own support services and some on-going support from the Council notably for property and IT – the property assets and networks having been retained by the Council)
- Changes in health and social care are being supported with the creation of a Health and Wellbeing board, which will deliver a Joint Health and Wellbeing Strategy for the area, plus arrangements to transfer public health to the Council.
- Academies have been supported to help their successful creation and a review of the LEA role is underway.
- Savings worth over £5M annually have already been directly achieved within the programme and the other efficiencies (to at least £8M in total) will be enabled by the programme.
- Council offices at Trimbridge House and Plymouth House in Bath have been closed (with the buildings returned to their owner) saving over £1M, flexible working has been rolled out.
- The Keynsham Regeneration project has been launched for completion in 2014 and work with the appointed delivery partner is now progressing.
- Records that took up valuable office space are now controlled through an efficient offsite archive and retrieval system.
- Lewis House in Bath has been modernised, as has the Hollies in Midsomer Norton. A new multi-agency one stop shop in Bath opened in May 2012.

Section 3 – The Capital Budget for 2013/14

Introduction

The Cabinet's proposals for the Council's capital programme are formulated in the context of:

- An ambitious yet prudent capital programme over a five year period.
- A desire to reduce the planned levels of external borrowing recognising the overall need to deliver value for money from the Council's external funding and treasury management decisions.
- The inclusion of significant government capital grant funding streams in relation to transport and schools which support the Council's strategic priorities and objectives.
- The prospective development and regeneration of various city centre and Employment Area sites across the Council area.
- The future financial challenge and the potential impact on future capital grant awards
- The increasing pressures on the revenue budget

This Capital Budget proposal:

- Limits new commitments to items which are in line with Council priorities and objectives and which are funded either from external sources, from anticipated future capital receipts, or where the potential costs of borrowing can clearly be met from within the proposed Budget.
- Recognises that careful consideration has been made by Officers and Members regarding future commitments and the direction of this programme.

Given that pressures on the revenue budget will increase over time, the Council maintains a prudent approach to revenue resource planning through the MTSRP's which take into account the associated revenue costs of the capital programme.

The MTSRP's recognise the intention to minimise new borrowing in the current market climate and fund the capital programme from a mixture of future capital receipts and internal cash flow. However the decision on the timing of new borrowing will be driven by market factors, particularly movements in interest rates to provide overall value for money to the Council.

The projected capital receipts for the period 2013/14 to 2017/18 are shaped by the Property Review and current proposals for development of Council owned sites.

All existing and future projected capital receipts will be utilised to support the general financing of the Council's Approved Capital Programme. The strategy of ear-marking capital receipts for specific areas of capital expenditure will be discontinued recognising the overall strategy to minimise and reduce the level of external borrowing going forwards.

The presentation of the Capital Programme retains the clear separation of schemes for **Full Approval** and those which are for **Provisional Approval**.

Items gaining **Full Approval** are clear to proceed to full scheme implementation and delivery, subject to appropriate project management and governance.

Items for **Provisional Approval** will require further Officer and Member scrutiny, including a formal Cabinet decision for Full Approval. The budget numbers for schemes shown for Provisional Approval are therefore included on an indicative basis, and as an aid to planning.

B) Recommended Programme for 2013/14

On this basis the Cabinet is recommending the Capital Programme as attached in **Annex 3** and summarised in the table below.

The proposed programme assumes total capital payments and funding in 2013/14, comprising both the programme for Full Approval of £59.036m and a programme for Provisional Approval (subject to) of £20.805m, as shown in Table 6 below. Table 6 also shows the indicative capital programme and funding at summary level for 2014/15 to 2017/18. **Annex 3** shows the total capital programme for 2013/14 to 2017/18 in more detail.

Table 6: Summary Capital Programme and Financing 2013/14 - 2017/18

For Approval

Capital Scheme	Budget 2013/14 £'000	Budget 2014/15 £'000	Budget 2015/16 £'000	Budget 2016/17 £'000	Budget 2017/18 £'000	Total £'000
Place	14,830	6,754	1,449	0	0	23,033
Regeneration, Skills & Major Projects	6,456	3,264	1,154	450	0	11,324
Children's Services	5,714	1,175	20	0	0	6,909
Adult Social Care & Housing	1,565	0	0	0	0	1,565
Resources & Support Services	28,971	8,779	8	159	134	38,051
Sub Total	57,536	19,972	2,631	609	134	80,882
Contingency	1,500	0	0	0	0	1,500
Total	59,036	19,972	2,631	609	134	82,382

For Provisional Approval (Subject to)

Capital Scheme	Budget 2013/14 £'000	Budget 2014/15 £'000	Budget 2015/16 £'000	Budget 2016/17 £'000	Budget 2017/18 £'000	Total £'000
Place	8,655	7,342	6,217	6,487	1,518	30,219
Regeneration, Skills & Major Projects	5,389	7,750	0	0	0	13,139
Children's Services	4,636	395	0	0	0	5,031
Adult Social Care & Housing	1,325	2,325	1,000	1,000	1,000	6,650
Resources & Support Services	800	6,507	2,607	2,307	1,757	13,978
Total	20,805	24,319	9,824	9,794	4,275	69,017

Grand Total	79,841	44,291	12,455	10,403	4,409	151,399
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Funded By

Financing	Budget 2013/14 £'000	Budget 2014/15 £'000	Budget 2015/16 £'000	Budget 2016/17 £'000	Budget 2017/18 £'000	Total £'000
Grant	21,965	16,689	5,879	5,445	422	50,400
Capital Receipts/RTB	9,732	23,020	6,253	16,050	0	55,055
Revenue	823	2,401	1,297	563	478	5,562
Borrowing	44,943	766	-1,309	-12,070	2,420	34,750
3 rd Party (inc S106)	2,378	1,415	335	415	1,089	5,632
Total	79,841	44,291	12,455	10,403	4,409	151,399

Funding

The revenue budget for 2013/14 and the Medium Term Service and Resource Plans for 2014/15 and 2015/16 provide for the revenue consequences of the Council borrowing in support of capital expenditure where appropriate.

A desire to reduce the planned levels of external borrowing has been recognised within the funding arrangements for the Capital Programme. It is anticipated that all current and future capital receipts will be utilised, together with the Council's internal cash balances to fund the Capital Programme. However the decision on the timing of new borrowing will be driven by market factors, particularly movements in interest rates to provide overall value for money to the Council.

The Capital Programme assumes the following achievement of capital receipts:

- 2012/13 = £19.9M
- 2013/14 = £ 2.6M
- 2014/15 = £22.8M
- 2015/16 = £ 6.2M
- 2016/17 = £16.0M
- 2017/18 = £ Nil

This prudent assumption recognises the difficulty in accurately projecting the actual level of capital receipts over longer-term periods.

The £3m set aside in an earmarked revenue reserve for affordable housing and capital development in 2010/11 remains fully committed to support the provision of affordable homes in the Bath Western Riverside development.

Significant Elements of the Capital Programme

Bath Transportation Package

Fully Approved - the scheme will expand all three of the council's existing P&R sites, improve variable message signs (including car park count systems being installed into the main city centre and car park and ride sites), environmental improvements in the city centre and improve the 9 major bus routes into the city with new bus stops, bus priority and real time information.

The scheme received Full Approval from Department of Transport on 11th July 2012 and delivery commenced in August 2012. The work at Odd Down Park and Ride completed prior to Christmas and Lansdown Park and Ride will open by end of March 2013. Ducting work for VMS has been installed and Bus stop improvements, signal upgrades and car park counts have commenced.

Total budgeted costs are £31.87M (including £1.530m for High Street improvements), funded by a maximum grant of £10.958m from DfT with the remainder funded by the Council and other local contributions.

Highways Structural Maintenance

The Highways Structural Maintenance budget is included for **Full Approval** at £4.330m funded wholly from direct government grants including the recently announced additional Highway Maintenance Funding of £663K to recognise deterioration due to adverse weather.

This will be used to address a programme of priority works across all highway asset groups namely carriageways, footways, structures (bridges, retaining walls, embankments & culverts), drainage and electrical infrastructure as identified through on-going inspection, monitoring and evaluation.

Local Transport Improvement Schemes

The Local Transport Improvement Schemes budget is included at £1.264m funded from government grant, section 106 contributions and other 3rd party contributions. It is included for **Provisional Approval** and is the subject of a separate report on the Agenda for the Council meeting on February 19th 2013, providing further details of the individual schemes for full approval.

The 2013/14 schemes will initially be subject to agreement with the Cabinet Member for Transport and will focus on supporting the Joint Local Transport Plan approved with our WoE partner authorities.

The focus is around 5 key transport goals of Reducing Carbon Emissions, supporting Economic Growth, Promoting Accessibility, contributing to better safety, security and health and finally improve quality of life & a healthy natural environment.

Victoria Bridge

Fully Approved - capital funding of £2,587K is provided to design and install a permanent solution for Victoria Bridge. The approved solution is a refurbishment of the bridge involving its complete removal and reconstruction, with existing, retained members being refurbished, and new steel members added where required.

Ramps were installed in May 2012 and the route across the Bridge opened to the public in the same month, on a temporary basis. The route will be closed again when works on the permanent solution commence in 2013.

External engineers have been appointed to carry out the design, the work for which is on-going and is expected to be complete in Q2 2013. The work required to refurbish the Bridge is programmed to commence in Q3 2013 with completion currently envisaged in early 2014.

Haycombe Cemetery Florist / Cafe

There is an aspiration to broaden the range of facilities available to our customers at Haycombe Cemetery, some of whom travel long distances to pay their respects to loved ones. An ambition is to provide a cafe for customers and also a florist concession so that customers can purchase floral tributes on site. It is anticipated that we would provide this over the next 3 years.

Included for **Provisional Approval**, there is a need to develop a business plan and a cost plan for this project and review them in light of other priorities for the business which include the provision of a new canopy for the Crematorium entrance and courtyard. Other key dependencies include public consultation, identification of suitable site locations for the concessions, consideration of who

should operate the concessions i.e. the Council or private operator and securing necessary planning permissions.

An indicative budget of £100k is included for provisional approval in 2013/14 subject to development of a detailed business case.

Cycle Routes

For **Provisional Approval** - £500K to provide road cycle lanes, contra flows in one way streets and some off road cycle paths. The aim is to make cycling safer for adults and children so that more will take up cycling. This programme will complement the Local Sustainable Transport programme to increase commuter cycling, the new off road track at Odd Down, the Two Tunnels project opening in April 2013 and the Batheaston Bridge.

River Corridor Fund

For **Provisional Approval** - £100K. This programme will consider schemes to improve river and river bank safety, improving walkways and facilities for those using boats. The Council will consider advice from the River Corridor group before deciding on the schemes to be funded.

Sydney Gardens

This scheme for the restoration of Sydney Gardens, involves an application to the Heritage Lottery Fund under their Parks for People Programme. The scheme is split into 3 phases:

Round 1 Feasibility

Round 2 Development

Round 3 Implementation

A project budget of £500k is included for **Provisional Approval** subject to the development of a detailed project plan and funding confirmation from the Heritage Lottery Fund

Odd Down Playing Field

Included for **Full Approval**, Odd Down Playing Field is funded by a £1.232m, S106 contribution from the Sainsbury's Supermarket development.

The playing fields are also to benefit from a significant regeneration project which will deliver a 1.5km cycling track (£600k funded by British Cycling) and the implementation of a scheme to deliver an artificial (3G) playing pitch and a new clubhouse and changing room facility.

The 2013/14 Capital Programme also includes a provisional Council funded budget of £200k, which it is proposed to be used for the provision of enhanced changing facilities on the site.

The project will be delivered in 3 phases; 1.5km cycling track by April 2013, the artificial pitch by January 2014 and the new clubhouse and facilities by September 2014.

Roman Baths Development – Phase 2

For **Provisional Approval**, the second phase of the Roman Baths Development will include further on-going investment to maintain, refresh and update the 'visitor offer'; this includes new step-free access throughout the museum and improvements to the East Bath.

Works will be spread over a number of years to reflect phasing and timing to fit around seasonal demand for the attractions. The project will also work closely with the Council's financial planning team to avoid potential impacts on the Council VAT position.

Bath Western Riverside

Fully Approved, the BWR development continues to progress. The current position is as follows:-

- The first 30 private residential units are now occupied or sold.
- 100 affordable homes are now occupied.
- Phase 2 occupation is due during 2013.
- The 2nd Phase of infrastructure procurement was commenced in November 2012.

Radstock Regeneration

Fully Approved - the scheme has undergone a re-designed to take on board feedback from the community. A new planning application is now being prepared. The revised project budget is now £1,575K of which £800K is confirmed funding via an HCA grant..

Public Realm

For Provisional Approval – £339K is included in the 13/14 capital programme for the improvement of streets and spaces within Bath.

Bath Quays South

£650K is included for **Provisional Approval** for the design development up to planning submission for a new commercial premises on Bath Quays South to form part of the Corporate Estate. The design development work will only proceed once an agreement to lease the facility has been reached with a tenant. The formal approval for the full capital expenditure will be subject to a full business case.

Growth Enabling Infrastructure - Bath Quays Footbridge, Bath Flood Risk Management, BWR Relocation of Gas Holders, BWR Replacement of Destructor Bridge.

For Provisional Approval –

Flood Risk Management

Strategic Flood Mitigation Phase 1: to enable the development of key river corridor sites in the Bath City Riverside Enterprise Area

BWR Relocation of Gas Holders

Decommissioning and decontamination of the Windsor Gas Station: to enable removal of the HSE restriction on development at Bath Western Riverside and other sites in the Windsor Bridge area

BWR Replacement of Destructor Bridge

The construction of a new road and pedestrian bridge to replace the Destructor Bridge at BWR: to provide access to the BWR western site

Bath Quays Footbridge

The construction of a new pedestrian bridge over the River Avon linking Bath Quays South and Bath Quays North: to enable the former site to be brought forward for development

Schools Capital Investment

Schools and Early Years capital grant funding for 2013/14 has not been confirmed by the Education Funding Agency (EFA). Indications are that allocations will remain at a similar level to 2012/13: £1.564m for Basic Need to support provision of additional pupil places where there is population growth: £2.403m for Capital Maintenance and an estimated £0.402m of Devolved Capital to schools.

Although indications from the DfE are that allocations will remain at a similar level it is possible that there will be a reduction in Capital Maintenance given that only one non church secondary school, Chew Valley, remains in the 'control' of the local authority. All others have opted to become academies thus removing the responsibility for maintenance at these schools from the Council.

Basic Need priorities will include provision of additional capacity at St Saviour's Junior, Oldfield Park Junior and Paulton Junior schools to reflect earlier expansions at St Saviour's Infants, Oldfield Park Infants and Paulton Infants which have previously been approved and are already in the approved capital programme. Feasibility studies will be undertaken to identify options and costs for providing additional accommodation at these junior schools.

Priority for Capital Maintenance funding will be to address the most pressing condition items in schools e.g. windows, roofs, boilers etc. through the Schools Planned Maintenance Programme (SCPM). However due a cautious approach to allocations in 2011/12 and 2012/13 it has been possible to fund the 2013/14 SCPM from within existing funding and £1m for this is already included in the capital programme for **Full Approval**. A detailed list of proposed priorities for this funding is attached at Annex 3(i).

Until the costs of the proposed basic need schemes above are identified it is not possible to identify whether DfE Basic Need funding for 2013/14 will be sufficient or whether it will be necessary to also contribute capital maintenance funding to these projects ensuring that the Council fulfils its statutory duty to provide sufficient school places.

Subject to confirmation of funding Officers will provide details of proposed projects and costs for initial consideration by the Cabinet Member for Early Years, Children and Youth.

In addition to planned future projects there are also several larger scale projects previously approved as part of the capital programme in various stages of development in primary and secondary schools, these include;

- Ralph Allen Applied Learning Centre and artificial turf pitch - focussing on science with a learning environment to provide students with access to high technology equipment and practices mirroring those available in professional laboratories and industrial settings - Construction underway with completion Aug 2013 - £2.4m
- St Gregory's /St Mark's Post 16 Block - new joint 6th form block on site adjacent to St Gregory's which will admit pupils from both St Gregory's and St Mark's. Construction underway with completion September 2013 - £2.375m
- Weston All Saints Primary –Basic Need - to provide additional classrooms in two phases enlarging the school to 630 places overall. Phase 1 to be completed for 2014 of providing one classroom as an extension to the recently completed junior block with the remaining 6 classrooms to be delivered as a separate block by September 2015. Design phase underway - £1.8m.
- Castle Primary – Basic Need - phase one to provide additional pupil places on a phased basis to provide a capacity of 420 from the current 210 places. This project will provide an additional 90 places by refurbishment of IT suite for September 2013 followed by construction of two classrooms for September 2014 - £800k
- Paulton Infants – Basic Need -to provide 90 pupil places to meet rising birth rate and housing development to be funded via BN(£590k) and S106(£260k). Project phasing will see the refurbishment of kitchen space for September 2013 and construction of two classrooms for September 2014 - £850k

Schools Energy – Invest to Save Fund

For **Provisional Approval** - this project will provide financing for energy efficiency projects identified by schools. The funding is provided partly £290K by the schools forum from Dedicated Schools Grant funding. The remainder is funded by service supported borrowing. The sustainability team are working with schools to provide them with information to guide them into developing projects to be funded partly by the resource from the DSG and partly by service supported borrowing. The split between the two sources of funding will depend on the details of the projects.

The projects will be mainly changes to fabric of the school buildings in order to save energy costs and cannot start until the surveys in schools are completed as the sustainability team will need a full set of information in order to target the allocations.

The timing of the projects will be influenced by the desire of schools to complete work during holiday periods and by any linkages with other capital projects being completed by property services.

Disabled Facilities Grant

For **Full Approval** of £1M in 2013/2014 - this is the annual mandatory grant service administered by Housing Services for eligible applicants that satisfy the criteria of firstly, a necessary and appropriate home adaptation to enable them access to and use of the their home, secondly, the required adaption being reasonable and practical, and thirdly, meet the requirements of a test of resources. The assessment of need is carried out by the Council's OT service.

The scheme allows an eligible applicant to continue to live independently in their own home by providing a stair lift, suitable washing facilities or other relevant home adaptations.

Affordable Housing

Investment of £550k per annum in 2013/14 & 2014/15 is included for **Provisional Approval** subject to the provision of a detailed project plan and business case.

This provision is for supporting work on tackling empty homes, increasing the delivery of affordable housing and associated costs. Such provision will contribute towards attracting inward investment through the New Homes Bonus and help achieve aims within the Council's Core Strategy and the Housing and Well-being Strategy. Political and Corporate approval will be sought for each spending proposal to ensure value for money and purpose of outcome.

Gypsy and Travellers Site

A capital budget provision has been made for up to £1.8m across 2012/13 – 2014/15 to provide a 14 pitch transit site for Gypsy & Travellers. This scheme is included in the capital programme for **Provisional Approval** subject to detailed project plans being submitted once appropriate sites are located through the planning process.

The Gypsy & Traveller Accommodation Assessment 2007, which covers the period up to 2016, identified a need for 22 residential pitches & 20 transit pitches. This is currently being updated. The provision of a 14 pitch site will make a significant impact in meeting need.

Workplaces Programme including Keynsham Regeneration

Fully Approved - the workplaces programme incorporates the entirety of the Council's office accommodation and rationalisation, better customer access, flexible working, carbon savings, supporting joining up public services including shared front office with key partners, substantial efficiencies (both cashable and non-cashable) and acts as a catalyst for regeneration.

The scheme includes:

- The Keynsham regeneration scheme to include Keynsham offices, retail, one stop shop, and library received planning consent last autumn. Demolition works of the former Keynsham Town hall, Library and retail shops is well underway. The new build is on programme and budget to open in the autumn of 2014.
- The main refurbishment of the corporate offices in Lewis House, Bath and the Hollies Midsomer Norton is now completed, with minor related projects nearing completion.

The workplaces programme is set to achieve a return of over 10% (after capital financing costs) and involves a total capital cost of £32M in future years (2013/14 onwards) of which £28m relates to Keynsham

Victoria Hall

Fully Approved – subject to a cost & project plan, the objective is to bring Victoria Hall back to a safe and usable condition so that it can become a community space.

Until Feb 2012 the Hall was used as a community facility and an administrative base for Radstock Town Council. The building is in disrepair and officers were asked to carry out a feasibility study for a developed mixed use community, meeting and exhibition space with scope for locating the library into the building.

The Cabinet have approved continuing with this scheme.

The next steps will be to complete a business plan for the asset which includes the relocation of the town library. Sources of external funding such as grants will be further explored. A view will need to be taken to determine how best to

maximise the financial return from the caretaker's house to facilitate the development. It is currently estimated that works will be completed by the end of the 2013/14 financial year.

Specific Developments for Full Approval – Saw Close and MSN South Road Car Park

Saw Close

The Saw Close site has been identified as a development possibility since the early 1990s. Property Services are currently in discussions with a local developer and adjoining landowner (the prospective developer) with the aim of achieving the best value deal possible for the Council in terms of capital generation and if possible maintaining revenue. This should also result in bringing a much neglected space back into full use and improving the public realm.

Negotiations with the prospective developer have progressed to the point that it is anticipated that the Council can reasonably expect to receive a capital receipt and appropriate costs associated with the disposal can be charged to the Capital Programme.

Midsomer Norton South Road Car Park

The overall objective is to bring forward this key Council freehold site for redevelopment in line with the draft Core Strategy and ERDP for Midsomer Norton.

In national planning terms South Road car park as an in-town location is sequentially the preferred site for food retail in the Somer Valley, supporting the role of Midsomer Norton as the market town for the area serving 46,000 people.

The location would provide increased footfall, together with linked shopping trips to the existing High Street. This will enhance the retail offering and contribute to the town's vitality and future viability and hopefully, stimulate further investment and regeneration.

Specific Developments for Provisional Approval – Grand Parade & Undercroft and Riverside Keynsham

Grand Parade & Undercroft

The key objectives for this development will include:

- Creation of a new fully accessible destination point for tourism and business within the City
- Bringing redundant space back into use for community and commercial benefit
- Enhancing the Bath Markets, as well as the museum and art gallery
- Increasing revenue income

The timeline will compliment the Workplaces Programme (due for completion in the autumn of 2014) with the assessment of development opportunities to include the Grand Parade and Undercroft, including Bath Markets, Victoria Art Gallery and the Colonnades.

Other potential linked development opportunities might include restoration of Pulteney Bridge, developing the Boat Dock, improving the Environment Agency (EA) radial gate and re-developing Bog Island.

The assessment will deliver a development specification that is based on the Council's priorities and objectives. This specification will then be used as an Invitation to Tender for suitably experienced developers, and a recommendation will be made to the Cabinet on appointing a developer(s).

Riverside Keynsham

This project is part of the overall Keynsham Regeneration scheme. Options and negotiations for the redevelopment of the Riverside building are continuing.

Ideas are being explored for a range of uses for the site and particularly housing, including town houses and retirement living for older people. There will be consultation with the community in the autumn of 2013 before any decision on the future of the site.

For this first phase, there are three options for the development scheme which are in part dependent upon the negotiations and will of the intermediary landlord of Riverside. The fees and costs involved vary depending on the option pursued. A more detailed business case will be brought back through the capital approval process following the consultation period.

Desktop As a Service – VDI Technology

For **Provisional Approval** – provides a virtualised desktop that meets the needs of WorkPlaces which will be deployed enterprise wide. Subsequently the virtual desktop will be available on almost any device with an internet connection, including personal devices.

Timescale – pilot 2012; gatekeeping sign off to deploy March 2013; completes Q3 2014 with indicative cost of £1.88M

Likely key deliverables include:

- thin client desktop in the office,
- virtual desktop at home, in the field/mobile,
- desktop available on almost any device including your own,
- reduced support costs
- lower carbon

Customer Services System

Fully Approved - this is a critical corporate system underpinning the whole Customer Service Work stream. It is the key enabler for new ways of working and significant benefits realisation across the organisation through standardisation and use of systems, greater automation reducing manual processes and increasing information flow as well as online capability.

Contracts were signed in 2012/2013 development is now underway. Supplier payment milestones have been agreed and have now been reflected in capital profiling.

ICT Strategy

The IT Strategy consists of the following project streams which are included for **Provisional Approval**:

Pilots to Rollout Mobile Devices - such as Smartphones, ruggedized devices and small form factor tablets to field workers to improve productivity and multi-disciplinary workers. Approximately 300 field devices to be available to field based and mobile staff so that records can be accessed and updated when out and about enabling operational efficiencies in areas such as on-street presence, enforcement and on street reporting. Increases productivity for social workers, other case workers e.g. benefits workers - more visits per week, less dead travel time.

Open Source - investigate with a view to moving from a traditional licenced desktop to using open source desktop software to reduce annual licensing costs. In whole or in part.

Collaboration - The ability to collaborate effectively internally and with other agencies on cases e.g. Connecting Families, collaboration with partners e.g. CCG, Police, Health, DWP, Curo/RSL's etc and internally. This will build on technology the Council already owns.

These projects are subject to a pilot / feasibility leading to the production of a business case to support wider implementation.

People & Communities – IT System Replacement

For **Provisional Approval** and indicative budget of £1m phased between 2014/15 to 2016/17.

People and Communities currently have 3 main IT systems in use and other smaller applications. Each system does slightly different things and holds different parts of a record. The information is used by different staff for different purposes from reporting on attendance to care plans. The intention is to look to rationalise these and other applications in P&C to deliver better data integration, ease of use (less systems to learn) and a reduction in the costs. The new solution will fit with desktop as a service, support and enhance mobile working, increase staff productivity, embrace media rich functionality and have fully integrated reporting. A strategic review is underway and a full business case will be produced with a supporting cost benefit analysis.

The timescale will align to the strategic review of ICT needs during 2012/13 leading to the development of a business case in 2013 with a target for deployment during 2014.

Biomass Energy Efficiency Fund

For **Provisional Approval** - £500K over two years to fund the installation of Biomass boilers on the basis that the capital cost can be repaid by those participating through their energy savings over a period of time.

Minimum Revenue Provision (MRP) & Depreciation Policy

The Council is required to make revenue provision to repay capital spend that is financed by borrowing (either supported or unsupported). This is called the Minimum Revenue Provision (MRP). The Department of Communities & Local Government has issued regulations that require full Council to approve a MRP & Depreciation Policy in advance each year. The Council is recommended to approve the statement in Annex 4 which is unchanged from that agreed in 2008/2009 and defines how the Council will make a prudent minimum revenue provision for all new unsupported borrowing from 1st April 2008.

Prudential Indicators

The Capital Prudential Indicators are shown in table 7 below.

Table 7: Capital Prudential Indicators.

PRUDENTIAL INDICATOR	2011/12 Actual	2012/13 Probable Outturn	2013/14	2014/15	2015/16
Current Financial Plan Data					
Estimate of Capital Expenditure (£'000s)					
Actual/estimates of capital expenditure	45,838	55,665	79,841	44,291	12,455
Net Increase in council tax (band D per annum) Figures in £'s (not £'000's)					
The estimate of incremental impact of the new capital investment decisions on the council tax			£0.29	£2.25	£0.33
Cumulative totals:			£0.29	£2.54	£2.87
Capital Financing as % of Net Revenue Stream					
Actual/estimates of the ratio of financing costs to net revenue stream			8.34%	10.20%	10.31%
<i>Memo: estimates of the ratio of financing cost to gross revenue stream</i>			3.13%	3.74%	3.68%
Borrowing Limits (£m)					
Operational boundary – borrowing			£167m	£156m	£159m
Operational boundary – other long-term liabilities			£2m	£2m	£2m
Operational boundary - total			£169m	£158m	£161m
Authorised limit - borrowing			£201m	£196m	£193m
Authorised limit – other long-term liabilities			£2m	£2m	£2m
Authorised limit - total			£203m	£198m	£195m
Capital Financing Requirement (£'000s) (as at 31 March)					
Actual/estimate of capital financing requirement	136,134	161,050	201,211	195,588	193,269

Gross Debt and the Capital Financing Requirement

In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that external debt does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

After reviewing the capital programme and borrowing proposals, the Section 151 officer reports that the Council will continue to meet the demands of this indicator.

Borrowing limits

The Authorised limits for external debt include current commitments and proposals in the budget report for capital expenditure, plus additional headroom over and above the operational limit for unusual cash movements.

The Operational boundary for external debt (or planned borrowing level) is based on the same estimates as the authorised limit but without the additional headroom for unusual cash movements. This level also factors in the proposed use of the Council's longer term cash flow balances to "internally" meet the financing requirements for the Keynsham Town Centre Regeneration project, subject to overall treasury management decisions.

Section 4 – Revenue & Capital Reserves and Contingencies

A) Significant Earmarked Reserves

In developing the proposed Budget for 2013/2014 all the Council's earmarked reserves have been reviewed and the related potential liabilities re-assessed to establish the future requirements for each of the reserves. The reserves were allocated to one of three categories:-

- RED – Reserve is required to meet known future liabilities or commitments.
- AMBER – Reserve is required to meet anticipated future liabilities or commitments.
- GREEN – Reserve is no longer required – the liability or commitment no longer exists or can be met in other ways.

This review has identified a number of reserves that need to be maintained in the Red or Amber categories and also a number of reserves falling into the Green category which, can now be considered for alternative uses. The proposals for significant earmarked reserves will therefore be as follows:-

The Revenue Budget Contingency – the reserve has been utilised during 2012/13 to meet a range of in-year pressures and priorities and is anticipated to stand at £491K for 2013/14. This reserve will continue to be made available to meet in-year revenue budget pressures.

The Medium Term Financial Challenge Reserve – the Council continues to develop and progress a significant change programme both to redesign and reshape a range of services to recognise the future shape of the Council. A number of the specific changes are also progressing to respond to the initiatives imposed by the Government including the responsibilities for public health, changes in health and social care commissioning and the impacts of academy schools.

All these changes will require on-going investment in terms of financial and human resources to develop implement and embed them within the organisation.

Subject to the overall limits of the reserve, it may also be utilised to provide one-off resources in support of the delivery of the specific savings plans set out in the MTSRP's subject to an overall business case and project plan.

This reserve will meet the costs associated with these changes and is fully committed. Based on current estimates, the reserve will be fully utilised by the end of 2014/2015.

The Restructuring Reserve – the significant financial challenge facing the Council has and will continue to lead to job losses as savings and efficiencies are delivered. The MTSRP's indicate that around 300 posts will be lost as a result including through redundancy. The associated severance costs will be significant, and based upon experience to date, it is proposed that this reserve will be available to meet these costs in full, avoiding the need for subsequent additional service savings purely to pay such severance costs. This approach will be regularly reviewed to ensure it is being applied appropriately. The reserve is projected to be fully utilised by the end of 2015/2016.

The Affordable Housing Reserve – this reserve is committed to fund the Council's contribution to affordable housing including within the Bath Western Riverside development.

Capital to Revenue Reversion Reserve – this reserve was established to recognise the potential for capital costs in respect of Bath Transport Package reverting to revenue in the event the scheme did not gain Department of Transport funding. This funding has now been confirmed and the scheme is progressing. This reserve is therefore no longer required and will be fully available for reallocation to other priorities.

Capital Financing Reserve – this reserve represents funding accumulated to finance the revenue borrowing costs of capital projects, where actual borrowing is delayed based on market conditions and historic use of the Council's internal cash flow. The reserve would then be applied to meet future borrowing costs. The current financial climate and market expectations for prolonged very low interest rates, together with the strategy to fund capital projects from Capital Receipts and internal cash flow indicate this reserve will not be needed over the period of the proposed 5 year Capital Programme. It is therefore reasonable to make the current balance of the reserve available for reallocation to other priorities.

Financial Planning Reserve – this reserve has been established to support the future medium term financial planning of the Council. It will be allocated as part of the Budget each year to support the specific medium term financial proposals and priorities of the Council. Funding for this reserve has been provided from the review of all Council reserves set out above, and any surplus on the Council Tax Collection Fund.

Table 8 below, sets out the projected level of earmarked reserves taking account of anticipated commitments over the next 3 years to 2015/2016. This reflects the review of reserves including reallocations during 2013/2014 to support One-Off Headroom Allocations and the establishment of the Medium Term Financial Planning Reserve. All other Earmarked Reserves are anticipated to be fully committed with the allocation of available Revenue Budget Contingency subject to new and emerging priorities.

Table 8: Projected Significant Earmarked Reserves

	Revenue Budget Contingency £000	Medium Term Financial Challenge Reserve £000	Restructuring Reserve £000	Affordable Housing Reserve	Capital to Revenue Reversion Reserve £000	Capital Financing Reserve £000	Financial Planning Reserve
Currently Available	491	2,651	5,598	3,000	2,755	2,799	0
Transfers between Reserves					-2,755	-2,799	6,395 *
Estimated Reserves @ 1st April 2013	491	2,651	5,598	3,000	0	0	6,395
Allocation in 2013/2014	0	-1,691	-1,742	-	-	-	-3,815
Balance C/F	491	960	3,856	3,000	-	-	2,580
Allocation in 2014/2015	0	-960	-1,372	-1,778	-	-	TBC
Balance C/F	491	0	2,484	1,222	-	-	
Allocation in 2015/2016	0	-	-2,484	-819	-	-	TBC
Balance C/F	491	Nil	Nil	403	-	-	Nil (est)

*Includes balances from other small discontinued reserves and projected surplus from the Council Tax Collection Fund.

B) Unearmarked Revenue Reserves -

The Local Government Act 2003 contains a duty on the statutory finance officer (s151 Officer) to report to the Council, at the time the budget is considered and the Council Tax set, on the robustness of the budget estimates and the adequacy of financial reserves. The report of the s151 Officer on this subject is included as **Annex 2** to this report and is recommended to the Council. The conditions of the report by the Divisional Director - Finance are an integral part of our budget recommendations. This sets an unearmarked reserves target of £10.5 million based on the thorough risk assessment and in the context of the "one-off" funding proposals contained within this Budget proposal.

Table 9 below details the proposed movement in the level of unearmarked reserves over the period of the medium term service and resource plans. This analysis includes the proposed use of reserves to support invest to save proposals included within the Budget, specifically:

- The Workplaces Project – requires total cumulative revenue investment of £2.8m over the period to 31 March 2015 with reserves fully repaid by 2021/2022 and on-going revenue savings thereafter of over 10%.

This actual level of unearmarked reserves will also depend on the Outturn position for 2012/2013 and on future decisions by the Cabinet about any overspends. For financial planning purposes the Outturn estimate for 2011/2012 is assumed to be a balanced position. The figures are therefore only an estimate at this stage and are without prejudice to future Cabinet decisions.

C) Adequacy of reserves

The s151 officer's report on the robustness of estimates and adequacy of reserves is set out at Annex 2. This provides a reserves strategy to maintain non-earmarked General Fund reserves at £10.5m based on a thorough risk assessment. The projected reserve levels are set out in Table 9 below.

Table 9: Projected Non-Earmarked Revenue Reserves

	2013/14 £'000	2014/15 £'000	2015/16 £'000
Estimated Reserves @ 1st April each year	9,741	8,844	7,728
2011/2012 Projected Outturn Underspensing	-	-	-
Projected Invest to Save Movements	-897	-1,116	+134
Estimated Reserves @ 31st March each year	8,844	7,728	7,862

Based on anticipated invest to save commitments mainly associated with the Workplaces project, the Non-Earmarked Reserves will be repaid in full by 2021/2022 and at no point will reduce below the risk assessed minimum level of £6M.

Under the Council's Invest to Save Scheme, the Section 151 Officer in consultation with the Cabinet Member for Community Resources, can authorise funding from within the non-earmarked reserve for robust and credible invest to save proposals (i.e. in the short term creating a 'negative ear-marked reserve' which is then repaid over time, usually 3 years, from the related savings). This is subject to the overall level of non-earmarked reserves being maintained above the risk assessed minimum level of £6M.

D) Capital Risk Contingency

There are three levels of risk provision in relation to the capital programme.

Firstly individual major projects within the capital programme hold their own contingency;

Secondly, the capital programme includes a funded corporate risk contingency currently forecast to be £2.144m. This includes a £1.5m top up in 2013/14. The level of this contingency will be reviewed regularly.

Thirdly the corporate risk assessment on which the general reserves target is based includes an element in the context of the capital programme based on the risks of the current programme.

As with all capital projects, relevant risks are being considered as part of the overall risk-assessed general reserves and the Corporate Risk Register.

E) Governance

The Council is requested to approve that the specific arrangements for the governance and release of Council reserves, including invest to save proposals, be delegated to the Council's Section 151 Officer in consultation with the Cabinet Member for Community Resources and the Chief Executive.

Section 5 – Council Tax

This section shows the implications of the recommended revenue budget for Council Tax levels for 2013/2014.

The financial settlement included an announcement of financial support for councils who freeze their Council Tax for next year at the current level (i.e. a zero increase). The proposed Budget provides for a zero increase in Council Tax for 2013/2014. **Table 10** explains the calculation of this figure:

Table 10: Council Tax 2013/14 for Bath & North East Somerset Council Services

Description	Amount	Comments
Recommended Net Revenue Budget	£123,534k	See Annex 1
Less grant, retained business rates, reserves and estimate of Collection Fund surplus	£52,192k	See Annex 1 Sources of Funding
To be funded by Council Tax	£71,342k	
Tax base (Band D properties equivalent)	59,360.17	Approved by the Section 151 Officer in December 2012
Recommended Council Tax at Band D for 2013/14	£1,201.85	
2012/13 Council Tax Band D	£1,201.85	
Recommended Increase	£0.00	0% increase

The figures above exclude parish, fire and police precepts.

This Council collects Council Tax on the behalf of the parishes, Fire and Police Authorities and the final bills issued will include the Council Tax they have requested this Council to collect. These will form part of the Council's overall budget-setting resolution.

The Police & Crime Commissioner provided an updated draft of the Medium Term Financial Plan to the Avon & Somerset Police and Crime Panel on 16th January 2013. This update included the intention to freeze Council Tax for 2013/14. Final formal approval will be sought on 6th February 2013.

The Avon Fire Authority at its meeting on 14th December 2012 agreed to consult on the following three budget options:

- Option 1 – a Council Tax Freeze
- Option 2 – 1.99% Council Tax Increase
- Option 3 – 8.92% Council Tax Increase (Council Tax equating to the average for combined Fire Authorities in 2012/13)

The Fire Authority will meet on 8th February 2013 to finalise its budget and set its Council Tax and precepts for 2013/2014.

The headline increase will be affected by the final decisions of the parishes, Fire and Police Authorities, and any decision made concerning special expenses

(see below). Final figures will not be available until after Fire and Police meetings and decision dates highlighted above.

Table 11 sets out the composite Council Tax likely to be charged:

Table 11: Potential Total Council Tax 2013/14 (Band D)

Council Tax charges (Band D) made by	Charge made now 2012/13 £	Proposed Charge 2013/14 £	% Change
Bath and North East Somerset Council	1,201.85	1,201.85	0% (£0.00 at Band D)
Avon and Somerset Police	168.03	TBC	Final Decision to be taken on 6 th February 2013.
Avon Fire & Rescue	62.77	TBC	Final decision to be taken on 8 th February 2013
Total excluding parishes	1,432.65	TBC	
Parishes (average)	33.62	TBC	Not known at time of writing
Total	1,466.27	TBC	The 2013/14 figure will depend on decisions taken by the Police, Fire and Parish/Town Councils

The precepts required by Parishes, Fire and Police will form part of the Council Tax setting resolution at Council on 19th February 2013, and so the necessary updated information will be set out in the report.

Special Expenses

As part of the 2012/2013 Budget preparation process no special expenses were declared (with the exception of Parish and Town Council precepts). It is proposed that this policy remains unchanged for the 2013/2014 budget.

Portfolio Cash Limits 2013/14 - Revenue Budgets

APPENDIX 2 ANNEX 1

CABINET PORTFOLIO	Service	Current 2012/13 Cash Limits		Removal of One-offs (including one-off items in 2012/13)	2013/14 Base Budget		MTRSPP Growth	MTRSPP Savings	Technical Adjustments	Total 2013/14 Budget Changes	2013/14 Proposed Budget	
		£'000	£'000		£'000	£'000					£'000	£'000
	Policy & Partnerships	1,530			1,530		11	(60)		(49)	1,481	
	Transformation Service	738			738			(100)		(100)	638	
Leader	Councils Retained ICT Budgets	(1,507)			(1,507)		366	(350)		16	(1,491)	
	Council Solicitor & Democratic Services	1,969			1,969		29	(110)		(81)	1,888	
	Improvement & Performance	2,616	(80)		2,536		24	(40)		(16)	2,520	
	PORTFOLIO SUB TOTAL	5,346	(80)		5,266		430	(660)		(230)	5,036	
	Finance	1,706			1,706		236	(73)		163	1,869	
	Support Services Change Programme	96			96			(100)		(100)	(4)	
	Customer Services	2,695			2,695		317	(162)		155	2,850	
	Risk & Assurance Services	1,222	(125)		1,097		10			10	1,107	
	Property Services	684	(197)		486		36	(377)		(341)	145	
	Corporate Estate Including R&M	5,977	541		6,518		138	(373)		(235)	6,283	
	Commercial Estate	(12,730)	(219)		(12,949)			(550)		(550)	(13,499)	
	Traded Services	(49)			(49)			(35)		(35)	(84)	
	Strategic Director	176			176			(250)		(250)	(74)	
Community Resources	Corporate items (Tourism Levy, Trading Opps, Community Use of Assets & Corporate Travel Plan)							(500)		(500)	(500)	
	Hsg./ Council Tax Benefits Subsidy	305			305						305	
	Capital Financing / Interest	6,118			6,118			(1,400)		(1,400)	4,718	
	Unfunded Pensions	1,709			1,709						1,709	
	Corporate Budgets incl. Capital, Audit & Bank Charges	3,494	(199)		3,295		500	(300)	(695)	(495)	2,800	
	Academies (LACSEG) Provision		1,500		1,500			(170)	(1,330)	(1,500)		
	New Homes Bonus Grant	(1,218)			(1,218)			(759)		(759)	(1,977)	
	Magistrates	17			17						17	
	Coroners	305			305						305	
	Environment Agency	205			205						205	
	PORTFOLIO SUB TOTAL	10,711	1,301		12,012		1,237	(5,049)	(2,025)	(5,837)	6,175	
	Adult Substance Misuse (Drug Action Team)	55,438	(4,687)		50,750		3,134	(1,727)	3,537	4,944	55,694	
Wellbeing	Employment Development	598			598			(50)		(50)	548	
	PORTFOLIO SUB TOTAL	56,036	(4,687)		51,349		3,134	(1,777)	3,537	4,894	56,243	
	Children, Young People & Families	11,511			11,511		350	(112)	5,584	5,822	17,333	
	Learning & Inclusion	19,655	(36)		19,619		45	(335)	(2,078)	(2,368)	17,251	
Early Years, Children & Youth	Health, Commissioning & Planning	(113,358)	(90)		(113,448)		268	(449)		(181)	(113,628)	
	Schools Budget	107,887	(4,390)		103,498						103,498	
	PORTFOLIO SUB TOTAL	25,696	(4,515)		21,181		663	(895)	3,506	3,274	24,455	

Portfolio Cash Limits 2013/14 - Revenue Budgets

APPENDIX 2 ANNEX 1

CABINET PORTFOLIO	Service	Current 2012/13 Cash Limits		Removal of One-offs (including one-off variations in 2012/13)	2013/14 Base Budget		MTRSPP Growth	MTRSPP Savings	Technical Adjustments	Total 2013/14 Budget Changes	2013/14 Proposed Budget	
		£'000	£'000		£'000	£'000					£'000	£'000
Homes & Planning	Planning Services		2,283	(611)	1,672	877	(147)		730		2,402	
	Building Control & Land Charges		102		102	9	(18)		(9)		93	
	Housing		2,179		2,179	14	(59)		(45)		2,134	
	PORTFOLIO SUB TOTAL		4,564	(611)	3,953	900	(224)		676		4,629	
Sustainable Development	Arts		519	(11)	508	14	()		13		521	
	Tourism & Destination Management		1,002	(80)	922	89	(201)		(111)		811	
	Heritage including Archives		(3,795)		(3,795)		(259)		(259)		(4,054)	
	Major Projects Support		571		571	17	(125)		(108)		463	
	Regeneration, Skills & Employment		921		921	7	(87)		(80)		841	
	PORTFOLIO SUB TOTAL		(782)	(91)	(673)	127	(672)		(545)		(1,418)	
Neighbourhoods	Service Delivery - Overheads		928		928	78	(98)		(20)		908	
	Waste Services		10,918		10,918	617	(623)		(6)		10,913	
	Public Protection		1,028		1,028	31	(326)		(295)		733	
	Neighbourhood Services		5,306	(10)	5,296	173	(240)		(67)		5,229	
	Libraries & Information		2,468	(103)	2,365	45	(246)		(201)		2,164	
	Sports & Active Leisure		996	(44)	953	12	(103)		(90)		862	
	Community Safety		149		149						149	
	PORTFOLIO SUB TOTAL		21,793	(156)	21,637	956	(1,636)		(680)		20,957	
Transport	Transport Design & Projects		842	69	911	7	(1)		6		917	
	Transportation Planning (incl. Public Transport)		5,984	(43)	5,942	94	(213)		(119)		5,823	
	Park & Ride		(684)		(684)	3			3		(681)	
	Highways - Network Maintenance		7,439	(69)	7,370	318	(90)		354		7,724	
	Transport Services		(46)		(46)	23	(122)		(99)		(145)	
	Parking Services		(7,131)	(23)	(7,153)	1,264	(291)		973		(6,181)	
	PORTFOLIO SUB TOTAL		6,404	(65)	6,339	1,709	(717)		1,118		7,457	
	NET BUDGET		129,770	(8,905)	120,865	9,156	(11,630)	5,144	2,670		123,534	

Sources of Funding

Council Tax	77,447				77,447
Revenue Support Grant*	39,545				39,545
Retained Business Rates					
Collection Fund Deficit (-) or Surplus (+)	422	(422)			
Council Tax Freeze Grant	3,872				3,872
Balances	8,483	(8,483)			
Total	129,770	(8,905)			120,865

*Previously Formula Grant in 2012/13

Council Tax - Calculation

Council Tax Debit £'000	77,447
Tax Base (No. of Band D equivalent properties)	64,440.11
Band D Charge £	£1,201.85
%age Increase	0.00%

	71,342
	59,360.17
	£1,201.85
	0.00%

Chief Financial Officer's Opinion on Adequacy of Balances and the Robustness of the Budget

The Chief Financial Officer is required to make a statement on the adequacy of reserves and the robustness of the budget. This is a statutory duty under section 25 of the 2003 Local Government Act which states the following:

(1) Where an authority to which section 32 or 43 of the Local Government Finance Act 1992 (billing or major Precepting authority) or section 85 of the Greater London Authority Act 1999 (c. 29) (Greater London Authority) applies is making calculations in accordance with that section, the chief finance officer of the authority must report to it on the following matters-

(a) The robustness of the estimates made for the purposes of the calculations, and

(b) The adequacy of the proposed financial reserves.

(2) An authority to which a report under this section is made shall have regard to the report when making decisions about the calculations in connection with which it is made.

Summary Report of the Divisional Director - Finance (as Chief Finance Officer for the Authority)

I have examined the budget proposals contained in this report, and believe that whilst the spending, income and service delivery proposals contained remain challenging, they are achievable in terms of the requirement to set a balanced budget for 2013/2014.

I am satisfied that, in general, the requisite management processes exist within the Council to deliver this budget, and to identify and deal with any problems which may unexpectedly arise throughout the year.

The key points to highlight are:

- Un-earmarked reserves are at a prudent levels and this Budget proposes to maintain this position. This reserve will also be utilised for invest to save initiatives going forwards but at no point will the reserve fall below the risk assessed minimum level.
- This Budget provides some additional revenue reserve to recognise the challenges over the medium term financial planning period.
- Sound financial planning processes are in place, and there is member scrutiny at appropriate stages
- Revenue spend is closely monitored on a risk assessed basis and integrated finance and performance management reports are produced monthly.

- Challenging inflation targets have been set which will require a focus on commissioning and procurement to ensure they are fully delivered.
- There are a range of new and additional income targets which do increase the overall risk to the budget should they not be fully achieved.
- Changes to the local government finance system particularly the retained local business rates have been budgeted at prudent levels and whilst some flexibility has been allowed for, additional financial risk has been transferred from a national to a local level.
- Capital schemes are managed through an integrated project management, risk and financial management process.
- The intense external pressures on public finances require annually decreasing budgets and this will need to be closely managed.
- There is a need to use “invest to save” and “invest to avoid” approaches to enable the Council to maintain its spend within acceptable parameters and to achieve requisite efficiencies.

The Medium Term Service and Resource Plans rely on the delivery of strategies and action plans within individual services and it will continue to be necessary to give a high priority to the monitoring and review the implementation of these plans as part of the performance management and monitoring processes of the Council.

The significant commitment in the capital programme in the coming years remains challenging. Sound monitoring, review and programming of schemes will need to continue, as will individual project management processes. Where projects form part of partnership arrangements, satisfactory partnership governance arrangements will need to be in place.

On the matter of unearmarked reserves, I have continued to evidence the requisite level by use of internal risk assessment. The Council is maintaining its unearmarked reserves at the appropriate risk assessed level. The 2013/14 recurring budget contains no reliance on the use of unearmarked reserves although some of these reserves (above a minimum level) will be utilised on an Invest to Save basis under the parameters set out in Appendix 2.

In view of the challenging financial climate, it remains essential that unearmarked reserves are maintained at risk assessed levels, the only prudent exceptions being to fund invest to save schemes (provided a minimum level is maintained) and to enable exceptional risks or contingencies to be funded where no other funding is available.

It will be essential in the event of any exceptional use of unearmarked reserves for the Council to continue to put in place arrangements in future years' budgets to recover the level of reserves within 3 years.

From 2001/2, the Council adopted a risk management approach, which assesses the level of unearmarked reserves required against a corporate assessment of the risk being carried. The assessed risk suggests reserves of £10.5M for 2013/2014 with a minimum level of £6M, excluding earmarked reserves.

My recommendation that the budget is reasonably robust and Unearmarked reserves are adequate is on the basis that the Council and the Cabinet:

- Recognise the need to continue to regularly review the level of reserves in the light of the regularly updated corporate risk assessment
- Recognise that in any use of reserves to fund 'one-off' corporate priorities on an invest to save basis, the Council needs to be clear that the overall level of reserves remains adequate and that the relevant business cases for such expenditure are fully scrutinised and monitored appropriately.
- Recognise that where there is a draw down on risk assessed reserves taking them below the prudent level, for whatever reason, this is repaid within 3 years.
- Maintain a rigorous approach to financial monitoring, particularly at this time when a significant level of savings is expected to be delivered in the financial year ahead.
- Ensures that capital schemes are funded prudently and do not rely excessively on revenue funding and do not create unaffordable revenue consequences including maintenance and other running costs
- Maintain a prudent approach to budgeting for capital receipts, given current market conditions and the need to optimise value over the medium term.
- The Cabinet Members, Strategic Directors and Assistant Directors achieve their cash limits for 2012/13.

Processes

Budget estimates are exactly that - estimates of spending and income made at a point in time. This statement about the robustness of estimates cannot give a guarantee about the Budget but gives members reasonable assurances that the Budget has been based on the best available information and assumptions at the time. The budget process aims to set challenging budgets while recognising the risk of this within its reserves strategy.

In order to meet the requirement on the robustness of estimates a number of key processes are in place, including:

- Specific guidance to Directorates on developing their budgets.

- A Council wide risk assessment.
- The continuing use of budget monitoring and financial outturn information to identify risks.
- The Council's s151 Officer and his staff providing advice throughout the process of budget preparation and budget monitoring.
- The Directors' review of the robustness of their budgets and budget sensitivities.

Notwithstanding these arrangements, which are designed to test the budget throughout its various stages of development, considerable reliance is placed on the Strategic Directors and Divisional Directors having proper arrangements in place to identify issues, project costs, service demands, to consider value for money and efficiency, and to implement changes in their service plans. This is supported by appropriately qualified financial support service staff.

Corporate and departmental processes will continue to develop over the MTSRP period to reflect the challenging financial position of the public sector. This will include the on-going implementation of risk assessed budget monitoring and enhancements to processes for monitoring implementation and delivery of savings.

Robustness of Estimates

The 2013/14 Budget and the MTSRP process continue the need to link financial resources to corporate priorities and risks. There are complex and difficult choices for the Council:

- To realise ongoing efficiencies
- To increase financial resources to meet demand and reduce risk; or
- To reduce where necessary service levels and standards, frequency of service delivery, and eligibility for services.
- To ensure all resourcing decisions reflect statutory and other external requirements, as well as Council priorities

As part of developing the Budget, Members of the administration have considered these options and they are reflected in the proposed Budget.

Most notably the Council has had to address significant reductions in government grant funding, unavoidable cost increases, and demand pressures as well as the corporate priorities including;

- Significantly reduced Government Grant funding
- Changes to government funding
- Welfare and benefits reforms including Local Council Tax Support

- Priorities as set out in the Corporate Plan
- Low levels of interest rates
- Demand and price pressures in Adult Social Care
- Demand and price pressures in Children’s Social Care
- Realising and maximising capital receipts
- Need for capital investment in priority schemes
- A significant change agenda as a result of national policy changes e.g. Adult Social Care and Health, Academies Bill, Localism Bill etc.

The assumptions used for the 2013/14 and MTSRP period will require the forecasts for future years to be reviewed in light of actual circumstances. This will be undertaken early in each financial year leading to more detailed budgets being prepared for the next financial year and the medium term during the autumn of each financial year.

Given all these factors I, as the Council's Section 151 Officer, consider the estimates for 2013/14 to be sufficiently robust, and the reserves adequate, to be recommended for approval by the Council.

The medium term remains extremely challenging although the more detailed MTSRP’s developed as part of this budget will place the Council in a relatively good position over this period. It is still highly likely that further service improvement and reasonable Council Tax levels, will only be achievable through continued development of different ways of working, and clear prioritisation between services.

The Capital Budget

Projects included in the capital programme for **Full Approval** were prepared by Divisional Directors and managers in line with financial regulations and guidance. All projects were agreed by the relevant Strategic Director and Cabinet Member and are fully funded, and reviewed through the Capital Strategy Group.

Projects have been estimated and costed at outturn prices with many subject to tender process after inclusion in the programme. This may lead to variance in the final cost.

Directorates are required to work within the given cash envelope so any under or over provision must be found within these limits.

In addition, I will require a clear commitment from the Council to:

- Ensure that all future commitments on the capital programme provide for a prudent source of funding in terms of revenue provision, including where investment will lead to future revenue savings.

- Carefully consider and balance the use of capital receipts to ensure they are prudently applied to help the council manage its resources effectively and achieve its priorities
- Review capital commitments in light of any future changes to Central Government support for capital projects where they are dependant on substantial Government funding.
- Be aware of the potential risks associated with capital spend before the scheme is completed i.e. the potential for costs charged to capital budgets to revert to revenue in the event schemes are discontinued prior to completion.

I will require the Council, Strategic Directors and Divisional Directors:

- To remain within their service budget for 2013/14 and to commence early work to identify options to balance medium term service and resource plans for future years while maintaining strict adherence to recovering overspends within future years' plans (i.e. services will need to absorb any overspends, pressures over the medium term).
- Repayment to reserves over 3 years should risks materialise, and need to be funded temporarily from reserves.

Estimated Available Revenue Reserves

Earmarked Revenue Reserves

The Council's earmarked revenue reserves have been reviewed as part of the 2013/2014 Budget process and are fully committed over the medium term financial planning period as set out in Appendix 2. This position will be regularly reviewed.

Non-Earmarked Revenue Reserves

Detailed in the table below is the estimated level of non-earmarked revenue reserves over future years, reflecting the specific elements within the Budget as set out in Appendix 2.

Table: Projected Non-Earmarked Revenue Reserves

	2013/14 £'000	2014/15 £'000	2015/16 £'000
Estimated Reserves @ 1st April each year	9,741	8,844	7,728
2011/2012 Projected Outturn Underspensing	-	-	-
Projected Invest to Save Movements	-897	-1,116	+134
Estimated Reserves @ 31st March each year	8,844	7,728	7,862

Assessment of Adequacy of Reserves

Under the Local Government 2003 Act the Secretary of State has reserve powers to set a minimum level of reserves. The most likely use of this power is where an authority is running down its reserves against the advice of their s151 Officer.

Determining the appropriate levels of reserves is not a precise science or a formula e.g. a %age of the Council's budget. It is the Council's safety net for risks, unforeseen or other circumstances and must last the lifetime of the Council unless contributions are made from future years' revenue budgets. The minimum level of balances cannot be judged merely against the current risks facing the Council as these can and will change over time.

Determining the appropriate levels of reserves is a professional judgement based on local circumstances including the overall budget size, risks, robustness of budgets, major initiatives being undertaken, budget assumptions, other earmarked reserves and provisions, and the Council's track record in budget management. This judgement is subject to regular review as an integral part of the Council's financial reporting cycle, and annual review by full Council as an integral part of budget-setting and 3 year financial planning. Clearly, as circumstances change, the currently recommended level of reserves can be expected to change.

The consequences of not keeping a minimum prudent level of reserves can be serious. In the event of a major problem or a series of events, the Council would run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.

The recommendation on the prudent level of reserves has been based on the robustness of estimate information and the Corporate Risk Register. In addition, the other strategic, operational and financial risks taken into account when recommending the minimum level of unearmarked reserves include:

- There is always some degree of uncertainty over whether the full effects of any economy measures and/or service reductions will be achieved. Directors have been requested to be prudent in their assumptions and should have clear action plans to deliver such savings.
- The Bellwin Scheme Emergency Financial Assistance to Local Authorities provides assistance in the event of an emergency. The Local Authority is able to claim assistance with the cost of dealing with certain emergencies over and above a threshold set by the Government.
- The extent to which the Council is dependent on traded income.
- The risk of major litigation, both current and in the future.
- Risks in the inter-relation between the Council and other partner authorities and organisations.
- Unplanned volume increases in major demand led budgets, particularly in the context of high and accelerating growth.
- The need to retain a general contingency to provide for any unforeseen circumstances or emergencies, which may arise.
- The need to retain reserves for general day-today cash flow needs.

The recommendations of the Council's s151 Officer are:

- **That the Council continues to maintain an absolute minimum prudent level of unearmarked reserves (excluding schools) of £6m at the end of any financial year, in addition to any specific earmarked reserves. The minimum level is designed to cope with risk and unforeseen circumstances that cannot be addressed by management or policy action within the year. Management and policy action should be the first actions taken before any resort to reserves.**
- **That an appropriate level of unearmarked reserves to provide resilience against day to day risks is £10.5m. This level of reserves is designed to allow the Council to withstand a measure of changes in circumstances during the year or minor variations in projected resources or spending over the period of the medium term service and resource plans.**
- **That the Council must restore reserves used to meet risks that crystallise within a period of 3 years.**

Project Title	PLACE	PV Spend pre 12/13	Forecast Outturn 12/13	Actual/Projected Spend pre 13/14	Projected Releasing from 12/13 to 13/14	Budget		Budget		Budget		Budget		Budget		Overall Project Total	Total 5 Years Funding		Comment/Project Description
						2013/14	2013/14	2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2017/18	2017/18		2017/18	2017/18	
£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Planning & Transport																			
Full Approval																			
BTP - Main Scheme		4,806	4,806	4,806	340	9,955	4,954	1,449				16,358	21,164	11,316	5,042				Fully approved in July 2011
BTP - Pre Construction		7,156	389	7,545	-	-	-	-	-	-	-	7,545	7,545	-	-	-	-	-	Fully approved in July 2011
BTP - Property		1,315	208	1,523	110	110	766				1,532	1,633	110	110	-	-	-	-	Fully approved in July 2011
Ressler Road		216	86	302	1,532	766	766				1,532	1,633	110	110	-	-	-	-	Fully approved in 2012/13
SWEP E-Purse		69	322	391	9	9					9	400	400	-	9				Fully approved in 2012/13
Sub Total - Planning & Transport		8,756	5,811	14,567	1,991	10,840	5,720	1,449				18,009	32,576	12,958	5,051				
Environmental Services																			
Full Approval																			
20mph Schemes		259	259	259	241	241	70				311	570	241	70					Fully approved in 2012/13
Victoria Bridge		575	1,289	1,864	885	1,723	405				2,128	3,417	1,658	500					Fully approved in June 2012
Better Bus Area		320	320	320	171	171	559				730	1,050	350	730					Fully approved in line with October 2012 Cabinet Report
Waste Services - Vehicles		-	-	-	350	350					350	350	350	-					Proposed for full approval
Neighbourhood Services - Vehicles		-	-	-	174	174					174	174	174	-					Proposed for full approval
Provisional Approval																			
Highways Maintenance Block		-	-	-	3,667	3,667	3,435	3,300			13,702	13,702	-	13,702					Subject to March Cabinet Report
Highways Maintenance Block - Additional Funding		-	-	-	663	663	353				1,016	1,016	-	1,016					Subject to March Cabinet Report
Transport Improvement Programme		-	-	-	1,264	1,264	1,723	1,723			6,433	6,433	-	6,433					Subject to separate February Council Report
Waste Services - Vehicles		-	-	-	-	-	133	278			411	411	411	411					Business case required annually for 2014/15 onwards
Alloments		-	-	-	75	75		539			1,943	1,943	1,943	1,943					Business case required annually for 2014/15 onwards
Neighbourhood Services - Vehicles		-	-	-	225	225	225	115			565	565	565	565					Business case and detailed project plan required
Public Protection - Vehicle		-	-	-	15	15					15	15	15	15					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	-	-	110				110	110	110	110					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	-	-	15				85	85	85	85					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	-	-	-	45			45	45	45	45					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	-	-	-	50			50	50	50	50					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	-	-	-	80			80	80	80	80					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	224	224					224	224	224	224					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	100	100					100	100	100	100					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	50	50	50				50	50	50	50					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	500	500					500	500	500	500					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	100	100					100	100	100	100					Business case and detailed project plan required
Highways Maintenance - Vehicles		-	-	-	250	250	250				250	250	250	250					Business case and detailed project plan required
Sub Total - Environmental Services		714	1,154	1,868	913	9,874	8,023	5,617	5,787	1,418	30,719	8,268	22,451						Business case and detailed project plan required
Tourism, Leisure & Culture																			
Full Approval																			
Odd Down Playing Fields Development		101	101	101	1,131	1,131					1,131	1,232	200	200					Fully approved in line with Jan 13 cabinet report
Playing Fields Development		-	-	-	200	200					200	200	200	200					Awaiting funding confirmation from external sources
Provisional Approval																			
Beau Street Chin Heard		50	50	50	100	170	153				423	473	473	423					Business case and detailed project plan required
Heritage Infrastructure Development		-	-	-	320	320	100				820	820	820	820					Business case and detailed project plan required
Remains Development Phase 2		-	-	-	750	750	500				1,750	1,750	1,750	1,750					Business case and detailed project plan required
Visitor & Till Management Systems		-	-	-	100	100	100				200	200	200	200					Business case and detailed project plan required
Sub Total - Tourism, Leisure & Culture		50	101	151	100	2,771	353	600	700	100	4,524	4,675	1,554						
Total PLACE		9,520	7,066	16,556	3,004	23,485	14,096	7,665	6,487	1,518	53,252	69,836	24,196	29,056					

Project Title	PY Spend pre 12/13	Forecast Outturn 12/13	Actual / Projected Spend pre 13/14	Projected Rephasing from 12/13 to 13/14	Budget Required 2013/14	Budget Total 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Total 5 Years Funding		Overall Project Total	Comment/Project Description
											£'000	£'000		
REGENERATION SKILLS & MAJOR PROJECTS														
Full Approval														
BWR - Council Project Team	711	237	948	318	234	552	234	154	450	-	472	468	1,888	Fully Approved - Continuation of Phase 1 of project
BWR - Affordable Housing	2,000	1,070	3,070	380	1,000	1,380	1,000	1,000	450	-	1,821	2,009	6,900	Fully Approved - Continuation of Phase 1 of project
BWR - Infrastructure	2,527	985	3,462	37	2,200	2,237	1,800	1,000	-	-	279	3,758	7,499	Fully Approved - Continuation of Phase 1 of project
BDUK	-	1,105	1,105	230	230	460	230	-	-	-	690	-	690	Fully Approved by Cabinet in January 2012
Public Realm High Street	-	167	1,105	424	80	424	80	80	80	80	424	-	1,529	Fully Approved - Continuation of project
Public Realm Northumberland Place	1,097	271	1,330	70	75	75	75	75	75	75	346	-	1,400	Fully Approved - Continuation of project
Public Realm Pattern Book	177	220	397	803	375	1,178	-	-	-	-	555	623	1,575	Fully Approved - Continuation of project
City Information Scheme	-	-	-	-	-	-	-	-	-	-	-	-	-	Fully approved in 2012/13
NRR Infrastructure	-	-	-	-	-	-	-	-	-	-	-	-	-	Fully approved in 2012/13
Provisional Approval														
Public Realm Improvements Programme	-	-	-	-	339	339	-	-	-	-	339	-	339	Detailed project plan required
Bath Quays South	-	-	-	-	650	650	-	-	-	-	650	-	650	Detailed project plan required
Bath Quays Footbridge Construction	-	-	-	-	2,250	2,250	-	-	-	-	2,250	-	2,250	Detailed project plan required
Strategic Flooding Solution	-	-	-	-	250	250	2,750	-	-	-	3,000	-	3,000	Detailed project plan required
London Road Regeneration	390	390	390	360	360	360	250	-	-	-	610	-	1,000	Detailed project plan required
Redstock Regeneration	-	-	-	340	340	340	-	-	-	-	340	-	340	Subject to March Cabinet Report
BWR - Relocation of Gas Holders	-	-	-	-	1,500	1,500	2,500	-	-	-	4,000	-	4,000	Provisional approval pending Cabinet report in April
BWR - Replacement of Destruction Bridge	-	-	-	-	1,700	1,700	-	-	-	-	1,700	-	1,700	Provisional approval pending Cabinet report in April
Sub Total - Regeneration Skills & Major Projects	6,512	4,628	11,140	3,117	8,728	11,845	11,014	1,154	450	-	6,405	6,858	35,603	
Total REGENERATION SKILLS & MAJOR PROJECTS	6,512	4,628	11,140	3,117	8,728	11,845	11,014	1,154	450	-	6,405	6,858	35,603	
PEOPLE & COMMUNITIES														
Children's Services														
Full Approval														
Ralph Allen ALC	172	1,144	1,316	1,079	52	1,131	-	-	-	-	-	1,131	2,447	Fully Approved - completion of project
St Gregory's, St Marks 6th Form	75	1,128	1,203	122	1,050	1,172	-	-	-	-	1,050	122	2,375	Fully Approved - completion of project
Schools Capital Maintenance Programme	-	-	-	-	1,000	1,000	-	-	-	-	1,000	-	1,000	Proposed for full approval
Whithington BSF	26,293	163	26,456	42	42	42	26,498	-	-	-	42	42	26,498	Fully Approved - completion of project
Whithington ALC	3,403	21	3,424	26	26	26	3,450	-	-	-	26	26	3,450	Fully Approved - completion of project
Early Years S106 Twerton	-	51	51	51	51	51	-	-	-	-	51	51	102	Fully Approved - completion of project
Schools Devolved Capital	-	-	-	-	402	402	-	-	-	-	402	-	402	Proposed for full approval - Subject to confirmation of grant funding
Ston All Saints Primary - Basic Need	130	130	130	990	990	990	680	20	-	-	1,670	1,670	1,800	Fully approved in 2012/13
Castle Primary - Basic Need	75	75	75	230	230	230	475	20	-	-	800	725	800	Fully approved in 2012/13
Paulton Infant - Basic Need	160	160	160	670	670	670	20	-	-	-	690	690	850	Fully approved in 2012/13
Provisional Approval														
Schools Capital Maintenance Programme	-	-	-	-	2,403	2,403	-	-	-	-	-	-	2,403	Detailed project plan required & confirmation of grant funding
Schools Basic Need Schemes	-	-	-	-	1,564	1,564	-	-	-	-	-	-	1,564	Detailed project plan required & confirmation of grant funding
Short Breaks for Disabled Children	4	4	4	72	72	72	-	-	-	-	72	72	72	Detailed project plan required
Early Years - 2yr Olds Funding	-	-	-	-	202	202	-	-	-	-	202	-	202	Business Case & detailed project plan required
School Energy Invest to Save Fund	-	-	-	-	395	395	-	-	-	-	500	290	790	Business Case & detailed project plan required & subject to external funding opportunities
School Places Provision	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total - Children's Services	29,947	2,872	32,819	1,320	9,030	10,350	1,570	20	-	-	1,550	10,390	44,759	
Adult Social Care & Housing														
Full Approval														
Supported Housing Development	73	73	73	77	77	77	-	-	-	-	-	77	150	Fully Approved
Disabled Facilities Grant	-	-	-	1,000	1,000	1,000	-	-	-	-	1,000	-	1,000	Proposed for full approval
PSS Grant Unallocated	100	100	100	488	488	488	-	-	-	-	-	-	588	Fully Approved
Provisional Approval														
Disabled Facilities Grant	-	-	-	-	1,000	1,000	-	-	-	-	-	-	4,000	Detailed project plan required annually for 2014/15 onwards
Affordable Housing	100	100	100	400	150	550	1,000	1,000	1,000	1,000	1,100	-	1,200	Business Case & detailed project plan required
Gypsy & Traveller Sites	250	250	250	775	775	775	-	-	-	-	1,550	-	1,550	Business Case & detailed project plan required
Sub Total - Adult Social Care & Housing	-	523	523	888	2,002	2,890	1,000	1,000	1,000	1,000	2,650	5,565	8,738	
Total PEOPLE & COMMUNITIES	29,947	3,395	33,342	2,208	11,032	13,240	3,895	1,020	1,000	1,000	4,200	15,955	53,497	

Project Title	PY Spend pre 12/13	Forecast Outhurn 12/13	Actual / Projected Spend pre 13/14	Projected Rephasing from 12/13 to 13/14	Budget Required 2013/14	Budget Total 2013/14	Budget 2014/15	Budget 2015/16	Budget 2016/17	Budget 2017/18	Total Cost 5 Years	Overall Project Total	Total 5 Years Funding		Comment/Project Description
													£'000	£'000	
Resources & Support Services															
Property Services															
Full Approval															
Workplaces Programme Delivery	2,648	995	3,643	-	339	328	3,114	4			3,446	7,089	3,446	-	Fully Approved
Keysham Regeneration & New Build	1,480	4,339	5,819	11	19,275	23,056	5,300				28,356	34,175	28,356	-	Fully Approved
Lewis House (Inc Comms Hub & OSS)	4,438	1,116	5,554	3,781	-	-	-	-	-	-	-	5,554	-	-	Fully Approved
The Hollies	1,777	100	1,877	-	-	-	-	-	-	-	-	1,877	-	-	Fully Approved
Corporate Estate Planned Maintenance	-	-	-	825	825	825	825	825	825	825	825	825	825	-	Proposed for Full Approval
Disposals Programme (Minor)	-	-	-	200	200	200	200	200	200	200	200	200	200	-	Proposed for Full Approval
Key Disposal Programme	-	-	-	250	250	250	250	250	250	250	250	250	250	-	Proposed for Full Approval
Commercial Estate Investment Fund	-	-	-	200	200	200	200	200	200	200	200	200	200	-	Proposed for Full Approval
Victoria Hall	-	35	35	125	715	840	840	840	840	840	840	875	840	-	Proposed for Full Approval - Subject to S151 sign off of cost/project plan
Saw Close Development	-	38	38	242	155	155	242	242	242	242	242	280	242	-	Proposed for Full Approval
South Road Car Park MSN	-	-	-	155	155	155	155	155	155	155	155	155	155	-	Proposed for Full Approval
Provisional Approval															
Corporate Estate Planned Maintenance	-	-	-	-	400	-	905	905	905	905	3,620	3,620	3,620	-	Annual detailed project plan required
DDA	-	-	-	-	552	-	552	552	552	552	2,208	2,208	2,208	-	Annual detailed project plan required
Disposals Programme (Minor)	-	-	-	-	200	-	200	200	200	200	800	800	800	-	Annual detailed project plan required
Grand Parade & Undercroft	-	-	-	-	400	-	4,000	4,000	4,000	4,000	4,400	4,400	4,400	-	Subject to feasibility study & business case
Riverside Development (inc CPO)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Subject to feasibility study & business case
Sub Total - Property Services	10,343	6,623	16,966	4,137	22,359	26,496	14,321	1,661	1,657	1,657	45,792	62,756	45,592	200	
Support Services															
Full Approval															
Desktop As a Service- VDI Technology	-	-	-	-	1,468	1,468	115	4	159	134	1,680	1,680	1,680	-	Proposed for full approval
Windows 7 Upgrade	-	-	-	-	400	400	-	-	-	-	400	400	400	-	Proposed for full approval
Aggresso Main System Update	175	7	182	6	6	6	6	6	6	6	6	188	6	-	Proposed for full approval
Customer Services System	-	371	371	704	704	704	704	704	704	704	1,075	1,075	704	-	Proposed for full approval
IT Performance Reward Grant	-	203	203	297	297	297	-	-	-	-	297	500	-	297	Fully Approved
Provisional Approval															
IT Mobile Devices - Pilot	-	-	-	-	150	150	150	150	150	150	150	150	150	-	Business Case & detailed project plan required
IT Strategy	-	-	-	-	-	-	350	450	400	100	1,300	1,300	1,300	-	Individual detailed project plans required
People & Communities - IT System Replacement	-	-	-	-	250	250	250	250	250	250	1,000	1,000	1,000	-	Business Case & detailed project plan required
Biomass Energy Efficiency Fund	-	-	-	-	250	250	250	250	250	250	500	500	500	-	Business Case & detailed project plan required
Sub Total - Support Services	175	581	756	1,007	2,268	3,275	965	954	809	234	6,237	6,993	5,940	297	
Total Resources & Support Services	10,518	7,204	17,722	5,144	24,627	29,771	15,286	2,615	2,466	1,891	52,029	69,751	51,532	497	
Capital Contingency	-	-	-	-	1,500	1,500	-	-	-	-	1,500	1,500	1,500	-	Proposed for full approval
Grand Total	56,487	22,293	78,790	13,473	66,368	79,841	44,291	12,455	10,403	4,409	151,399	181,251	87,833	52,366	11,200

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APPENDIX 2 ANNEX 3i

Schools Capital Planned Maintenance Programme 2013-14			
School	Project	Cost Est.	Cumulative Total
Moorlands Infant School	Repair Roof	£136,235	£136,235
Whitchurch Primary School	Flooring and damp proofing	£29,755	£165,990
Moorlands Junior School	Renew roof lights & renew roof, Upgrade/install ventilation canopy in kitchen & kitchen refurbishment	£234,850	£400,840
St Michaels CofE Junior School	Ceiling cover and roof lights	£18,000	£418,840
Chew Valley School	Gas heating in sports hall	£57,015	£475,855
Chew Valley School	roof works to the tech block	£104,577	£580,432
St Philips CofE Primary School	Replace boiler	£43,417	£623,849
Moorlands Infant School	Rewire power and lighting	£143,245	£767,094
Batheaston CofE Primary School	Refurbish pupil toilets	£45,550	£812,644
	Fee	£120,000	£932,644
	Contingency	£67,356	£1,000,000
	Total	£1,000,000	

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Council MRP Policy

Bath and North East Somerset will make a prudent minimum revenue provision for all new unsupported borrowing from 1st April 2008.

For all Government Supported Borrowing

a) The Council will determine that its MRP is equal as the amount determined in accordance with the former regulations 28 and 29 of the 2003 Regulations, as if they had not been revoked by the 2008 regulations.

For all new schemes of Council supported borrowing after 1st April 2008 it will use the Asset Life Method

b) This will be calculated where capital expenditure on an asset is financed wholly or partly by borrowing or credit arrangements, MRP is to be made in equal annual instalments over the life of the asset, in accordance with the following formula:

$$\frac{A - B}{C}$$

Where-

A is the amount of the capital expenditure in respect of the asset financed by borrowing or credit arrangements

B is the total provision made before the current financial year in respect of that expenditure

C is the inclusive number of financial years from the current year to that in which the estimated life of the asset expires.

c) Subject to paragraph f below, MRP will normally commence in the financial year following the one in which the expenditure was incurred.

d) Asset life. The estimated life of the asset will be determined in the year that MRP commences and not subsequently be revised.

e) Freehold land. If no life can reasonably be attributed to an asset, such as freehold land, the life will be taken to be a maximum of 50 years. However, in the case of freehold land on which a building or other structure is constructed, the life of the land will be treated as equal to that of the structure, where this would exceed 50 years.

f) Construction period. When borrowing to construct an asset, the authority will treat the asset life as commencing in the year in which the asset first becomes operational. It may accordingly postpone beginning to make MRP until that year. "Operational" here has its standard accounting definition. Investment properties will be regarded as becoming operational when they begin to generate revenues.

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MEDIUM TERM SERVICE & RESOURCE PLAN – SAVING DETAILS

APPENDIX 2 - ANNEX 5

CHILDRENS' SERVICES

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
20	28	4	M	1.7fte	None	Savings identified from the customer services workstream which looks at redesigning the customer pathway making better use of IT systems and implementing streamlined processes (including family information)	Yet to be determined. Service will transfer work to the Customer Service equivalent to this reduction. Savings will need to be made available to the School Forum as partly DSG funded.	
31			M	1.5 fte	None	P2P Efficiency savings	Restructure of administration in relation to Invoice payment and purchase orders	
51	28	4	Sub Total – Change Programme Savings					
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
200	0	100	Sub Total – Other Cashable Efficiency Savings					
16	5		L	none	None	Growth in sales of childcare vouchers		
16	5	0	Sub Total – Additional Income					

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
35	65	0	M	1.77 FTE	N/A	School Improvement and Achievement Services	<p>Following a 30% (£373k) reduction over 2011-12 and 2012-13 and the move towards more commissioned support for schools, further reductions will have a significant impact on our ability to deliver our statutory duties of promoting school improvement and challenging underperformance.</p> <p>This saving would require whole team restructure and realignment of responsibility with some tasks moved to managers. This would reduce our advisory work in schools to only those schools identified as failing or likely to fail and remove early advice/support. This further shifts the balance to commissioned support.</p> <p>The LA will hold further discussions with schools about the respective roles and responsibilities for school improvement.</p>	
30	30	0	13/14 = L 14/15 = H	1 FTE	None	Children Missing Education Service In 13/14 cease remaining activity to secondary schools. In 14/15 £26k reduction plus income target of £4k	<p>Service reductions 2012/13 to a Primary only and prosecution (on behalf of schools in most extreme cases) service. This will reduce support for schools to achieve high levels of attendance and pupil tracking of more vulnerable children, where they are removed from a school roll or where no school place is immediately available.</p> <p>Further reduction of 1 FTE, limiting service to statutory work and little preventative work on behalf of schools. This could result in a higher level of absence, which could impact on attainment, more schools categorised as having increasing levels of persistent absence and adverse inspection (Ofsted) outcomes.</p> <p>NB as Primary schools become academies funds must be delegated to them, reducing central funds.</p>	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
30			L	0.5		Restructure Educational Psychology Service to undertake only statutory work	Restructure of the Educational Psychology service as part of the People and Communities restructure. Move to Statutory work only related to pupils with statements. Schools could commission work from this service (generating income to provide more capacity) or from other providers.	
20	37		M	3 FTE posts	None	Inclusion Support Service restructure of administrative support	Restructure of the Inclusion support service as part of the People and Communities restructure to remove posts. Impact on workload and efficiency of the wider team.	
13			L	-0.2 FTE (25%)	N/A	Post 16 Education Training and NEET Reduce staff FTE working on raising participation	Majority of funding directly on projects for more vulnerable 16-19 year olds. Reduction in staffing (currently 0.8fte) would mean reduced capacity to support raising the participation age and to work with young people Not in Education Employment or Training. (NEET).	
17			L	nil	nil	Post 16 Education, Training and NEET Reduce commissioning spend	Reduced capacity to commission work to reduce the numbers of young people Not in Education Employment or Training. (NEET).	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
	480		M/H	7 FTE	N/A	Connexions – Discontinuation of current form of service	Connexions Service would be merged with Youth Service to provide focused provision for 16-25 yr olds. The new combined service would be a mainly targeted service working with referred vulnerable young people. Connexions contract with Learning Partnership West to be terminated as our statutory duties are reduced and remaining statutory duties (such as Section 139A Assessments for Young People with LDD and monitoring and support for most vulnerable young people likely to become NEET) brought in-house. LA would have to meet redundancy and pension costs. Youth work to continue the move to increased targeted services. Work in rural areas where deprivation is lower (although there are issues of transport and accessibility) would cease or be much reduced. Reduced number of sessions that centres would be open with less access for non-referred young people as part of sessions for referred young people.	
	60		M	0		Schools Capital and Reorganisation Team Reallocation of costs to capital programme	The savings from capital team will result in less resources be available through the capital programme for maintenance and improvement in schools. Some officers of the team may be charged to the capital programme. This will have a limited impact upon the number of projects undertaken.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
178	175		L	0.5 FTE internal. Not known how many posts lost in voluntary sector.	n/s	<p>Reductions in commissioned services.</p> <p>(i) 2013-14</p> <p>Removes additional funds to commission extra CAMHS type services and cuts spend on IT Software Licences. Reduces lower priority elements of service such as Contact Centre (private law cases) and Relate. Reduces spend on BME/Equalities advice, CYP services and requires providers to make efficiency savings.</p> <p>(ii) 2014-15</p> <p>Reduces funding available for a range of additional /complementary services for a range of groups: Anti-bullying; Family Support (Southside); Play Rangers; Short Breaks (CYP with disabilities); CYP Participation and commissioning capacity.</p>	<p>(i) 2013-14</p> <p>Impact will be small. Most significant will be SARI. We are retaining one key support service for BME, CYP.</p> <p>(ii) 2014-15</p> <p>Significant impact in that the range of commissioned additional services and opportunities for vulnerable groups will be reduced. Core services will continue but there will be fewer opportunities available which add to the quality of life for some children, young people and their families/carers. Some children may well require support from the more 'acute' section of the care pathway.</p> <p>These reductions terminate a few of the contracts for short break services.</p> <p>The reduction in the number of contract means we have included a reduction in commissioner time.</p>	
				None	None	Skills and Employment	Will remove the ability of the service to commission up to date labour market information and data.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
273	228	1836	M	30 FTE & 2 FTE (modern apprentice)		<p>Whole service re-organisation of Children's Centre and Early Years Services with work starting in January 2013 to achieve complete re-structure and consideration of different models of service delivery to be fully implemented by April 2015.</p>	<p>Complete re-structuring of services to move to a wholly targeted model. Children's Centres will cease all Council-funded 'universal' access services with services targeted upon the most vulnerable/deprived children and families. Lack of good universal services will mean that children may not be identified in a timely way and therefore could put increasing pressure on Children's Social Care. Parental mental health will not be identified early and add pressure to Adult Services or Health. Early Years Service contributions to specialist services e.g. breastfeeding, speech and language, infant mental health and post-natal parent/child attachment will cease. The Children's Centres also provide an increasing community focus and access point and a move to targeted service and partial opening will affect this aspect of work. Children's Centre budgets will be reduced by between 40%.</p> <p>Teaching advice and support to Private and Voluntary providers will be reduced to respond only to adverse Ofsted inspections, this will affect sector quality. Early identification of children with Special Educational Needs will not be as likely with less or no staff going into the Private, Voluntary nurseries, causing more stress on statutory SEN services.</p> <p>Play, support and family support activities will be reduced (these are provided by voluntary organisations).</p>	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
-100						A reduction in savings for Children's preventative services - to be prioritised		
		25	M	1 fte		Management restructure in children's services will merge responsibilities at tier 3 and reduce management costs.	Council funding for YOS is only £261,000 out of a total budget of £700,000 with Youth Justice Board grant and other partners contributing two thirds of funding. Therefore reductions risk partnership arrangements.	
		50	M	Increased charges not reduced Staffing as staffing directly relates to music provision		Music service	Net cost to Council has been reduced to minimal level £50K after Government Grant. This funding leverages in national grant of £750k per annum for Bath NES to be a regional music hub. Removal of Council funding therefore risks loss of grant. Costs to parents would increase impacting adversely on those least able to pay.	
		37	H	2		Safeguarding, Social Care and Family Support Services	This would significantly reduce the Service's capacity to provide targeted services to prevent family breakdown (in accordance with its statutory duties under section 17 Children Act 1989). This would impact upon the Service's ability to divert children and young people age 11-16 years from care, and would inevitably lead to an increased demand for care placements and budgets----on average care placements cost £20k-£40k per annum.	
		28				Review 117 Service and redesign overall provision of Family Support Services with reducing staffing capacity.		
76								

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
36	27	35	H	4fte		Family Support.	This would significantly reduce the Service's capacity to provide targeted services to prevent family breakdown (in accordance with its statutory duties under section 17 Children Act 1989). This would impact upon the Service's ability to divert children aged 5-11 years from care, and would inevitably lead to an increased demand for care placements and budgets----on average care placements cost £20k- £40k per annum.	
628	1130	1983	Sub Total – Reduced Service Levels			Review Specialist Child and Family Support Service and redesign overall provision of family support services with reduced staffing capacity.		
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
0	0	0	Sub Total – Discontinued Service					
895	1163	2087	TOTAL SAVINGS					

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
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ADULT SOCIAL CARE & HOUSING

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
	293	296	H	None	None	Decrease in Sirona contractual values as agreed.	Already accommodated in service planning	
39	39	0	M	2.6 fte	None	Savings identified from the customer services workstream which looks at redesigning the customer pathway making better use of IT systems and implementing streamlined processes (including family information)	Yet to be determined. Service will transfer work to the customer service equivalent to this reduction	
15			M	0.75 fte	None	P2P Efficiency savings	Restructure of administration in relation to invoice payment and purchase orders	

Sub Total – Change Programme Savings						How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
50			M	1.0 FTE	None	Savings in commissioning substance misuse services to be achieved primarily through reduced commissioning staff capacity with a small saving to be achieved by reducing spend on residential treatment by "holding" people in community treatment services, which are now achieving significantly improved outcomes following pathway redesign.	Limited service impact as there is less need to fund out of area residential treatment as a consequence of improvements to the care pathway and effectiveness of community treatment. The treatment system is dependent on national performance related funding. Further reductions in service from council or NHS locally will put performance and therefore treatment system investment at risk. Lack of effective substance misuse services can adversely impact on the community, including escalation of drug and alcohol related crime and anti-social behaviour. Loss of commissioning capacity will increase workload pressures.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
20	0	0	L	None	None	Additional income from administration of Homesearch.	None. Additional income from Curo and other Registered Providers to fund advertising of social rented properties via the Homesearch Scheme.	
60	60		M		None	The Fairer Contributions policy, which is based on national guidance and determines individuals' personal contribution to the costs of their community based personal care services. The policy requires that individuals are left with basic minimum income thresholds, which are nationally prescribed. Further protection is provided by a nationally prescribed 25% "buffer", which in B&NES is set above the required minimum at 30%. A very small amount of additional income could be generated by reducing this buffer back down to the statutory 25%.	Impact on the income of service users subject to the Fairer Contributions Policy, though these service users would continue to receive the income protection prescribed through national guidance. Some impact on commissioning and finance capacity to implement change.	
1,000	-1,000		L			Utilise s256 12/13 carry forward to delay recurring impact (one off). In line with Department of Health Guidance, it has been agreed by the Council and Primary Care Trust (to become the Clinical Commissioning Group (CCG) in April 2013) that a proportion of s256 funding can be utilised to offset demand-led pressures in adult social care purchasing budgets (including funding of Personal Budgets).		
500			L			Utilise s256 funding to meet pressures on adult social care purchasing budgets arising from demographic growth – particularly in placements, packages and Personal Budgets for older people and people with mental health needs, including dementia.		
1,580	-940	0	Sub Total – Additional Income					

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
0	51	0	H	1.5 FTE	None	<p>£25k saving from ceasing the voluntary Accreditation Scheme for private rented accommodation.</p> <p>£26k saving from a reduction in staffing capacity in Housing Services.</p>	<p>We are changing our approach to ensuring quality standards in HMOs – this is currently being consulted on.</p> <p>The Accreditation Scheme provides landlords & tenants with reassurance that a property meets minimum standards. Proposed additional HMO licensing areas cover a significant proportion of the accreditation properties. – as a result, the voluntary scheme will be stopped.</p> <p>Reduction in staffing capacity is likely to result in increased waiting times for some housing services.</p>	
	375	455	H	None	None	<p>A planned reduction of spend on purchasing the provision of personal care and support for older people, including those with dementia, adults with mental health needs, adults with learning difficulties and disabled adults, including those with sensory impairment.</p> <p>Primarily achieved by reducing admissions to residential care, particularly for older people, including those with dementia, by improving access to preventative and early intervention and also, by ensuring that signposting, access to universal services and advice to all, including self-funders, is effective. This saving aligns with investment plans to develop preventative services.</p>	<p>Some service users and their families/carers view admission to residential or nursing care as the “safe” (low-risk) option. Our staff will work to ensure that any concerns about community-based alternatives are addressed effectively. In order to reduce such concerns and mitigate any risks, it would be critical to ensure strong, effective preventative and early intervention services, pathway redesign, and improved signposting and access (including to self-funders) to financial advice.</p> <p>Further investment of Section 256 funding as well as a strategic shift in the investment of a proportion of Supporting People & Communities Funding would be appropriate in supporting the further development of this approach, which is in line with current national and local health and social care strategies.</p> <p>Proposal will increase pressures on Commissioning Team and will require culture change programme for practitioners.</p>	<p>Proposals made in light of high-level review by IPC, which suggests that savings could be achieved by further reductions in admissions to residential care.</p> <p>IPC review makes it clear that these savings can only be realised if part of a strategic shift, including pathway redesign, improved access to preventative services and culture change – see also comment against savings in relation to assessment & care management.</p>
0	426	455	Sub Total – Reduced Service Levels					

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
152	689		M	None	None	Over the coming years, the Council will focus the money it has available on care for the most vulnerable adults to support their independence. As a result of this focus, there will be a reduction in the level of services which are not directly discharging defined statutory duties under Community Care legislation. Detailed proposals for 2014/15 will be worked up during 2013/14 and the estimated savings by "sector" set out below should, therefore, be treated with caution.	Proposals represent a shift in the focus of Supporting People & Communities funding away from lower level support and towards delivery of more mainstream adult social care objectives. There will be an impact on the people who currently use these specific services, such as older people, people who need support to enter or re-enter the workplace, people who need support to avoid/prevent homelessness, people who are socially excluded because of multiple/complex vulnerabilities such as mental ill health, disability, poverty, poor educational achievement & poor housing. There will be an impact on a range of services which community organisations, as well as independent sector organisations, provide on our behalf.	Additional Information (Inc. PDSP Feedback)
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
						Detailed proposals to be worked up during 2013/14 will enable consideration of: a) alignment with the Council's priorities; b) service performance, utilisation and value for money;	However, as we continue to target our services towards more vulnerable people, there will still be an important part for the independent/ community sector to play in respect of delivering some of the £500k reinvestment in targeted advice/information; preventative services; and "pump-priming" third-sector organisations to recruit and support volunteers. Managing the de-commissioning of services represents a significant challenge to commissioning capacity.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
						<p>c) engagement with providers, including views on how they might help deliver savings by for example working together more effectively to avoid duplication;</p> <p>d) the overall picture including how targeted investment is made to mitigate the impact of delivering the savings and, indeed, help deliver the savings; and</p> <p>e) work with other partners including the CCG to join up commissioning intentions and take a whole-system view including along care pathways.</p> <p>It is proposed that £500k be reinvested in order to mitigate the impact of proposals and enable the development of targeted services to realise savings from a) assessment/care management; & b) further reductions in admissions to residential care. Estimated savings, by discontinuing or reducing services by "sector", taking account of the application of £500k reinvestment/mitigation are as follows:</p> <ul style="list-style-type: none"> • Older people support, including 'sheltered' housing, estimated saving £449k • Physical & Sensory Impairment support £11k • Young People estimated saving £61k • Ex-offenders/substance misuse estimated saving £42k • Generic (not age/client group specific) estimated saving £160k. • Advice & information estimated saving £118k. <p>Total saving £841k.</p>	Officers will continue to examine this area of spend and the various contracts in place to seek to bring forward settings into 2013-14 if possible.	
152	689	0	Sub Total – Discontinued Services					
1,836	1,082	1,326	TOTAL SAVINGS					

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
274	260	66		Up to 19.5 ftes		Customer Services Project within the Change Programme	Better customer service and lower processing costs.	
29	30	0		Up to 3.5 ftes		P2P savings - consolidation of income functions across council	Arising as part of other restructures.	
303	290	66	Sub Total – Change Programme Savings					
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
98	300	300		Estimated at 8 ftes		All Directorate - Management Structure Changes across directorate, including DD level, 3rd tier and DMP division.	Pending further work. £212K of 2013/14 savings from D&MP.	
85	0	0		Up to 2 ftes		Transport Policy - Focus on transport planning and strategy.	Minimal	
50	50	50		Introducing admission charges will require greater use of volunteers and changes to staff duties required; the fundamental review of the operating model in years 2 and 3 could impact further on staff numbers		Heritage Services - Victoria Art Gallery - reduction in net subsidy of £50k per annum, including the introduction of admission charging in 2013/14, together with a reduction in planned building maintenance; the operating model for the museum will be fundamentally reviewed in order to achieve a similar level of savings in subsequent years	Introducing admission charges will require physical alterations; the reduction in building maintenance could impact on the quality of decorations and the fabric of the building.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
20	0	0		Up to 1 fte		Transportation Overheads - Seek to reduce management costs - joint review with DD Environmental Services	Minimal	
39	0	0		Up to 7 ftes		Highways (reduced management costs through structure changes) - potential to further consolidate and reduce service provision. This is the net saving after existing and emerging pressures absorbed.	Reduction in capacity, causing delays to delivery of work. Reduced support to Members and Parish Councils on traffic management requests. Reduction in capability to respond to prolonged emergency, e.g. flooding. Some equalities issues as traffic management supports minority groups, including people with disabilities.	
50	0	0		Reduced overtime		Fleet Workshops - increase MOT / servicing income through reorganising service schedules and reliability to release capacity. Generate additional income through releasing in-house Passenger Transport capacity and reducing overtime costs.	Improved offer to customers including taxis and reduction in overall service costs. Improvements enabled by recent move of premises to Locksbrook Road	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
50	0	0		nil		Highways Maintenance - potential to achieve further contract savings	Contract extension likely to be required in order to secure a rate freeze. Failure to achieve a rate freeze may result in reductions to statutory services (with impacts on assets). Future opportunity to repack services and include revised working methods in tendering. Risk that any new tender may bring in higher rates, creating further budget pressures.	
0	200	0		All staff would be covered by TUPE arrangements		Delivery Trust option for Parks, Heritage Services, Libraries, Arts, Festivals - Review potential to establish a Trust to manage and deliver a range of services and functions including Heritage, Parks etc.	Lease and / or licence agreements to be put in place: no proposal to transfer assets. Externalisation of TLC services into a Trust needs to be done against the background of achieving financial benefit. It does have the potential to generate a net annual saving of c. £100k - £200k. One-off set up costs are likely to be in excess of £500k. These calculations are heavily dependent upon a large number of assumptions.	
200	200	200		The business plan provides for a sustained increase in visitor numbers to the Roman Baths, which will impact on staff workloads		Heritage Services - Additional net profit over three years in line with the Heritage Services Business Plan. We will improve our offer through the Roman Baths Development Phase 2 which has £4.188 million of capital allocated.	Increased visitor numbers are likely to cause increased attrition on the site. Deterioration to the ancient monument cannot be reversed and therefore increased measures are needed to prevent this. Taking into account our investment in the Roman Baths over the coming years, this is an excellent opportunity to improve the reputation of Bath to a wider number of people.	
60	0	0		nil		Waste - Introduce residents only permits at RC sites (using existing ANPR)	Stops use of B&NES Recycling Centres by non-residents and mirrors approach in neighbouring authorities Potential for shorter queues with nobody from outside the area using our facilities. Potential for increased fly tipping by people we no longer serve.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
70	0	0		Up to 2 ftes		Reduce Transport Services management, supervision and admin teams through integration of teams and reduction of processing	Process efficiencies, including potential for reducing overall costs of service management, therefore no significant impact on users.	
20	0	0		nil		Radstock Rd Depot to be closed and put portacabin facilities on Old Welton for cleansing / grounds staff	Redevelop facilities at Old Welton & install new accommodation. Releases Radstock Road Depot. Removes potential to use Old Welton as transfer station contingency site = risk. Risk that full saving not achieved after all risks and costs are factored in	
40	20	0		Up to 1 fte		Reorganise Licensing and Environmental street-based inspection and enforcement staff into multi-functional teams which focus on geographical areas and are deployed to reflect varying levels of demand.	Improved customer service, increased focus and hours of enforcement. Reduced net cost through savings and income. More "localised" approach	
20	0	0		1 fte		Restructure Estates Management / Play function	Reduction of duplication but also capacity. Improved focus on developer funding.	
20	0	0		1fte		Reduce Neighbourhood Managers by combining cleansing areas	Should improve fluidity of resources across boundaries. Net saving after supervision costs	
822	770	550	Sub Total – Other Cashable Efficiency Savings					
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
250	0	0		nil		Increase / introduce Car Parking Charges	Increases in a number of areas proposed. A majority would require changes to Traffic Regulation Orders. Some charging proposals likely to be opposed by local residents resulting in delays to implementation. Significant risk of reduction in numbers using affected car parks, renewing permits or visiting affected locations.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
10	15	40		nil		Additional advertising income (13/14 = roundabouts, 14/15 = billboards & 15/16 = bus shelters)	Risks of lack of market interests and possible planning constraints due to National and Council Planning Policy. Income targets to be reviewed.	
100	0	0		nil		Planning - additional income from Government fee increase (note - this is one side of the net £700k pressure with £800k growth to remove base budget assumption on full cost recovery)	None - based on 15% extra allowed. Subject to government changing the fee schedule. Requires government decision.	
35	0	0		nil		Inflation on external income across Environmental Services (assumed at 2% for every income stream that is not a) set by statute, b) subject to a separate decision c) internal).	Risk that total income may not increase as demand is reduced due to increases in charges	
108	0	0		nil		Review of Bus Subsidies	Results from re-tender of existing subsidised bus contracts	
60	60	0		nil		Waste - Reduce subsidy for garden waste fees per bin in line with neighbouring authorities	Minimal	
563	75	40	Sub Total – Additional Income					
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
245	255	0		Up to 10 ftes		Libraries & Information - To prioritise the retention of our eight Library branches we propose to deliver the service differently in the future with support from our emerging Community Library Programme.	Involves non replacement of one mobile library (estimated cost of replacement c.£90,000) Fewer visits and for less time at stop-offs by the one remaining Mobile Library – this will be offset by the development of our Community Library Programme to provide services in communities without a library branch; restructuring of service; reduction in materials, and some PC's and services. Consultation last year indicated how strongly people felt about provision of library branches and willingness to be involved in shaping their local library service	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
200	200	200		0.5 fte		Destination Management - Reduction in subsidy for significant elements of activity, combined with increased Spa income and reduced water monitoring costs	Includes continued growth in Spa income, combined with reduced water monitoring costs; significant reduction in support for Destination Marketing phased over years 2 & 3 alongside action to increase external finance; reduced project budgets for World Heritage site management; deletion of residual budget for support to Future Bath Plus. Managed reduction in Council direct subsidy for destination marketing activity alongside action to increase external finance	
263	0	0		up to 5.5 ftes		Public Protection (Food Safety and Standards, Environment al Monitoring & Licensing, Health and Safety, Trading Standards) - consolidate services, review elements for delivery with a view to minimising service provided.	Restructure / reduction in service offer. Services will be at statutory minimum. Likely cessation of business support model with reduction in informal approach to securing compliance at a time of increasing business numbers. Reduction in enforcement. Cessation of routine sampling. Reduction in partnership working. Possible delays in response to corporate deadlines and complaint/service request response times. Risk of challenge due to failure to deliver statutory services. Reputational issues - service reductions - failure to meet expectations. Significant organisational change and development requiring project work to support change in working methods and consultation / redundancy processes.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
0	31	0		1 fte plus some redeployment anticipated within service area		Neighbourhoods Services - reduce Environmental Protection services, cease in-house plant production, reduce parks maintenance and planting.	Revised pest control service to move from Radstock Rd depot and free up space (store relocated to RVP). No requirement for biomass boiler in RVP nursery. Saving in RVP energy consumption (gas) and therefore reduction in carbon. Significant change in Pest Control Service with reduced staffing and offer focussed around providing means-tested service for people in need (Year 1). Parks management streamlined to improve coordination, efficiency and effectiveness and reduce costs (Year 1). RVP Nursery will not close but savings made through stopping costs of heating greenhouses, procuring plants externally, reducing volume of planting and reducing staff within Parks service (Year 2). Cleansing service will continue to look for efficiencies, more effective ways of working and service standards (Year 1 onwards). Significant organisational change and development to achieve proposed savings whilst ensuring service continuity.	
0	0	100		up to 3 ftes		Planning Policy & Environment teams - Reduction in level of spending within Planning Policy and Environment teams to be achieved after the major elements of Planning Policy are completed, including core strategy, gypsy & travellers DPD, Placemaking and CIL	Assumes reduction in Planning Policy work once these workstreams are complete. Rated as M rather than L because political priorities keep changing	
0	120	0		up to 2 ftes and agency staff			15 public conveniences to be closed and re-invest some of the proceeds to improve the remainder of Council- run toilets. This will allow the public convenience budget to focus on the remainder to a higher standard than people currently experience.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
						Public Conveniences - Reprioritise our spend on public conveniences to improve quality standards and service to the public	<p>Currently provide 29 public conveniences in total.</p> <p>Better facilities for residents, visitors, and workers.</p> <p>Fewer Council-run toilets will be offset by the existing provision of non-Council toilets in places like Bath city centre, including SouthGate shopping centre and the new toilets agreed through the planning process at the Railway Vaults</p> <p>Maintenance of remaining facilities transferred to other organisations where possible. Service is non-statutory but affects residents, tourists, visitors, mobile workers. Possible impacts across the equalities range but elderly and disabled particularly depending on the location of the toilets we may sell. Proposal would retain key Parks/Green space sites where no viable alternative provision (in shops, cafes, bars, Council facilities) and build in higher cleansing standard at remaining sites.</p> <p>Provision Strategy for Public Toilets (2011) to be reviewed/revised to reflect changes and increased need for delivery of the other strands - e.g. co-location in Council buildings, private sector developments, community led support, concession and property lease agreements. Note: concurrent tendering exercise in progress. Savings assumed all from yr 2 but could be delayed. Service likely to stagnate and unable to improve if decision left in limbo.</p>	
50	0	0		up to 5 ftes		Waste - 2 recycling centres to be closed 2.5 days each in mid-week.	Increased fly tipping; capacity issues at existing sites when open. Significant reduction in customer service	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
0	20	0		nil		Transfer allotment management to user groups (i.e. provide them but do not manage them)	Possible asset transfer. Move away from dependency on Council managed sites. Risks of dispute and of low take-up	
0	10	0		nil		Stop maintaining bowls at Sydney Gardens	Possible asset transfer. There is currently over-provision of bowls facilities in Bath. Can offer facilities elsewhere	
758	636	300	Sub Total – Reduced Service Levels					
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
102	0	0		nil		Sports Development & Active Lifestyles; No longer provide Sky Ride and Wheels for All; at least one voluntary organisation would be at risk if grants are eliminated; Less funds available to finance one off issues within Leisure. Proposals impact across the Sports Development and Active Leisure service	No direct impact. Highly successful events will not take place (Sky Ride and Wheels for All); at least one voluntary organisation would be at risk if grants are eliminated; Less funds available to finance one off issues within Leisure. Proposals impact across the Sports Development and Active Leisure service	
10	30	0		2 ftes		Cease pest control service (extra reduction beyond that proposed above)	Reputational risk through failure to properly discharge statutory duty - although private sector providers of pest control are available and some services could be recommended by us. Statutory obligations remain	
20	0	0		possibly reduced overtime		Waste - stop collecting "missed bins" except where this is the fault of the service.	Increased complaints. Save staff and fuel costs. Most bins are not "missed" due to service errors	
0	30	0		possibly reduced overtime		Waste - cease 5 bank holiday refuse collections except Xmas / New Year	Increased complaints due to changes. Recycling collections not affected. Net saving through reduction in premium rates / extra time off.	
132	60	0	Sub Total – Discontinued Services					
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
400	0	0		nil		Weekly Collections Fund	subject to announcement by end October 2012	
400	0	0	Sub Total					
2,978	1,831	956	TOTAL SAVINGS					

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
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RESOURCES

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
250	500	150				<p>ICT - Corporate</p> <p>Rationalisation of systems, improved procurement & implementation of new ICT Strategy plus consolidation of budgets.</p> <p>This saving will apply across all departments and so is described as corporate even though will be led in the Resources Department.</p> <p>New centralised or federated staffing model required</p>	<p>This saving is the balance remaining Delivery is dependent upon ICT transferring in-house on 1 August 2013 & then centralisation and rationalisation of all ICT spend from 1 April 2013.</p> <p>Reduced spend on ICT will mean ICT will be provided strictly to meet priority business needs</p> <p>Staffing impacts cannot be assessed until the service has returned in house.</p> <p>The effective completion of this programme requires continued investment in the change from the relevant reserve and links to the various items in the capital programme.</p> <p>Link to Sirona ICT strategy to be evaluated</p>	
73	27			3 P2P 1 BFS		<p>Finance</p> <p>Business & Financial Services: P2P</p> <p>Rationalising procure to pay (P2P) and income systems in finance either using centralised or federated staffing model</p>	<p>£60K Change target relating directly to Resources procure to pay and £40K similar target for consolidation of income functions across the Council including from rationalising cash income system & systems, which support web based payments facility.</p> <p>The effective completion of this programme requires continued investment in the change from the relevant reserve.</p> <p>P2P will deliver further savings within Place (£92k) and People & Communities (£65k) which will require staff restructuring & consolidation within these Directorates</p>	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
		170		3		<p>Customer Services</p> <p>Business Development</p> <p>Stopping the business development service once the new way of working has been fully rolled out in 2015/16.</p>	<p>This is a year 3 savings from simply stopping a service development function on the basis it will have become business as usual - The Business Development team in Customer Services supports the customer services change programme – removing this team will mean the programme comes to an end in 15/16 – the schedule suggests a one off source of resources in 15/16 may be needed to sustain the programme through that year and then stop.</p>	
		100		5		<p>HR & Payroll – delivery model</p> <p>New methods with less date inputting and more self service.</p>	<p>New model for HR/Payroll service delivery agreed, consistent with future function and size of the Council. Currently subject to finalising the business case.</p> <p>Savings are dependent upon insourcing of transactional and payroll functions from Mouchel and new software platform to support manager / employee self-service.</p> <p>Full implementation will take 2 years. Benefits will also include accurate & up-to-date management information.</p>	
250	250					<p>Management Structure</p> <p>Resources Department management structure to be reviewed</p>	<p>Consultation on a new management structure will start at the beginning of 2013.</p> <p>Following agreement of principles a more streamlined structure will be phased in.</p> <p>Staff impact to be assessed. Savings include related support.</p> <p>Relates to assumed overheads of current contract</p> <p>Staff impact to be assessed.</p>	
100	100					<p>ICT</p> <p>In-sourcing of ICT function</p>		

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
155	6	17		6		Customer Services New standardised and simplified customer contact arrangements	To be delivered as per Release 1 of customer services change plan. Face to face customer service options retained but self serve and web improved. Also affects e billing and document management,	
21	44					Improvement & Performance Web site administration efficiencies	New open systems Drupal web site to require less resources to maintain. No further staff impact expected	
377	230			20		Property Property Services - Reduction in staffing levels to facilitate 20% reduction target	Some mitigation may be achieved by splitting the delivery and commissioning roles and combining some of delivery with project delivery elsewhere in the Council. A less responsive service will result including ability to take forward development opportunities unless one off development budgets can be identified. The rolling development fund helps with this but will need to be topped up from time to time.	
10	20	20		3		Property Print procurement and delivery efficiencies.	<i>Business to be run at scaled back level to test viability of this approach.</i> <i>For more specialist work a new framework contract procured through the procurement partnership will be available.</i>	
1236	1177	457	Sub Total – Change Programme Savings					
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
100	200					Transformation Removal of recurring budget	Gradual removal of all project budgets much of which is spent on lean systems thinking reviews, project support to Council services and ICT projects. Replacement with one off funding from reserves as required.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
500						<p>Policy & Partnerships</p> <p>Travel Plan – Corporate</p> <p>Review of business travel & reimbursement arrangements</p> <p>This saving will apply across all departments and so is described as corporate even though will be led in the Resources Department.</p>	<p>The Corporate Travel Plan together with the Workplaces project are intended to support changes in the business travel practices of staff reducing journeys and carbon emissions.</p> <p>Managers are currently assessing the impact on service delivery although no adverse impact is anticipated based on experience in other authorities.</p> <p>The saving arises from introducing HMRC travel rates and associated changes to mileage allowances but is subject to consultation.</p>	
	200					<p>Policy, Performance & Administration in Resources Department</p> <p>Consolidation of support areas across Resources including democratic meetings support, aspects of information management, performance management and reporting.</p>	<p>Review to primarily affect democratic services, policy and partnerships plus improvement and performance to integrate functions and reduce systems and processes.</p> <p>Staff impacts unknown at this stage but assumption made based on level of saving</p> <p>There may be some corporate aspects to this review and potential links to the Resources management review.</p>	
						<p>Property</p> <p>Consolidation of capital programme support, property & project management.</p>	<p>There are distributed arrangements in place that could be combined to achieve savings from the management of capital schemes and project delivery.</p> <p>A split of some commissioning roles from project delivery and support is also appropriate in aspects of property and project delivery.</p>	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
							This will potentially link with the Resources management review and in addition there will be corporate aspects to this review. Staff impact to be assessed.	
	50					Audit Risk & Assurance Consolidation of Procurement & Commissioning Support across the Council to increase resilience and sustain acceptable level of capacity and skills.	Similar to the above but in respect of commissioning and procurement support. Scope to centralise or federate staff plus potential links to the Resources management review. Staff impact to be assessed.	
	25					Audit Risk & Assurance Information Governance Rationalisation with ICT Service	Similar to the above but in respect of ICT & Information Governance roles following in sourcing of IT contract. Potential links to the Resources management review Staff impact to be assessed.	
29	16	6				Property Corporate Estate – efficiencies	Reductions in corporate estate budgets to deal with one off work. No direct staff impact. The main savings relate to workplaces and have already been accounted for as part of that project. Separate savings relate to R&M for which see below.	
75	75			4		Legal & Democratic	A 15% cut in legal support (split over 2 years) that will require clearer prioritisation of support based on impact and risk as assessed by the Council on a corporate basis. Any substantial legal challenges will need to be funded from project budgets or Council central contingency reserves.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
						Reduced structure for Legal Services	Shared working on specialist aspects of the service with other authorities to be accelerated to see if further efficiencies can be found.	
		200		3		Finance More savings in management of finance to reduce the service to a core service	This level of savings will need to be measured carefully. As with legal and HR the risk is that the services will start to decline below acceptable levels and in this case qualification of accounts becomes a risk. To mitigate this, a very effective risk based approach will be needed. All other support services will be assessed to ensure no one service is disproportionately affected in year 3. Metrics and benchmarking will be important.	
	25					Property Cleaning Reduction in Cleaning spec across corporate offices	A slightly reduced cleaning specification, which could start to impact noticeably on building cleanliness - so will be kept under review especially in busy areas and busy building with flexible office space. This represents a 20 % reduction.	
100						Resources Project Support Removal of Resources Change Project funding	There is now no funding available to support 'one-off' change projects within Resources	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
7						<p>Customer Services</p> <p>Shop mobility Maintain Shopmobility service through current Customer Services team and greater use of volunteers</p>	Option to fully remove the service has previously been considered and savings are now available as a result of absorbing workload within Customer Services team and co-location within One Stop Shop.	
1,700						<p>Finance</p> <p>Investment interest, Capital & debt costs – Corporate</p> <p>This saving will apply across all departments and so is described as corporate even though will be led in the Resources Department</p>	<p>Review of long term capital financing and financing reserves.</p> <p>The saving reflects the approach now inherent in the treasury management strategy and the capital programme financing arrangements.</p> <p>No provision required for rising interest costs as loans will be at fixed rates but opportunity cost of cash flow funding may become more expensive over time which has not been allowed for.</p> <p>The figure also includes £200,000 for carbon tax and this is no longer required as it has been possible to charge schools appropriately and the rates are slightly better than expected. A further £100,000 relates to saving in external audit fee following the abolition of the Audit Commission and appointment of Grant Thornton as external auditors.</p> <p>No direct staff or service impacts</p>	
	500	500		n/a		Policy & Partnerships + Property	Review of use of Council owned assets based in communities to see which ones might be better run by the communities themselves, also which should be consolidated and which sold off. Also affected by the new statutory 'right to bid'.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
2,536	1,091	706	Sub Total – Other Cashable Efficiency Savings			Community Use of Assets – Corporate This saving will apply across all departments and so is described as corporate even though will be led in the Resources Department	There is a risk that aspects of this saving might be double counted with savings elsewhere in medium term plans but this will not be evident until the review progresses. The review does not include the Councils main offices, which have been reviewed and are being rationalised as part of the workplaces programme. The savings from this have already been accounted for.	
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
550	250	200		n/a		Property Commercial Estate Increased revenue income through investment in Commercial properties. The Council as a whole benefits from the income in this estate, which presently is a net £1.3M.	This arises from the potential to invest in properties with secure returns that exceed those available through usual treasury management opportunities. The acquisitions need to be linked to the enhancement of the Council's estate and to therefore achieve wider property objectives. One example of such an acquisition has already been achieved in the current financial year and represents an early move towards this target. A more diversified property portfolio and support for regeneration are possible additional benefits. Over the next three years, the capital borrowed to fund the acquisitions is intended to be repaid using new capital receipts to be generated from lease restructuring which has no significant impact upon existing revenue streams.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
19	29	62		n/a		Improvement & Performance - corporate Additional Advertising income This saving will apply across all departments and so is described as corporate even though will be led in the Resources Department	Income to be generated through increased advertising using the Council's web site and other means such as bus stops, traffic islands, and events.	
	500	500		n/a		Finance - corporate Tourism Levy This saving is described as corporate and will be led in the Resources Department	There is potential to introduce some form of tourism levy so that the Council's day-to-day investment in tourism and visitors can continue to be supported. Any such levy would be subject to widespread consultation and appropriate due diligence.	
	500	250				Finance - corporate Trading Opportunities This saving will affect a number of departments, is described as corporate and will be led in the Resources Department	The Council has a number of trading partners and the aspiration is to review those relationships to assess the potential to increase Council income. These reviews will initially need to be treated as commercially sensitive.	
569	1,279	1,012	Sub Total – Additional Income					
2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
						Customer Services	The new local Council Tax Support scheme (formerly Council Tax benefits) is being introduced in a way that will offset the 20% reduction in Government funding for working age claimants. Pensioners are protected.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
						Council Tax Support Scheme	This major change therefore shows as a nil net cost. Dues to the timetable for billing and tax base setting this change is to be considered by the November meeting of Council and in advance of budget setting.	
						Customer Services Housing Benefits to Universal Credits	To try to avoid the reduction in access to face-to-face advice the Council is participating in as a pilot for the Department of Work & Pensions (DWP) and attracting funding for that purpose. The new system will be gradually introduced between October 2013 and 2017. The Council will cease to provide the service as the caseload migrates to the DWP but may be able to provide a local front office service if the pilot is successful. The financial arrangements for such a service are not yet clear and there will be implications for the voluntary sector who already provide advice claimants as well as money advice. A nil net cost has been assumed. There are about 10-15 staff that work in this area (HE) and their roles will potentially transfer or disappear over time, subject to the above. HB Admin Government grant equates to the cost of running the existing service. The benefits are currently funded by Government subsidy except for approximately £300K. This relates to complex subsidy rules and certain risk that remain with the Council. It is assumed that this will still be needed in future when Universal Credits are implemented as a means of funding a front office service.	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
60	20	45				<p>Policy & Partnerships</p> <p>Partnership Delivery</p> <p>Commissioned services and local events budgets</p>	<p>Savings relate to</p> <p>1 Removal of dedicated budgets for local initiatives and events. Currently £119k used to complement local projects, including Christmas events and some co-ordination of local partnership activity. Budget has been reduced over the years and communities have been assisted in obtaining funding from other sources such as Ward Councillors Initiative</p> <p>2 Savings from Christmas lighting budget in first year leading to ending of this budget at end of current contract. Budget currently £81k will reduce by £11k in year one, Year 2 and 3 savings assume that we have been able to generate income to fund any Christmas lights and or the level of provision has been reduced or efficiencies made</p> <p>3 Saving from community safety budgets which will be achieved through continuing the change programme the Partnership began last year in the light of the advent of PCCs. Saving proposed £30k from a £40k budget set up in the 2012/13 budget to provide some flexibility in the transitional period</p> <p>These savings coupled with savings delivered in 2012/3 leaves the service commissioning in 2013/14, local Healthwatch (new statutory responsibility) £72k, the reducing Christmas lights budget £70k, a contract on Voluntary and Community Sector support £65k, Street Marshalls work with the BID £21k, the Councils contribution to the Student Community Partnership £18k and some capacity to support some work with Equalities groups £40k</p>	

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
35				1		Legal & Democratic Efficiency measures within Democratic Services	The savings will be achieved through a series of efficiency measures within Democratic Services. The level of Oversight and Scrutiny and democratic accountability will be protected	
344	85					Property Repairs and Maintenance Reductions in R&M budgets	A significant reduction in the budget of about 20%, which will mean that the already highly prioritised approach will be restricted further. Condition of assets will need to be monitored. Rationalisation and renewal of corporate estate, especially, offices will help.	
439	105	45	Sub Total – Reduced Service Levels					
4,780	3,652	2,220	TOTAL SAVINGS					

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
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REGENERATION, SKILLS & MAJOR PROJECTS

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
212	0	0	L	3 posts to be deleted	none	All Directorate - Management Structure Changes across directorate, including DD level, 3rd tier and DMP division.	No impact as saving achieved by change in Strategic reporting and management input in line with Council policy of moving to 3 Directorates.	
212	0	0	Sub Total – Other Cashable Efficiency Savings					
212	0	0	TOTAL SAVINGS					

CORPORATE

2013-14 Saving £000	2014-15 Saving £000	2015-16 Saving £000	Risk to Delivery	Impact on staff	Impact on Assets and Property	How saving to be achieved	Impact to Service Delivery	Additional Information (Inc. PDSP Feedback)
170	0	0	L	Nil	none	Removal of remaining budget set aside to cover reductions resulting from central educational services funding changes (LACSEG)	No impact	
170	0	0	Sub Total – Other Cashable Efficiency Savings					
759	700	700	L	Nil	none	New Homes Bonus grant income	No impact	
759	700	700	Sub Total – Additional Income					
929	700	700	TOTAL SAVINGS					
11,630	8,428	7,289	OVERALL SAVINGS					

COMMUNITY ASSETS TRANSFER PROGRAMME

1 CONTEXT

1.1 The challenging financial situation increasingly requires the Council to use to the full the assets available to help communities tackle the local issues of importance to them.

1.2 Since the publication of the Quirk report in 2007, councils and central government have seen greater community involvement in community assets and buildings as potentially delivering some or all of the following benefits:

(1) **Better community outcomes**- by releasing an organisation from its liabilities to the Council it can grow its work in the community. The Quirk Review noted that the crucial driver for asset transfer is not the disposal of assets per se but the empowerment of communities; any approach to community assets must therefore be seen in the context of the Council's aim to be an open and engaging Council that empowers communities and works in partnership with a range of public, private and voluntary organisations.

(2) **Better Value for Money** – cutting costs through new, localised ways of working and involvement of volunteers as well as drawing in more resources, for example from parish councils.

(3) **Greater support for our voluntary and community sector**- with opportunities for long-term planning by the community organisation involved in the building, including the ability to draw down external investment as well as greater freedom to tailor services to need. This support for local community organisations is urgent in the current climate and can make a real difference to long-run viability.

1.3 The new Community Right to Bid provides an additional focus for involvement in community assets, including those not in Council ownership.

2 COMMUNITY ASSETS IN BATH AND NORTH EAST SOMERSET: SUGGESTED APPROACH

2.1 It is proposed that a programme begin of transferring Council community based assets and services to voluntary groups and parish councils, beginning with a series of "Quick Wins" alongside the development of a more detailed framework and criteria. "Transfer" is defined as "passing ownership or management of a building or piece of land from a public sector body to a third sector organisation". This may or may not involve transfer of the freehold and the most appropriate arrangements will be put in place depending on the nature of the asset and organisation concerned and the outcomes to be achieved.

3 COMMUNITY ASSET TRANSFER- “QUICK WINS”

3.1 To make progress on this issue, the Council will initially focus on finalising proposals for asset transfer where discussions are already well- advanced. These are set out in Table 1(below) and reflect the diversity of community organisations delivering services in our area, both in terms of structure and of the types of outcomes being achieved. However, each of these schemes has been built around:

- (1) An appropriate, not-for-profit legal entity, and governance structure to ensure effective management of the asset
- (2) Alignment between the work and objects of the organisations and the Council’s own Corporate Plan objectives.
- (3) Opportunities for enhancing the capacity of local voluntary and community organisations and empowering them to deliver their objects

3.2 As asset transfer terms are finalised with these organisations, the Council will also put in place arrangements to ensure that the wider community interest is safeguarded and that the overall objectives agreed will continue to be delivered in the longer term. The Council will consider impacts on its overall priority of enabling groups to grow their services in the community as well as the overall financial implications of proposals. The learning from this work will be used to develop the wider criteria for Community Asset Transfer set out in 4 below.

4 DEVELOPING CRITERIA FOR ASSET TRANSFER

4.1 As well as progressing the “Quick Wins” identified in Table 1, the Council wishes to develop a wider offer to voluntary and community groups and parish councils in relation to community assets. A report will be brought to Cabinet recommending the process and criteria for this, building on experience from the work on the “Quick Wins”. It is expected that this report will be built around the following key principles

- (1) **Listening-** an open and transparent invitation to voluntary/community organisations and parish councils to propose changes to arrangements relating to community assets
- (2) **Prioritising-** being clear about the types of assets which will be considered for transfer
- (3) **Joining-Up-** checking the impact of proposals on other plans for assets, bringing services together to reduce costs and duplication where possible
- (4) **Working With You-** engaging constructively on proposals and encouraging phased approaches where practical

(5) **Sharing Ideas-** learning from successful schemes

- 4.2 In response to requests arising from this process, the Council will make positive suggestions including the potential for a phased approach and providing appropriate support to local groups.
- 4.3 Further work will be undertaken on more detailed criteria but the tests to be adopted will be proportionate to the degree of change in the relationship being proposed and the benefits to the community. The criteria will include appropriate safeguards to ensure that any asset is used in accordance with the objects agreed in any leasing arrangement, to ensure effective governance and to address any financial and value for money implications.
- 4.4 The Resources Policy Development and Scrutiny Panel intends to undertake a review of the Council's approach to community assets and a report is being presented to its meeting of March 18th. This will be linked to the proposals for policy development set out in this Appendix.

5 LINK WITH MEDIUM TERM SERVICE AND RESOURCE PLANNING

- 5.1 The Council and its partners hold a significant numbers of assets across our area. It is proposed that further work be undertaken to identify where costs can be reduced by removing duplication, for example, through colocation of services. The Council has in its Resources MTSRP a proposal to save £500k in 14/15 and an additional £500k in 15/16 through reviewing the use of Council owned assets. An analysis of 90 Council community assets suggests a total running cost of £7.5m, although since this includes service assets such as library and leisure facilities it is important to avoid double-counting.
- 5.2 Again, this work will be linked to the work being undertaken by the Resources Policy Development and Scrutiny Panel.

Table 1 - “Quick Wins”

NOTE: All proposals below will contribute to the following outcomes through the process of asset transfer:

- Where local people actively lead the delivery of improvements in their community
- Where decisions are made as locally as possible
- Where there is easy access to public services and local amenities
- People have developed their skills and used them to improve their community

Asset	Summary of outcomes provided by the organisation	Corporate Plan Outcomes directly delivered
Percy Community Centre – New King Street, Bath	A well-maintained, accessible community resource for other voluntary sector and community groups and to support the economic activities of individuals with a range of services. The Centre now has over 50,000 users a year and hosts a regular schedule of around 25 different activities each week.	<ul style="list-style-type: none"> • 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 • There are activities and opportunities to help young people to make a positive difference to their lives and communities • Everyone has the opportunity to participate in sports, leisure and cultural activities • Reduced inequality between communities across Bath & North East Somerset
Chapel Arts Centre, St James Memorial Hall, Bath	A community & culturally based arts centre presenting a wide range of the performing arts, including music), theatre, dance, comedy, film, mime, poetry and multimedia	<ul style="list-style-type: none"> • Everyone has the opportunity to participate in sports, leisure and cultural activities
Whisty Community Centre, Stoneable Rd	The Whisty community Association provides community facilities and services tailored to meet local needs in Whitelands Springfield and Tynning. It works with statutory authorities, schools, colleges and voluntary organisations to improve the quality of life of the inhabitants of the WHISTY area. Services available include a pre-school playgroup and parent toddler group.	<ul style="list-style-type: none"> • 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 • Everyone has the opportunity to participate in sports, leisure and cultural activities • Reduced inequality between communities across Bath & North East Somerset

<p>Fairfield House, Bath</p>	<p>The Friends of Haile Selassie I Fairfield House has been established with clear objects relating to respecting and preserving its heritage and its legacy for the older people of Bath as for different community groups intended by HIM Haile Selassie 1 bequest as well as developing Fairfield House as a sacred space. It is in the process of preparing an appropriate legal entity and Business Plan.</p>	<ul style="list-style-type: none"> ● The people most in need are supported to live full active lives. ● Older people are supported to live independently ● Everyone has the opportunity to participate in sports, leisure and cultural activities
<p>Midsomer Norton Railway Station</p>	<p>The Somerset & Dorset Railway Heritage Trust operates a heritage railway from its station at Midsomer Norton and is currently extending its operation.</p>	<ul style="list-style-type: none"> ● There are activities and opportunities to help young people to make a positive difference to their lives and communities. ● Everyone has the opportunity to participate in sports, leisure and cultural activities
<p>YMCA Broad St, Bath</p>	<p>Bath YMCA is an autonomous charity that affiliates to YMCA England. It has its own board of management made up of representatives from local communities. As well as accommodation, the organisation provides a wide range of other services including breakfast clubs, after school clubs, childcare and youth projects.</p>	<ul style="list-style-type: none"> ● 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 ● There are activities and opportunities to help young people to make a positive difference to their lives and communities ● Everyone has the opportunity to participate in sports, leisure and cultural activities
<p>Genesis Trust, James St West, Bath</p>	<p>A charity in Bath that currently runs a range of to help the homeless and vulnerable in the city. These include a furniture project, Foodbank and the Street Pastors scheme.</p>	<ul style="list-style-type: none"> ● The people most in need are supported to live full active lives. ● Where people feel safe ● Reduced inequality between communities across Bath & North East Somerset

<p>Scouts, Kelston Rd</p>	<p>The aim of The Scout Association is to "promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities". It achieves this through a programme of activities for young people from the ages of 6 to 25.</p>	<ul style="list-style-type: none"> • 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 • There are activities and opportunities to help young people to make a positive difference to their lives and communities • Everyone has the opportunity to participate in sports, leisure and cultural activities
<p>Beacon Hall/Beacon Field, Peasedown St John</p>	<p>This purpose-built Hall and nearby children's play area, were provided for the village of Peasedown St John as a result of the construction of over 1000 new homes in the village. The site of the Hall and its surrounding gardens, Beacon Field and car park is now leased to Peasedown St John Parish Council by Bath & North East Somerset Council.</p> <p>This will bring benefits to the Hall and the management of the adjacent space.</p>	<ul style="list-style-type: none"> • 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 • Everyone has the opportunity to participate in sports, leisure and cultural activities • Clean streets and open spaces
<p>Midsomer Norton Town Trust</p>	<p>A new Midsomer Norton Town Trust has been established to hold the leases for buildings in trust for the town, be responsible for maintaining the fabric of the buildings and to develop a capital sinking fund over time to cover the cost of repairs. The 11 Town Councillors will be the trustees. The Midsomer Norton Community Trust will be a Community Interest Company responsible for running the Town Hall and Orchard Hall buildings on a daily basis.</p>	<ul style="list-style-type: none"> • Clean streets and open spaces • The quality of the environment is maintained or enhanced

Policy Context to the Budget 2013/2014

Context to our plans

Bath & North East Somerset Council (B&NES) strives to deliver excellent services to local people and make our area *the* place to live, invest, and visit in the UK. We are committed through our strategies to making this happen.

The environment in which we are working has changed and we are now facing new challenges from cuts to public sector funding, new legislation and shifts in our local population numbers and profiles.

Using a comprehensive evidence base, called the Joint Strategic Needs Assessment, we are ensuring that we have a good understanding of the challenges facing us and the needs of local people. This understanding is shaping our strategies and the way we deliver front line services.

Our strategies and plans describe how we will be investing in the future with projects to promote new jobs and homes, keeping Council Tax bills as low as possible and protecting high priority frontline services, whilst ensuring that our most vulnerable residents are given the support that they need.

What our plans say

Our Corporate Plan sets out the Councils vision for the area. This vision puts people first and communities at the heart of everything we do, and is framed around 3 objectives: *Promoting independence and positive lives for everyone (quality of life); Creating neighbourhoods where people are proud to live (people); Building a strong economy.* The Plan goes on to describe how we will make this vision a reality, whilst making the most of our resources. Our Corporate Plan 2012 – 2015 can be found at www.bathnes.gov.uk/services/your-council-and-democracy/policies-and-plans/corporate-plan

Our Sustainable Community Strategy (SCS) builds on our vision for the area and sets out the commitment from the wider B&NES partnership. It seeks to ensure that public services in B&NES are coordinated, and that our themed multi-agency partnerships such as the Health and Wellbeing Board and the Economic Partnership are joining up on key issues such as unemployment, skills and education.

We are in the process of reviewing the Sustainable Community Strategy to make sure that it is up to date and relevant; a new version of the SCS is expected in spring 2013. The B&NES Public Services Board is leading the development of the SCS. This Board is chaired by Paul Crossley, leader of the Council, and includes chief officers from B&NES public sector agencies including the police, fire and rescue, housing and health.

Engagement with local people and communities is an important part of our strategy and service design process and our new Local Engagement Framework is helping us to develop a coordinated, transparent and efficient way of engaging. This new approach will help us to reduce duplication, whilst making the most of new ways of working.

The following paragraphs summarise some of the key challenges identified in the Joint Strategic Needs Assessment and priorities of our Corporate Plan and Sustainable Community Strategy.

Population change: Aging population

The number of older people is growing. Statistical projections suggest that this will continue and that by 2026, people over 75 will have increased by 40%, representing 11% of the total population. This will create challenges in services such as social care, health and housing.

Responding to this population change is a priority of our Health and Wellbeing Board and through the Joint Health and Wellbeing Strategy the Board has been planning how to meet the needs of our older population. Our commitment is to provide good quality services for older people that include choice, dignity and the respect to make their own decisions, as well as assistance to live independently.

Population change: School age population

The number of school age children is growing and, combined with new housing and families moving into the area, we will need to provide more primary school places. We have embarked upon an investment programme and new school places are proposed in north Bath, Paulton, Peasedown and Keynsham to meet this demand.

New housing developments are being considered in Bath Western Riverside, Bath and Somerdale Keynsham which will create additional demand on schools. We are planning for this now, including the need for new schools. We will continue to invest in children and schools ensuring that we continue to create a learning environment that is nurturing, safe and sets high expectations.

Promoting new jobs

We want to do more to support local people into work. Investing in economic growth to create new jobs, new homes and new opportunities for our residents is a crucial part of our local plans and our developing Economic Strategy will further outline this commitment.

Climate change

Climate change poses significant challenges for the area and we need to move towards a more sustainable future. Our Environmental Sustainability and Climate Change Strategy outlines our approach to achieving this including how we are working with the community to reduce our carbon consumption by 45 per cent by 2026, through a range of programmes that promote resource efficiency.

Connecting families

The government estimates that there are more than 200 families living within B&NES which have complex needs. These families experience five or more of the following problems; unemployment, poor quality or overcrowded housing, no parent has any qualifications, mental ill-health, longstanding limiting illness, disability or infirmity, low income, or unable to afford food and clothing items. This is not acceptable, and we are

working to ensure that these families enjoy the same quality of life experienced by others, through our Connecting Families programme.

Reducing health inequalities

Despite relatively low levels of social inequality, there are small geographical areas that experience issues. Social inequality has a significant relationship with a wide range of health and social care needs including life expectancy and long term conditions. In partnership with the B&NES Clinical Commissioning Group we will seek to reduce these inequalities through our Joint Health and Wellbeing Strategy.

Legislative changes

There have been many changes in legislation in recent years and these represent significant shifts to the way we work and how we deliver services.

The **Academies Act** has affected the way we manage and fund our schools. We have responded well to this change and are working collaboratively with our new academies to ensure that every child receives a high standard of education.

In response to the **Localism Act**, the Council is considering a range of mechanisms which will facilitate greater community involvement in the planning of local services, such as neighbourhood plans, a new local engagement framework and the new community rights to buy and challenge.

We have established a new Health and Wellbeing Board, which was a requirement of the **Health and Social Care Act**. This Board gives us a greater say in the way health services are delivered, and increases the opportunity for greater integration between health and social care. The overall aim of the Board is to improve health and wellbeing and reduce health inequalities.

Forthcoming changes to **state welfare provision** will impact on people and families within our communities. We are putting mechanisms in place now to support people impacted by this change. We are also working with the new **Police and Crime Commissioner** to ensure community safety initiatives in B&NES continue to receive investment and that crime remains low.

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City Region Deal – Growth Incentive Background

Background

- 1 This note provides context for the budget and medium term plans. The impact does not start until 2014/15. Key decisions are not required until June and July 2013. At this stage the information is just for noting as it provides important context for the medium term plans especially intended investment in regeneration.
- 2 The City Deal offers potential additional financial benefits and investment as a result of a commitment to Growth. Extensive preparatory work is taking place to enable options to be put before councils. At this stage each of the 4 West of England Unitary Councils and Government have agreed in principle only.
- 3 The City Region Deal is an agreement between Government, the West of England authorities and the West of England Local Enterprise Partnership giving increased local financial flexibility and freedoms in exchange for a focussed programme of investment to enable the region to achieve its full economic growth potential.
- 4 The City Region Deal is made up of five key elements, most of these have already been agreed by the respective councils. The five elements are:
 - A Growth Incentive Proposition
 - A Transport Devolution Agreement
 - A People and Skills Programme
 - A City Growth Hub
 - A Bristol Public Property Board (Bristol City Council Only)
- 5 This briefing note focuses on the first of these, the Growth Incentive proposition, which is still under development and negotiation between the partners and Government. It is intended that these negotiations will be completed by Easter, enabling formal decisions to be taken by each Council in July, with implementation starting from April 2014. Given the significant nature of this element of the deal approval will be required by Full Council.
- 6 The Growth Incentive deal will support the strategic objective of delivering accelerated economic growth by establishing and delivering a £1bn Economic Development Fund which will be targeted to projects that will maximise economic returns. It will also be used to manage local demographic and service pressures arising from economic growth. This proposition will be key to the delivery of some of the other elements of the City Region Deal (e.g. transport).
- 7 The deal looks to enable the four West of England Councils to keep a larger proportion of their business rates growth locally than would otherwise be the case (rather than passing this money back into the

national system) over the next 25 years. In return, the Authorities will agree to pool this additional business rate income, and invest it in part to support the £1 billion Economic Development Fund referenced above, and also in supporting any extra demographic pressures each council may face.

What does the Growth Incentive Deal mean in practice?

- 8 The new Local Government Finance system sees the launch from 2013/14 of the Business Rates Retention scheme as the principal form of local government funding. A council's overall funding will be dependent on it being able to meet its baseline level of business rate generation in any year. However, over and above this, councils will be able to keep up to c50% of any additional business rates they generate until the next national 'reset' date (currently 2020 then every 10 years), less where relevant for some council's the payment of a 'Levy'.
- 9 The Growth Incentive proposition seeks a 'licensed exemption' from certain elements of the national local government finance system (notably the 50% share, levy, and reset) for any growth delivered across the 5 West of England Enterprise Areas. The 5 Enterprise areas are:
 - Avonmouth/Sevenside
 - Bath
 - Weston Junction 21
 - Filton
 - Emersons Green
- 10 In practice this would mean any growth in business rate income across these enterprise areas from April 2014 would wholly be kept by the West of England for the next 25 years. For these areas the respective councils would not be required to pass back into the national system the 50%, would get to keep all growth for the full 25 years (not lose it at each national reset), and where relevant would not need to pay a Levy. The council's would however agree to pool this element of the business rates. It is important to note that this is only in respect of the Growth in business rates in these areas, any current business rates income being collected would still be subject to the national system.
- 11 Whilst detailed financial modelling work is currently still being undertaken, and therefore any figures should be treated with extreme caution, this could mean up to an additional £0.5 billion of income including the Enterprise Zone could be retained for investment within the West of England rather than being lost into a national system. This is clearly cumulative over 25 years, and builds more quickly in the latter years.
- 12 As referenced above, the income from the enterprise areas would need to be pooled across the 4 Unitary Councils into one business rates pool. The income from the Bristol Temple Gate Enterprise Zone would then be added alongside this pool to create a substantial investment pot.

- 13 The four councils would then, in consultation with the Local Enterprise Partnership, agree how this total pot, as outlined in 10 above, would be invested. It would have three primary calls upon it.
- To make sure, as far as is reasonably and practically possible, that no individual council is worse off under the growth incentive deal than they would be had it not taken place. To meet the costs of operating the pool and the growth incentive proposition.
 - To invest in the £1 billion Economic Development Fund, and through it unlocking the infrastructure investment required to generate additional economic growth.
 - To support each council's budget in meeting some of the additional demographical pressures growth may bring with it.
- 14 The exact list of investment to be delivered through the Economic Development Fund (EDF) and supported by the business rates pool is still under consideration, and is likely to evolve over time. This will be determined through the Local Enterprise Partnership following engagement and agreement with each of the Local Authorities. As the investment into the EDF will not be possible in the first place unless the business rates have either been generated (or there is a high likelihood they will be in the future), schemes supported by the pool and approved through the EDF are likely to be prioritised on the basis of:
- Critical infrastructure which unlocks enterprise sites which are entirely dependent on growth incentive funding.
 - Bringing EA/EZ infrastructure schemes that are already funded forward in the programme to generate economic growth and business rates earlier in the cycle than would otherwise have been the case.
 - Other infrastructure schemes within the EA/EZ areas which demonstrate a positive impact on the economy and business rates.
 - Other economic development schemes within or outside the EA/EZ areas.
- 15 Whilst detailed financial modelling is still underway, the above programme does generate the option of borrowing in advance of business rate take to pump prime and release the investment in sites earlier than would otherwise have been the case. If this scenario is followed each council will want to assure itself of the potential financial risks (and rewards) this generates. This is likely to require each Local Authority being responsible for underwriting its own borrowing so that no Local Authority is responsible for another Council's borrowing, despite the pooling of extra business rates income should that income not be sufficient to meet the costs of repayment. The opportunities and parameters around this will be further developed over the next few months.

Conclusions

- 16 The Growth Incentive Proposal brings with it significant opportunity to secure additional funds for the West of England. Equally these opportunities do not come without risk. Much work is still required before final proposals can be put before members for decision in July. This will require significant negotiation not only between the unitary councils and the LEP, but also with central government.
- 17 A robust project governance structure is in place to ensure the project delivers to time and also negotiates the best possible deal for the West of England. More detailed proposals will be available for consultation in good time to enable firm recommendations are made during June for final decision by each Council in July.

MEDIUM TERM SERVICE & RESOURCE PLANS – 2013/14 to 2015/2016**FINANCIAL PLANNING ASSUMPTIONS****1. Context – The Financial Challenge**

The Council's Budget for 2013/2014 presents a full and detailed Medium Term Service and Resource Plan for the three-year period from 2013/2014 through to 2015/2016. This enables the Council to take a planned and structured approach to meet the significant financial challenge facing local government.

2013/214 represents the third year of financial planning prepared in the context of the Government's Comprehensive Spending Review (CSR) announced in October 2010. This CSR included a deficit reduction programme with 24% cuts to local authority spending spread over the four year period from 2011/2012 to 2014/2015.

However as we approach the next Comprehensive Spending Review in 2013 it is clear that the reductions set out in the previous CSR are not sufficient to meet the Government targets to reduce the fiscal deficit, as the on-going impact of economic uncertainty both across Europe and indeed worldwide, means the UK economy continues to fall short of previous expectations.

The financial implications for the Council over the next two years (2013/14 and 2014/15) were set out in the Provisional Local Government Financial Settlement announced on 19th December 2012. This showed that over the case CSR period, the Council will see a 40% reduction in government funding.

This overall position is further complicated by a range of significant changes impacting on local Government Finance as set out below.

- The needs based Formula Grant funding system (the Four Block Model) for local government is being replaced by a combination of localised Business Rates and a top up grant to be known as Revenue Support Grant.
- The new Localised Business Rates (National Non Domestic Rates) will provide for the Council to retain up to 49% of local business rates going forwards to incentivise growth. The Council will also share the financial impact of non-payment, business contraction/cessation and business rate appeals. There will be a safety net where business rates decrease by 7.5% or more. This system will be reset from time to time to allow an element of rebalancing – the first such reset being scheduled for no earlier than 2020.
- The new Revenue Support Grant uses a baseline needs assessment for 2013/2014 and has been set broadly at a level to cover the gap between baseline funding need and the initial share of local business rates. The RSG will then be reduced to reflect Government savings requirements from 2013/2014 onwards.
- Responsibility for setting Council Tax Benefit passes to local authorities from 2013/2014 in the form of the new Local Council Tax Support Scheme. At the same time the funding from Government will be

reduced by 10% resulting in a shortfall of around £1.5M, which to be met from adjustments to the new scheme as approved by the Council in November 2012. The elderly and most vulnerable claimants will be protected.

- Anticipated reforms to the Planning System to provide for full cost recovery did not progress as expected. Some fee increases are being permitted and factored into the MTSRP, but this falls far short of the anticipated levels that had been factored into the base budgets.
- Public health responsibility and related services will pass to the Council from April 2013, together with an appropriate budget transfer from the PCT. It is assumed the grant received will fully cover all related costs of this service.
- The full implementation of planned changes to Government Funding for LEA and Academies through the Education Services Grant. The resulting reductions in funding in excess of current levels of spending have been factored into the current MTSRP although this will become increasingly challenging as more schools move to become Academies.
- Early years funding for 2 year olds will move from the LEA into the Dedicated Schools Grant which is primarily a technical change however the a significant element of the remaining funding for Early Years within LEA's has been held back by the DfE This reduction in funding is reflected in the MTSRP.

These issues are reflected within the Medium Term Service and Resource Planning process for 2013/2014 to 2015/2016 to the extent the impacts can be reasonably anticipated.

There are also a range of service specific cost pressures including impacts of national policy changes. The most significant of these include:

- Rising elderly population placing significant demands on Adult Social Care and Health services.
- Increased demand for Children's care services.
- Contractual inflationary costs particularly for care placements and external service contracts.
- Local impacts of the economic downturn and increasing competition e.g. car parking income.

Taking account of the known and anticipated reductions in government grant funding and the pressures outlined above, it is estimated that at least £30m of budget savings are required over the period 2013/2014 to 2015/2016.

2. The Budget approach for 2013/2014 to 2015/2016

The sound financial management of the Council over the years means it is in a better position than many other councils to face the continuing financial challenges arising as a result of the national economic situation.

The Council Budget covers the period from 2013/2014 to 2015/2016, recognising the very difficult financial challenge now facing the whole of the

public sector and the increasing need to prioritise resources. The following principles have been used to support this:

- Protecting frontline services;
- No increases in Council Tax;
- Investing in homes and jobs for local people.

There are no longer the available resources to deliver the full range of services that have been provided in the past. New legislation and demographic changes similarly demand clear prioritisation and new approaches. This increasingly means difficult choices.

The development of the Budget has moved away from setting targets and budget top slices based on historic spending to an approach more focussed on prioritisation supported where appropriate by zero based budgeting. This approach has included: -

- Ensuring only essential cost pressures are taken into consideration, challenging all proposals for inflationary increases and additional spending.
- A continued focus on achieving efficiency savings within and across service areas.
- Maximising savings achieved through the continued development of the Change Programme with projects like Customer Services and Procure to Pay.
- Seeking to increase income from new and existing sources. Developing and investing in a diversified income base to help protect the Council from reductions in Government funding.
- Minimising costs of borrowing utilising Council cash flow balances where appropriate to provide funding for capital projects.
- Exploring opportunities to support Communities to enable them to be more resilient and self-sustaining.
- Making better use of Council Assets, particularly council land and property, to reduce running costs and provide capital receipts.
- Where Government is cutting its grants to local authorities, or other external sources of funding are being reduced, these savings requirements may need to be passed on to the relevant service.

The scale of the projected savings required over the next three years, is such that the Council will need to prioritise services and whilst every effort has been made to protect essential frontline services for local people, this will inevitably lead to reductions in service areas which are considered a lower priority.

The proposals put forward in the MTSRP's provide for a balanced budget in 2013/2014 with 2014/2015 and 2015/2016 subject to government funding announcements and potential new spending pressures. These future years will also be dependent upon improvements to the global and national economy and whilst these MTSRP's proposals go some way to addressing the financial challenge in these years, it is likely that further savings will be required.

3. Council Tax

Council tax levels have now been frozen since 2010/2011, supported by Council Tax Support Grants from the Government. The Council Tax Support Grant for 2011/12 is now part of the baseline funding calculation for government grant, whereas the Council Tax Support Grant for 2012/2013 was a one off grant. Each of these grants was conditional on a Council Tax freeze in the respective financial years.

As part of the Provisional Local Government Finance Settlement on 19th December 2012, the Government confirmed the provision of grant funding to support to councils who freeze their Council Tax for next year (2013/2014) at the current level (i.e. a zero increase). The grant is equivalent to a 1% increase in Council Tax (approximately £740K) and has been confirmed as forming part of the future baseline funding calculation for those councils that accept and meet the conditions of the grant.

This Settlement also confirmed that Council Tax increases over 2% would trigger the legislative requirements for a local referendum on the proposed Council Tax increase.

The Council Budget provides for the acceptance of the Government Council Tax Freeze Grant and provides for a zero increase in Council Tax for 2013/2014.

4. Government Grants

The Council received approximately £41m in formula grant from the Government in the last financial year which, was distributed using a complex needs based formula known as the Four Block Model. This formula includes significant weightings attached to deprivation based indicators across a range of specific service blocks

This needs based formula has been replaced from 2013/2014 as part of the Local Government Resource Review. This formula is currently being updated in order to arrive at a baseline funding level for local authorities. This will be used as the starting point for the new system – beyond this point funding needs will only be considered on a periodic basis to reset funding for local authorities. The first such reset will not be until 2020

The Government originally set out its plans for tackling the significant budget deficit, in the Comprehensive Spending Review on 20th October 2010. This deficit reduction programme indicated 24% cuts to local authority spending over the Spending Review period from 2011/2012 to 2014/2015 with a significant element front loaded to the first two years.

The provisional Local Government Finance Settlement announced in December 2012 showed the Council's funding baseline for 2013/2014 reducing by a further 9.7% and then by a further 8.7% in 2014/2015. This equates to a 40% reduction in funding for the Council, well in excess of the average set out in the CSR.

The funding baseline itself has been reset to take account of the start-up funding baseline for the new Localised Business Rate element. This Business Rate baseline position is fixed and only uprated in line with inflation for at least seven years.

The Government's Autumn Statement in December 2012 reflected the ongoing market concerns surrounding the national debt position of the UK and a number of Eurozone countries. In particular the statement confirmed the need for public sector spending deficit reduction measures to continue beyond at least until 2018. The Statement also confirmed a ceiling on public sector pay of 1% per annum for the next two years.

The grant funding baseline has also been updated to remove the funding for LEA services which will now be paid directly to the LEA and Academies as the Education Services Grant (ESG) on a per pupil basis. We had anticipated this adjustment although the rate of schools transferring to Academies (particularly secondary schools) does present a funding challenge for the Council.

The New Homes Bonus Scheme which provides funding for new homes brought into use and included in the Council Tax Base, was confirmed at a total of £1.977m for 2013/2014. This is the third year for funding for New Homes Bonus and includes an additional £0.759m for 2013/2014. The New Homes Bonus scheme runs for 6 years from the year of initial allocation. This funding is un-ring-fenced and available for allocation as part of the overall revenue budget.

The Final Local Government Finance Settlement is expected at the end of January 2013 and any significant changes to the previous announcement will be highlighted.

5. Business Rates

From 2013/2014 the new arrangements for funding of local government will provide for up to a maximum of 49% to be retained locally.

The actual amount to be retained is dependent upon a number of factors including a start-up baseline assessment, a top-up or tariff payment subject to the level of the baseline and a levy on future growth to support a national safety net.

The setting of the baseline is key and for the Council and original budget planning reflected the Government proposal to use a historic 5 year average for this purpose. A late change in this baseline calculation by the Government to move to a 2 year average, effectively increases the Council's annual tariff payment to the Government by over £1M.

Based upon this the Council will retain 49% of the Business Rates less a tariff payment of £9.468m to the government using the initial baseline. Going forwards 49% of all future growth in business rates will be retained by the Council less a levy payment of 31p in the £ to provide for a national safety net.

Under this system the Council benefits from new growth but also bears 49% of the cost of reductions in business rates from for example, appeals, business closures or relocations, charitable reliefs etc. A national safety net will be provided where business rates reduce by over 7.5%, equivalent to approximately £2M for the Council.

No specific provision for growth has been made for 2013/2014 reflecting that fact that for this Council the initial years of this new system will be very challenging as some large business closures will impact on the Business Rates collected, particularly MOD sites and Somerdale.

As part of the proposed Budget, reasonable assumptions have been made for likely future Business Rates although given these new arrangements have not been tested and current economic conditions continue to be challenging, there remain a significant risk associated with future receipts.

The Council has been seeking further changes to some elements of the new system, including the baseline calculation and the treatment of historic appeals, which may provide some flexibility in the overall Business Rates Collection Fund going forwards. It is anticipated that the outcome of this will be made clear in the Final Settlement announcement.

6. Medium Term Service and Resource Plans

The Medium Term Service and Resource Plans cover the financial planning period from 2013/2014 through to 2015/2016 and have been prepared by each service area to reflect the details of the specific proposed savings to ensure the Council is in a position to consider a balanced Budget for 2013/2014 and as close to balance as possible at this stage for the entire 3 year period.

As set out in Section 2, the process was based on prioritisation of savings in order to meet the projected need to find £30M of spending reductions over the next three years.

At this stage, that there is insufficient information available to fully identify future funding pressures including new government requirements, future demand changes and emerging issues. It is therefore expected that the requirements for savings in future years may increase.

Given the scale of efficiency savings already achieved and those already planned within the MTSRP's, it is likely that any further savings will require additional changes or reductions to Council services. A rigorous process will therefore continue to be applied to the budget and medium term financial planning process to enable resources to be prioritised between service areas.

7. Reserves

The Budget provides for the Council's General Fund Balances to be maintained at a risk assessed minimum level of £10.5m.

There are no assumptions to change this position going forwards and the risk assessed levels will be reviewed as part of the final Budget proposal in Feb 2013.

A range of Earmarked Reserves are maintained by the Council for specific purposes. The likely commitments against each of these reserves will be regularly reviewed as part of the on-going monitoring and development of the Budget across the medium term service and resource planning period.

The Council's reserves position remains relatively strong and continues to provide some flexibility to support the Budget over the medium term, particularly to facilitate timing and implementation of recurring savings.

Any proposed use of reserves will recognise that they can only be used once, and will take account of the overarching principle of not using reserves to provide support for recurring budget pressures.

8. Pensions

The most recent actuarial review as at 31 March 2010 concluded a number of positive factors which did not require any significant variation in the Council's employers contribution level overall. These factors included:-

- The Avon Pension Fund investments have performed relatively well albeit since that review investments generally have been volatile and affected by poor stock market performance.
- The Government has switched the rate for future pensions increases from the Retail Price Index (RPI) to the historically lower measure of the Consumer Price Index (CPI).
- A national review of public sector pensions schemes is being undertaken by the Government (the Hutton Review).

The outcome of this actuarial review has been factored into the Budget plans and whilst no change was provided for in terms of the overall contribution level for the Council, the implications of a reducing workforce has required a further adjustment by the Council Budget in 2013/2014 to maintain this neutral cash position going forwards.

Work is currently underway on the next Actuarial Valuation due as at 31 March 2013. This valuation will take into account the national changes to the Local Government Pension Scheme from 1 April 2014 reflecting changes to the benefits structure of the scheme (from final salary to career average) and employee contribution rates which are expected to help reduce the cost of the scheme.

The actual implications of this review is likely to lead to changes in employer contribution rates from 2014/2015 but in recognition of the points above, a small 0.5% increase has been factored in from this point.

9. Pay

Discussions are currently taking place nationally between the Employee and Employer representatives regarding the potential pay award offer for 2013.

Provision has been made within the MTSRP for a small increase (1%) in line with national government expectations for a public sector pay in 2013/2014. Similar provisions have been made for 2014/15 and 2015/16.

10. Other Assumptions

Some of the other key assumptions used in the development of the medium term plans include:

- A contractual inflation target of 2% has been provided for each year throughout the period where it is deemed essential, except in the case of Adult Social Care costs where the provision for inflation has been set at 1.75%. No further inflation has been provided for general supplies and services.
- Balanced budgets are delivered for 2012/2013 - there is no provision for overspending.
- Interest earnings on the Council's cash balances are based on a 0.75% return – this will be reviewed in line with the Council's Treasury Management Strategy.

BUDGET SETTING PROCESS – ADVICE OF THE MONITORING OFFICER

1. It is important to be clear on the process to be followed in setting the 2013/14 Budget. This paper sets out the guidance provided by the Council's Monitoring Officer.
2. The Cabinet has the responsibility to prepare and propose a draft Budget to Council for its approval.
3. The Cabinet can, in its absolute discretion, receive from any political group that so wishes, an alternative budget proposal to that published in the Cabinet agenda papers. It can only consider such proposals if it is satisfied that they have been discussed with the Council's statutory officers and relevant Directors and that an impact statement from Officers about such proposals is available.
4. All proposals that the Cabinet meeting is prepared to consider will therefore be cleared with the Section 151 Officer, the Monitoring Officer, and relevant Strategic / Divisional Directors beforehand.
5. The Cabinet will formulate a budget proposal and Council Tax recommendation to the Council meeting on 19th February 2013. Such budget proposal may either take the form of a composite proposal or may include agreed core proposals and options for allocating parts of the budget.
6. The Council has available to it at the budget setting meeting two options. It can object to specific parts of the proposals and if it does so must require the Leader on behalf of Cabinet to reconsider its proposals. The Council is required to give the Cabinet the reason(s) why it considers those proposal(s) should be changed and it is then for the Cabinet to consider those proposed changes and the reasons put forward. Alternatively it is, of course, open to the Council to accept the budget in its proposed form at the meeting, in which case no further action is necessary.
7. Council may then determine the budget on the basis of the Cabinet's recommendations as set out in paragraph 5 above plus any insignificant changes adopted as amendments at the Council meeting. The constitution provides that the meeting itself (on advice from the Chief Executive) will decide whether any amendment to the budget proposals is of such significance as to amount to an "objection" to the budget so as to require reconsideration by the Cabinet.

8. However if a significant proposal is accepted on a vote at Council, from those notified at the Cabinet meeting, this stands as a formal objection within the terms of the law and will be referred to the Leader for him to secure consideration by the Cabinet and report back to the Council meeting on 28th February 2013.
9. When the Cabinet has considered the objections, it is required to put its proposals (which may or may not be revised) back to the Council Meeting. If the Cabinet does not agree with Council's views on a proposed change, it is required to state why and the Council can then take those reasons into account, along with its original thoughts as to why the change was desirable. At the meeting, it is open to Council to take such decision as it sees fit on any variation from the budget as originally proposed that has been the subject of consideration under the process outlined in paragraphs 6 to 8.
10. In setting the budget the Council is required to approve a full budget resolution including the police, fire and parish precepts and the proposed Council revenue and capital budgets for 2013/14. That budget will include within it the overall proposed Council cash limits for 2013/14 including the provision for inflation, the proposed use of balances in the 2013/14 budget (if any) and the resulting budget requirement and Council Tax for Bath and North East Somerset including any recommendations for special expenses. The Council will also approve the borrowing limits for 2013/14 and prudential indicators.
11. Legally, the Council must set a balanced budget for the forthcoming year and determine the level of Council Tax. If a budget is not set by the date of the reserve budget-setting meeting (28th February), this will lead to a delay in billing and a loss in council tax cash flow. It is highly likely that this will also translate into a higher level of uncollectable debt and debt collection costs and in addition this will significantly impact on council tax performance indicators. A delay until 28th February will also compromise the Council's ability to meet current billing deadlines, and there is a serious risk billing will be delayed also with negative cash flow impacts.
12. The final Council Tax set will encompass all parish and police and fire precepts (that is the money we collect on behalf of the parishes, fire and police and pay to them).

Vernon Hitchman
Divisional Director – Legal & Democratic Services (Monitoring Officer)

Purpose and scope

- 1.1 The purpose of the statement is to provide a clear and transparent policy to the public, which demonstrates accountability and value for money for the financial year 2013-14.
- 1.2 The policy meets the Council's obligations under the Localism Act 2011 [Section 38 (1)] and the associated statutory guidance set out in the Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act (February 2012) together with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011).
- 1.3 The policy must articulate the Council's own policies towards a range of issues relating to the pay of its direct workforce, in particular its Chief Officers, as defined by the Local Government and Housing Act 1989 and lowest paid employees. Details of 'Chief Officers' employed by the Council can be found on the Council's public website.
- 1.4 The pay arrangements reflect the need to recruit, retain and motivate skilled employees to ensure high levels of performance balanced with accountability on the public purse. The policy recognises flexibility which is essential in delivering a diverse range of services and is underpinned by principles of fairness and equality.
- 1.5 The pay policy statement applies to both the lowest and the highest paid. In accordance with provisions of the Localism Act, it does not extend to schools and this statement does not, therefore, include school based employees.
- 1.6 The statement will be approved by Full Council, i.e. not delegated as an executive or committee function, in advance of the financial year to which it relates and must be reviewed at least annually. Any amendments must be approved by Full Council.
- 1.7 The Council will publish the statement on its website.

Definitions

For the purposes of this Pay Policy Statement the following definitions apply:

- 2.1 **'Pay'** in addition to base salary includes charges, fees, allowances, benefits in kind, increases in/enhancement to pension entitlements and termination payments where applicable.
- 2.2 **'Chief Officers'** refers to the following roles in the Council:

Statutory Chief Officers are:

- Chief Executive, as Head of Paid Service
- Strategic Director – People & Communities, as Director of Children's services and Director of Adult Social Services
- Divisional Director – Legal & Democratic Services as Monitoring Officer
- Divisional Director –Finance, as Section 151 Officer (Chief Financial Officer)

Non Statutory Chief Officers are:

- Strategic Director – Place
- Strategic Director – Resources

Other Directors/Heads of Service are:

- Senior managers who report director to/or are accountable to a statutory or non-statutory Chief Officer in respect of all or most of their duties.

2.3 'Lowest paid employee' refers to those employees refers to those employees in substantive full time employment currently earning £12,145.00 gross per annum. This is the lowest scale point in the council's grading structure and has been assess through the Council's job Evaluation scheme as having the least amount of complexity and responsibility.

General principles & practice

3.1 Principles:

Bath & North East Somerset Council values all its employees and aims to apply a consistent and fair approach to pay and benefits in line with the following principles:

- ❖ To work within financial constraints and use those limited funds in the most effective way to support the Council in the provision of quality cost effective services and its workforce needs
- ❖ To aim for consistency and fairness in the processes used to manage pay and benefits, as appropriate to service delivery and in line with its commitment to remaining within the framework of the relevant national pay and conditions agreements
- ❖ To promote an equal pay agenda by ensuring that pay and job evaluation systems, processes and systems meet legislative requirements and to actively work towards reducing any unjustified gender pay gaps
- ❖ To ensure that our pay and benefits processes and policies are transparent and accessible to all employees
- ❖ To be mindful of the market in making decisions about pay and benefits
- ❖ To be clear about how we recognise and reward performance, whether at whole organisation, service, team or individual level
- ❖ To support a flexible approach to the acceptance of changes to tasks, duties and responsibilities by employees and allow for flexibility between posts.
- ❖ To enable the Council to attract and retain its employees and in order to do so, respond to situations where market forces dictate the necessity to apply supplements to established salaries.
- ❖ Any pay structure must be affordable to introduce and maintain.
- ❖ To aim to retain a core set of benefits for all employees.

Practice:

3.2 Basic pay is determined through

- The job role and it's accountability in the overall context of the Council's services and responsibilities using the HAY job evaluation process which is based on objective criteria and free from discriminatory bias.
- Ensuring that all employees are dealt with on this basis with no distinction being made for senior management appointments including Chief Officers and their Deputies.

- The terms of the relevant national agreements on pay and conditions of service
- The amount available for the pay review process is also impacted by what the Councils which are party to the National Agreements can collectively afford.
- A comprehensive pay and grading structure has been adopted that positions the Council against median salary benchmarking compared to a national data base maintained by the Hay Group, is affordable and offers recruitment and retention incentive. This is kept under review.
- The outcome of reviews into the local pay and grading structures are determined within the terms of this policy and the Council's constitutional arrangements.

Note: This excludes trainees, apprentices and interns who are paid less to reflect the nature of the training and development role.

3.3 Pay on appointment

- Staff are normally appointed at the bottom scale point of the grade at which the post has been evaluated.
- Managers have discretion to appoint at a higher scale point within the grade band if the appointee can demonstrate that they are currently earning more than the minimum salary for the grade.

3.4 Pay review dates

- Grade progression (i.e. movement from a lower to a higher salary scale point (scp) within a grade) takes place on 1st April of each year until the highest scp is reached.
- Grade progression is subject to satisfactory performance (and may be withheld if performance has been unsatisfactory) and a minimum of 6 months service in the grade. Where 6 months service cannot be achieved by 1 April, progression is considered on the anniversary of six months service.
- Where an increase in pay has been negotiated through the national negotiation framework, it will be implemented with effect from 1st April of the appropriate year. If the negotiations have not been concluded by 1st April, the increase will be paid at the earliest opportunity together with back pay from 1st April.

3.5 Honoraria & other allowances

- Work outside the scope of the post can be recognised by the award of an honorarium. The conditions and framework are set out in the 'Recognition for work outside the scope of the post' policy. Assessment and payment will be based on non-discriminatory, objective criteria.
- Allowances, for example standby, may be made to employees, below senior managers in connection with their role or pattern of hours they work in accordance with National or local collective agreements.

3.6 Re-employment of former local government employees

The Council retains sufficient flexibility in its response to the re-employment of former local government employees to enable it to respond appropriately to the particular circumstances. It ensures that an open and fair selection process takes place before any appointment is confirmed. 'Merit' is the sole criteria.

If the Council were to re-employ a previous local government employee who had received a redundancy or severance package on leaving, or who was in receipt of a pension covered by the Redundancy Payments (Continuity of Employment in Local Government Modification) Order 1999, known as the Modification Order) (with the same or another authority), then the Council's policy is to ensure that the rules of the Modification Order are applied.

3.7 Use of consultants, contractors and temporary 'agency' staff.

Ordinarily staff will be engaged directly by the Council as employees but on an exceptional basis, where particular circumstances deem it necessary, people may be employed through personal service companies or on an 'agency basis'. When this situation arises, the Council will give detailed prior consideration to the benefit of doing so and that the overriding need to ensure value for money is achieved. Such arrangements must be in accordance with the code of practice and require prior approval by the Strategic Director for the service area.

Equal pay

4.1 The Council is committed to the principle of equal pay for all posts of the same size and value and implemented the national 'single status agreement with effect from 1 April 2007. In order to put its commitment to equal pay into practice the Council:

- reviews regularly its pay grade and rates for all current staff and starting pay for new staff in line with Equality and Human Rights Commission guidance in line with the Council's Equality policy.
- informs employees of how these practices work and how their own pay is arrived at.
- provides training and guidance for managers and supervisory staff involved in decisions about pay and benefits.
- regularly monitors pay and grading data and statistics.

Ensuring consistency

5.1 The Council seeks to ensure consistency through the following processes:

- All departments are provided with the same quality of internal support in the job evaluation process
- The Human Resources Service (in partnership with senior managers, as appropriate) has an on-going responsibility to review pay levels across the Council and highlight any potential anomalies.

If there is an exceptional need to review pay outside of the normal pay review timetable, proposals will be considered and approved by the relevant Director and the Head of Human Resources.

Pensions

- 6.1 Subject to the provisions of the relevant scheme, all directly employed staff who are the subject of this policy are able to join a contributory statutory pension scheme.
- 6.2 The Council is required to set out its policies relating to discretionary payments, severance packages, employment of staff in receipt of pension and re-engagement of former staff under contracts for services. The Council has in place a policy for flexible retirement which is specifically authorised by statute whereby individual staff, with employer approval, may draw their pension and continue in employment at a lower pay grade/ working shorter hours. The Council considers all proposals on their individual merits but would not take any action beyond that authorised by existing policy without reference to the appropriate Council decision making body.

Senior pay

- 7.1 The remuneration of the Chief Executive and other senior management appointments in the Council (see Annex 1) is undertaken by external analysts using the Hay Job Evaluation process. Levels of pay have been market-related by being compared to a national data base maintained by the Hay Group of similar posts in a wide range of public and not for profit sector organisations. The pay structure for Chief Officers takes account of the clearly defined additional 'statutory' responsibilities (see section 2 above). Five pay bands will be available place for the most senior officers as set out in the Annex 1.
- 7.2 Any increases in pay rates will be in line with those negotiated nationally by Joint Negotiating Committees (JNC's) for Chief Executives and Chief Officers respectively. The pay policy, whilst agreed in advance of the financial year to which it relates, can be amended during the course of the year to incorporate a pay award negotiated nationally or for other reasons.
- 7.3 Where there is a pay range for a job the Council's adopted aim is to offer an appointment to the minimum point of the appropriate salary band. In order to secure the services of the best candidate it may be necessary to offer a higher amount. In these circumstances approval by the employing Director or members of the appointing Member committee as appropriate, in consultation with the Head of Human Resources, is required
- 7.4 Where a pay band consists of a number of different salary points, any progression to the next incremental point is subject to satisfactorily meeting performance criteria agreed in advance with the Chief Executive or Strategic Director, as appropriate (in consultation with the Group Leader(s)). Any increase is paid from 1 April subject to 12 months service in that pay band and the maximum not being exceeded.
- 7.5 This is no provision for the Council to pay any bonuses, charges, fees or allowances, benefits in kind to senior employees or any other employees other than expenses necessarily incurred in the performance of their duties.

- 7.6 Senior staff are not differentiated from other members of staff in terms of remuneration on resignation or termination. The Council's general arrangements for severance and scheme for discretionary payments apply to this staff group as to all employees.
- 7.7 Other conditions of service are those determined nationally by the JNC's specifically for these appointments or, as locally determined for all other Council staff.
- 7.8 The Council's threshold level for disclosure of senior staff salaries will be at the minimum point of the senior civil service pay scale and above as at 31 March.

Relationship between senior pay and the 'lowest paid council employee'

- 8.1 The grading structure and pay line determine the salaries of the highest and lowest paid Council employees. The Council's highest paid employee is its Chief Executive (see Annex 1). The lowest salary offered for substantive, full time employment is currently £12,145.00 per annum (i.e. the lowest scale point (SCP) within the grading structure).
- 8.2 Following advice in 'Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act' and in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency the Council publishes the ratio between the highest paid salary and the median salary for the whole of its workforce on its public website. It does not currently have a policy of maintaining or reaching a specific ratio of pay multiple between the Chief Executive and that of its median earner.

Publication

- 9.1 The Council's approach to the publication of and access to information on the remuneration of Chief Officers is to include it on its public website as part of its requirements within the Accounts and Audit (England) Regulations 2011 and in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency.

Implementing a new organisational model for the Council

- 10.1 The Council is in the process of implementing different senior management arrangements to support a new organisational model based upon principles and a general approach agreed on 16 November 2010.

10.2 In order to recruit to the new Strategic Director roles, it has been necessary to determine the level of remuneration and conditions of employment using the general senior pay policy practice and principles set out above. Rates of pay have been established taking the advice of independent analysts and the Hay data base and are as set out below and will be effective from 1 April 2013. Work will continue during the coming year to complete the senior management structures below Strategic Director level. The remuneration for other posts in the new senior management arrangements will be determined within the terms of this policy and the Council's constitutional arrangements.

Further information

For further information on the Council's pay policy please contact the Council's Human Resource Service email human_resources@bathnes.gov.uk. Tel: 01225 477203

SENIOR MANAGEMENT PAY & GRADING

BAND	MIN/MID/MAX POINTS	Composition, Terms & Conditions	
CHIEF EXECUTIVE & HEAD OF PAID SERVICE			
Band 1	Fixed/Spot	<ul style="list-style-type: none"> - A fixed salary within the range £145,000 to £155,000 pa taking account of current public sector market median data provided by the independent analysts and the Council's general starting salary policy - No variable element within the remuneration package. - All other conditions in accordance with overall Council pay policy. 	
STRATEGIC DIRECTORS			
Band 2	Fixed/Spot	<ul style="list-style-type: none"> • People & Communities [statutory roles for Children's & Adult Services] (PC) • Place (P) • Resources (R) - A fixed salary within the range £115,000 to £130,000 pa taking account of current public sector market median data provided by the independent analysts and the Council's general starting salary policy - No variable element within the remuneration package. - All other conditions in accordance with overall Council pay policy. 	
DIVISIONAL DIRECTORS/Heads of Service			
BAND	MIN/MID/MAX POINTS	COMPOSITION	
Band 4	Minimum	£91,869	<ul style="list-style-type: none"> • Safeguarding, Social Care and Family Services (PC) • Learning and Inclusion Service (PC) • Planning & Transport Development (P) • Finance [S.151 Officer] (R) • Property & Facilities [Chief Property Officer] (R) • Legal & Democratic [Monitoring Officer]
	Middle	£94,572	
	Maximum	£97,275	
Band 5	Minimum	£81,063	<ul style="list-style-type: none"> • Non-Acute Health, Social Care & Housing (PC) • Service Development (PC)) • Skills and Employability (P) • Environmental Services (P) • Tourism, Leisure & Culture (P) [Vacant] • Policy & Partnership (R) • Improvement & Performance (R) • Project Management (R)
	Middle	£83,763	
	Maximum	£86,469	
Band 6	Minimum	£70,254	<ul style="list-style-type: none"> • Customer Services Revenues & Benefits (R) • Risk & Assurance (R) • Transformation (R) • Human Resources(R)
	Middle	£72,957	
	Maximum	£75,657	

Notes:

- Details at 31 March 2013
- Band 3 is not currently in use
- There has been no annual pay award to any of this staff group since April 2008, for other staff since 2009

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	13th February 2013	EXECUTIVE FORWARD PLAN REFERENCE:
		E2486
TITLE:	Bath & North East Somerset Core Strategy : Proposed Changes	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
none		

1 THE ISSUE

- 1.1 The B&NES Core Strategy examination has been suspended in response to concerns raised by the Inspector. This has enabled the Council to undertake further work on the Core Strategy to address the points raised by the Inspector. This further work will lead to changes to the Core Strategy to be considered by Full Council in February or March 2013.
- 1.2 The issues being addressed relate primarily to the sufficiency of the District's housing land supply but also to the policies on affordable housing, the Recreation Ground at Bath, District Heating and the number of pitches required to accommodate the travelling community.

2 RECOMMENDATION

- 2.1 The Cabinet note the progress on the work required on the Core Strategy to address examination Inspector's concerns.

3 FINANCIAL IMPLICATIONS

- 3.1 The work on the Core Strategy and other planning documents is funded by the Local Development Framework budget. However provision was made by Cabinet in September 2012 to draw down on up to £100k to fund the additional work required on the Core Strategy to address the Inspector's concerns. This extra funding is required to cover specialist advice and also to ensure the work is completed within the short a time frame of the examination suspension.

- 3.2 The adoption of the Core Strategy is necessary in order for the Council to progress the District's Community Infrastructure Levy and also to ensure the proper alignment of infrastructure with new development. The level of new housing being planned for will also have implications for the New Home Bonus awarded to the Council.

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 All Local Authorities are required to have an up-to-date Core Strategy (now called a Local Plan) in place. The Core Strategy sets out the strategic planning framework for the district and is central to the delivery of a range of corporate objectives relating to housing, transport and economic development. It provides the basis for determining planning applications and is also a prerequisite for adopting the Community Infrastructure Levy.

- 5.2 The key elements of work underway on the Core Strategy are to;

- (1) review the housing requirement, and
- (2) assess the options to increase housing land supply, including the identification of suitable and deliverable sites, if the housing land supply needs to be increased.

- 5.3 Some of the Inspector's other main concerns are that;

- (3) the existing blanket requirement that 35% of all new housing sites should be 'affordable housing' does not reflect the viability evidence across the district, and that the requirement should be differentiated according to viability,
- (4) the Council's planning policy for the Recreation Ground is unclear,
- (5) the District Heating policy is unjustifiably onerous, and
- (6) the Core Strategy should include a more up-to-date pitch requirement to accommodate the travelling community
- (7) the effectiveness of the proposed flood mitigation strategy is not sufficiently evidenced.

Review of the housing requirement

- 5.4 The work underway entails;
- reviewing the Strategic Housing Market Assessment (SHMA) in order to clarify the scale and mix of housing and the range of tenures that is likely to be needed over the plan period to meet household and population projections, taking account of migration and demographic change;
 - consideration of the housing delivery shortfall from previous Plan periods;
 - establishing a 5 year housing land supply with a 20% buffer;

- assessing options to enable flexibility in housing supply in the event that there is any delay to existing sites or growth is greater than anticipated,
- ensuring a 15 year plan period following adoption
- responding to the need for affordable housing which may influence the overall housing requirement required.

5.5 As well as demographic changes, the District's population and housing growth forecasts relate to the level of increase in student numbers and economic growth. Economic growth generates additional employment and hence additional housing need. B&NES, being part of the West of England Local Enterprise Partnership (LEP), has committed itself to ambitious growth targets. The Core Strategy will need to establish the most appropriate dwelling requirement for the district during the Plan period in light of the evidence available.

Review of the housing land supply

5.6 National Planning Policy Framework (NPPF) para 47 states that local planning authorities should ensure that their Plans meet the full, objectively assessed needs for market and affordable housing in the housing market area. All sources of supply will need to be reviewed including bringing empty properties back into use, windfall sites and student accommodation. A key task entails a review of the Council's Strategic Housing Land Availability Assessment (SHLAA) which is a comprehensive record of the District's housing land supply and an estimate of potentially suitable sites. As part of the update to the SHLAA, the Council issued a new 'call for sites'.

5.7 Regarding the assessment of new locations, the NPPF (para 182) requires that the Council will need to demonstrate that it has chosen the most appropriate strategy when considered against reasonable alternatives based on a proportionate evidence base. If the housing land supply needs to be increased, new locations across the district will be assessed against the requirements of the NPPF and the Core Strategy objectives. This includes issues such as environmental impact; deliverability; minimising the need to travel; maximising the use of sustainable transport modes; and site capacity.

5.8 The B&NES Sustainability Appraisal will be a key tool in comparing locational options. In seeking to identify appropriate new housing locations, key issues are summarised below.

5.8 *Environment:* The district has a particularly high quality and highly valued environment which underpins the quality of life, the distinctive character of its places and its economic well-being. It is essential therefore that the identification of new development sites fully take into account any adverse impact on the District's environment, especially on light of the objective of sustainable development.

5.9 *Infrastructure:* New development must be aligned with provision of infrastructure. The B&NES Infrastructure Delivery Plan (IDP) assesses the quality and capacity of infrastructure within B&NES (including transport, water supply, waste water energy telecommunications, utilities, waste, health, social care, education and flood risk), and its ability to support development. The IDP identifies as far as possible the needs and costs of infrastructure, sources of funding, timescales and responsibilities for delivery and gaps in funding. The need for necessary

infrastructure can both facilitate and inhibit new development. The IDP is being reviewed as part of the review of the Core Strategy.

- 5.9 *Sustainable travel*: Any new development locations should be those which reduce the need to travel and/or maximise the opportunities to travel by sustainable modes of transport. Any changes to the Core Strategy should seek to minimise unsustainable commuting patterns or any increases in these as far as possible, both within the district and across boundaries.
- 5.10 *Green Belt Review*: The Inspector advised that a Green Belt review should be undertaken as part of the work arising from the hearings. The NPPF requires that exceptional circumstances must be demonstrated before land is removed from the Green Belt. The Green Belt review will assess the extent to which different locations serve the purposes of the Green Belt as outlined in NPPF, para 80 and amplified in the draft Core Strategy (table 8). The conclusions of this Green Belt assessment will then need to be balanced against other sustainability considerations in the selection of any new development locations.
- 5.10 *Deliverability*: Any new housing locations should be suitable and deliverable. The Council must be able to demonstrate that the district has a 5 yr supply plus a 20% buffer (NPPF para 47). Whilst the SHLAA review will take into account the Inspector's concerns about flexibility regarding individual sites, the Council will also need to ensure that there is broad flexibility in the overall strategy and whether a contingency is required. The NPPF makes it clear that pursuing sustainable development requires careful attention to viability and costs in plan-making to ensure that site development requirements are achievable.

Other policies

- 5.12 A composite schedule of changes will be presented to the Council to consider. This schedule will include the changes needed to respond to the issues raised by the Inspector along with a number minor changes proposed to ensure that the Plan is up-to-date and complies with the NPPF.

Timetable

- 5.13 The timetable for making changes to the Core Strategy is set out below;

<i>Review housing requirement (SHMA)</i>	<i>Sept to Jan 2013</i>
<i>Develop changes to strategy</i>	<i>To Jan 2013</i>
<i>Council agrees changes to Core Strategy</i>	<i>Feb or March 2013</i>
<i>Consult & consider comments</i>	<i>March -April 2013</i>
<i>Resume hearings (Confirm date with Inspectorate)</i>	<i>June/July 2013</i>
<i>Inspector's Report (Confirm date with Inspectorate)</i>	<i>Oct 2013</i>
<i>Consider recommendations and Adopt</i>	<i>Dec 2013</i>

6 RISK MANAGEMENT

- 6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance. Of particular note is that, despite the changes being made to the Plan, it cannot be guaranteed that the plan will be found sound. This will depend on the strength of the Council's case. Therefore, every effort is being to ensure the Inspector's concerns are addressed in a rigorous way, the changes are substantiated by robust evidence and statutory procedures are closely adhered to.
- 6.2 Until the Inspector's concerns are addressed, the Council cannot demonstrate a five year land supply and, in light of the NPPF presumption in favour of sustainable development, is vulnerable to losing appeals on planning applications. These issues will begin to be addressed in the Council decision on 28/2/13

7 EQUALITIES

- 7.1 An Equalities Impact Assessment was undertaken and the main issues arising are:
- The further work to be undertaken by the Council to address concerns raised by the Inspector includes an NPPF compliant assessment of the full housing requirement for B&NES. This will identify the scale and mix of housing and the range of tenures that is likely to be needed over the plan period which addresses the need for all types of housing, including affordable housing and the needs of different groups in the community. This will achieve a positive outcome for all equalities groups.
 - As stated in the risk management section above there is a limited risk that the Inspector might still not find the Core Strategy sound and that it will have to be withdrawn. In this scenario there would be potential for adverse impacts for all equalities groups through non-delivery of the many positive impacts of the Core Strategy. Examples include provision of less affordable homes, no policy on housing mix, and no policies promoting a mixed economy.
- 7.1 The time available prevents the council from undertaking extensive public engagement in a way that it would normally do on significant changes. Therefore care will be taken in consultation in March/April 2013 to ensure the vulnerable and target groups have the opportunity to comment on the changes.

8 OTHER OPTIONS CONSIDERED

- 8.1 Instead of seeking to amend the current Core Strategy, the Council could withdraw it and begin preparation of the new style Local Plan introduced by the Localism Act 2012. The disadvantage of this is the deletion of all the existing policies developed so far in the draft Core Strategy which are sound. It would take around 18 months to two years to produce a new Core Strategy because it would need a review of the entire evidence base underpinning the Core Strategy.
- 8.2 There is little to be gained in withdrawal because the issues to be addressed would not be significantly different to those currently being addressed. Furthermore this would extend the period of time in which the District is vulnerable to losing appeals on planning applications which are contrary to the Council's own aspirations and objectives.

8.3 In revising the Core Strategy, the Council will consider with different options for growth as well as different options for increasing the housing land supply

9 CONSULTATION

9.1 *Ward Councillor; Cabinet members; Parish Council; Town Council; Policy Development and Scrutiny Panel; Other B&NES Services; 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*

9.2 Preparation of the Core Strategy has entailed extensive consultation. Any changes agreed by Council will be subject to public consultation. The Council will agree a consultation stage which will set out the extent, duration and nature of the consultation, including consultation events. Anyone who objects to the changes has the opportunity to appear at the examination hearings to present their case to the Inspector.

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; Other Legal Considerations*

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.

Contact person	<i>David Trigwell (Divisional Director - Planning and Transport, Planning and Transport Development 01225 394125)</i>
Sponsoring Cabinet Member	<i>Tim Ball (Cabinet Member for Homes & Planning)</i>
Background papers	<i>Draft Core Strategy 2010 Inspector's preliminary Conclusions (Ref ID/28 & ID/30) B&NES Response to ID/28 (BNES/39) Inspector's agreement of suspension (ID/29) National Planning Policy Framework March 2012</i>
Please contact the report author if you need to access this report in an alternative format	

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	13th February 2013	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2415
TITLE:	Sustainable Construction and Retrofitting Supplementary Planning Document – Adoption	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix A: Sustainable Construction and Retrofitting Supplementary Planning Document – Adoption Draft</p> <p>Appendix B: Domestic Energy Efficiency and Renewable Energy: Permitted Development Checklist</p> <p>Appendix C: SPD Consultation Report</p> <p>Appendix D: Draft Equalities Impact Assessment</p>		

1 THE ISSUE

1.1 The *Sustainable Construction and Retrofitting Supplementary Planning Document* and the *Domestic Energy Efficiency and Renewable Energy: Permitted Development Checklist* support the Council's aspirations of supporting and encouraging high quality sustainable design, domestic energy & water efficiency and renewable energy. Preparation has involved consultation and community engagement on these issues – particularly through the linked community project *Bath Homes Fit for the Future* (now rebranded for 2013 as *Bath Green Homes*). Approval is requested from the Cabinet to adopt the Supplementary Planning Document (SPD). It is proposed that the SPD is adopted to supplement the Bath & North East Somerset Local Plan, and then the Core Strategy once that is adopted.

2 RECOMMENDATION

The Cabinet agrees that:

2.1 The *Sustainable Construction and Retrofitting Supplementary Planning Document* (**Appendix A**) is adopted to supplement the Bath & North East Somerset Local Plan, and then the Core Strategy once this is adopted.

2.2 The *Domestic Energy Efficiency and Renewable Energy: Permitted Development Checklist* (**Appendix B**) is made available on the Council's website.

- 2.3 Responsibility is delegated to the Divisional Director of Planning & Transport Development to make graphic and minor textual amendments to Appendices A or B prior to adoption.
- 2.4 It supports the future adoption of local Energy Efficiency and Renewable Energy Guidance for listed buildings in the next 6 months, following a further review of the draft document with English Heritage (and other stakeholders).
- 2.5 Discussions will be held with other Local Authorities (and other interested parties) with a specific interest in approving energy efficiency and renewable energy measures in listed buildings, together with the relevant Government departments (DCMS and DCLG), with a view to identifying conservation and building regulations policy constraints and ways to overcome them.

3 FINANCIAL IMPLICATIONS

- 3.1 The costs for producing the document, about £3K are being met out of the existing Local Development Framework (LDF) budget. Staff costs associated with the production of the SPD is estimated to be about £10K and have been included within staffing budgets.
- 3.2 The document gives guidance to supplement the adopted Local Plan and more specifically in support of new policies being introduced through the Core Strategy. It provides locally specific guidance aimed at householders and small scale developers and will improve the quality and consistency of advice given from the Planning Department. Other departments have expressed an interest in using the document including Housing Services and Building Control.
- 3.3 As this is a new emerging area of policy there is a need for corporate staff training associated with implementation. This will cost c. £1K and is covered within the existing LDF budget.
- 3.4 There are no additional financial costs as a result of preparing, adopting and implementing these policy documents.

4 CORPORATE OBJECTIVES

- *Promoting independence and positive lives for everyone*
 - *Creating neighbourhoods where people are proud to live*
 - *Building a stronger economy*
- 4.1 This Supplementary Planning Document supports all of the corporate objectives. In particular:
 - Locally specific energy efficiency guidance will help provide advice to residents about how to reduce their fuel bills at home and will provide guidance that can be used to advise vulnerable households in fuel poverty. It will enable the Planning department to offer consistent and quality advice.
 - Community and volunteer projects linked with the policy documents are helping to involve the community, local businesses and education providers in the sustainable construction and retrofitting agenda.
 - Retrofitting and sustainable construction offer opportunities for green jobs which support local economic development objectives.

5 THE REPORT

Background

- 5.1 The *Sustainable Construction and Retrofitting Supplementary Planning Document* (SPD) has been prepared to supplement the Local Plan and more specifically to give additional support to the Core Strategy policies on Retrofitting and Sustainable Construction (Policies CP1 and CP2). However, it is perhaps atypical as a SPD as it also contains information around permitted development rights and building regulations – this responds to the request for a single point of information on “planning” issues and reflects work with stakeholders.
- 5.2 Retrofitting Policy CP1 in the Core Strategy states that the Council encourages retrofitting measures to existing buildings to improve their energy efficiency and adaptability to climate change and supports appropriate incorporation of domestic scalar renewables. The policy also states that the Council will seek to encourage and enable the sensitive retrofitting of historic buildings (including listed buildings). This approach gathered support from English Heritage, local residents and interest groups via the Core Strategy process.
- 5.3 Sustainable Construction Policy CP2 sets out the sustainability criteria that planning applications should address (such as energy efficiency, water use, minimising waste and recycling in construction etc.) and requires all major development to undertake either a Code for Sustainable Homes (CfSH) assessment or a Building Environmental Assessment Method (BREEAM) assessment. The SPD aims to offer guidance to improve the environmental performance related to smaller scale development including a single residential new build or home extension, and introduces the key principles included in these national methodologies.
- 5.4 Further specific information for owners of listed buildings is forthcoming and it is proposed that this would be provided in the form of guidance Annex to the SPD. It should be noted this will not negate the need to comply with the provisions of primary legislation on listed buildings.
- 5.5 The Core Strategy examination process has currently been suspended. However, it is intended that the SPD is adopted initially to supplement the Bath & North East Somerset Local Plan. On adopting the Core Strategy, the SPD will then be adopted to supplement it (specifically policies CP1 and CP2). The Inspector has not raised any soundness issues in relation to policies CP1 and CP2. This will ensure that the Supplementary Planning Document is publicly accessible as soon as possible and ties in with the launch of the Green Deal and the 2013 Bath Green Homes project.

Link to Corporate Agendas

- 5.6 The SPD strongly links to a number of corporate agendas; most significantly it will provide planning advice for householders that can be utilised alongside the Green Deal. It also supports work underway to support the Low Carbon economy and has a significant community involvement element, which is planned to continue with the second open homes weekend in Bath (*Bath Green Homes*) and other events being planned for Spring 2013.

5.7 Enabling residents in B&NES to make new and existing homes more energy efficient is key for a number of reasons:

- The health impact of cold hazards in homes costs the NHS in B&NES £3.8m per year
- 17% of B&NES residents are in fuel poverty and this number will increase as fuel bills rise
- Retrofitting represents an opportunity for local businesses, and initial estimates from the *Green Deal Scoping Study* suggest that the retrofit market is likely to be worth £10-20 million per annum across B&NES
- CO2 emissions from domestic properties is a target sector, accounting for around 40% of B&NES' districts carbon footprint
- Lack of knowledge and clarity about necessary planning and listed building consents could be a barrier to Green Deal/Retrofitting uptake B&NES

The Approach

5.8 The SPD will both help to provide greater clarity and information to householders and small scale developers about how to approach build projects in a sustainable way and how to make their homes more energy and water efficient.

5.9 It is a practical and technically based "how to" guide. Annotated diagrams and photos feature as the main content and are used to explain sustainable construction principles and retrofitting measures. Symbols are used to flag up relative costs and carbon savings of each intervention; and show whether planning permission or listed building consent is needed or where building regulations need to be complied with.

Consultation Feedback

5.10 Extensive consultation and community engagement has been undertaken alongside these policy documents on the topic of Sustainable Construction and Retrofitting (outlined in **Appendix C**).

5.11 English Heritage has recognised the value and depth of this engagement, and have included a reference to this project in their 2012 publication *Practical Building Conservation: Conservation Basics*. The Council features as an exemplar of work undertaken to work with the community. They are supportive of the SPD.

5.12 A key part of the consultation has been linking to the collaborative project *Bath Homes Fit for the Future* (rebranded for 2013 as *Bath Green Homes*). The Council has worked with Bath Preservation Trust and Transition Bath to deliver a series of events and activities focused around the open homes weekend and a Conference event. This project has been highly successful, and is planned to run again in 2013-14, a summary report on this project is included as a background paper to this report. The headlines from this project are as follows:

- There were 621 visits to the 12 open homes in Bath, an average of 51 visits per home

- More than 50 people volunteered in a variety of ways including promotion and organising, writing case studies, stewarding, filming and photography. Volunteer time totalled 200+ volunteer days, at a value of £10,000 to the project.
- The potential value to the local economy of the measures the visitors wanted to install within the next year is more than £600,000. 77% of visitors attended as they wanted to make changes to their own home.
- The website had 2,000 unique hits before the open homes weekend.
- The visitor “hub” at the Building of Bath collection received 158 visitors over the weekend
- There were 17 complimentary events organised by a range of stakeholders, including workshops, talks, exhibitions, trips and conferences which collectively had over 300 attendees.
- This was achieved with a Council budget of £3,500; however the project drew upon in-kind support valued at over £12,000.

5.13 As well as awareness and profile-raising of the SPD through these events, detailed comments were also received from 30 parties on the content of the SPD. Responses were mainly highly technical and detailed in nature showing the strength of community and professional knowledge and interest in this field locally. A summary of the consultation comments is included in **Appendix C**. The feedback headlines were:

- Strong support for the Supplementary Planning Document and for the engaging approach (using graphics and diagrams)
- Level of detail and content pitched about right for the audience
- Heritage groups felt that the positive attributes of traditional buildings need to be given greater emphasis and did not support specific elements such as the “presumptions in favour” of various retrofitting measures
- General consensus that chapter on listed buildings needs more detail and clarity (this is to be considered by Cabinet in September as a separate Guidance Annex).

5.14 Through informal feedback over the course of the events additional suggestions were also made for improvements for example:

- Additional retrofitting measures to be added (e.g. water efficiency, green roofs and walls)
- Local case study examples included
- Layout and formatting improvements
- Need for more clarity about what can be done without permissions (low impact measures)

Amendments to the draft

- 5.15 The main changes to the SPD reflect direct responses to the feedback headlines summarised in paragraphs 5.13-5.14 above and are summarised in the consultation report (**Appendix C**).
- 5.16 In response to the desire for more information about what can be done without the need for planning permission a Permitted Development Checklist has been prepared for publication alongside the SPD (**Appendix B**).

Conclusions

- 5.17 Following this further work the *Sustainable Construction and Retrofitting Supplementary Planning Document* (**Appendix A**) is now presented for adoption.
- 5.18 *The Domestic Energy Efficiency and Renewable Energy: Permitted Development Checklist* (**Appendix B**) is also made available for publication.
- 5.19 A separate local Energy Efficiency and Renewable Energy Guidance for listed buildings has been under preparation and it is anticipated that, in the next 6 months, following a further review of the draft document with English Heritage, this will be adopted.

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 on the SPD (**Appendix D**). No adverse or other significant issues were found.
- 7.2 Overall the provision of the policy documents are considered to have been seen to have a positive impact on all equalities groups (in particular age, religion/belief, race and disability) as the policies promote measures which reduce the running costs and thermal comfort of buildings. The guidance also offers simple and clear guidance available free of charge to the public, and will facilitate consistent and quality advice to be provided by the planning department.

8 RATIONALE

- 8.1 It is recommended that the Supplementary Planning Document (**Appendix A**) is adopted so that it can be afforded maximum weight in planning decisions.

9 OTHER OPTIONS CONSIDERED

- 9.1 None.

10 CONSULTATION

- 10.1 *Ward Councillor; Cabinet members; Parish Council; Town Council; Policy Development and Scrutiny Panel; Other B&NES Services; Service Users; Local*

Residents; Community Interest Groups; Stakeholders/Partners; Other Public Sector Bodies; Section 151 Finance Officer; Chief Executive; Monitoring Officer

10.2 The consultation report included as **Appendix C**, summarises the consultation undertaken.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Customer Focus; Sustainability; Property;*

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.

Contact person	David Trigwell, Divisional Director Planning and Transport Development 01225 394125
Sponsoring Cabinet Member	Councillor Tim Ball (Cabinet Member for Homes and Planning)
Background papers	Dedicated website to sustainable construction and retrofitting contains the draft Supplementary Planning Document (March 2012) www.bathnes.gov.uk/greenbuild Bath Homes Fit for the Future Consultation Report 2011/12 http://www.bathgreenhomes.co.uk/sites/default/files/documents/files/Final%20Full%20Report%20Bath%20Homes%20Fit%20for%20the%20Future%202012_13_0.pdf
Please contact the report author if you need to access this report in an alternative format	

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Sustainable Construction and Retrofitting Supplementary Planning Document

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ADOPTION DRAFT
FEBRUARY 2013

For more information on the *Sustainable Construction & Retrofitting Supplementary Planning Document* please contact the Planning Policy team at: green_build@bathnes.gov.uk

This document can also be viewed on our website:
www.bathnes.gov.uk/greenbuild

The Sustainable Construction & Retrofitting Supplementary Planning Document can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats by contacting Planning Policy on:

Telephone: 01225 477548

Fax: 01225 394199

Design by SteersMcGillanEves
www.steersmcgillaneves.co.uk

Cover images: Designscape Architects (2012);
David McLaughlin (2012).

Thank you

Bath & North East Somerset Council would like to thank the following organisations and individuals for their involvement and support in preparing this document:

Archipeleco

Bare, Leaning and Bare

Bath Preservation Trust

The Centre for Sustainable Energy

Changeworks

Designscape Architects

English Heritage

Hayesfield Girls' School, Bath

Historic Scotland

JH Consulting Architects

Transition Bath

West of England Sustainable Construction Network

White Design

Jonathan Pilbeam and Jordan Green, UWE
Architecture & Planning Undergraduate students
(2011/2012) for their project support and research.

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Planning consents and other considerations
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Metal Framed Window Draftproofing
Timber Sash Window Draftproofing
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Secondary Glazing
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Double and Triple Glazing
Internally Applied Solid Wall Insulation
Cavity Wall Insulation
Externally Applied Solid Wall Insulation
Roof Insulation at Ceiling Level
Roof Insulation at Rafter Level
Timber Floor Insulation
Solar Thermal
Solar Photovoltaics
Boiler and Heating Controls
Ground Source Heat Pump
Mechanical Ventilation and Heat Recovery
Green Walls and Roofs
Rainwater harvesting
Grey Water Recycling

5 Useful resources and information

Further Information
Glossary

33 Annex 1 (forthcoming)

Energy Efficiency and Renewable Energy Guidance:
For listed buildings and undesignated historic
buildings in Bath & North East Somerset

1 Introduction

This chapter introduces the topic and policy background

Introduction

Background

This Supplementary Planning Document accompanies Bath & North East Somerset's Local Plan and Draft Core Strategy policies CP1: Retrofitting and CP2: Sustainable Construction.

Aims:

- Provide simple, practical guidance for our community on retrofit and sustainable construction
- Facilitate all householders and small scale developers to approach build projects more sustainably
- Support the uptake of retrofitting measures
- Support planning, housing, building control and conservation officers to provide consistent and quality advice

Sustainable Construction

The Council would like to ensure that all design, construction and build projects use Sustainable Construction principles. For larger scale developments, specialist expertise can often be employed or known methodologies can be used such as Code for Sustainable Homes, Passivhaus or the Building Research Establishment Environmental Research Methodology (BREEAM) – explained further in [Chapter 2](#).

However, there are opportunities for almost all build projects, large or small, to be more sustainable and this document introduces and explores, in pictures, the key Sustainable Construction principles. These principles are founded on the well-established methodologies.

Retrofitting

The Council seeks to encourage retrofitting measures to existing buildings to improve their energy and water efficiency and their adaptability to climate change. Support for appropriate domestic scale renewables is also important.

This document profiles the main building types found in Bath & North East Somerset and explains through diagrams how they are built and what materials are used. Find out whether your building is of traditional or modern construction, understand how it works ([Chapter 3](#)) and consider your occupancy behaviours before considering which retrofitting options you might like to consider ([Chapter 4](#)).

The Council encourages and enable the sensitive retrofitting of energy efficiency measures and the appropriate use of micro-renewables in historic buildings (including listed buildings) and in Conservation Areas whilst also safeguarding the special characteristics of these heritage assets – for more information see [Energy Efficiency and Renewable Energy Guidance: For listed buildings & undesignated historic buildings in Bath & North East Somerset](#) (forthcoming)

For further resources about sustainable construction and retrofitting, information and sign posting see [Chapter 5](#).



This document is supported by our Sustainable Construction & Retrofitting website www.bathnes.gov.uk/greenbuild



Interested in inspiring local projects? Find out more about **Bath Green Homes** www.bathgreenhomes.co.uk

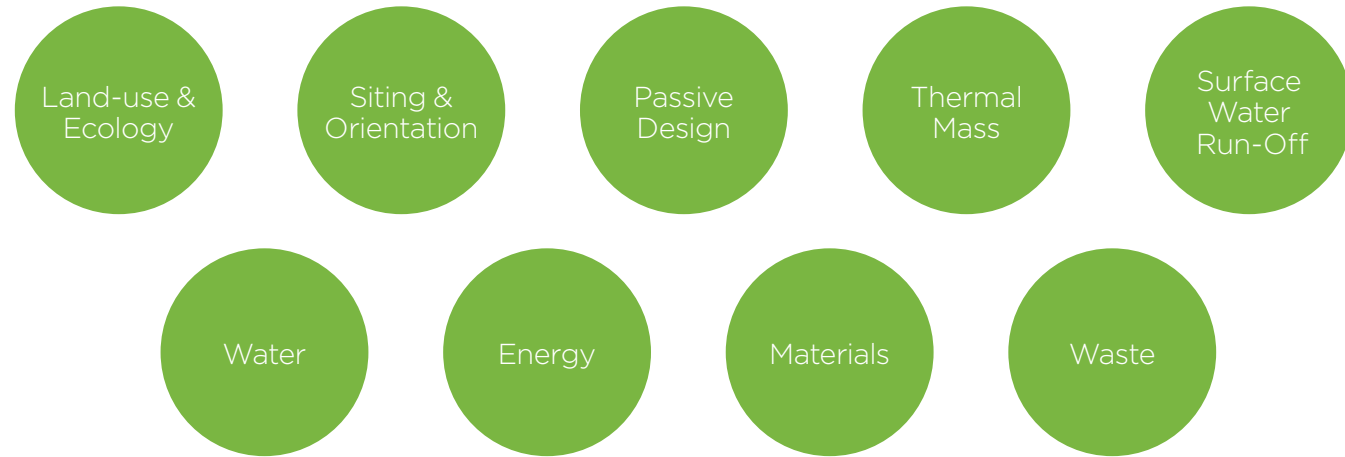
Not sure how to fund your retrofit? Find out more about the **Green Deal** www.bathnes.gov.uk/services/environment/sustainability

Interested to find out what you can do without planning permission? **Retrofitting Permitted Development Checklist** www.bathnes.gov.uk/greenbuild

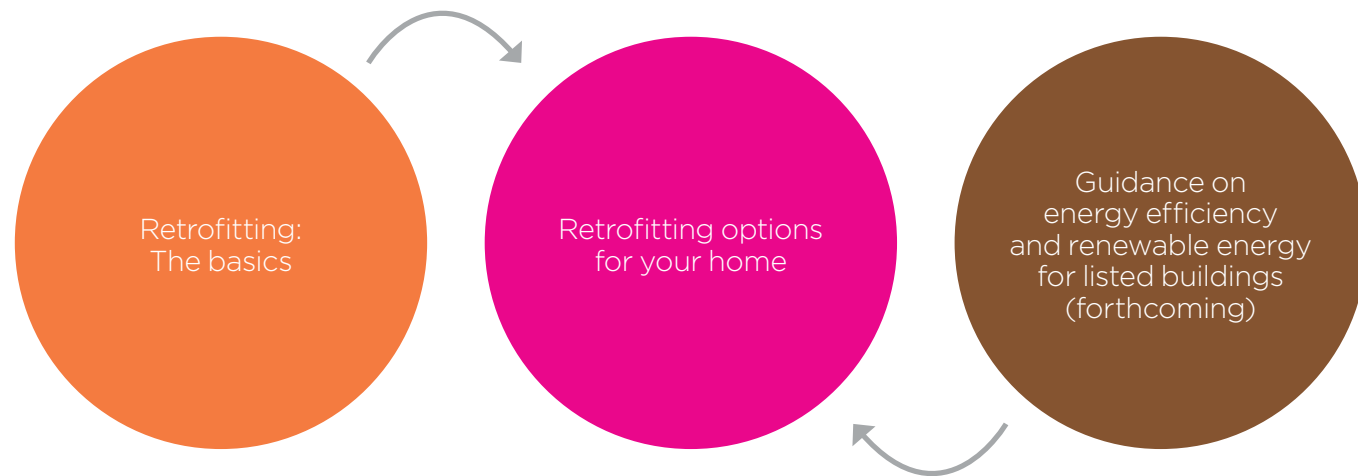
Interested in further guidance for listed buildings and historic buildings? **Energy Efficiency and Renewable Energy Guidance: For listed buildings & undesignated historic buildings in Bath & North East Somerset (forthcoming)** www.bathnes.gov.uk/greenbuild

Structure diagram

Sustainable
Construction
Principles



Retrofitting



Policy Background

It is important to understand the national and local policy context for sustainable construction and retrofitting.

National Planning Policy Framework

In March 2012, the Government replaced the previous Planning Policy Statements with a new National Planning Policy Framework (NPPF). The NPPF places significant emphasis on sustainable development and core principles such as improving biodiversity, using natural resources prudently, minimising waste and pollution and mitigating and adapting to climate change including moving to a low carbon economy (para 7). These principles underpin this Supplementary Planning Document.

The Supplementary Planning Document reflects a number of the Government's "core planning principles" in particular:

- Seeking to secure high quality design
- Supporting the transition to the low carbon future in a changing climate - including encouraging the use of renewable energy
- Conserving heritage assets in a manner appropriate to their significance
- Take account of and support local strategies to improve health (particularly in relation to fuel poverty)

Part 10 (paras. 95 & 97) of the NPPF is also particularly relevant as this states that local planning authorities should:

- Plan for new development in ways which reduce greenhouse gas emissions
- Actively support energy efficiency improvements to existing buildings
- Have positive strategies to promote energy from renewable and low carbon sources

Bath & North East Somerset Council's local policies

Local Plan

Policies of particular relevance are likely to be D2 and D4 Design Policies; ES1 Renewable Energy policies (due to be replaced by CP3 Core Strategy policy) and BH2 and BH5 in relation to listed and historic buildings.

Core Strategy

This supplementary planning document supplements policies CP1 on Retrofitting and CP2 on Sustainable Construction.

Guidance

English Heritage's PPS5 Practice Guidance

Paragraph 25 is particularly relevant in relation to improving energy performance of existing heritage assets.

Historic Environment Guidance

English Heritage provide a range of guidance relating to listed buildings and historic buildings, which are referenced throughout this Supplementary Planning Document.

English Heritage have produced a [Climate Change and Your Home](#) website to help home owners understand more about the potential impacts of climate change and ways to save energy if you live in an older home. www.climatechangeandyourhome.org.uk

[Warmer Bath](#), the Guidance produced jointly by the Centre for Sustainable Energy and Bath Preservation Trust is a practical guide about how to improve the energy efficiency of Georgian and Victorian homes in Bath.

[Energy Efficiency and Renewable Energy Guidance: For listed buildings & undesignated historic buildings in Bath & North East Somerset](#) (forthcoming)

This guidance is being produced to sit alongside this Supplementary Planning Document and provides specific guidance particularly useful for listed building owners.

2 Sustainable Construction: The Principles

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This chapter introduces nine key sustainable construction principles based on common assessment tools

Land-use & Ecology

Whenever we build, we must protect and plan for the plants and animals that already live on the site. We should also look for opportunities to enhance and create new habitats and support biodiversity.



Page 180

White Asparagus at Peasedown St John
Can existing plants be retained?



Pond at Weston All Saints Primary School, Bath
Are there opportunities to enhance habitats and biodiversity?



Some animals & plants are legally protected. Are there any at your site? To find out, a protected species survey may be required. For example, bats may roost in trees and buildings, and a pond may contain great crested newts.



What is your development doing to help protect living creatures such as birds, insects, mammals and reptiles?



Look out for opportunities for enhancements e.g. can you incorporate bird boxes, swift bricks or bat boxes in your design?



For many sites, it is important to carry out an ecological survey prior to any work starting to identify the flora and fauna that need to be protected.



Land on sites should be used efficiently with new planting supporting existing local species of flora and fauna. Opportunities to connect and introduce multifunctional **green infrastructure** should be considered e.g. by adding green roofs, street trees or space for growing food.

The following are good sources of information on how to identify and protect animals and plants on your construction site:

The district's **Requirements for Biodiversity and Geological Conservation Assessment** can be found on the Council's planning web pages. The Council's Ecologists can advise further if required.



Natural England
Guidance on protected species such as bats.



Bristol Regional Environmental Records Centre
A primary source of and repository for local wildlife and geological data



Avon Wildlife Trust
A leading local wildlife charity and additional source of information and advice.



Wildthings Biodiversity Action Plan
Highlights wildlife of local importance and promotes the use of native species and describes their benefits. This is particularly important for new planting schemes.

Green Infrastructure Strategy
Find out more about the Green Infrastructure networks in your area which include open spaces, parks and gardens, allotments, woodlands, street trees, green roofs, fields, hedges, lakes, ponds, playing field, as well as footpaths, cycleways and waterways. Consider how your development can strengthen and connect to local green infrastructure.

Siting & Orientation

When siting new buildings, there is an opportunity to orient them to:

- Maximise natural daylight and sunlight into the building. See [Passive Design](#).
- Ensure that the largest part of the roof's surface is facing South, or at least SSE/SSW so that any solar panels on the roof have maximum access to the sun.
- Maximise the roof pitch angle to be PV ready in future
- South facing elevations could utilise naturally ventilated conservatories and sun lobbies to control solar gain within dwellings. See [Passive Design](#).
- Consider the topography of the land and character of the place together with solar orientation when siting and laying out your new building. The [Building for Life Tool](#) on the Design Council website can help with this.
- Space can be left around the main buildings to allow for rain water collection and the use of Sustainable Urban Drainage Systems or [SUDS](#) in the landscaping around dwellings. See [Water](#) and [Surface Water Run-off](#) sections for details.



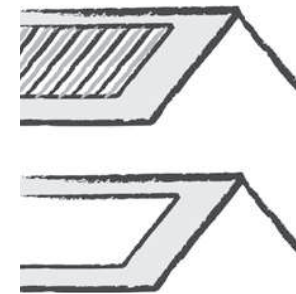
- When considering the siting of solar thermal systems the supply and demand of hot water should be considered to maximise their efficiency e.g. early morning hot water for showers

Comments on Example Scheme

- 1 Very restricted south facing roof surface.
- 2 Is the site maximising access to public transport? Is walking and cycling designed into the scheme? What is more accessible cycle parking or car parking? Have pedestrian routes been fully considered?

- 3 Buildings in close proximity to each other can block out their neighbours natural daylight and overshadow neighbour's roofs, reducing their ability to use solar power.
- 4 Plenty of south facing roof – even if the intention is not to install solar panels during construction, make the roof 'solar ready' for future installation.
- 5 A path, driveway or front garden of 5m² or more that is impermeable will require planning permission. It is usually much better to finish with porous surfaces that allow rain falling on the site to drain locally rather than overburdening the existing drainage systems. See [Surface Water Run-off](#) section.

Solar panels

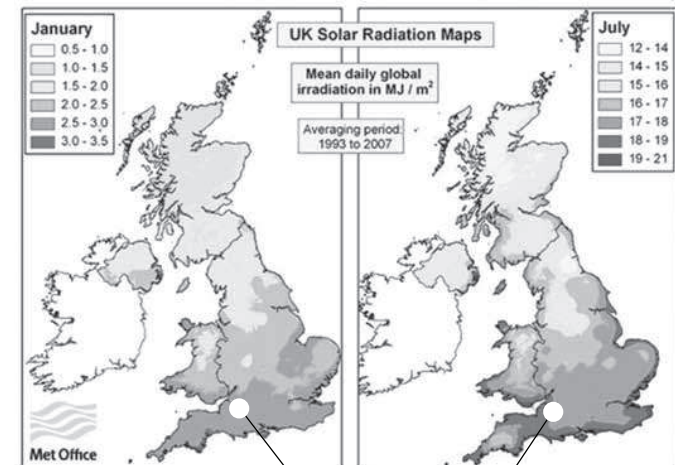


Solar thermal panels heat the hot water for the building

Photovoltaics generate electricity for the building. The feed in tariff scheme will generously compensate you for generating your own electricity. See www.energysavingtrust.org.uk

UK solar radiation

The south west is well placed nationally for solar energy!



Bath & NE Somerset

Passive Design

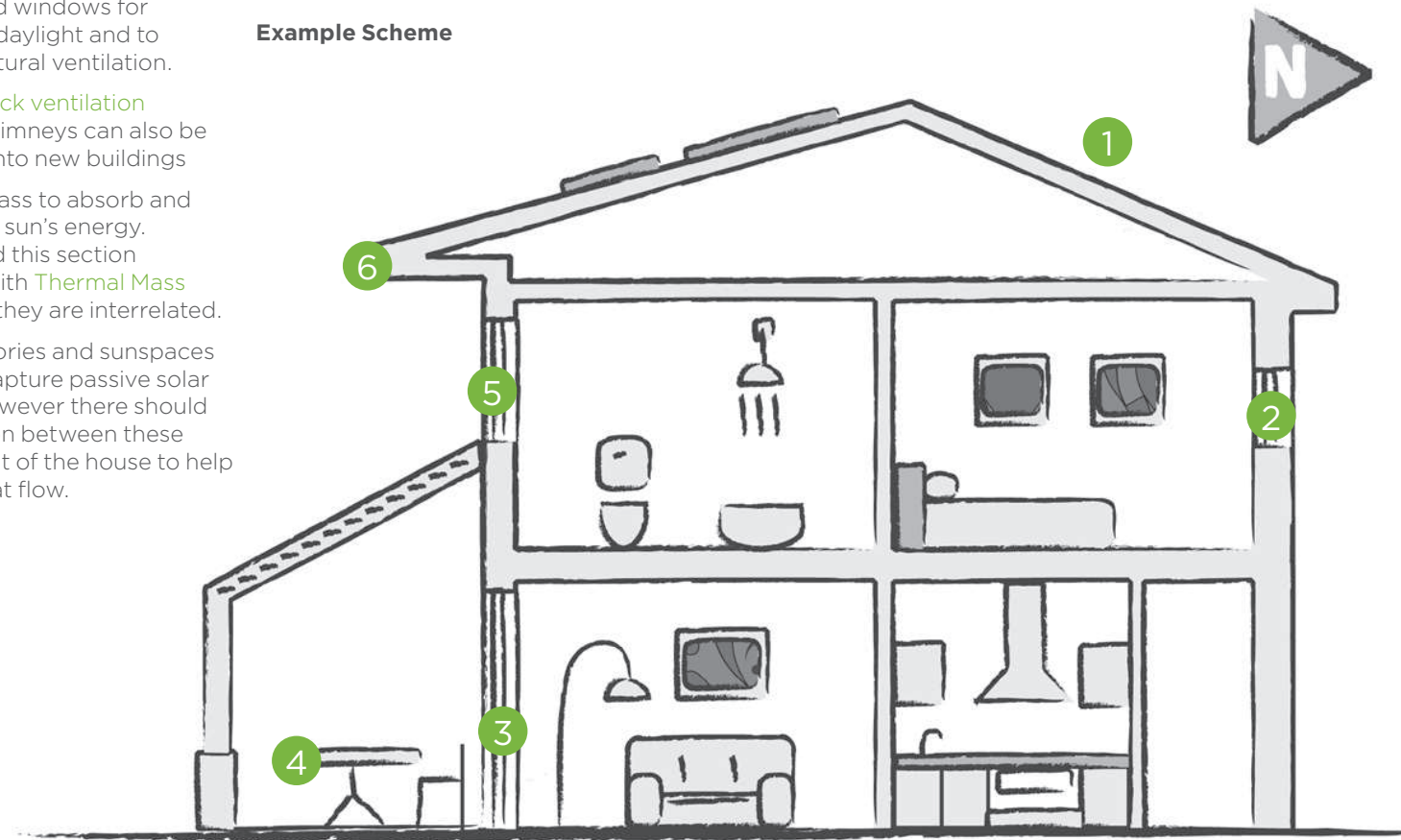
Although 'active' systems such as solar panels and other renewable energy technologies play a part in reducing carbon emissions, a less expensive and longer term option is to use 'passive' measures such as:

- Well placed windows for maximum daylight and to provide natural ventilation.
- **Natural stack ventilation** through chimneys can also be designed into new buildings
- **Thermal mass** to absorb and release the sun's energy. Please read this section together with **Thermal Mass** section as they are interrelated.
- Conservatories and sunspaces can help capture passive solar energy. However there should be a division between these and the rest of the house to help control heat flow.

A conservatory or sunspace can otherwise drain heat from the main house in the winter or lead to overheating in the summer.

- Sun pipe light tubes can be used to redistribute natural daylight to interior spaces.

Example Scheme



Comments on Example Scheme

- 1 Insulation in the roof helps keep heat in during the winter and out during the summer
- 2 Smaller windows on the north side help to reduce heat loss where the sun doesn't shine
- 3 Make sure the wall between the main building and the conservatory is built as an external wall to ensure minimal heat loss in winter. See Part L of the Building Regulations for more information.
- 4 Conservatories on the South (or SSW/SSE) side of the building can capture huge amounts of free, carbon neutral energy from the sun. If the floors are solid (ceramic tile or stone for example), they can soak up the heat from the sun over the course of the day and release it in the evening (see **Thermal Mass**)
- 5 Large south facing glazing or windows will let lots of natural light in, avoiding using artificial light, but make sure you can shade in summer. External blinds, brise soleil and shutters can all help control the amount of daylight and sunlight entering the building
- 6 Consider solar shading in your design, for example the use of a roof overhang, blinds, shutters or even natural tree shading or green walls/roofs.

Thermal Mass

Building materials that are heavyweight (brick, block, concrete) can be used to absorb and release heat in buildings and help moderate the temperature.

A During the day:

It's important on south-facing facades to try and keep the highest summer sun out by using roof overhangs & solar shading

Heavyweight walls, floors and ceilings (thermal mass can absorb the sun's heat and help keep the building cool).

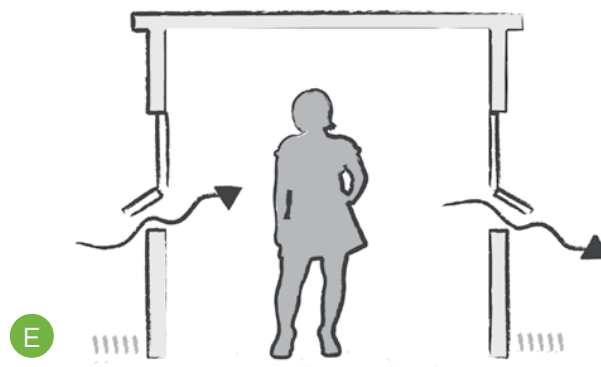
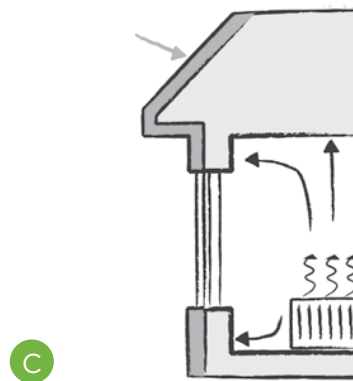
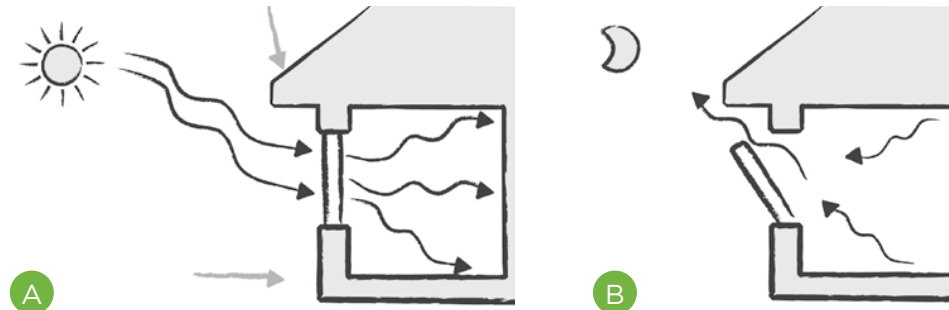
B At night time:

Opening windows at night lets heat out and allows cooler air from outside to cool the thermally massive elements and reduce overall temperature: 'night time cooling'. In the morning, the building is ready to start the cycle again. In addition to helping cool buildings in summer (an important consideration with scientific predictions of hotter summers) thermal mass can help keep heat in winter if the insulation is on the outside.

C Heat from inside the building warms up the thermally massive materials and then the insulation on the outside keeps the heat in - like a giant tea cosy over the building. Take care to ensure that the insulation is continuous and there are no gaps causing 'cold bridging'

D Another benefit of thermal mass is that it helps to iron out the peaks and troughs in temperature, making indoor temperatures more comfortable for the occupants.

E Don't forget to ensure there is adequate ventilation too - in summer, a breeze makes people feel more comfortable even at relatively high temperatures



Embodied Energy and Thermal Mass
 The embodied energy of materials and the use of the building is also an important consideration in any build project for example sustainably sourced timber has low thermal mass but less embodied energy.
 Modern construction materials such as straw bale have both excellent thermal properties and a low environmental impact.

Surface Water Run-Off

As cities grow, the amount of land we cover with impermeable surfaces such as tarmac, increases. As our climate changes, it is predicted that we will get more extreme weather including severe rain storms.

When it rains heavily, drains cannot cope and this can lead to problems such as flash flooding. Guttering and drainage systems need to be designed with increased rainfall in mind as part of a climate change adaptation strategy.

Sustainable Urban Drainage systems can be incorporated to reduce the potential impact of new and existing developments in terms of surface water drainage.

Simple, natural solutions can often be possible although for some sites engineering options will need to be explored.

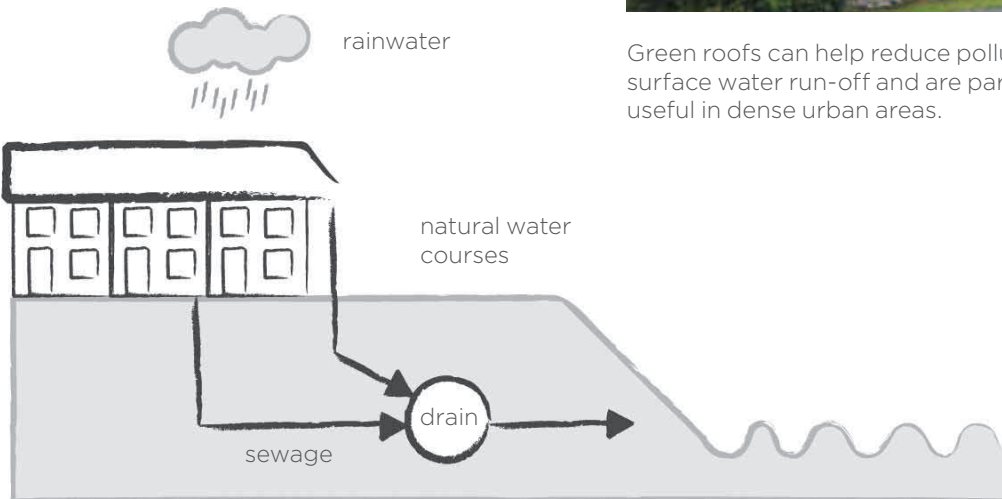
Sustainable drainage is a requirement of the Flood and Water Management Act 2010, which is enforced through the planning system.



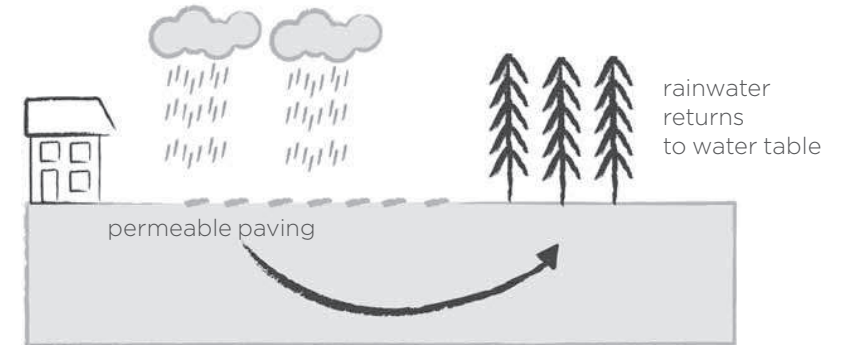
The River Avon bursting its banks in central Bath after severe rain.



Green roofs can help reduce pollution and surface water run-off and are particularly useful in dense urban areas.



The solution is to introduce permeable surfaces on paths, drives and car parks, so that when it rains, the ground absorbs the water and the sewage system does not become over burdened.



Case Study:

The Sustainable Urban Drainage system at Weston All Saints Primary School, Bath. This scheme shows that with intelligent design SUD systems can incorporate natural play space and bring visual interest and opportunities for new habitats.

Useful links:

A Community for sharing information on sustainable drainage:
www.susdrain.org

Guidance for urban rain gardens:
www.raingardens.info

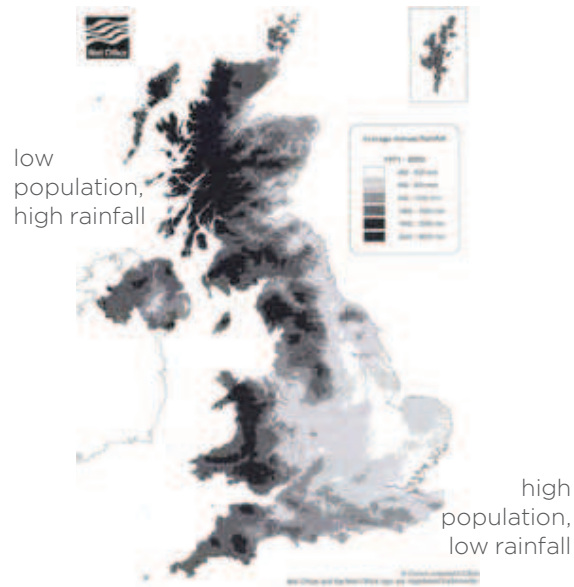
Information on various types of green roofs
www.livingroofs.org

Water

We have a fixed amount of water on the planet so we are not going to run out. However, each time we 'clean' used water we use energy, so we need to manage our water use effectively.' For some uses, such as flushing WC's, we do not need to use drinking water - rain water will do the job very well.

In the UK, we have areas of water stress - the parts of the country with the most rain are the least populated.

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There are simple ways to use less water:



Low flush, dual flush WC's



Flow restrictors on taps



Low flow shower heads

Environment Agency studies show that CO2 emissions from water use in households come mostly from heating water. CO2 emissions from a hot water storage cylinder and pipes contribute significantly and can only be reduced by energy efficiency measures such as improved pipe or cylinder insulation rather than using less water.

You can also reduce your reliance on processed mains water



Rainwater Harvesting



Grey Water recycling

- **Greywater recycling** is the use of waste water from baths, showers and hand basins for toilet flushing, irrigation or washing machine supply.
- **Rainwater harvesting** is the collection of rainwater from roofs or hard standings for use for toilet flushing, laundry water supply or irrigation.

More information can be found in [Chapter 4](#)

And by changing your behaviour



Showering rather than having a bath



Turning off the taps when you don't need running water

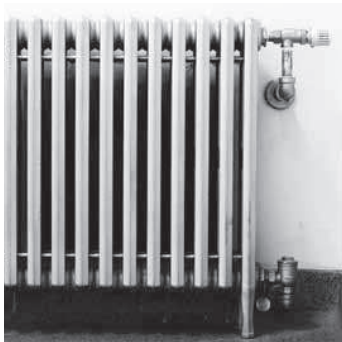
You can find out more about water saving opportunities and can often get free gadgets from water utility companies such as [Wessex Water](http://www.wessexwater.co.uk) - www.wessexwater.co.uk and [Bristol Water](http://www.bristolwater.co.uk) - www.bristolwater.co.uk.

Energy

There are two ways buildings use energy:



Page 186
During construction
 embodied energy: this term refers to the total energy required to manufacture or construct an object, material or building.



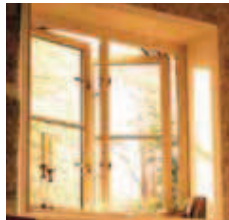
during use operational energy: this is the energy which is used on a daily basis for heating and electrical appliances.

You can reduce the amount of energy your building is responsible for by:

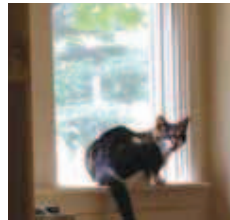
1 Using low impact building materials



2 Making your building more energy efficient



high performance windows



use of natural daylight



use low energy lighting



high levels of insulation



Install heating controls



monitoring to check your energy usage



avoid overheating in summer

You can also use low carbon technologies to reduce the amount of fossil fuels to heat, light and cool your buildings, such as:



gas condensing boiler



solar thermal panels for hot water

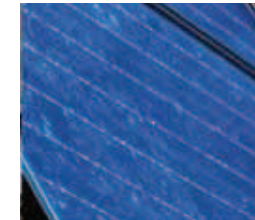
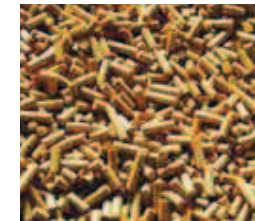


photo voltaics for electricity generation



wind turbines (where appropriate)



bio mass (if a local supply can be secured)



heat pumps

Materials

Most of the materials we use come from non-renewable sources, and sooner or later we will run out. It also takes energy (usually from fossil fuels) to make building products thereby contributing to climate change.

We can help to address this by using sustainable materials...

Did you know that Kingston University has catalogued over 1,200 recycled materials for use at the construction industry in its Sustainable Materials Library?

Rematerialise is both an online resource and a library you can visit and only contains items that come from renewable resources or less non-renewable resources.

Seek natural, environmentally friendly, locally sourced materials e.g. sheep's wool insulation

Responsibly sourced used materials
eg. reusing roof tiles



Materials with recycled content
eg. old newspapers as insulation



Materials that can be recycled

It takes 95% less energy to use recycled aluminium than virgin aluminium



Renewable Materials

FSC (Forest Stewardship Council) timber for wood floors



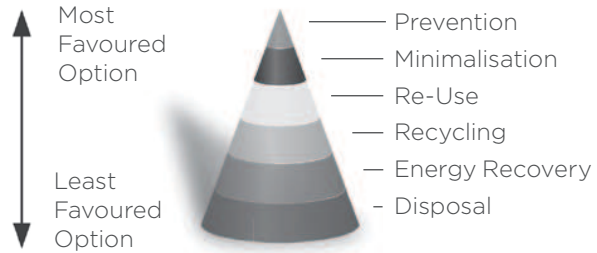
Waste

Constructing buildings creates huge amount of waste – over 100m tonnes each year – over a third of all waste created in the UK.

Consider how existing buildings on a site can be retained and adapted for re-use.

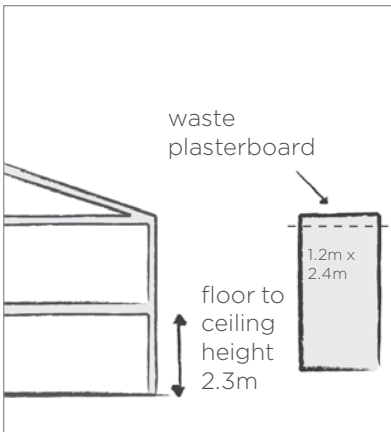
We can make a big difference by:

Whether its construction waste, or waste from households, industry etc, we have to reduce the amount of materials we use in the first place and reduce waste – otherwise known as an ‘unused resource’.



Do you have a site waste management plan? This could save you money!

Designing our buildings to use materials more effectively



Using less material



Segregating waste onsite for recycling



Using 'waste' to produce new building materials



Legislation & Assessment Tools

Building Regulations



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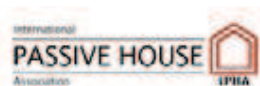
Assessment Tools



Code for Sustainable Homes

The national standard for the sustainable design and construction of new homes. From May 2008 it has been mandatory for all new homes to be rated against the Code and include a Code or nil rated certificate.

The Council has proposed specific requirements for Code 4 for all major developments from 2013 and for some specific sites higher targets are also required.



Passivhaus

Passivhaus is an energy performance standard that was developed in Germany in the early 1990s. The approach dramatically reduces the requirement for space heating and cooling. This is primarily achieved by adopting a fabric first approach to the design, specifying high levels of insulation to the thermal envelope with exceptional levels of airtightness and the use of whole house mechanical ventilation.

The Passivhaus Standard can be applied not only to residential dwellings but also to commercial, industrial and public buildings.



BREEAM

BREEAM sets the standard for best practice in sustainable building design, construction and operation and has become one of the most comprehensive and widely recognised measures of a building's environmental performance. It is mainly used for non-residential development.



Energy Performance Certificate

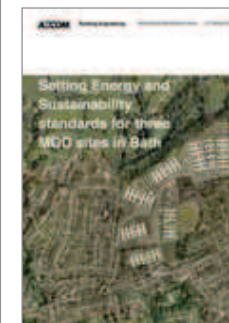
Energy Performance Certificates (EPCs) give information on how to make your home more energy efficient and reduce carbon dioxide emissions.

Display Energy Performance Certificates showing operational energy in use are required for all public buildings.



Case study : Bath Western Riverside

The first phase of Bath Western Riverside is being built to Code for Sustainable Homes level 4 and includes measures such as district heating, brown roofs and state of the art insulation.



Case Study : Ministry of Defence Sites in Bath

The Council has set out its aspirations for higher Sustainable Construction standards in its Concept Statements for the former Ministry of Defence sites.

Case Study: The Nucleus at Hayesfield Girls' School, Bath

Completed in 2012, this new building is super-insulated, passively designed and built using pre-fabricated renewable, locally sourced, carbon sequestering materials.

Land-Use and Ecology

Raised habitat beds and new nesting areas for birds, bats, hedgehogs and insects are provided.

Located on an existing area of hardstanding and built way from existing trees.

Siting & Orientation

The building has been designed to be PV ready and the roof includes containment and solar orientation for the later inclusion of PV cells.

The siting away from existing trees prevents shading which may otherwise compromise the performance of the future PV.

Passive Design

Careful siting and orientation reduces excessive solar gain. An efficient layout of spaces to ensure a low-surface-area to volume ratio increasing the building's thermal performance.

Thermal Mass

Thermal mass provided by the straw bale construction is complemented by a nighttime cooling strategy. Careful location and sizing of glazing, and solar shading helps to regulate temperatures. Deep window reveals and external shading are included at the south and west elevations.

Surface Water Run-Off

Permeable paving surfaces around the building help prevent excess run-off during heavy rain. Rain water is diverted to a new soakaway in the adjacent playing field.

Energy

Embodied energy -

The timber and straw superstructure has sequestered 376 tons of atmospheric carbon dioxide.

Operational energy -

Low energy light fittings are used with motion and daylight sensors.

Energy, environmental and weather monitors in and around the building have been installed provide data that can be studied as part of the science curriculum. Realtime data displays allow students to understand the carbon emissions from the building.

The building is heated using a highly efficient gas condensing boiler.

The building uses a mix mode system of mechanical and natural ventilation: all teaching spaces are designed to provide close-controlled natural ventilation whilst a mechanical ventilation heat recovery system can be used to minimise heat loss in the winter months.

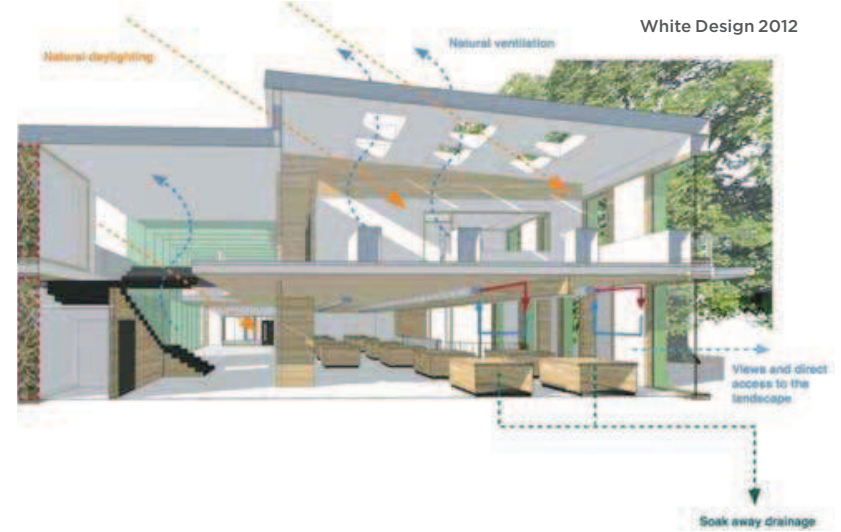
Materials

Materials with low embodied carbon and a high recycled content were selected.

Building materials included straw bales, grown and made at a farm just outside Bath, which form the super-insulated building envelope. This technology was developed at the University of Bath. The external furniture is produced from oak planks responsibly sourced and recycled from a local building.

Waste

Offsite prefabrication meant that onsite waste was greatly reduced during construction. The timber structure is digitally cut to minimise waste. Straw bale trimmings produced during manufacture were composted, used as bedding for farm animals or recovered as biomass.



Link to full case study:
www.white-design.com/architecture/hayesfield-school-stem-centre-science-building/

3 Retrofitting: The basics

This chapter introduces the concept of retrofitting and the five main building types in Bath & North East Somerset.

Introduction to Retrofitting

Retrofitting is the incorporation of measures to reduce energy consumption in buildings. These can be to the fabric of the buildings such as insulating walls and includes appropriate use of renewable energy technologies such as solar panels.

Why is retrofitting relevant to Bath & North East Somerset?

Supports climate change commitments

- The UK has a target for 15% of energy to be from renewable sources by 2020, we need to play our part

11% of our districts carbon emissions are from domestic properties so we know domestic energy use is a major issue

Helps improve the condition of our homes and our quality of life

- Our district has a high proportion of pre 1919 homes with solid walls, constructed with traditional techniques so a tailored approach is needed
- Fuel poverty and excess winter deaths are particular issues for the area
- **The Housing Conditions Survey** (2012) shows there is huge potential for improvements to thermal comfort in our Housing Stock

Promotes our low carbon economy

- Environmental services play a significant role in the local economy
- Retrofit is predicted to generate £540m in sales and 3200 jobs per year across the West of England (2011-2020)
- Supports programme to encourage local green jobs and training

Residents can save money on energy bills

- Increases awareness of existing grant funds in B&NES e.g. for insulation and external wall insulation
- Supports local residents accessing financial incentives such as feed-in-tariffs and the renewable heat incentive

Supports the introduction of the Green Deal

The innovative **Green Deal** financial mechanism eliminates the need for householders and businesses to pay upfront for energy efficiency measures and instead introduces a way of meeting the cost of installation through savings on the electricity bills. The Green Deal will be

accompanied by a new Energy Company Obligation (ECO) subsidy which will integrate with the Green Deal.

The Council intends to take a leadership role in helping people in the area to retrofit their homes, including with the use of Green Deal and ECO.

Our community is engaged on these issues

There are an impressive range of community led action-orientated projects around climate change and energy efficiency in Bath & North East Somerset for example:

Bath Green Homes - An annual Open Homes event run in collaboration between the Council, Transition Bath and Bath Preservation Trust to showcase local examples of inspiring, warm, energy efficient homes.

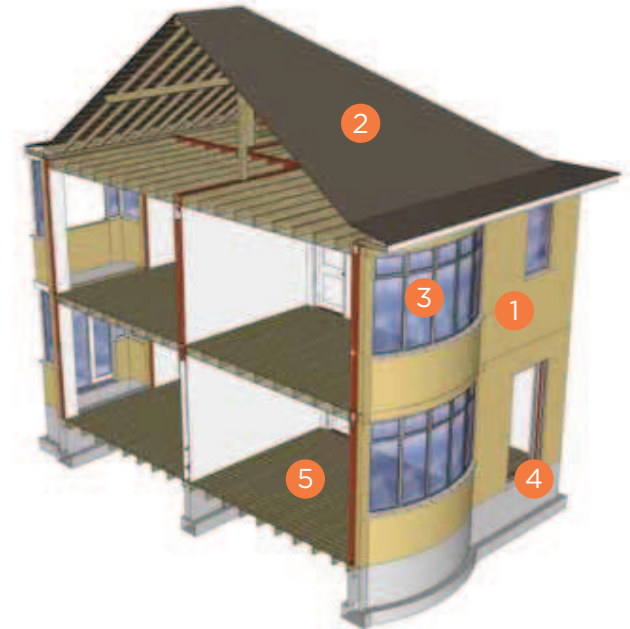
Energy Efficient Widcombe - A project aimed at enabling residents in Widcombe to be more energy efficient. A series of online information packs for different house types in this ward has been prepared by the group.

London Road & Snow Hill Climate Change Mitigation Strategy - A Design Council CABE Funded project identifying adaptations suitable to enhance the character of the Conservation Area and save energy.

Heat Loss

61% of UK home energy use is related to space heating. To prioritise your retrofit it is useful to consider the average energy loss for a typical house. The **Energy Saving Trust** breakdown for typical heat loss in a house is as follows:

- 1 Walls **33%**
- 2 Roof **26%**
- 3 Windows and Doors **21%**
- 4 Ventilation and Drafts **12%**
- 5 Floor **8%**



An Introduction to the typical house types

Our Homes

Bath & North East Somerset is fortunate to have a wealth of historic and modern homes. Traditional and Modern buildings are quite different structurally and different techniques and materials are used in their construction.

It is often assumed that the older a building is the less energy efficient it will be. However, research shows that this often not the case. Historic buildings were often designed when

energy was expensive, whereas twentieth century buildings are often among the most inefficient.

Key features of traditional construction are: thick solid walls, natural ventilation and the use of natural breathable materials. Modern construction techniques are more likely to include: cavity walls, tightly controlled ventilation and the use of cement and plastics.

After 1985, Building Regulations include energy as a consideration and since then increasingly energy efficient construction techniques are being used.

Our Approach

In this section, the five most common house types in Bath & North East Somerset are introduced. It is important to understand how your building is constructed, how it functions as well as how you use it when you are thinking about how best to save energy and water in your home.

Section drawings are included to help illustrate key points.

The information should help you to diagnose:

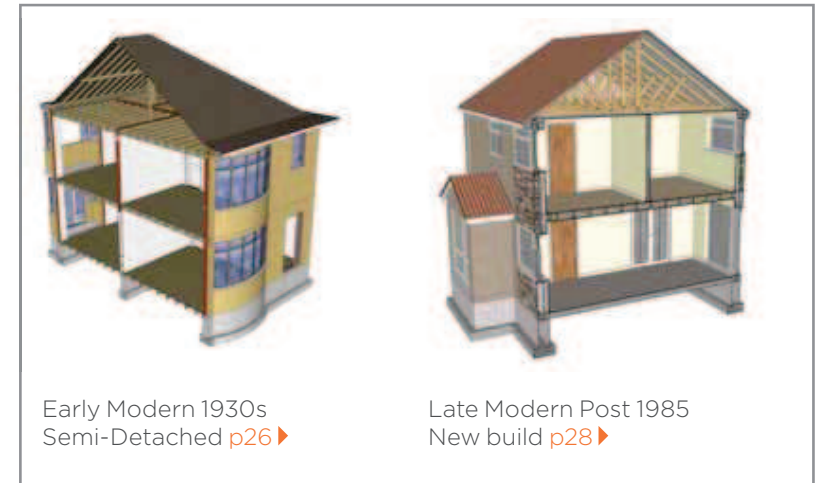
- What are the main environmental issues for your house type?
- What are the main retrofitting opportunities for your house type?

Chapter 4, introduces a range of retrofitting measures are introduced and explained using annotated diagrams and summary information.

Buildings of Traditional Construction



Buildings of Modern Construction



17th Century Building

Section drawing of a typical 17th Century house in Bath & North East Somerset



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Example of a 17th Century Building in Bath & North East Somerset



17th Century Building

Ensuring your building is in a good state of repair will be critical to optimising its energy efficiency. Poor or inappropriate maintenance can lead to excess drafts, damp problems and condensation which will damage the building and increase energy bills.

Typical Issues

1 Small windows and deep reveals mean that natural light levels are quite low and more internal lighting is needed. However, small windows particularly on the north side can also help reduce heat loss.

Windows on the upper floors are often set closer to the floor, which can lead to drafts.

2 Windows are normally single-glazed leaded lights which are thermally poor with simple iron casements that can be a source of draughts unless close fitting.

3 Stone tile roof coverings are particularly draughty and many will not have roof underlay.

Mortar fillets can prevent the junctions between the roof and gable wall from being draughty if kept in good repair.

4 Plastered sloped parts of the ceiling such as the underside of the roof (known as skelings) are unlikely to be insulated and accessing these cavities can be troublesome without removing fabric internally or externally. Thick timber purlins can make insertion of insulation between rafters particularly difficult.

5 Large open fireplaces are good for burning wood (a renewable resource) but allow heat to be lost up the chimney. The larger flue sizes can also be a significant source of draughts.

6 Traditional timber partitions (completely wooden walls made up of beams and infill planks) or timber stud partitions between rooms allow heat to transfer within the building and make heating to different temperature zones harder ...the heat from your living spaces may be lost to rooms not being used!

7 Uninsulated ground bearing flagstone floors lose heat from the interior, but their moisture permeability (breathing) can be adversely affected by insulation, increasing the likelihood of rising dampness in the walls.

8 Large timber beam ends inserted in the masonry walls can introduce cracks through which colder air can penetrate the building.

9 Stout masonry walls, ground bearing floors and large timbers all provide good **thermal mass** – however this can be slow to respond to swift changes in the weather or intermittent usage of rooms.

The high **thermal mass** does reduce the need for summer cooling of the building but poor insulation at roof level can lead to rapid heat gain in summer and heat loss in winter.

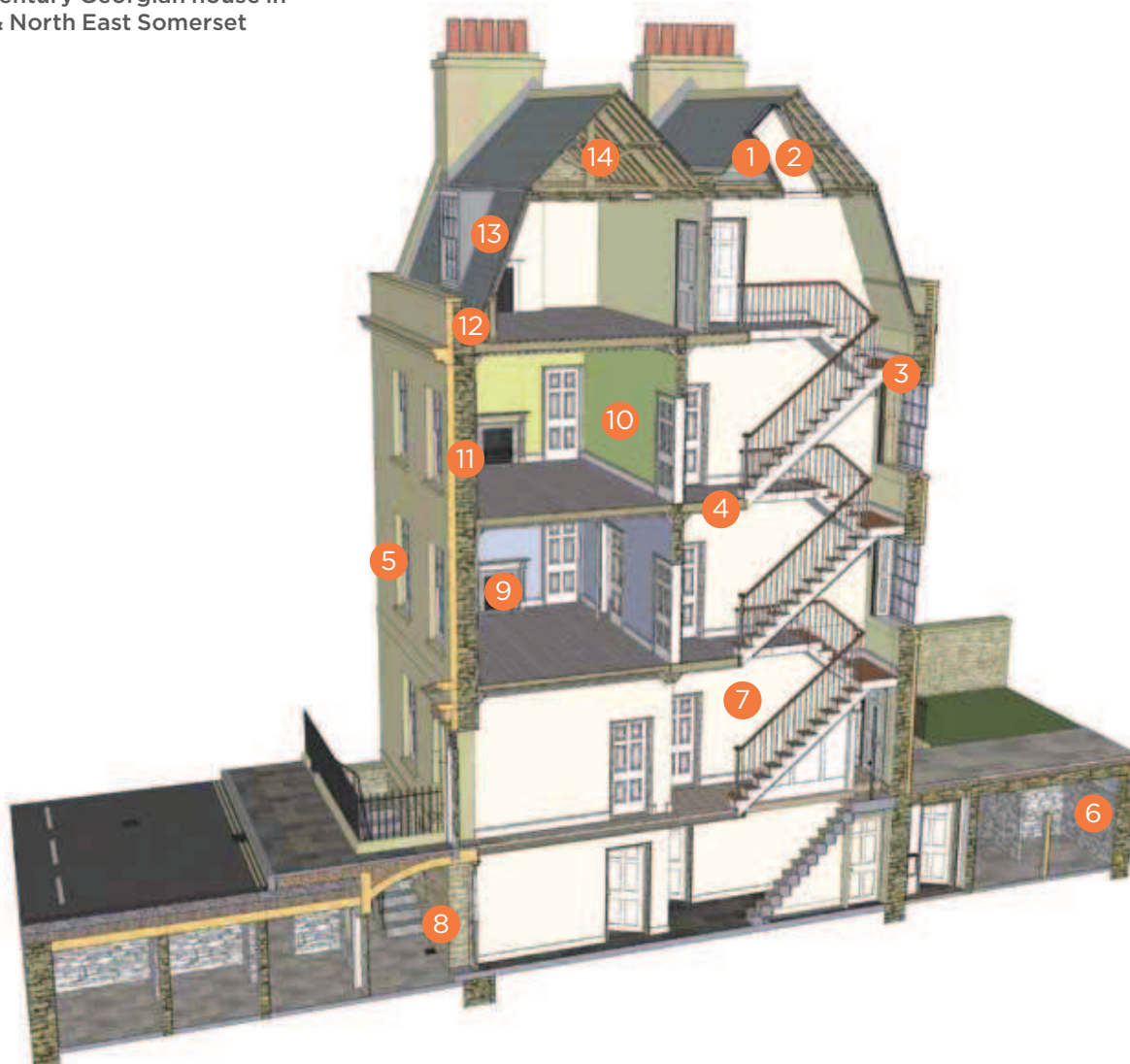
10 Small modular rooms can help retain heat in parts of the house in use, and can be more efficient than modern open plan arrangements.

Illustrative examples of other early buildings from 17th century or before can be found on the English Heritage [Climate Change and Your Home website](#)

The Energy Efficiency and Renewable Energy Guidance: For listed buildings & undesignated historic buildings in Bath & North East Somerset (forthcoming) provides further guidance

Georgian/18th Century Building

Section drawing of a typical 18th Century Georgian house in Bath & North East Somerset



Example of a Georgian/18th Century Building in Bath & North East Somerset



Georgian/18th Century Building

Ensuring your building is in a good state of repair will be critical to optimising its energy efficiency. Poor or inappropriate maintenance can lead to excess drafts, damp problems and condensation which will damage the building and increase energy bills.

Typical Issues

- 1 Parapet and valley gutters drain via through-channels which require openings to the roof space and introduce **cold bridging** and condensation risks.
- 2 Roof windows and light wells are often poorly performing thermal elements but improve natural light levels to the interior. They can also be useful for **natural stack ventilation**.
- 3 Suspended timber upper floors built into the external walls introduce numerous cracks or fissures through which cold air can penetrate the building.
- 4 Internal floors and partitions are uninsulated and heat can easily transfer from room to room.

- 5 Large single-glazed sliding sash windows should be put in good repair to eliminate draughts; also ensure timber shutters operate well as they can provide valuable insulation at night or when the room is not being used.
- 6 Vault spaces have poor levels of light and ventilation but their earth-sheltered arrangement can be a useful thermal buffer to the habitable rooms at basement level.
- 7 A large open stairwell and hall can quickly dissipate heat and be hard to keep warm. Keeping internal doors closed will help.
- 8 External doors often contain slender timber panels and single glazed fan-lights which readily allow heat transfer.
- 9 Numerous fireplaces and flues allow heat to be lost up the chimneys and draughts to enter the building. However, they also ensure good ventilation and indoor air quality.
- 10 Taller room heights and generous windows allow good levels of natural light and ventilation.

- 11 External walls are typically quite slender, particularly on the upper storeys, and heat is lost through solid masonry.
- 12 Parapet gutters should be insulated to minimise **cold bridging** through the thin lead and timber linings.
- 13 Upper floor rooms are typically uninsulated lightweight construction; **skeilings**, dormer cheeks and roofs will require improvement to their thermal performance.
- 14 Roofs are often uninsulated and roof voids can sometimes be small or hard to access.

Illustrative examples of Georgian buildings or before can be found on the English Heritage [Climate Change and Your Home website](#)

Warmer Bath also provides more detail on the design and construction of [Georgian townhouses](#)

The Energy Efficiency and Renewable Energy Guidance: For listed buildings & undesignated historic buildings in Bath & North East Somerset (forthcoming) provides further guidance

Victorian/Edwardian Building

Section drawing of a typical Victorian/Edwardian house in Bath & North East Somerset



Example of a Victorian/Edwardian Building in Bath & North East Somerset



Victorian/Edwardian Building

Ensuring your building is in a good state of repair will be critical to optimising its energy efficiency. Poor or inappropriate maintenance can lead to excess drafts, damp problems and condensation which will damage the building and increase energy bills.

Typical Issues

- 1 Roofs are uninsulated and roof coverings were laid without roof underlays, making heat loss and draughts an issue.
- 2 An open stairwell and hall can quickly dissipate heat and be hard to keep warm. Keeping internal doors closed will help.
- 3 Gable walls and those to outhouses may be quite slim. four inch thick walls perform particularly poorly thermally. Purlins and joists built into these slender walls can also reduce the performance further, introducing air-paths for draughts.
- 4 External walls are typically quite slender and heat is easily lost through the solid masonry

- 5 Roofs to bay windows can be difficult to insulate, and often present a **cold bridge** for the building.
- 6 Internal floors and partitions are uninsulated and heat can easily transfer from room to room.
- 7 Single-glazed sliding sash windows should be put in good repair to eliminate draughts. Where present, ensure timber shutters are in working order as these can provide useful insulation at night or when the room is not being used.
- 8 External doors often contain slender timber panels and single-glazed overlights which readily allow heat transfer.
- 9 Suspended timber ground floors have ventilated spaces beneath which can raise draughts through the boards and floor edges.
- 10 Fireplaces and flues allow heat to be lost up the chimneys and are routes for draughts to enter the building.

- 11 Suspended timber upper floors built into the external walls introduce numerous fissures or cracks through which cold air can penetrate the building.
- 12 Tall room heights and multiple windows, including those set in bays provide high levels of natural light and ventilation but can be a source of heat loss.
- 13 Dwarf roofs to bay windows can be difficult to insulate due to limited accessibility.

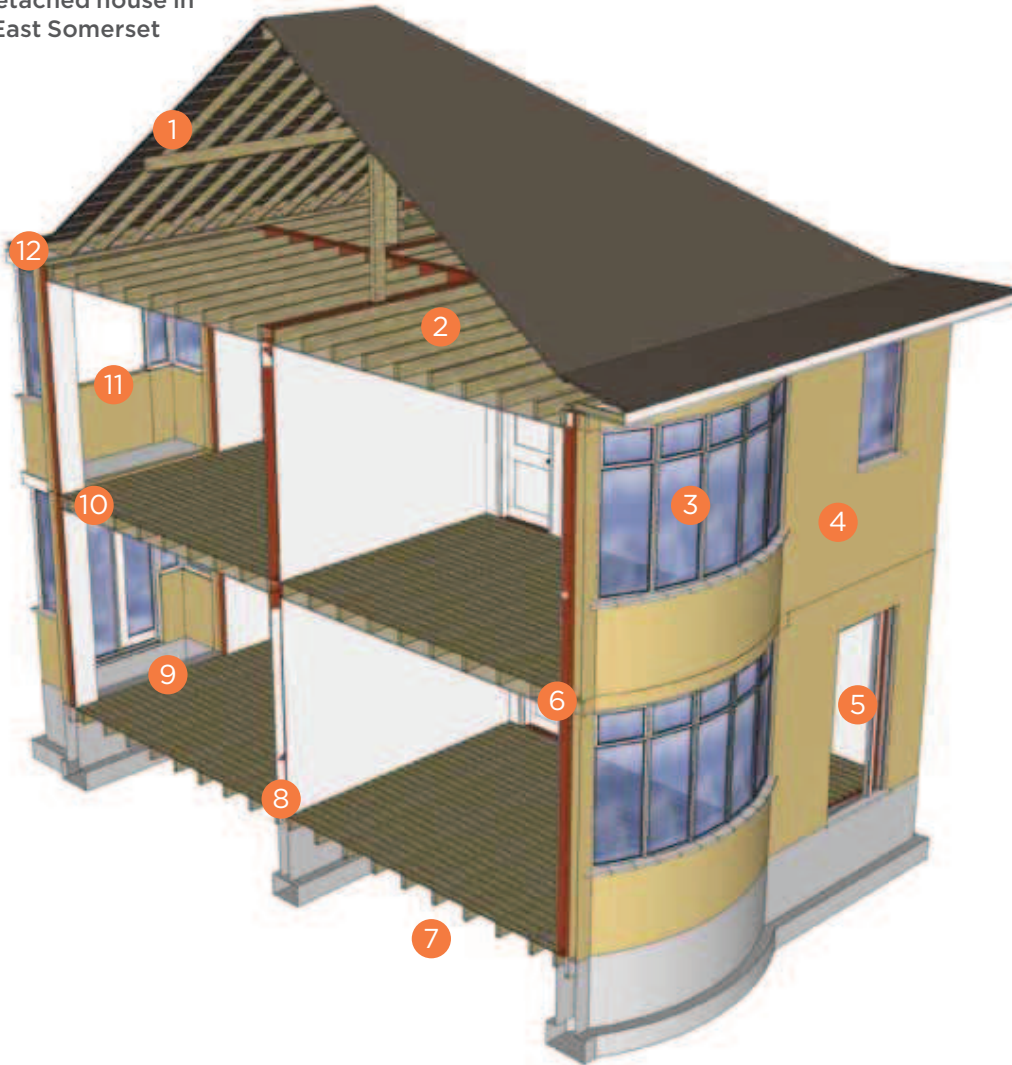
Illustrative examples of Victorian/Edwardian can be found on the English Heritage [Climate Change and Your Home website](#)

Warmer Bath also provides more detail on the design and construction of [19th and 20th Century terraces](#)

The Energy Efficiency and Renewable Energy Guidance: For listed buildings & undesignated historic buildings in Bath & North East Somerset (forthcoming) provides further guidance

Early 20th Century Building

Section drawing of a typical 1930s Semi-Detached house in Bath & North East Somerset



Example of an Early 20th Century Building in Bath & North East Somerset



Early 20th Century Building

Ensuring your building is in a good state of repair will be critical to optimising its energy efficiency. Poor or inappropriate maintenance can lead to excess drafts, damp problems and condensation which will damage the building and increase energy bills.

Typical Issues

- 1 Party walls at roofspace can be incomplete, allowing heat transfer and air movement between properties.
- 2 Roofs are uninsulated and roof coverings were laid without roof underlays, making heat loss and draughts an issue.
- 3 Original large 'picture' windows with single glazed metal framed casements in timber surrounds have very poor thermal performance.
Wall cavities were not closed at openings.

- 4 External walls are typically quite slender and heat is easily lost through the solid masonry.

Early cavity walls often contain rubble particularly at lower level making them difficult to insulate without causing **cold bridging**. Un-insulated cavity walls have a superior thermal performance to traditional solid walls, but are still poor compared to modern building standards.

- 5 External doors often contain slender timber panels and single-glazed side screens which readily allow heat transfer.
- 6 Internal floors and partitions are uninsulated and heat can easily transfer from room to room.
- 7 Suspended timber ground floors have ventilated spaces beneath which can raise draughts through the boards and floor edges.
- 8 Draughts can easily enter building at junctions between floors and walls.

- 9 Fireplaces and flues allow heat to be lost up the chimneys and draughts to enter the building. Air bricks connecting rooms provide further routes for heat loss.

- 10 Suspended timber upper floors built into the external walls introduce numerous fissures or cracks through which cold air can penetrate the building.

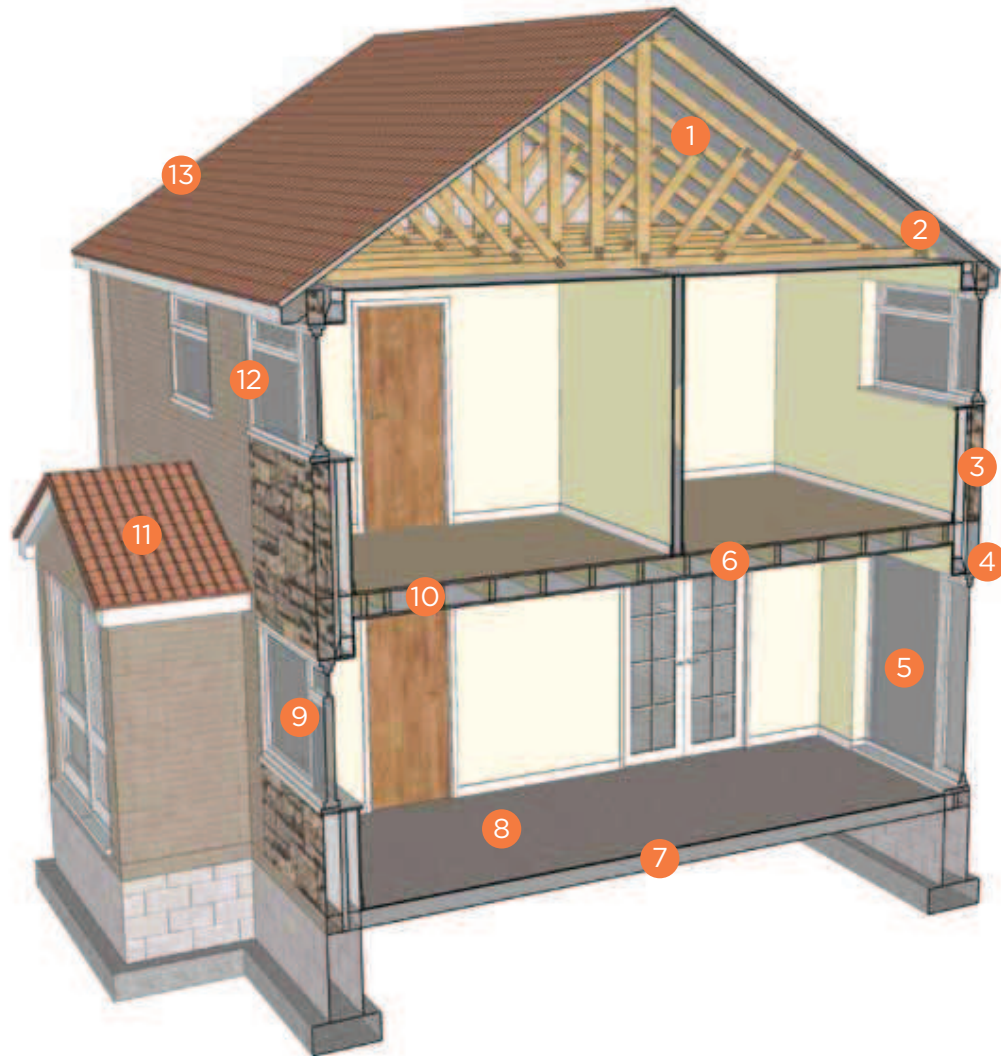
- 11 Tall room heights and multiple windows, including those set in bays, provide high levels of natural light and ventilation but can be a source of heat loss.

- 12 Roofs to bay windows can be uninsulated concrete with asphalt coverings, so being a source of heat loss.

Illustrative examples of 20th Century buildings can be found on the English Heritage [Climate Change and Your Home website](#)

Late 20th Century Building

Section drawing of a typical Post 1985 House in Bath & North East Somerset



Example of a Late 20th Century Building in Bath & North East Somerset



Late 20th Century Building

Ensuring your building is in a good state of repair will be critical to optimising its energy efficiency. Poor or inappropriate maintenance can lead to excess drafts, damp problems and condensation which will damage the building and increase energy bills.

Typical Issues

1 Slender trussed rafter roofs may require strengthening to accommodate roof mounted renewable energy systems.

2 Roof space is likely to be 'cold', with some loft insulation likely to be present at ceiling level only. The roof requires ventilation to dissipate humidity which rises from the living spaces below.

Cold bridging is common at the eaves, where insufficient insulation depth is present and an air path is required for ventilation.

3 External masonry cavity walls are uninsulated although have thermally efficient blockwork to the inner skin.

Wall cavities are closed with masonry at perimeters and openings, forming cold bridges.

4 Uninsulated steel building lintels are typical, locally reducing thermal performance of external walls at door and window heads.

5 Large patio doors are common, with low grade air-filled, small cavity, double glazing. UPVC or aluminium doors are not likely to be thermally broken - allowing heat transfer through their frames.

6 Internal floors and partitions are uninsulated and heat can easily transfer from room to room.

7 Uninsulated ground-laid concrete floor slab set above external ground level acts as thermal bridge to transfer heat.

8 Inefficient 'flame effect' gas fires common to living room, served by class 2 flue.

9 Windows typically softwood with air-filled, small cavity, double glazing that are not substantially more efficient than older window types.

10 Suspended timber upper floors built into the external walls introduce numerous fissures or cracks through which cold air can penetrate the building.

11 Porch roof and walls likely to be of lower thermal performance than rest of building so can be a source of heat loss.

12 Windows with minimal openings for ventilation and increased air tightness of building envelope means mechanical ventilation is required to extract humidity from kitchen and bathrooms.

13 Gas fired central heating with wall mounted boilers and hot water storage tanks are typical of the low efficiency installations originally fitted.

Illustrative examples of 20th Century buildings can be found on the English Heritage [Climate Change and Your Home website](#)

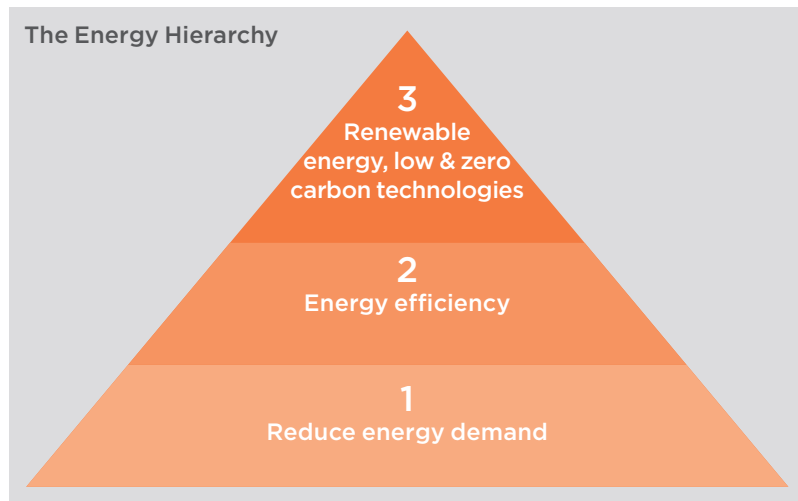
Key Considerations

Introduction

When considering options to improve energy for your house, as well as your house type you also need to consider your occupancy behaviors. There may be quick win options which involve simple low key interventions or behavior change.

The Energy Hierarchy

The Council supports the energy hierarchy approach. So reduce your energy demand first, become more efficient and finally look to generate or use renewable energy. We will need to do all three, but this is a good way to prioritise action.



Damp, Condensation & Ventilation

It is critical before considering retrofitting options for your home to understand damp, condensation and ventilation, so that you can prevent damp and condensation issues in your home.

Damp is moisture from the air or the ground that has been prevented from passing through a building and is trapped. It can include rising damp from the ground, condensation from the air or trapped inside the building fabric (interstitial).

In older houses damp problems occur when impermeable materials such as cement render, plasters and vinyl paints and wallpapers, are applied on top of breathable materials. The impermeable layers trap moisture and cause damp problems. In addition, rain penetration, rising damp and pipe leakage are other common causes of damp.

Materials do not insulate well when they are wet, as, it is the air within the material that has the insulating properties. A dry building will feel cosier and more comfortable. Even if a damp house and a dry house have the same internal temperature, the damp house will feel less comfortable and colder.

Condensation is actually the most common cause of damp within homes. It occurs when large quantities of water vapour from day to day activities are trapped inside. When warm moist air comes into contact with cooler air, on a surface with a lower temperature (e.g. a window or an outside wall). This can prove ideal for the germination of black mould. The key to solving condensation issues is ventilation. By improving the **ventilation** within a property you can often quickly reduce and eliminate damp and mould problems.

Common Causes of Condensation

The illustration below gives you an idea of how much extra water you could be adding to the air in your home in a day

Drying clothes indoors		9 pints
Cooking and the use of a kettle		6 pints
Bottled gas heater		4 pints (8hrs use)
2 people at home for 16 hours		3 pints
A bath or shower		2 pints
Washing dishes		2 pints

Adapted from Stafford BC Damp, Condensation and Mould Guidance Leaflet

Suggested Solutions to Condensation and Damp

To resolve damp and condensation issues

- Identify if problems are associated with building defects or condensation
- Keep your property well ventilated - open windows on a daily basis
- Try to keep at least a small gap between walls and furniture against 'cold walls'
- If drying clothes, it is always better to do it outside. If this is not possible, put them in an enclosed room with plenty of ventilation and keep the window open.
- When cooking, cover pots and pans
- Check to make sure necessary ventilation within your property are not blocked or closed, such as air bricks, vents or chimneys

- Try to keep heating levels within your property at a constant temperature
- Remove impermeable layers e.g. remove cement render and apply a breathable lime render instead of installing expensive technical damp proofing solutions

For more information about how to minimise the risk of retrofitting in a pre-1919 home see [Warmer Bath](#) (Chapter 3)



4 Retrofitting options for your home

This chapter introduces 24 different retrofit options ranging from energy and water efficiency measures to heating and domestic renewable energy options.

Planning consents and other considerations

When considering retrofitting options for your home it is important to consider any planning permissions or listed building consents you might need. In addition, you are likely to also be required to meet building regulations.

Other considerations such as cost and environmental performance are also worthy of consideration at an early stage.

A simple flag system to highlight planning, listed building and building regulations required for each of the retrofitting options is used on each page, alongside the written commentary.



Permitted Development

Where this symbol appears you may be able to undertake this measure without the need for express planning permission using your permitted development rights, subject to meeting specific criteria.

Specific works are 'permitted' through the General Permitted Development Order 1995 and its subsequent amendments. This legislation allows minor development and works that require planning permission to be undertaken without the need to submit a planning application. The Order sets out the specific types of works that are 'permitted' and the criteria they must meet.

The Council has prepared a [Retrofitting Permitted Development Checklist](#) to accompany this Supplementary Planning Document which outlines the specific criteria you will need to consider. Your permitted development rights are restricted if you are within Bath (due to the World Heritage Site designation which covers the entire city), if you are within a Conservation Area or within an Area of Outstanding Natural Beauty.

Even if works are permitted development it is advisable to seek a [Certificate of Lawfulness](#) from the planning department. For a small fee you can confirm in writing that your works are permitted development.



Planning Permission

Where this symbol appears you are likely to require express planning permission to undertake this intervention on your house. Unless you can undertake the necessary works using permitted development rights. Local planning policies e.g. design and character policies will apply.



Listed Building Consent

Where this symbol appears, if your house is a listed building, you may also require listed building consent for a retrofitting measure.

The [Energy Efficiency and Renewable Energy Guidance: For listed buildings & undesignated historic buildings in Bath & North East Somerset](#) (forthcoming) provides further guidance in relation to listed building consents that may be required and outlines key factors in these decisions.



Building Control

Where this symbol appears, you are likely to need to meet buildings regulations and have works checked to ensure compliance.

COST OF MEASURE(£)



Highest



Medium



Lowest

ENVIRONMENTAL RATING (CO2 savings)



Highest

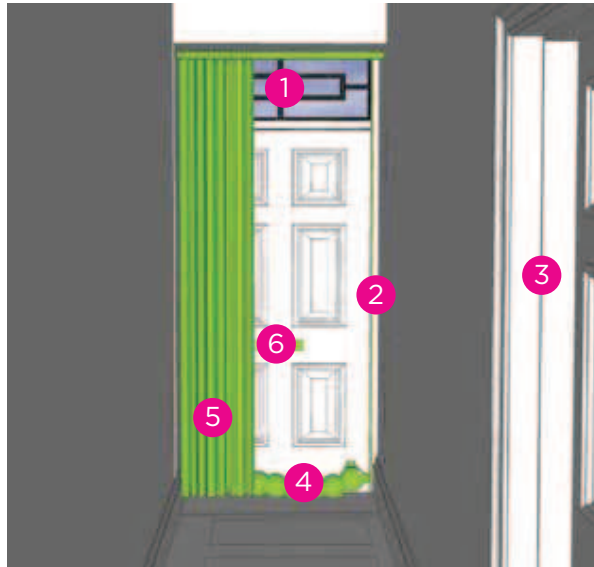


Medium



Lowest

Timber Door Draftproofing



Cost score £
Environmental score L

- 1 Over door windows, glazed panels and the panels of the door themselves can all be upgraded to improve their thermal performance.
- 2 The door should be repaired to ensure a good fit with its frame and the junction between the two upgraded with brush seal draughtstrips or similar.
- 3 Don't forget to close other internal doors before you let heat out when leaving the building.
- 4 A draught excluding letterbox flap and escutcheon to the key-hole will close easy routes for draughts to enter the home.
- 5 A heavy curtain will reduce heat loss and limit draughts when the door is closed
- 6 A draught excluder is an effective way to prevent cold air entering through a door

So what is it?

External doors of a home are typically of simple construction, with slender panels in a door leaf which is set within a timber frame.

This arrangement can be poor at containing heat. A more significant problem is drafts, particularly if there are gaps around the door that are poorly fitted, allowing warm air to escape and cold air to enter. In addition letter boxes and key-holes can also provide a route for drafts. At the perimeter of a door leaf draft proofing should be fitted to close the gap when the door is closed.

Simple mastic beads can improve the fit, and there are many proprietary brush seals and compression seals which are easily installed.

Consideration should also be given to the junction between the frame and the wall, where mortars, mastics and seals may also need repair.

Simple draughtproofing can be achieved with an excluder and thermal performance upgraded with a heavy curtain.

An escutcheon to the key hole, draught flap and brush seal to the letter box will also help.

Glazed panels and over door windows are also sometimes present and can contribute to the overall heat loss through a door. These can be upgraded as described for windows, described later in this chapter.

Where possible, an internal lobby will greatly reduce heat loss when passing through the door. At the very least, consider closing doors to adjoining rooms before leaving the building!

How effective is it?

The external doors of a building are as important to consider as any other element – as they typically account for up to 15% of the heat loss from a dwelling.

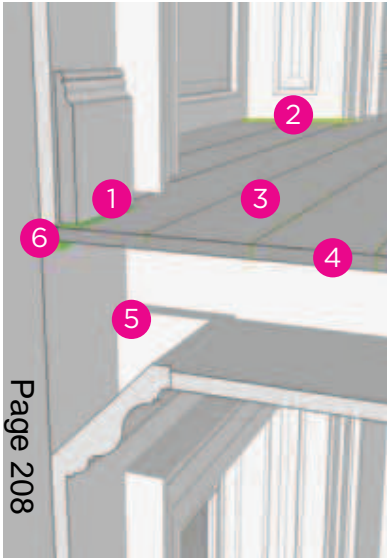
What does it cost?

The majority of door upgrade techniques are DIY measures and are therefore good value.

A mastic bead can improve the fit between joinery for as little as £5. Proprietary draughtstrips are available for between £2-5/ Metre. Draught-excluding letter flaps cost around £15.

Secondary glazing overdoor windows, glazed panels and upgrading the door panels themselves will depend on the complexity of the door; but it should be possible to achieve this for between £50 and £100.

Timber Floor Draftproofing



Page 208

Cost score £
Environmental score



1 Caulking smaller gaps with plaster, decorators filler, or mastic can be an effective way to close air-paths between the interior and a floor void.

2 With larger gaps, where floors have 'relaxed' for example scribed timber fillets may be necessary to effectively close the joint.

3 Hardboard coverings and underlays beneath carpets can also be effective at reducing draughts

4 Many timber floors have gaps between the boards through which air can pass; especially those with older plain-edged and butt-jointed boards. Closing these gaps with a compressible caulking strip (preferable as it allows expansion and contraction of the boards) a filler, mastic or timber slips will help prevent draughts. In severe cases it may even be necessary to lift and relay the boards.

Although exposed timber floors are very popular today, it is worth remembering that many were not intended to be 'on show' and their quality of materials and workmanship reflected this.

5 Floor voids and the spaces behind cornices, panelling and the like should be insulated as described elsewhere.

6 Where there are larger gaps, these can be sealed with compacted compressible insulation such as mineral wool or sheeps wool.

So what is it?

At the edges of a building the places where walls and floors meet afford many opportunities for heat energy to be lost through small gaps.

Cold air can enter the building through 'infiltration' commonly referred to as draughts. Heat can also be lost from the interior through 'exfiltration'.

The arrangement of floor carpentry typically inserts timber joists or wall-plates into the external walls and as these materials behave differently to the masonry, over time cracks and gaps can appear between them.

Air paths are then created through the building fabric.

In some older buildings there may also be bonding timbers, lintels and brackets for features such as panelling and cornices; all of which can introduce further gaps in the building fabric.

Often the masonry of the walls is not as well put together in the smaller spaces between these built-in timbers. Mortars and plasterwork may also be less complete. This means that in the region of a floor, the wall itself may have significantly more gaps than elsewhere on the building.

Internally, room joinery such as panelling, shutters and skirting boards can become less close-fitting over time as the floors and walls of a building move and age. Plaster finishes can also crack and open up behind elements of the building prone to impact – such as skirting boards. This opening up of the elements of a building introduces further gaps through which air can pass.

How effective is it?

The effectiveness of draughtproofing at the perimeter of timber floors will vary from building to building, due to their different arrangement of construction and relative condition or state of repair.

Typically, floor to wall junctions are 5-7% of the building exterior, but uninsulated and draughty construction will contribute proportionately more to the heat loss. Simple upgrade measures here can therefore be remarkably effective.

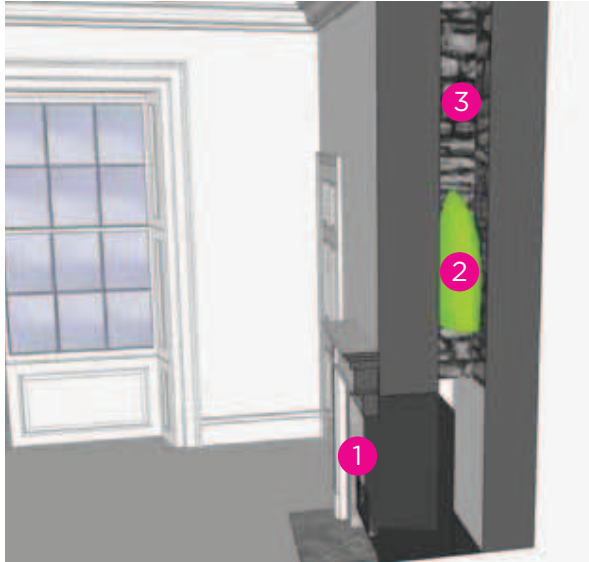
What does it cost?

Draughtproofing timber floors can be very cost effective as the measures normally involve low cost materials that can easily be DIY installed.

Where concealed by joinery, decorative finishes and carpets the appearance of the measures is less important than their function and this also reduces the cost of installation.

A tube of decorators caulking costs as little as £3!

Chimney Draftproofing Balloon



Cost score £
Environmental score

1 The open fireplace can remain as a feature in the room and without needing to be permanently closed it can easily be used when required.

2 A chimney balloon is a simple DIY installation fitted within easy reach at the foot of the flue.

The air-bag adopts the shape of the flue as it is inflated and provides an air cell which acts as a thermal buffer to insulate against heat loss, as well as a physical barrier to reduce draughts.

3 The existing flue remains unaltered and capable of functioning normally when the chimney balloon is deflated.

So what is it?

Most older buildings and many modern ones contain a chimney or flue, serving a fireplace. All of these have an open throat at the hearth, connected to the outside by a narrow void or 'flue' that normally terminates at roof level.

In an active fireplace the flue will be warmed by the fire and the thermal mass of the chimney will help dissipate heat around the home. A used flue is unlikely to suffer from cold down-draughts unless it is not working properly,

but a fully functioning flue loses a significant portion of the heat produced by a fire directly to the outside. In an un-used fireplace however the picture is different; the flue becomes a route by which cold air can enter the building and energy used for heating the home by central heating, for example, is wasted.

A chimney balloon is a simple and effective means to prevent draughts and reduce heat loss from un-used flues. It can also significantly reduce noise infiltration, which may be of benefit for properties in town centres or close to roads, rail and flight-paths.

The balloon consists of a simple plastic 'air-bag' which is placed inside the chimney flue and inflated by a foot pump or tube until it forms a snug fit with the sides of the chimney flue – forming an effective seal. Balloons are available in a range of standard sizes to suit the most commonly found flues, but can also be made to measure for even the largest and most unusually shaped flues.

Balloons are simply fitted and fully reversible; they can easily be removed for cleaning or during

the fairer summer months, when natural stack-effect ventilation through a chimney would reduce energy consumption from mechanical extract fans and air conditioning systems.

Open chimney flues do aid natural ventilation and the removal of moisture and damp, so it is not always advantageous to block a flue permanently or completely.

How effective is it?

As much as 80% of the heat from a room can pass through a chimney flue; the insertion of a chimney balloon will greatly reduce this figure.

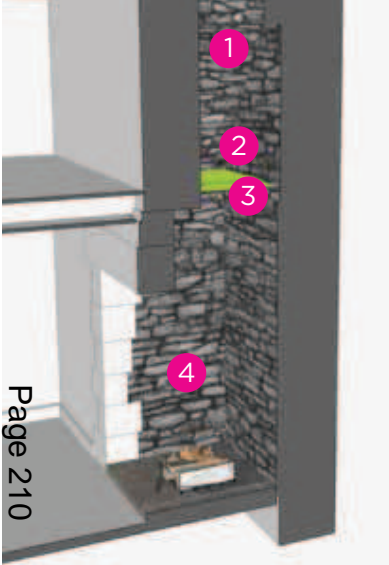
By being both adjustable and reversible a chimney balloon can be effective during the winter months and allow the flue to provide ventilation and cooling during the summer months.

What does it cost?

Together with a valve, pump and re-usable air-bag a chimney balloon installation can cost less than £30.

The effect on reducing energy consumption means this modest sum can easily be recovered in the first year.

Chimney Register Plate



Page 210

Cost score £
Environmental score

- 1 The existing flue remains unaltered and capable of functioning normally when the register plate is opened.
- 2 A register plate will need regular cleaning as soot, nesting material and other debris can accumulate on the upper surface and this may present a fire hazard if left.
- 3 A register plate is normally made of steel, set within a simple frame. The frame is mechanically secured to the masonry of the chimney and its perimeter is usually sealed with fire cement or a rope gasket to produce a close fit.

An opening 'flap-door' allows smoke to pass when the flue is in use and can be adjusted to provide different degrees of ventilation at other times.

- 4 The open fireplace can remain as a feature in the room and without needing to be permanently closed it can easily be used when required.

So what is it?

A register plate is fire proof structure which is fitted in the lower part of a chimney and physically closes the flue to prevent draughts.

Many fireplaces in 19th and 20th century properties will already have integral chimney plates installed.

Unlike a chimney balloon, a register plate can remain in-situ when the fire is in use. A flap door contained in the plate is simply opened to allow smoke to escape when required. With a stay fitted, this flap door can also be adjusted to open varying degrees to aid ventilation as required.

In addition to use with open fires, a register plate may also be required where log burners, multi-fuel stoves and other biomass burners are inserted into an existing fireplace.

A register plate would normally be constructed of metal and specially fabricated to suit the size and shape of the particular flue.

For safety reasons advice should be sought from a suitably qualified person before inserting any structure that restricts the size of an operable flue.

A registered member of HETAS or the National Association of Chimney Sweeps (NACS) may be able to help.

How effective is it?

As much as 80% of the heat from a room can pass through a chimney flue; the insertion of a register plate will greatly reduce this figure.

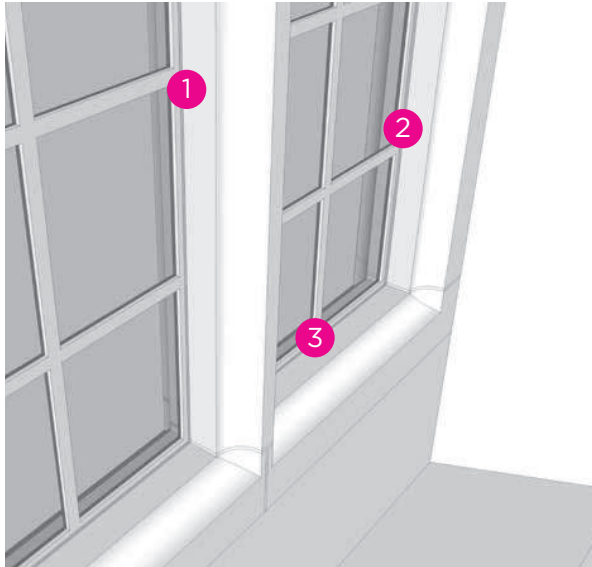
By being adjustable a register plate can be effective year round – simply open or close to control heat loss, draughts and ventilation.

What does it cost?

As a register plate is made to measure and requires permanent fitting, a little more work is required than for DIY measures.

The cost will vary with the size and complexity of the flue but a typical flue will cost £250-500.

Metal Framed Window Draftproofing



- 1 Proprietary compression and wiping seals are also available which can be discreetly fitted at the perimeter of the window.
- 2 A simple draughtproofing technique is to apply around the window where the faces meet the frame, with a release tape applied to the frame. This achieves a good fit, with minimal impact on the building fabric and can be applied when re-decorating.
- 3 The gap between a metal window and its frame or surround can account for a significant amount of the heat loss.

Improving the fit of the window by keeping it in good repair will help and draughtproofing will ensure the energy lost is kept to a minimum.

So what is it?

Most metal framed windows are single glazed with large plain glass panels, or in the case of earlier windows, with multiple small panes held in lead. Later windows often have a metal sub-frame, but early windows may be simply set in rebates against stone or timber surrounds.

In either case the closeness of fit between the opening parts of the window and their frame or surround will greatly affect the performance of the window by allowing draughts to enter and heat to leave the building.

In addition to placing the window in good repair, simple draughtproofing techniques can be used to improve the situation.

A simple technique such as release tape and a mastic bead can be part of the routine decoration of the window. Compressible and wiping seals are also commonly available which sit discreetly at the junction between frame and window.

How effective is it?

As much as 80% of the heat lost through a single glazed window can be through air-leakage or 'draughts' and addressing this makes good sense.

As a conductive material, metal windows will always facilitate greater loss of heat compared to other non-conductive materials.

What does it cost?

The simplest draughtproofing measures are DIY level installations and are therefore quite inexpensive. A mastic and tape decoration upgrade can be installed for less than £5.

Proprietary weather seals are available which vary in cost between simple self-adhesive profiles for less than £1/Metre to those with profiled and replaceable seals for a little more. If DIY fitted, the cost will be modest and likely less than £20 per window.

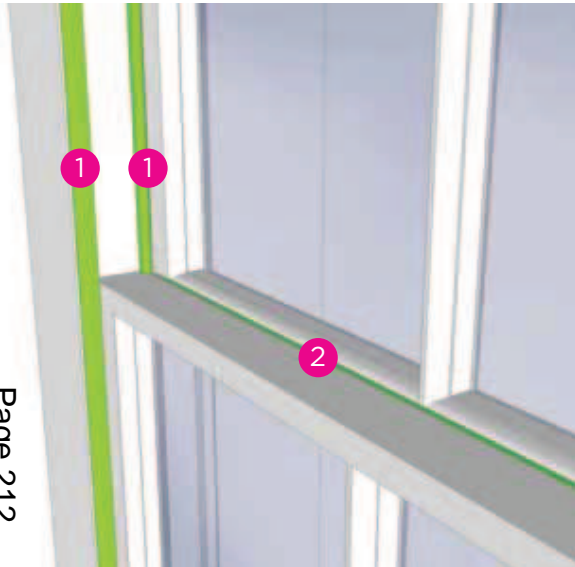
Cost score £
Environmental score

BC L

Timber Sash Window Draftproofing

Page 212

Cost score £
Environmental score 
L BC



1 Staff bead and parting-bead can be replaced with components incorporating brush seals for draughtproofing.

2 The gap between the upper and lower sash can be improved with the addition of a mastic bead or brush seal.

Draftproofing will need to be applied around the whole sash, and may also be needed for the gaps where the wheels are. Proprietary systems are available which are rebated into the joinery and are almost invisible when fitted.

So what is it?

These windows normally have glazed timber sashes (frames) set within box profile outer frames that contain counter weights to allow the window to slide vertically.

Unlike casement windows which close against the frame, these windows rely on a gap between the perimeter of the sash and the frame to provide sufficient room to be able to open. This means that a sliding sash window has a feature of its design which introduces a route for air movement. As the windows age and components wear, this gap can become enlarged, allowing cold air to enter and warm air to leave the building.

In addition to placing the window in good repair, simple draughtproofing techniques can be used to improve the situation.

A simple technique such as release tape and a mastic bead can be part of the routine decoration of the window. Proprietary systems are also available that replace the beads with ones containing brush seals which can significantly reduce air infiltration. Additionally, compression seals can be rebated into the joinery at the head of the top sash and foot of the lower one and wiping seals can be rebated into to the junction between the two.

What does it cost?

The simplest draughtproofing measures are DIY level installations and are therefore quite inexpensive. A mastic and tape decoration upgrade can be installed for less than £5.

Proprietary weather seals are available which vary in cost between simple self-adhesive profiles for less than £1/Metre, pin-on, surface-fixed brush seals for £2-3/Metre; through to professionally fitted systems which replace beads and rebate seals into the sash joinery.

These professionally fitted systems can cost considerably more, but often include overhaul of the entire window.

A simple mastic bead and release tape can improve the fit between the head of the upper sash and the frame. This can also be used at the foot of the lower sash. Alternatively, proprietary compression seals are available. Some of these can be fully rebated into to the joinery.

How effective is it?

A significant amount of the heat lost through a single glazed window can be through air-leakage or 'draughts' – so addressing this makes good sense.

It can be possible to raise the performance of a sash window to a level equivalent to modern double glazed replacements by combining draftproofing with shutters, blinds and heavy curtains.

With such measures it is possible to raise the performance of a sash window to a level above many modern double glazed replacements!

Timber Casement Window Draftproofing



1 The gap between casements and the window surround should be improved to reduce air movement.

2 A simple mastic bead and release tape can components and can be part of the routine re-decoration.

3 Proprietary pin-on or self adhesive weather-strip components are available which can be fitted at the junction between casement and surround.

Alternatively, professionally fitted systems are available which can be fully rebated into to the joinery.

So what is it?

Timber casement windows typically have opening frames which sit within a timber surround, when closed. Normally hinged to one side, these frames are designed to be a close fit with the surround to keep weather out, but a gap has to exist to allow the window to open.

Over time and through wear this gap can increase in size. Warm air can be lost from the building through this gap and cold air can enter.

In addition to ensuring that the window is well maintained simple upgrade techniques can be used to improve the situation.

A simple mastic bead and release tape will do much to improve the fit between window components and can be installed as part of the routine decoration of the window.

Proprietary 'draught-strip' components are also available to provide a combination of compression seals and wiping seals to effectively close the air path at the perimeter of a casement window.

What does it cost?

The simplest draughtproofing measures are DIY level installations and are therefore quite inexpensive. A mastic and tape decoration upgrade can be installed for less than £5.

Proprietary weather seals are available which vary in cost between simple self-adhesive profiles for less than £1/Metre, to pin-on, surface-fixed brush seals for around £2-3/Metre.

Professionally fitted systems are also available, which although considerably more costly will normally be fitted as part of a comprehensive window overhaul.

How effective is it?

A significant amount of the heat lost through a casement window can be through air-leakage or 'draughts' – so addressing this makes good sense.

Recent research has shown that placing the window in good repair can reduce air leakage by a third and draughtproofing will substantially improve on this.

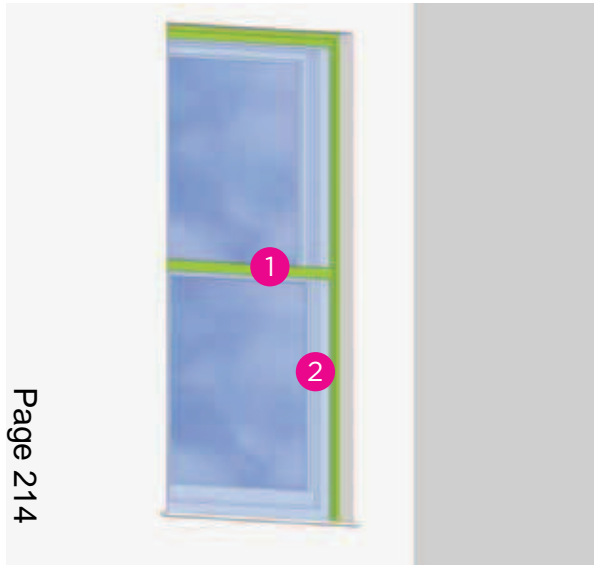
When combined with other measures, such as secondary glazing, blinds or heavy curtains the benefit from simple draughtproofing can be considerable.

Cost score £
Environmental score

BC

L Not normally required by depends on proposed system

Secondary Glazing



Page 214

Cost score £
Environmental score

L BC

1 A typical secondary glazing system sits discreetly inside the window reveal, close to the existing joinery.

2 The existing timber window can be retained without the need for change – sustainably prolonging the service life of these traditional building features.

So what is it?

Secondary glazing units are normally single glazed, glass or polycarbonate sheet (light weight).

Systems can be demountable, for removal in the summer months; hinged, or sliding to allow flexibility and opening for ventilation and cleaning.

The simplest systems are single pane panels which are secured to the rear of the window frame, or in some cases to the sash or casement itself. These can even be secured with magnetic tape, making them easy and quick to fit and reducing ‘retrofitting’ work to a minimum!

The perimeter frames are narrow, so as to remain unobtrusive and fit within a small space and some can accommodate double-glazed units if space permits. Slender profile double glazing can be a good solution, and will help raising an existing window toward triple-glazed performance levels without loss of the existing window.

In addition to the enhanced thermal performance, secondary glazing can also eliminate draughts and improve acoustic privacy.

How effective is it?

Recent research has shown that the addition of a simple secondary glazing system to a traditional double hung sliding sash window can reduce heat losses by 58%.

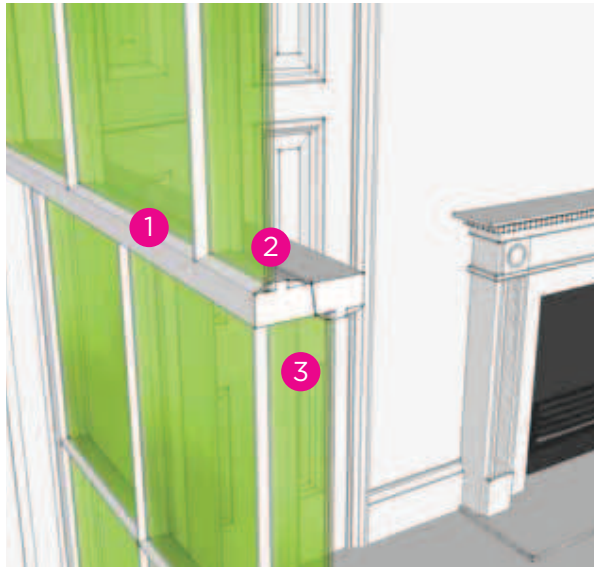
When combined with timber shutters and heavy curtains the energy saved on a chilly winter’s evening can be every bit as good as a high performance modern window!

What does it cost?

The cost will depend on a number of variables, such as the system used, the complexity of opening lights/panels, glazing specification and of course the size. Better value may also be possible when more windows are purchased, if you fit it yourself or by having simpler units where there is no need for regular opening, for example.

A typical installation such as the one illustrated here, with two single glazed low-e glass panels, the lower panel of which is sliding would cost in the region of £400 for a 1.8x1.2m window.

Slim Profile Double Glazing



1 The slim double-glazed units can be putty or mastic seated and decorated to match the window joinery.

As the weight of the glazed parts of the window will be increased, hinges, sash-weights and other components may need upgrading slightly.

2 Existing single panes are replaced with new slim-section double-glazed panels, which are set in the original glazing rebates.

3 Treatment of windows in historic buildings and houses in Conservation Areas presents a challenge to find an appropriate style to match the appearance of existing windows. Careful specification is needed, and upgrading should be considered first.

Typically only 10-12mm thick, and capable of using original or replica glass, the high performing slim double-glazing panels can be difficult to distinguish from the original when fitted.

So what is it?

Most older timber and metal windows have slender components which were designed to have a single sheet of glass set within a simple rebate, often secured with putty.

Slim-profile double glazing is a method by which the thermal performance of these windows can be improved, by replacing the single layer of glass with a narrow double-glazed panel around 10-12mm thick.

These panels use thin glass with a slim cavity that is normally filled with an inert gas, to improve its resistance to the passage of heat. Sometimes, the original glass can be re-used as one of the panes in the new unit.

For many windows this change can be achieved without the need to adjust the original window, although some sash weights or hinges may need upgrading to accommodate the additional weight.

If the rebate is sufficiently deep, the panels can be putty fixed to match the original glass. The perimeter spacer used to separate the glass sheets can be colour matched to the joinery and the final appearance hard to detect.

How effective is it?

Slim profile double glazed panels can help raise overall window performance to a high level.

Dependant on the cavity size, glass type and choice of gas fill typical thermal transmittance values between 2.0 and 1.6 W/SqM/K can be achieved. (Vacuum filled units can double this performance)

Together with placing the window in good repair a draught-proofed, slim double-glazed window with a thermal blind, shutters and curtains can easily out-perform many new windows.

What does it cost?

The more highly performing slim double-glazing panels are vacuum filled and made to order abroad, so are very expensive; however there are now a number of suppliers in the UK who can make panels to measure at a reasonable price.

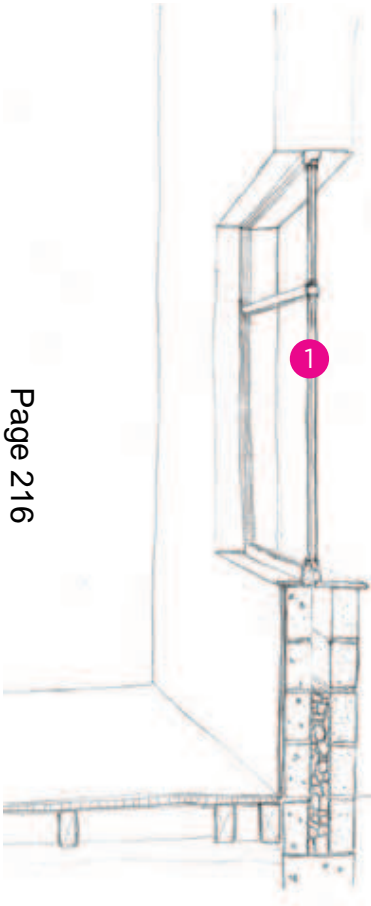
The gasses in these glazing panels are more expensive than normal double-glazed panels; installation costs and the complexity of the window will also affect the price.

Slim profile double-glazing will cost in the region of £600-800 to install in an average 6-over-6 sash window.

Cost score **££**
Environmental score

L **BC** **PD** **P**

Double and Triple Glazing



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So what is it?

1 Double or triple glazing is formed by two or three window panes separated by a gap filled with air or another gas such as Argon to create an insulating barrier limiting heat transfer through windows. The panes are separated with spacers that should be designed to prevent heat loss and condensation.

A typical house loses 10% of its heat through the windows. As part of a refurbishment scheme the replacement of existing windows with new high performance windows should be seriously considered.

Treatment of windows in historic houses or houses in conservation areas can be more problematic. Replacing windows to match the appearance of the existing windows requires careful specification if the windows cannot be upgraded. The designer should co-operate with **Planning and Conservation Officers** to ensure that any compromise between performance and appearance can be optimised.

How effective is it?

Around two thirds of the energy lost from a standard window is through radiation through the glazing. The inside pane of a double-glazed unit absorbs heat from the room and transmits it through conduction and convection to the cooler outside pane, and so to the outside. The thermal transmittance of a glazing unit, known as the U-value, is expressed in units of Watts per square metre per degree of temperature difference (W/m²C). Where windows are replaced in existing dwellings the building regulations require a minimum 'Window Energy Rating' of C or a U Value = 1.6W/m²C.

A small amount of heat is lost through convection within the glazing cavity. In some circumstances, particularly in wider glazing cavities, air within the cavity is warmed by the inner pane. The warm air rises and is replaced by cooler air and so sets up a convection current which transfers heat from the inner pane through to the outer

pane(s). Convection up to 20mm in double-glazing units particularly with argon gas, which is denser than air, is insignificant; In triple glazing there is an improved performance up to between 18-20mm.

Technical Information from www.greenspec.co.uk

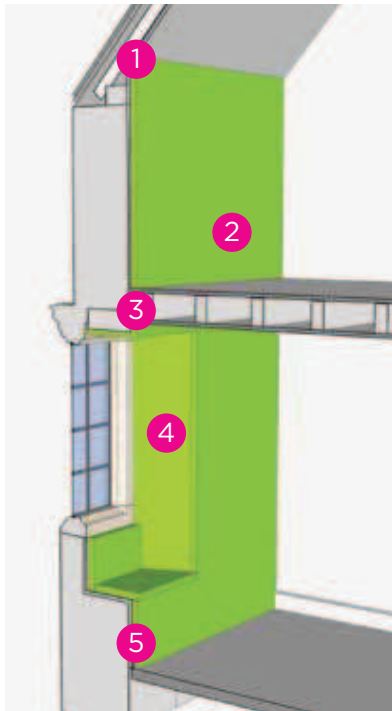
What does it cost?

The cost of double and triple glazing varies considerably according to the materials used for the frame and gas used for the performance of the glazing units. Quotes need to be obtained to compare the many variables.

Cost score **££**
Environmental score **■■■**

L **BC** **PD** **P**

Internally Applied Solid Wall Insulation



1 The insulation should be carried over lintels wall-plates and the like and arranged so as to be contiguous with insulation at ground and roof level.

2 Internally applied insulation can be a sheet, compressible insulation or a wet-applied layer. In each case the construction arrangement and impact on the existing building will be different and advice should be sought on the correct system for your building.

Most systems have a plaster decorative layer as the internal finish and can be decorated to match elsewhere.

On terraced buildings insulation may be carried partly across the party walls to reduce the thermal bridging at the edges of the building.

3 Insulation must be carried into the floor voids to ensure continuity.

4 Insulation is carried into the reveals of windows and doors to ensure there are not cold spots where the wall is thinnest.

5 Insulation may require adjustment of building features such as skirting boards and redecoration.

So what is it?

The majority of buildings constructed before the early part the C20 have solid external walls, formed of masonry. The more slender of these are ashlar Bath stone or brick, with stouter walls typically of smaller stones with dressings at openings and edges, and a core of rubble and mortar.

These solid walls often have shallow (or no) footings, no damp-proof courses and are finished with porous plasters and natural paint finishes. The walls absorb and release moisture from the ground, weather and humidity from occupation and are commonly known as 'breathable'.

Stouter solid walls have good thermal mass and can be quite insulative due to their thickness, however the walls of the later C18 and C19 are often quite slender and poorly performing thermally.

As there is no cavity for these walls insulation must be placed externally or internally, on the face of the wall. The insulation is visibly evident and may take up some floor space. It can also necessitate adjustment of building features such as cornices and skirting boards and will impact the passage of moisture through the construction. The

position of the insulation internally or externally will affect the thermal mass of the wall, with externally applied insulation preferred for maximising this benefit.

A desire is generally expressed for natural breathable insulants, such as hemp fibre, wool and cellulose, however other systems are available. Breathable paints and decorative treatments (including wallpaper) must also be used to ensure that moisture can continue to dissipate through the insulation.

There are currently a number of research studies looking at the technical, performance and risk factors connected with solid wall insulation and these have yet to be completed.

Expert advice should always be sought before undertaking solid wall insulation.

How effective is it?

The external walls of any building are normally the largest proportion of its envelope and so offer the greatest potential for heat loss. This element is therefore very important to improve. Issues with damp and condensation can considerably reduce the thermal performance of solid walls. They should be addressed before undertaking

solid wall insulation, as such installations have been shown to potentially accelerate these problems.

The effectiveness of the insulation will vary with the type of insulation chosen, thickness and configuration of the existing building.

For most buildings, an improvement in the thermal performance of walls will be improved by around 35%.

What does it cost?

For simple internally applied insulation systems the cost will be in the region of £100-150/SqM.

This cost will vary with the type of insulation, thickness and complexity of building – typically a two-storey mid-terrace dwelling will cost £6-8k. Other buildings will be considerably more.

Typical payback periods for internally applied solid wall insulation are longer term, between 10-15years.

Some grants and financial assistance are available. Refer to The Energy Savings Trust, your utility company or the local authority for more information.

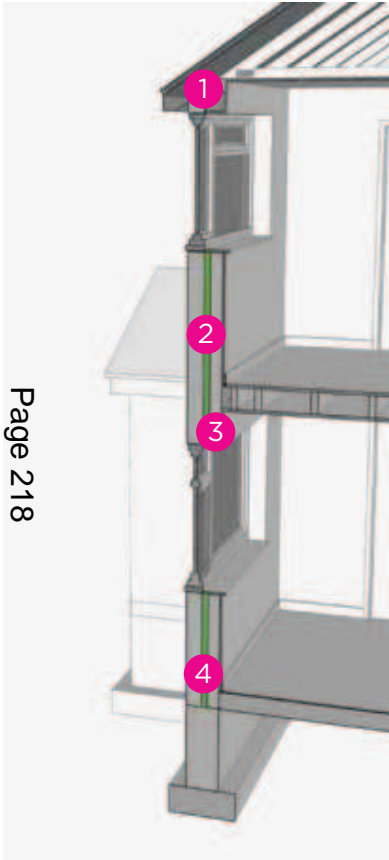
Cost score £££
Environmental score

L BC

English Heritage Advise on Internal Solid Wall Insulation www.english-heritage.org.uk/publications/eehb-insulating-solid-walls/

Cavity Wall Insulation

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- 1 The edges of cavities at the roof and openings may need physical closers installed to ensure the insulation does not escape.
- 2 Typically, fibre insulation or expanded polystyrene spheres are injected into the cavity through a series of entry holes drilled in the facade. The cavity is fully filled.
- 3 Some additional insulation measures may be needed around lintels, vents and other features which bridge the cavity.
- 4 Cavity wall insulation should be carried over the abutment with other insulation measures at the head and foot of the wall, to ensure there are no cold spots on the exterior at the floor and roof.

So what is it?

The majority of buildings constructed in the 20th Century have external walls constructed of two layers, the outer being a weathering skin and the inner one usually structural. Space between the layers is a cavity used to drain any moisture which passes through the outer layer – preventing it from reaching the inside.

These 'cavity' walls are usually quite thin and being made of slender components normally have low thermal performance.

Cavity wall insulation is a method of improving the building envelope by insulating the void between the skins of a cavity wall.

A number of methods are available which involve an insulant being injected into the void. These insulants vary in their thermal efficiency, moisture resistance and integrity (ability to support themselves). The more commonly used insulation types are expanded polystyrene spheres and blown fibres.

The insulation is normally fitted over 1-2 days with holes drilled at intervals on the facade to allow the insulation to be injected. Particular care must be taken at openings, perimeter of the cavities, ventilation routes and damp-courses to ensure the building can function as designed. A detailed survey will need to be undertaken by the installer to assess the suitability of the building for the insulation type being proposed.

Some highly exposed walls may not be suitable for cavity wall insulation.

In later modern homes the cavity may already be partially filled with an insulation board and here retrofitting top-up insulation can be difficult as the void can be quite narrow.

This insulation can be fitted without disruption, making it a suitable choice for many.

How effective is it?

The external walls of any building are normally the largest proportion of its envelope and so offer the greatest potential for heat loss. This element is therefore very important to improve.

The effectiveness of the insulation will vary with the type of insulation chosen, size of cavity and proportion of wall to say windows, roof, etc.

For most, an improvement in wall performance will of around 35% will be possible.

What does it cost?

For most cavity walls retrofit cavity wall insulation will cost in the region of £50/SqM.

This cost will vary with the type of insulation, thickness of cavity and complexity of building – e.g. amount of scaffold required.

Typical payback periods for cavity wall insulation are medium term, between 5-8 years.

Some grants and financial assistance are available. Refer to The Energy Savings Trust, your utility company or the local authority for more information.

Cost score £
Environmental score

L BC

Externally Applied Solid Wall Insulation



External Wall Insulation on a property in Bath & North East Somerset undertaken as part of the Council's Freedom from Fuel Poverty Project

Cost score **£££**
Environmental score **■■■**



External Wall Insulation involves fixing an insulating layer to the outside of the house, followed by a render or cladding. Internal wall insulation can be an easier solution, however, in some cases this could be disruptive or could alter room sizes. Greater thickness of insulation is typically required compared to internal wall insulation.

So what is it?

This measure can help where external walls are poorly insulated and there is no cavity. It can also be employed where walls are insufficiently weathertight causing excessive drafts and heat loss, this can be particularly appropriate for end terrace properties.

External Wall Insulation is more complex than Internal Wall Insulation as features such as window surrounds and rainwater goods will be affected. Even where elevations are quite plain, simple alterations such as the deepening of window and door reveals and the alteration of eaves lines need to be needed. These alterations will require scaffolding and possibly a temporary roof to reduce the risk of water penetration during the works.

If you are in a Conservation Area, some key factors to consider are:

- External Wall Insulation is likely to be more suitable on the fronts of modern, rather than traditional buildings, unless the traditional building is currently, or has previously been, rendered.
- External Wall Insulation is likely to be more suitable for the side or back elevations of houses in a Conservation Area unless these are prominent or decorative in design.
- Insulation which does not create a significant difference in appearance may be more suitable, particularly for traditional buildings
- The thickness of insulation may also be a factor, if it brings the front of the building closer to a highway.
- The method of affixing the insulation to the building, and other changes to the building that may be needed (e.g. altering the roof line) will also be considered in view of their potential for damage to the building.

How effective is it?

The external walls of any building are normally the largest proportion of its envelope and so offer the greatest potential for heat loss. This element is therefore very important to

improve. Issues with damp and condensation can considerably reduce the thermal performance of solid walls. They should be addressed before undertaking solid wall insulation, as such installations have been shown to potentially accelerate these problems.

The effectiveness of the insulation will vary with the type of insulation chosen, thickness and configuration of the existing building. For most buildings, an improvement in the thermal performance of walls will be improved by around 35%.

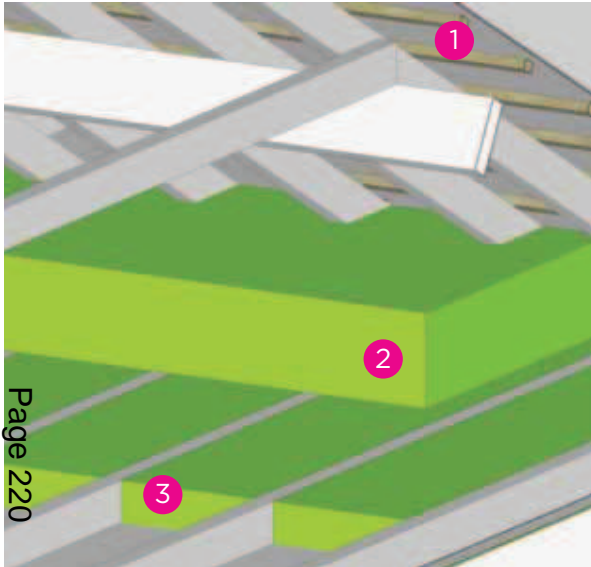
What does it cost?

Energy Saving Trust report that the average house could save £475 a year on your energy bills by installing external solid wall insulation.

They estimate the total cost of installing a standard system as around £10,000. This excludes any costs associated with scaffolding, moving rainwater goods or satellite dishes. This may be a more expensive solution than internal wall insulation although it may be less disruptive for occupants.

Listen an [audio clip](#) featuring a BBC Somerset interview with Steve, a customer of Bath & North East Somerset Council's Freedom from Fuel Poverty project, to find out how solid wall insulation transformed his families life.

Roof Insulation at Ceiling Level



- 1 Some adjustments may be required to improve ventilation in the roofspace above loft insulation.
- 2 Typically 270mm of insulation is required as a minimum at ceiling level and should be laid in alternate layers across and between the ceiling joists to avoid cold spots.
- 3 Although normally insufficient, you should ensure your existing loft insulation is well fitted, to eliminate cold spots through which heat can pass.

Care should be taken to adequately insulate tanks, pipes and other services in the roof. Also ensure that the loft access door is draughtstripped and insulated.

So what is it?

The roof of a building is normally simply made from thin tile, slate or lead coverings on a slender timber frame. With only this and a thin layer of plaster between the upper floor rooms and the outside it is easy to see how heat can be readily lost through an unimproved roof.

Many properties will already have some loft insulation, commonly laid as a loose quilt between the ceiling joists. This arrangement is a good start, but the joists remain uninsulated, the insulation is often too thin and in many cases poorly

fitted – particularly around the eaves, where the interior is closest to the outside. Top-up insulation is therefore often required.

To achieve adequate performance it is recommended that loft insulation is the equivalent of c.300mm mineral wool or fibre quilt. The insulation should be laid in layers between and across the timbers so as to reduce heat loss through joints.

Ventilation of the roof space is an important factor to consider as moisture within the roof void should be encouraged to dissipate through ventilation. It may therefore be necessary to introduce ventilators to improve the air circulation in the roof.

Modern insulation materials are commonly wrapped, to enclose the fibres and ensure the insulation is unaffected by moisture. Care should be taken however as existing and older insulations may have small fibres which can be hazardous in a confined environment.

In addition to improving the insulation levels, loft access doors, tank and pipes should also be insulated.

Although normally insufficient, you should ensure your existing loft insulation is well fitted, to eliminate cold spots through

which heat can pass.

How effective is it?

Up to 35% of the heat loss from a home passes through the roof this area is therefore very important to improve.

Fortunately, there are very many insulation systems and products available and most can be fitted in less than a day.

For a typical energy spend of £1500 per year, loft insulation will normally recover its installation cost within 12-18 months.

What does it cost?

The majority of roofs can be insulated for modest cost with £150-300 being typical for a smaller home.

The work can be DIY to reduce cost, but there are a number of installation schemes available which subsidise the cost for an installer to fit the insulation.

Remember – improving the fit of insulation you already have will cost you nothing.

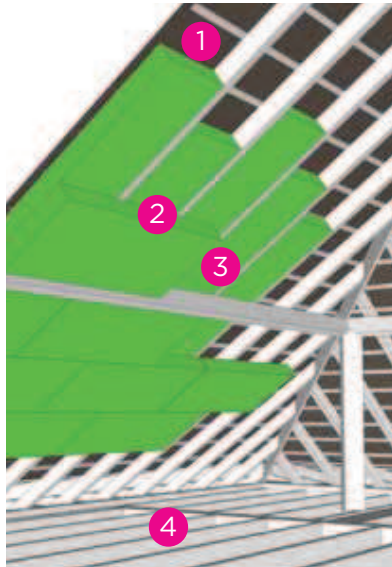
Cost score £

Environmental score

L BC

English Heritage
Guidance on
Insulating Roof at
Ceiling level www.english-heritage.org.uk/publications/eehb-insulating-pitched-roofs-ceiling-level-cold-roofs/eehb-cold-roofs.pdf

Roof Insulation at Rafter Level



1 Some adjustments may be required to improve ventilation of the roof above the insulation. Vents, counter-battens, breathable underlays and the like are basic measures which a builder or roofing contractor could fit.

2 Insulation is laid in alternate directions so as to eliminate heat loss through joints.

3 Typically rigid insulation boards are laid between and beneath the rafters to achieve the required level of insulation.

Compressible insulation types can be held in place with a net or breathable building membrane.

With insulation at rafter level, the roof can remain useable and tanks, pipes and the like may not need separate insulation.

4 Retaining existing insulation at ceiling level will reduce the heat from the home spent warming the roofspace.

So what is it?

The roof of a building is normally simply made from thin tile, slate or lead coverings on a slender timber frame. With only this and a thin layer of plaster between the upper floor rooms and the outside it is easy to see how heat can be readily lost through an unimproved roof.

For some later buildings, there is already insulation at rafter level at rafter level, but most properties will likely have any insulation laid as a loose quilt between the ceiling joists. This arrangement is a good start, but the joists remain uninsulated, the insulation is often too thin and in many cases poorly fitted – particularly around the eaves, where the interior is closest to the outside. Top-up insulation is therefore often required.

Insulation at rafter level can be supplemented or newly retrofitted and is typically set both between and beneath the rafters; in alternate directions so as to reduce heat loss through the joints. Rigid insulation boards which are self-supporting can be used, alternatively, soft insulation can be supported with a net or breathable building membrane.

Rafter level insulation products are normally higher performing, to reduce the thickness required, but to achieve adequate performance it is recommended that loft insulation is the equivalent of c.300mm mineral wool or fibre quilt.

A ventilation path must be established above the insulation, to dissipate any moisture which could condense on the colder timbers or reduce the performance of the insulation. This will normally only involve basic adjustments of the building by a roofing contractor or builder.

Although a little more complex to fit than insulation at ceiling level, rafter level insulation allows the roofspace to be used and reduces the need to upgrade loft access, water tanks, pipes, etc. as the roof space is 'warm'.

This technique will likely be required where the ceilings follow the line of the roof and there is no roofspace available.

Planning permission or Permitted Development rights would need to be used where the insulation is changing the roof height.

How effective is it?

Up to 35% of the heat loss from a home passes through the roof this area is therefore very important to improve.

Fortunately, there are very many insulation systems and products available with strong competition in price to ensure good value.

For a typical energy spend of £1500 per year, rafter level insulation will normally recover its installation cost within 2-3 years.

What does it cost?

The majority of roofs can be insulated at rafter level at a reasonable cost; with £900 – £1200 being typical for a smaller home.

Many systems can be retrofitted from below in less than a day, although some work may need to be undertaken by a contractor, to ensure ventilation routes are achieved.

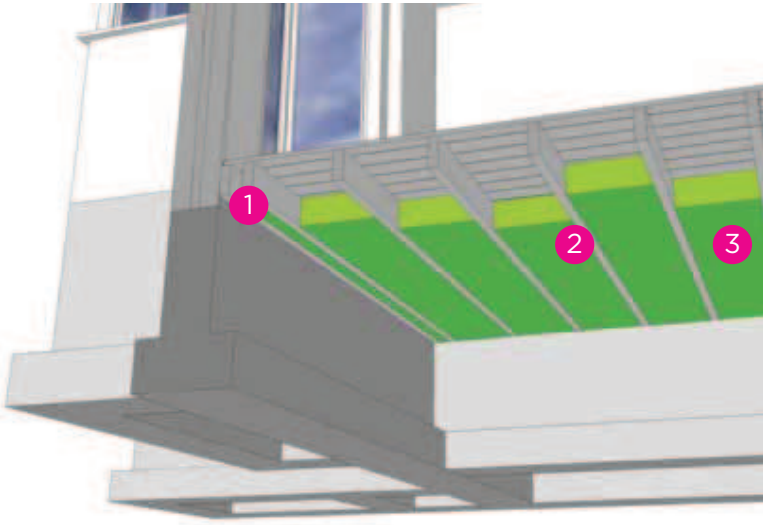
Cost score **£**

Environmental score **🌿🌿🌿**

L **BC** **PD** **P**

English Heritage technical guidance on insulating roofs at rafter level www.english-heritage.org.uk/publications/eehb-insulating-pitched-roofs-rafter-level-warm-roofs/eehb-warm-roofs.pdf

Timber Floor Insulation



Cost score **££**

Environmental score **🌱🌱**

L BC

English Heritage's technical guidance on insulating suspended timber floors www.english-heritage.org.uk/publications/eehb-insulation-suspended-timber-floors/

- 1 It is very important to insulate between the last joist and the wall as these narrower spaces are closest to the exterior and are therefore the coldest.
- 2 Don't forget to ensure that building services which pass below the floor are also insulated. This can be especially important where the addition of insulation elsewhere results in a lower underfloor temperature.
- 3 Typical underfloor insulation measures involve laying insulation between the joists.

Rigid insulation will need to be carefully trimmed to give a close fit and could be supported on timber battens secured to the joists. A compressible insulation such as mineral wool or sheepswool will give a snug fit and can be supported on a lightweight net laid over the joists.

In some cases the floor void may be large enough to work in and here, further insulation can be set below the joists.

Ensure that any sub-floor ventilation and air bricks are not obstructed and the insulation is at least 150mm clear of the ground level. In methane or radon affected areas seek advice from the building control department of your local council.

So what is it?

The loss of warmth through floors is not a new concern; as some of our oldest properties had double boarded floors or lime mortar 'pugging' between the joists to improve their thermal performance. However, the vast majority of suspended timber floor structures in buildings are uninsulated and offer little resistance to the passage of heat energy.

Beneath the 25mm or so of timber boards, the underfloor void of a suspended timber ground floor is commonly ventilated and cold – presenting an ideal route for the dissipation of heat. At their edges, heat lost through these floors can also pass out via poorly performing walls.

In addition to ground floors, heat passes between rooms themselves – meaning that heat from a living area can be lost through upper floors to an unoccupied or cooler space elsewhere in the home.

Insulating timber floors will normally involve lifting some of the floor boards and laying insulation between the joists so as to improve the thermal performance of the most slender element i.e. the boards themselves. Where possible, it is also desirable to improve the performance of the joists also, perhaps by under drawing the entire floor.

In some cases it may be possible to insulate from above the boards by overlaying the floor with insulation and new floor finish. Adjustment of doors, room joinery and fireplaces will need to be considered in this case.

How effective is it?

In a typical dwelling 60% of the energy used is for space heating and around 15% of this is lost through the ground floor.

Whilst some heat will always pass through the building fabric insulating a suspended timber floor within the joist depth (as indicated) can reduce this to below 5%.

Overall, this can be 5-8% of your carbon emissions saved.

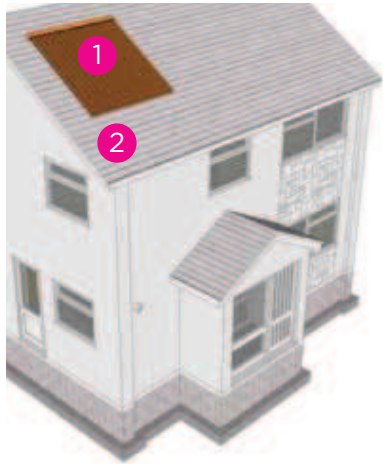
What does it cost?

For an annual energy bill of £1500 around £135 is spent heating the ground beneath you feet!

Figures from the Energy Savings Trust suggest that an average DIY installation will cost around £100 and can recover its cost within two years.

This measure can therefore cost less than the energy being wasted!

Solar Thermal



Page 223

Cost score **££**

Environmental score 

L BC PD P

1 The panels should ideally face as close to south as possible and be set at an angle for maximum efficiency. Some variation is possible, although the performance will fall off incrementally. North facing roofs are not suitable.

Choosing a location free from over-shading chimneys trees and buildings will be necessary to ensure maximum efficiency.

Evacuated tube systems can be more efficient and take up less space than flat-plate panels. However, the flat-plate panels tend to be cheaper, more robust and more discreet.

2 The roof of your building may require strengthening locally to accommodate the solar collectors and you should consider safe access for installation and cleaning.

Solar thermal collectors do not have to be mounted on the main building, and can be installed on outbuildings but will work more efficiently if they are located close to where the water is being used.

So what is it?

Solar Thermal collectors use infra-red heat radiation from the sun to warm water for domestic use.

Typically these systems circulate water from a buffer tank into a roof mounted collector, where they absorb heat. This pre-heated water is stored in a hot water cylinder and then used by a conventional boiler for domestic hot water. By using already warmed water, these systems reduce the amount of fossil fuel otherwise consumed.

Many different types and designs of solar panel are available, that should suit most roof types and locations. These include many different styles of flat-plate panels through to more complex evacuated tube systems.

Collectors are normally 1-2 panels, placed out of the way on the roof of a building. It is helpful to have the system close to and above the place where the water is to be used, to allow gravity to reduce the electricity used for circulating the system. It is also worth bearing in mind that the collectors can get very hot, so safety will be a consideration if installed at a lower level.

Although most efficient in warmer weather, solar thermal collectors will work all year round and on sunny days can eliminate the need for a boiler altogether.

The panels should face south and be set at an angle to maximise their efficiency. North and East facing roofs are not suitable.

The service life of a system will typically be c.20-25 years.

Specific consent may be required from the local authority for protected buildings or those in a conservation area.

Note: The collectors are heavy and may require strengthening of the roof locally. The collectors also require cleaning from time to time so safe access should be considered.

How effective is it?

The equipment uses well established technology and gives a good service life if well cared for.

Solar thermal collectors are less efficient in the winter, when it is cold; but over an annual cycle they can greatly reduce the energy needed for hot water use in the home.

Efficiently-used systems are typically capable of delivering around 50% of your annual domestic hot water requirement.

What does it cost?

The cost for a Solar Thermal installation will vary with the size, output and complexity of installation. Most systems can work with an existing boiler and infrastructure, which can also reduce cost.

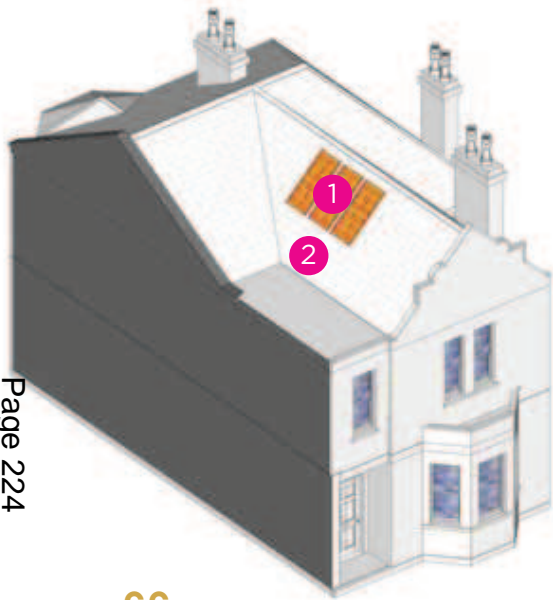
A normal domestic sized installation will be in the region of £5k. The cost could be more if a boiler replacement is required.

Have you considered?

Roof mounted solar thermal systems are heavy and may require strengthening of the roof locally. The system may need cleaning from time to time and safe access should be considered.

English Heritage
Guidance on Domestic
Solar Thermal
Installation www.english-heritage.org.uk/publications/small-scale-solar-thermal-energy-and-traditional-buildings/

Solar Photovoltaics



Page 224

Cost score **££**

Environmental score **🍃🍃**

L BC PD P

English Heritage
Guidance on Domestic
Solar PV Installation
www.english-heritage.org.uk/publications/small-scale-solar-electric-photovoltaics-energy/

1 The solar PV array must be located on a predominantly south facing slope, ideally at an angle around 30 degrees. Shallower angles and orientations away from south can be implemented, though this will incrementally reduce the efficiency of the array.

Choosing a location free from over-shading chimneys trees and buildings will be necessary to ensure maximum efficiency.

2 The roof of your building may require strengthening locally to accommodate the solar PV panels and you should consider safe access for installation and cleaning.

Solar PV installations can be set elsewhere around your home, such as free-standing in the garden or on the roof of a garage or outbuilding.

So what is it?

Solar Photovoltaic (or PV) systems use energy from solar radiation to generate. This can be supplied directly to the home or via a connector to the national grid.

The PV 'array' is normally a flat panel or series of panels and which is commonly placed 'out of the way' on the roof of the building.

PV installations can be sited anywhere that does not regularly get overshadowed, however.

Garden sheds, garages and outbuildings can be equally good sites!

Although most efficient on a sunny day, solar PV can operate in overcast weather. The panels should face south and be set at an angle to maximise their efficiency. North and east facing roofs are not suitable.

Most PV panels are now guaranteed for peak efficiency for 20-25 years and systems can be augmented over time. Replacement of the inverter and general maintainance of the system will be needed.

Specific consent may be required from the local authority for protected buildings or those in a conservation area.

Solar slates can also be installed. These look like natural roof tiles, and generate clean electricity. These can be more subtle, appropriate solutions for sensitive solutions, but will still require careful consideration of impact, siting and historic fabric.

Have you considered?

The panels are heavy and may require strengthening of the roof locally. The panels also require cleaning from time to time so safe access should also be considered.

How effective is it?

Solar PV panels do not burn fossil fuels to generate electricity and are classed as renewable technology; or micro-generation.

The equipment uses well established technology and gives a reasonably good service life if well cared for.

Systems are typically capable of delivering between 1.5-6 kW/Hrs electricity per day at peak performance and would do much to mitigate the energy costs of lighting and small appliances.

What does it cost?

The cost for a Solar PV installation will vary greatly with the size, output and complexity of installation. Clearly a crane used for installation will cost more than a ladder!

A normal domestic sized installation will be in the region of £7-10k.

A government scheme exists which can provide a payment for surplus electricity delivered to the National Grid. Details are available from your utility company, The Energy Savings Trust or Department for Energy and Climate Change.

Boiler and Heating Controls



- 1 A programmable time switch can make the installation much more efficient at delivering heat and hot water only when you need it.
- 2 A modern condensing boiler can be over 90% efficient, saving a third or more on your heat energy costs. Most are smaller in size and easier to locate than their older predecessors.
- 3 A thermostatically controlled radiator valve will allow you to set the temperature for each space individually making sure you only have it warm where you need it to be.
- 4 Modern radiators use less water, can operate at lower system temperatures and are more efficient at transferring the heat than older ones.

So what is it?

Many homes have a centralised heating system, with a boiler providing hot water which is circulated through a series of radiant panels. These systems use electrical energy to circulate the water and due to the high system losses and less efficient radiators typically circulate water at around 80°C. The whole home is often heated to the same temperature.

Modern radiators have been developed which have high thermal efficiency, can use less water and at a lower temperature, to deliver the same amount of heat to the room.

By adding a thermostatically controlled valve to the radiator, those rooms which are unused can be set to a lower temperature, reducing the energy needed.

By replacing an old and inefficient boiler with a new one the amount of energy required for heating and hot water can be considerably reduced.

In addition, fitting a new control panel can allow the timing of the heating and hot water services to vary from morning to evening, between different days and even over the course of a month – in case you are away on holiday for example.

In addition to replacing the boiler for a centralised heating and hot water system, consideration should be given to local heat sources such as an open fire, stove or radiant electric fire. These methods can reduce the heat demand when the temperature only dips slightly, but warming the whole house would be wasteful. Alternatively, if you regularly only use a few rooms in your home they can allow the remainder of the space to be heated to a lower overall temperature.

Any upgrade to the system should also have the circulating pipework insulated, so as to reduce heat loss in the system. Uninsulated pipes running in cold floor voids are not an effective way to heat the home.

How effective is it?

Cellular rather than open plan spaces are more efficient to heat. It may be worth considering reverting back to cellar plan layout if you live in a traditional home.

For most dwellings the single largest consumer of energy is the boiler which warms the home and heats water. Typically 60% of your energy is used here and it therefore makes good sense to ensure the boiler is both efficient and well maintained.

Modern condensing gas fired boilers can turn as much as 90% of the heat from burning fossil fuels into hot water. This compares with older boilers which are commonly around 60% efficient and some oil and solid fuel appliances which can be as low as 30-40%.

Upgrading your boiler could therefore potentially save 30-50% on your fuel usage!

What does it cost?

An efficient condensing gas fired boiler can cost between £2-3k, with stoves normally between £500-800. A 7-day heating programmer will be less than £100 and a thermostatic radiator valve can be as little as £10.

Some works to adjust your existing installation may be needed but the benefit from reduced fuel usage will normally recover this cost within a short period.

Cost score **££**

Environmental score **■■■**

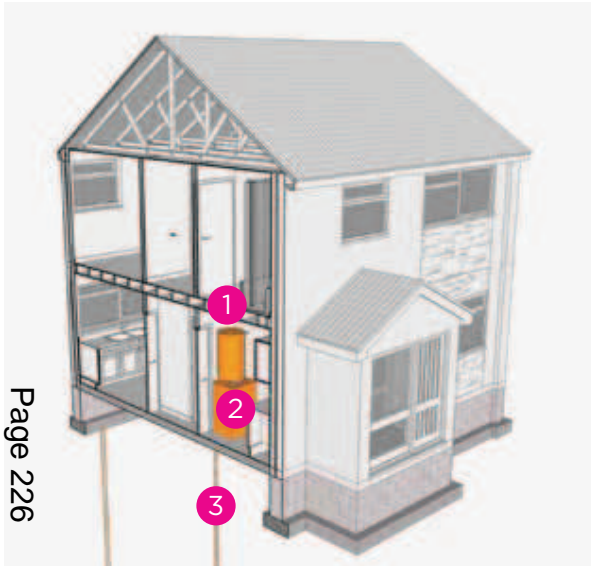
L BC

PD P

may be needed for flues or ventilation

Ground Source Heat Pump

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1 Ground source heat exchange systems can connect to existing heating and hot water infrastructure, although will work best with efficient radiator and underfloor heating installations.

The size of the heat exchanger and buffer tank will depend on the building size, insulation level and the amount of hot water likely to be used.

2 A typical heat exchanger is the size of a domestic appliance and the buffer tank similar to a hot water storage cylinder.

3 Ground loops can be laid as a 'slinky' pipe in a shallow trench, as a compact cassette or in a deep borehole.

The size and type of installation will depend on space available and ground conditions.

So what is it?

Ground Sourced Heat Pumps use the solar heat energy stored in the ground to provide heat and hot water for a home. They are an alternative to conventional boilers.

The systems use a simple refrigerant circulated within a pipe which that is laid below ground. A small amount of heat from the ground is transferred into the fluid and this passes to a heat exchanger; which in turn stores the heat in a 'buffer' tank of warm water.

The below ground pipe or ground loop can be laid in a shallow trench or a deep borehole, dependant on space and ground conditions.

The heat exchanger is typically the size of a floor mounted boiler and can be located away from an external wall.

Ground sourced heat exchangers can provide water at lower temperatures and are suitable for domestic hot water systems. They can also serve the more efficient radiator or underfloor heating systems which operate at lower system temperatures.

In Summer months it may be possible to reverse the flow of the heat exchanger and use the heating system to cool the building.

How effective is it?

Ground sourced heat pumps do not burn fossil fuels and are classed as renewable technology. However, the system does require electricity to operate.

The equipment is simple, well established and has a good service life. A heat exchanger with a high efficiency should be used where possible.

Particularly useful where a home is off gas-grid they can deliver 75% savings in heating and hot water costs.

The equipment is simple, well established and gives a good service life. A heat exchanger with a high efficiency should be used where possible.

The system requires electrical energy to operate but with a well insulated building and other energy efficiency measures can deliver savings around 75% on heating and hot water cost.

What does it cost?

For an average home the cost of a GSHP installation will be around 50-75% more than a conventional boiler. This can be considerable higher if boreholes are required as these are typically £1500-2500 each to drill.

Archeological Issues

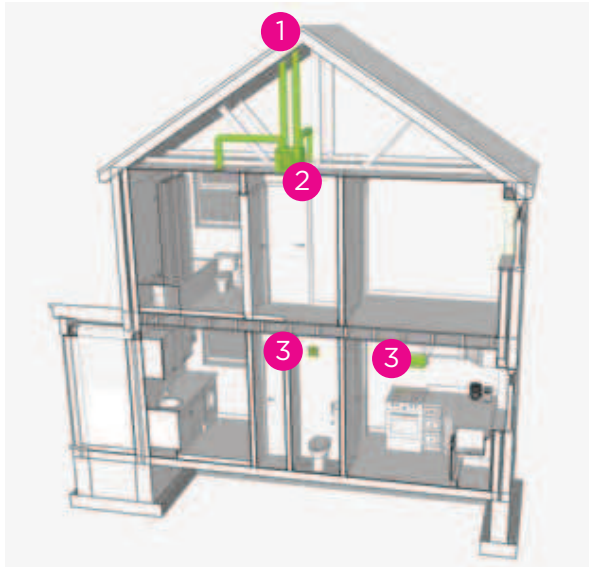
The boreholes required by many GSHP systems can potentially have a extremely damaging impact on archaeological deposits and structures. If you are concerned that you may live in an archeologically sensitive area, and would like advice about how to avoid causing such damage you can contact the Council's planning department for advice.

Cost score **££**

Environmental score **LL**

L **BC** **PD**

Mechanical Ventilation and Heat Recovery



1 All extract is taken through a single outlet which can be discreetly located on the building, for example at roof level.

2 Ductwork will be required to connect the various extract outlet locations to the MVHR plant. Some slimline systems are available which can fit inside partition and ceiling voids.

The MVHR plant can be installed in a concealed location such as a cupboard or roof space.

3 Extracts from kitchens, WC's and utility rooms at lower floors and bathrooms, shower rooms and en-suite's at upper floors can all be connected to the MVHR system.

So what is it?

It is a regulatory requirement for all modern homes to have a means to rapidly remove humidity and foul air from the interior.

In the majority of dwellings this work is simply done by opening a window, but even this uses energy by allowing warmed air to escape. Alternatively, many homes have mechanical extract fans which remove cooking odours, foul air and humidity from WC's bathrooms and showers.

All such fans use electrical energy to remove warm and humid air room the building, which in turn, is replaced with cold air from the outside. In addition to the energy used to operate the fan, these systems remove valuable heat energy, lowering the internal building temperature and consequently increasing the demand for space heating.

Mechanical ventilation and heat recovery systems (MVHR) combine the various extract fan functions in a home with a small heat exchanger. This takes warmth from the waste air being removed and uses it to heat the incoming air which is replacing it. This reduces the energy needed to raise the temperature of incoming air by making use of the heat otherwise thrown away.

The warmed replacement air can be introduced at a suitable location anywhere in the home.

How effective is it?

These systems do use electrical energy to operate and therefore are likely only to be of net benefit in reducing energy for larger or more highly serviced homes.

Passive systems are available however which use wind pressure and thermal stack-effect to naturally move air through the system and these can be useful in some situations where the benefit is otherwise marginal.

High levels of insulation and air-tightness are required throughout the home to gain maximum benefit, and to prevent the system inadvertently drawing in cool air from the outside.

What does it cost?

An MVHR system will connect all the extract outlets from the home to a centralised plant, this may mean some alteration to the existing building, finishes and electrical services. The extent of this will vary with the complexity of the building, number of extracts and their location.

A typical proprietary system for a smaller modern dwelling such as the one illustrated here would be in the region of £800-1200.

Cost score **££**

Environmental score **LL**

L **BC** **PD**

P may be needed for flues or ventilation

The Domestic Building Service Compliance Guide (2010) is available free from

www.planningportal.gov.uk

Green Walls and Roofs

Partially earth-sheltered house with extensive Green Roof in Charlcombe, Bath.



Intensive grass roof on house in Claverton Down, Bath

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Cost score **££**

Environmental score

L PD P BC

Green roofs can be incorporated into existing buildings, typically flat roofs including roof extensions or garages or part of a new build design.

So what is it?

There are two basic types of green roof - extensive and intensive.

Extensive systems typically use 8-10cm of soil can grow sedum grasses and drought tolerant plants. They are low maintenance and should not require watering Their potential to retain water is lower due to the more limited soil depth and nature of the planting, and are therefore less structurally problematic and have a lower weight when the soil is saturated. They can be installed on roof pitches up to 40 degrees.

Intensive systems typically use more than 30cm of soil, and can support a wider variety of plants such as grasses and shrubs, they can look more like gardens and can be more likely to incorporate native planting.

They do need greater irrigation and can be high maintainance. However, their ability to retain moisture is much greater. They are suitable on roof pitches up to 22 degrees.

How effective is it?

Green Roofs have major benefits in terms of water retention, they slow the passage of rainwater to drains and sewers and can help reduce surface water flooding in periods of heavy rain.

Green roofs can also improve the environment creating local climate advantages cooling and humidifying the air. In urban contexts they can also cumulatively help to reduce urban heat island effects.

The vegetation helps absorb carbon dioxide from the air, and also assists with the absorption of air pollution and dust. They also provide a habitat for animals and plants.

Green Roofs themselves have beneficial insulating qualities, particularly when accompanied by additional insulation.

What does it cost?

When installing or designing a green roof, serious consideration will need to be given to the structural soundness of the roof and future access to maintain the roof structure. Existing roof structures are often not designed to take this extra weight, particularly when waterlogged and may need to be structurally strengthened. When designing extensions or new build these considerations can be taken into account at an early stage. Costs will vary significantly.

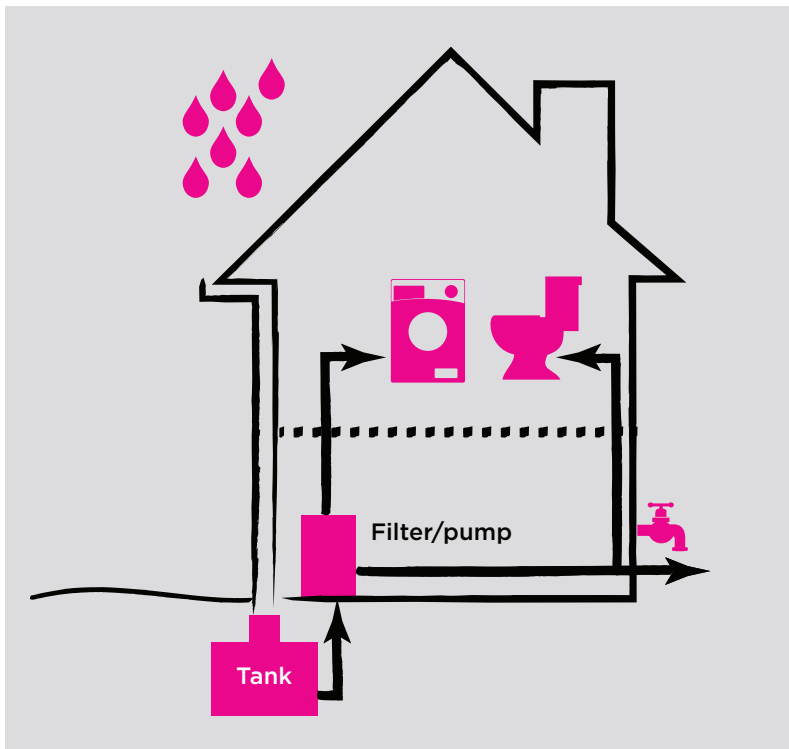
What about a green wall?

A green wall including ivy, creepers or vertical planting could improve the thermal performance of your wall. Benefits include protection from wind and reducing water penetration. They help absorb carbon dioxide and pollutants and provide habitats for insects and nesting birds.

The orientation of the wall will be a key factor in determining what can be grown. Cold, sunless walls have even temperatures and moist soil that suits hydrangeas and ivies. Warm walls that receive a lot of sun can be perfect for tender plants such as wisteria, jasmine and many times of clematis.

Rainwater harvesting

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Cost score **££**

Environmental score

L **BC** **PD** **P**

It is most effective to reduce your water use. After you have done this it is worth considering rainwater harvesting.

So what is it?

Rainwater harvesting is the collection of rainwater from roofs or hardstandings for use for toilet flushing, laundry water supply or irrigation.

Rainwater Harvesting systems collect rainwater from your roof or other surfaces and store it for later use - the water is not to be used for drinking, cooking or showering. Water can be stored in over-ground tanks (often located in sheds, outhouses or garages). If short on space the tanks can be stored underground. Filters and pumps are then used to provide water to the building or a tap nearby. Additional filters can be used to make the water suitable to drink, however, these can be a more expensive add on.

Greywater recycling is the use of waste water from baths, showers and hand basins for toilet flushing, irrigation or washing machine supply. The definition of greywater excludes sewage and also waste water from kitchen sinks.

How effective is it?

Rainwater harvesting systems are easiest to fit when you are building a house or doing significant renovation as it will require changes to the plumbing system and potentially digging for water tank if stored underground.

Household rainwater systems reduce demand on drinking water supplies and decrease pressure on storm-water drains and sewers. Rainwater collected can be stored and used for garden use, car washing, WC flushing and washing machine use. Industrial pollution, contamination from bird droppings and other dirt means that rainwater is rarely used for other uses.

What does it cost?

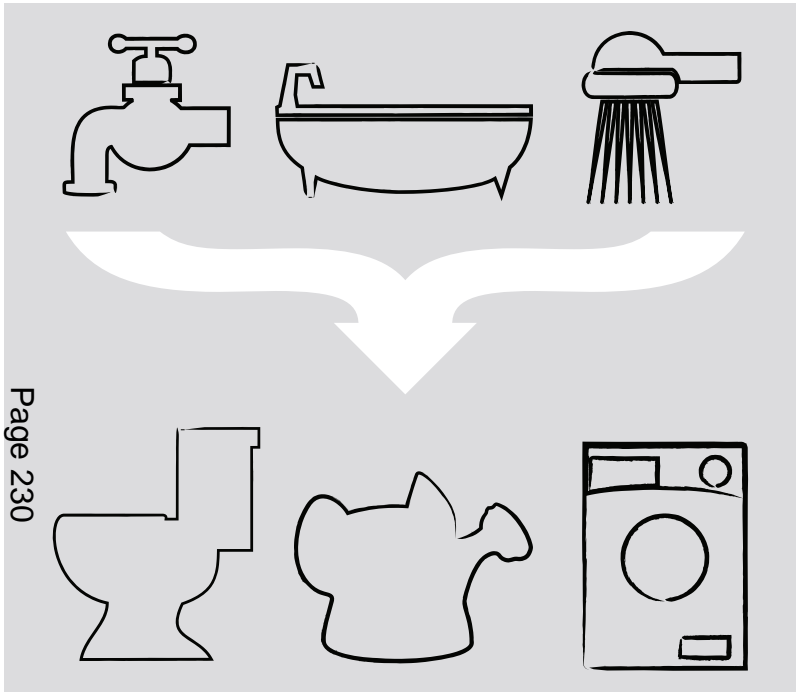
The UK Rainwater Harvesting Association estimates that a good quality domestic rainwater harvesting system should cost between £2,000 and £3,000. The cost of running the pump is estimated at only 10p per week.

If you are on a water meter, it is estimated that the payback period for a rainwater harvesting system would be 10 to 15 years.

Use an online [rainwater calculator](#) to find out if it is worth looking at rainwater harvesting for your house.

The Environment Agency have produced an Information Guide on Rainwater Harvesting for Domestic Use

Grey Water Recycling



It is most effective to reduce your water use. After you have done this it is worth considering greywater recycling.

So what is it?

Greywater recycling is the use of waste water from baths, showers and hand basins for toilet flushing, irrigation or washing machine supply. The definition of greywater excludes sewage and also waste water from kitchen sinks.

How effective is it?

33% of our average water usage comes from showers, basins and baths. This grey water can be recycled and reused for the flushing of toilets, which are calculated to use a further 30% of domestic water usage.

What does it cost?

You will see immediate reduction in water bills if you have a water meter following the installation of a greywater recycling system in your home. The systems are suitable for inclusion in a new build home as well as being retrofitted into an existing one, although the costs will differ.



Cost score **££**

Environmental score **🍃🍃**

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5 Useful resources and information

This chapter includes key references and a glossary.

Further information

Bath & North East Somerset Council

For all queries on planning, building control and listed buildings you can contact the Council via the [Council Connect Service](#)



councilconnect@bathnes.gov.uk



01225 39404

07797 806545

Bath & North East Somerset Building Control

For Building control advice www.bathnes.gov.uk/environmentandplanning



Bath & North East Somerset Council

Sustainable Construction & Retrofitting Supplementary Planning webpage with latest information about local events, projects and information sign-posted. Additional information on permitted development rights for microgeneration can also be found here.

www.bathnes.gov/greenbuild

Sustainability webpage includes a planning and sustainability page with links to more information on local planning, building control and listed buildings advice www.bathnes.gov.uk/environmentandplanning/Sustainability/Pages/default.aspx

Other key sources

Centre for Sustainable Energy

Free advice on domestic energy use

Direct Gov

Guide to greener living

Ecobuild

The world's biggest event for sustainable design, construction and the built environment.

Energy Saving Trust

Independent and impartial advice about energy and water saving

English Heritage

Understand the best ways to save energy if you have an older house, includes a useful "home energy toolkit" you can also get customised advice for your house type

Green Register

A register of sustainable construction professionals in the South West

Historic Scotland

Research on energy efficiency in historic buildings including pilot studies

The Institute of Historic Building Conservation

The principle professional body for building conservation practitioners and historic environment specialists.

Low Impact Living Initiative

Retrofitting Factsheets and information

National Insulation Association

Find an accredited insulation installer locally

National Microgeneration Scheme

National quality assurance certification scheme for microgeneration products and installation

Planning Portal

UK Government's online planning regulation and building resource. Find out if you need planning permission or use the interactive house features - terrace and semi-detached - for advice on common householder projects including microgeneration.

Recycled Products

Find a recycled product

Society for the Protection of Ancient Buildings

Provide practical advice and training on building conservation.

Transition Bath

Bath based group increasing awareness of climate change and planning changes to deal take action at a local level.

Warmer Bath

Informative local guide to improving energy efficiency of traditional homes in the city of Bath

Wessex Water

Free water saving packs and information about water saving.

Zero Carbon Hub

Information on challenges, issues and opportunities related to developing, building and marketing your low and zero carbon homes

Glossary

Refitting

Installation of energy efficiency measures in existing buildings

Energy Efficiency

Reduction in consumption of energy for heat and power

Sustainable construction

Building with positive Environmental impact

Green Infrastructure

Strategically planned network of green spaces and other environmental features

Natural Stack Ventilation

Cool fresh air drawn in from openings at lower levels of a building by opening a ventilation out let at a higher level e.g. a window or ventilation hatch

Biomass/Biofuel

Plant derived fuel that is a renewable energy source

Skeliling

Plastered sloped underside of a roof

Breathable

Materials and building fabric that allows moisture permeability

SUDS (Sustainable Urban Drainage)

Techniques to reduce adverse impacts of surface water drainage.

Cold Bridge

Occurs when there is a thermal break in the insulating materials between the inside and outside of a building e.g. a gap in the wall or roof insulation, allowing heat to escape

Heating and hot water

- **Efficient controls** – installing a thermostat, thermostatic radiator valves and a timer will help to make heating systems work in the most efficient way and will reduce fuel bills
- **Underfloor heating** – in some cases, underfloor heating can be a suitable alternative to conventional radiators. The system uses a low operating temperature that can be linked in with alternative heating sources that output at the same low temperature, for example solar panels
- **PV's, solar thermal, biomass** – by installing renewable energy systems to heat hot water and provide space heating, less fossil fuel is used and therefore less CO2 is emitted than conventional systems such as electric heating

Windows:

- **Frames** – there are several choices of materials for window frames such as plastic, timber and aluminium. Timber window frames are the best choice from an environmental point of view but the timber should be sourced from well managed forests
- **Glazing details** – heat loss through window glass is much greater than through walls and roofs. Insulating double or triple glazed units are now easy to source and the glazing unit is filled with an inert gas, making it even more energy efficient
- **Solar shading** – adding blinds, shutters and/or solar shades on the outside of the windows can keep unwanted sun out in the summertime and will help to keep indoor temperatures at a comfortable level
- **Thermal bridging** – it is important to make sure that the gap between the window frame and the wall is well sealed otherwise heat will be lost around the window even if the window itself is very energy efficient

Interior Design:

- **Lighting** – LED lighting (and to a lesser extent, compact fluorescent lights) use a fraction of the energy of normal light bulbs but give the same light output and there are a range of options to choose from. Although initially more expensive to buy, they last for many times longer than conventional bulbs and the costs are easily recouped over time. Natural daylight is even cheaper.
- **Painting** – synthetic paints contain hundreds of chemicals in them and can cause health problems when used. There are a number of alternative 'natural' paints and finishes available that are better for the environment and better for the occupants
- **Flooring** – there are many natural flooring alternatives to conventional synthetic choices (nylon carpet, pvc vinyl flooring and laminate as examples) that have a lower impact on the environment, are more durable and in many cases are healthier alternatives such as linoleum, wool carpet and solid timber flooring

Glossary

Roof:

- **Insulation** – as much as 20% of energy bills can be saved by good loft insulation (200mm minimum) which is easy and inexpensive to install
- **room in a roof** – where appropriate, creating a room in the roof (the attic space) rather than building out to the side of back of a house can be less expensive and saves on materials. Even if the room is not on the original plans for the attic, making sure the roof is not filled with trussed rafters allows a room in the roof to be created at a future date.
- **Materials** – using natural slate or clay tiles as opposed to concrete tiles or asphalt means less energy is used to make the building materials in the first place thereby reducing fossil fuel use
- **solar panels** – providing the roof faces south (or south east/west) and is unshaded there will be an opportunity to generate heat for hot water and/or electricity from solar panels. The roof structure needs to be designed so that it is strong enough to take the extra weight of the panels

Ventilation:

- **Airtightness** – lots of heat is lost through unintentional gaps in the walls, floors and roofs of buildings creating draughts and so it is extremely important to make sure these are eliminated. This down to good detailing and good site workmanship
- **natural and mechanical ventilation** – fresh air is an important aspect of a healthy building and can be provided by natural ventilation systems rather than mechanical which use energy to operate
- **heat recovery** – if mechanical ventilation systems are used, a heat recovery system can really help to capture and reuse the 'waste' heat from outgoing air
- **Indoor Air Quality (IAQ)** – it is important to provide adequate fresh air into a building to maintain a healthy indoor environment and to remove pollutants such as smoke, cooking odours and offgasing from building materials. When a building is very airtight it is even more important that fresh air is regularly introduced to a building through either natural or mechanical means

- **Moisture control** – moisture build-up in a building – due to cooking, breathing and washing – can cause mould growth resulting in an unhealthy indoor environment. Trickle vents in windows, mechanical extract and careful use of opening windows can expel the moisture and keep levels down to a minimum

Walls:

- **Insulation** – up to half the heat can be lost through uninsulated walls so it is essential that adequate insulation – in the cavity, internal or external depending on the wall construction – is installed. This will reduce fuel bills and make the building more comfortable to occupy
- **thermal mass** – using heavyweight materials such as brick, block and concrete can moderate the temperatures inside buildings by holding onto the heat during the day and releasing again at night time when it is needed
- **materials** – using natural materials such as brick and timber cladding means less energy is used to make the building materials in the first place saving on fossil fuel use

Water:

- **reduce consumption** – the best way to save water is to reduce it at the point of use so installing low flush, dual flush WC's, low flow shower heads and tap aerators will help save water and reduce water bills
- **rainwater harvesting** – Collecting rainwater and using it for washing machines, garden irrigation and to flush WC's reduces the use of mains water (which is cleaned using fossil fuel energy) and reduces water bills
- **surface water runoff** – if rainwater that falls onto a property is kept on site it can help to reduce the burden on mains drainage during heavy rainfall and allow topping up of the local water table. Using porous paving, swales and retention ponds will all help to keep rainwater on site

Floors:

- **insulation** – a significant amount of heat can be lost through uninsulated floors so it is essential that adequate insulation – below or above the slab or between joists depending on the floor construction – is installed. This will reduce fuel bills and make the building more comfortable to occupy
- **thermal mass** – using heavyweight materials such as concrete or floor finishes such as tiles or stone can moderate the temperatures inside buildings by holding onto the heat during the day and releasing again at night time when it is needed
- **materials** – using natural floor finishes such as stone, timber and linoleum means less energy is used to make the building materials in the first place and saves on fossil fuel use

Domestic Energy Efficiency & Renewable Energy

Permitted Development Checklist *

This guide is a companion to the [Sustainable Construction & Retrofitting Supplementary Planning Document](#), and is intended to help householders know which energy efficiency and renewable energy measures can be installed without the need to submit a planning application.

** This checklist and guidance is for planning purposes and while it refers to Building Regulations it is not a full guide in relation to Building Regulations. Every effort has been made to ensure that this checklist reflects the General Permitted Development Order (GPDO). However, the GPDO may be subject to change. It is therefore, recommended that users of this checklist also refer to both the GPDO and Building Regulations.*

What is permitted development?

This is a term given to works which are 'permitted' through the General Permitted Development Order 1995 and its subsequent amendments.

In essence, this allows minor development and works that require planning permission to be undertaken without the need to submit a planning application. The Order sets out the specific types of works that are 'permitted' and the criteria they must meet.

Are there any restrictions or exceptions?

Yes, each measure has a list of specific criteria and conditions which need to be met in order for development to be considered 'permitted development'. Additional criteria are set for some land, such as Conservation Areas, World Heritage Sites and Areas of Outstanding Natural Beauty (AONB).

Permitted development is usually applicable to houses, but ordinary developments and works are generally not considered applicable to flats, maisonettes or other residential developments. In some cases, where planning permission has previously been granted for works, certain Permitted Development rights may have been removed as a condition of those works. **Permitted development never applies to listed buildings (of any grade).**

Additional restrictions may be enforced in any designations of conservational and ecological interest including, Sites of Special Scientific Interest, Special Protection Areas (under the European Community's Birds Directive), and a Special Area of Conservation (under the European Community's Habitats Directive). If you live close to any such designations, then 'permitted development' will need to be considered against any potential significant impact upon those areas. In these instances it is a good idea to seek a "Certificate of Lawfulness". See p2. to see what designations apply to your property and look at the Council's [Policy Proposals Maps](#).

What if my proposals are not considered permitted development?

If something is not 'permitted development' it doesn't mean it will not be permitted at all. In these instances, you will need to submit a planning application for the proposed works so that the relevant planning issues can be considered by development management officers, using local and national policy as the framework for any decision.

Is planning permission required for all works?

A number of measures in the SPD are not considered to be issues of planning concern, and thus never require planning permission. Always ensure you have checked these proposals against Building Regulations and, where applicable, Listed Building Requirements.

How can I use this checklist?

This checklist will help householders determine if their proposed measures will be considered 'permitted development', or whether they need a full planning application. Each of the measures discussed in the SPD is listed, with information advising whether the proposed development is considered a planning issue, and whether 'permitted development' ever applies to this measure.

The specific conditions which apply to each class of permitted development are listed. **If you answer YES to any one of the conditions listed, your proposals will *not* be considered 'permitted development' and planning permission will be required.**

Disclaimer: The information and advice contained within this guidance is **not** a formal determination under **s192 of the Town and Country Planning Act 1990**. If you wish to obtain such a legal determination, you must apply for a **Certificate of Lawfulness**. It is *strongly* advised that you seek a Certificate of Lawfulness prior to undertaking any development, and particularly if the proposals' compliance with the conditions of permitted development is open to question. A fee of £30 (plus VAT) is payable for this service. The relevant application forms for this are available to download from our website: www.bathnes.gov.uk (look under Planning & Environment, and Planning Applications). You can also make an online application through the [Planning Portal](#).

Listed Building Consent & Building Regulations Approval

In listed buildings, many of these works will also require **Listed Building Consent** to assess their impact upon the character and significance of the building. Always consult the Historic Environment Team to check if your proposed works require listed building consent. **For more information, contact Council Connect (01225 39 40 41 / councilconnect@bathnes.gov.uk) and ask for the Historic Environment Team. There is a charge for formal confirmation of the need for Listed Building Consent.**

A separate permission under **Building Regulations** may be required for works and you should obtain the appropriate consent before carrying out the work. **For further information, contact Council Connect (01225 39 40 41 / councilconnect@bathnes.gov.uk) and ask for Building Control**

This guide was accurate as of January 2013. The classes and criteria of permitted development are often updated, so it is a good idea to check whether there have been any changes since this guide was prepared (the guide will also be updated as needed).

Draught-Proofing Doors, Windows & Floors

Is this a planning issue?

No, draught-proofing for doors, windows and floors will never require planning permission.

Is it permitted development, and when?

Non-applicable, as planning permission is not required.

Is there anything else I need to consider?

Draught-proofing may require Listed Building Consent.

Secondary Glazing

Is this a planning issue?

No, secondary glazing does not require planning permission.

Is it permitted development, and when?

Non-applicable, as planning permission is not required.

Is there anything else I need to consider?

New glazing in homes must meet requirements controlled by the Building Regulations, so you will need to check if your proposals meet these requirements. In listed buildings, changes to the glazing and fenestrations will often require Listed Building Consent.

Double & Triple Glazing

Is this a planning issue?

Yes, double-glazing and triple-glazing are considered improvements to the exterior of dwellings which may be subject to planning permission.

Is it permitted development, and when?

Yes, permitted development applies to the installation of new windows (Part 1, Class A), subject to the conditions below. Check if any the following apply:

The materials of the new windows will *not* be of a similar appearance to those in the rest of the property

Yes

Please note: Installation of window boxes or bays will be considered an enlargement or extension of the dwelling, and the relevant regulations on extensions and enlargements would also apply.

Is there anything else I need to consider?

Sometimes your property may be subject to an 'Article 4 Direction' which removes permitted development rights. At present, Bath and North East Somerset has no such directions relating to windows, but it is wise to check before proceeding.

New glazing in homes must meet requirements controlled by the Building Regulations, so you will need to check if your proposals meet these requirements. In listed buildings, changes to the glazing and fenestrations will often require Listed Building Consent.

Internal Solid Wall Insulation

Is this a planning issue?

No, internal wall insulation does not require planning permission.

Is it permitted development, and when?

Non-applicable, as planning permission is not required.

Is there anything else I need to consider?

Building Regulations place specific requirements on the thermal performance and installation of solid wall insulation, so you will need to check your proposals against the Regulations. In listed buildings, installation of internal solid wall insulation will require Listed Building Consent.

External Solid Wall Insulation

Is this a planning issue?

Yes, planning permission may be required for external solid wall insulation.

Is it permitted development, and when?

Yes, permitted development applies to the installation of external solid wall insulation (Part 1, Class A), subject to the conditions below. Check if any of the following apply:

The insulation will exceed the roofline

Yes

The insulation will be applied to a principal or side elevation which faces a highway* and would project beyond any windowsills or surrounds on that elevation

Yes

The insulation will necessitate the alteration of the roof, or any chimney, flue or ventilation pipe	Yes	<input type="checkbox"/>
The insulation will be finished in materials which are <i>not</i> similar in appearance to the materials used in the construction of the exterior of the rest of the property	Yes	<input type="checkbox"/>

If you live in a conservation area, AONB or the World Heritage Site, you will also need to check the following:

The insulation will be applied to the side elevation and would project beyond any windowsills or surrounds on that elevation	Yes	<input type="checkbox"/>
The insulation will be finished in stone, artificial stone, pebble dash, render, timber, plastic or tiles	Yes	<input type="checkbox"/>

Is there anything else I need to consider?

In practice, there will be a very limited range of situations where external solid wall insulation is considered 'permitted development' so it is wise to seek formal confirmation from the Planning Department in the first instance (see p. 1).

Building Regulations place specific requirements on the thermal performance and installation of solid wall insulation, so you will need to check your proposals against the Regulations. In listed buildings, installation of external solid wall insulation will require Listed Building Consent.

Cavity Wall Insulation

Is this a planning issue?

No, planning permission is not required to install cavity wall insulation.

Is it permitted development, and when?

Non-applicable, as planning permission is not required.

Is there anything else I need to consider?

Building Regulation Approval will be required, unless an '*approved installer*' has been employed to do this work. An approved person will generally submit a Building Notice on your behalf.

Cavity walls in listed buildings are rare, but if your building does have a cavity wall it is wise to seek specialist guidance from the Historic Environment Team (see p. 1). Where relevant, listed buildings, listed building consent will be necessary.

Ceiling-Level Loft Insulation

Is this a planning issue?

No, planning permission is not required to install ceiling level loft insulation.

Is it permitted development and when?

Non-applicable, as planning permission is not required.

Is there anything else I need to consider?

Building Regulations may apply to loft insulation, so it will be necessary to check what the requirements are. Ceiling-level loft insulation does not normally require listed building consent.

Rafter & Roof-Level Insulation

Is this a planning issue?

Planning Permission may be required if there is any change to the external appearance or dimensions of the roof.

Is it permitted development, and when?

If there is no external alteration at all, then this would be considered as 'permitted development' (Part 1, Class B & Class C), subject to the conditions below.

Class B is described as the 'enlargement of a dwelling-house consisting of alterations to the roof. Check if any of the following apply:

The works would exceed the height of the highest part of the existing roof	Yes	<input type="checkbox"/>
The content of the enlarged roof-space would cumulatively exceed 40 cubic meters (in terraced houses) or 50 cubic meters (in any other houses)	Yes	<input type="checkbox"/>
The insulation will require the alteration of the roof, or any chimney, flue or ventilation pipe	Yes	<input type="checkbox"/>
Material finishes will be of a dissimilar nature to the rest of the roof	Yes	<input type="checkbox"/>
The works will extend the building beyond the roof slope of a principal elevation which fronts a highway	Yes	<input type="checkbox"/>

Under Class B, enlargements which consist of alterations of any kind to roofs would also not be considered permitted development in a conservation area, AONB or the World Heritage Site.

Class C is described as 'any other alteration to the roof of a dwelling house'. Check if any of the following apply.

The alteration would protrude more than 150mm beyond the slope or surface of the original roof (measures perpendicularly)	Yes	<input type="checkbox"/>
The works would exceed the height of the highest part of the existing roof	Yes	<input type="checkbox"/>
The insulation will require the installation, alterations or replacement of a chimney, flue or soil and vent pipe	Yes	<input type="checkbox"/>

Is there anything else I need to consider?

Building Regulations will almost certainly apply to roof-level insulation, so it will be necessary to check what the requirements are.

If the insulation can be installed with no disturbance of the external fabric of a listed building, and with minimal intervention to the internal fabric, then Listed Building Consent may not be necessary. Any external alterations to the roof of a listed building will require Listed Building Consent.

Floor Insulation

Is this a planning issue?

No, planning permission is not required to install floor insulation (either for solid floors or suspended floors).

Is it permitted development, and when?

Non-applicable, as planning permission is not required.

Is there anything else I need to consider?

Building Regulation Approval might be necessary, so it will be necessary to check what requirements there are through the Building Regulations. In listed buildings, insulating solid and suspended floors will require Listed Building Consent.

Solar Photovoltaic & Thermal Panels (mounted on a dwelling)

Is this a planning issue?

Yes, planning permission may be required for solar voltaic and thermal panels mounted on a dwelling.

Is it permitted development, and when?

Yes, installation of a solar photo voltaic or thermal panel on a dwelling would be considered 'permitted development' (Part 40, Class A), subject to the conditions below. Check if any of the following apply:

The panels will protrude more than 200mm from the roof surface or the wall it is mounted upon (measured perpendicularly)	Yes	<input type="checkbox"/>
The array would exceed the height of the highest part of the existing roof	Yes	<input type="checkbox"/>
The panels are <i>not</i> sited (so far as practical) to minimise the effect on external appearance of the dwelling and the amenity of the area	Yes	<input type="checkbox"/>
The building on which the panels will be installed lies within the grounds of a listed building	Yes	<input type="checkbox"/>
The panels would be installed on a site designated as a scheduled monument	Yes	<input type="checkbox"/>

If you live in a conservation area or the World Heritage Site you will also need to check if any following apply:

The panels would be installed on a wall which fronts a highway	Yes	<input type="checkbox"/>
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Please note that solar photo voltaic or thermal panel equipment no longer needed for microgeneration should be removed as soon as reasonably practicable. Otherwise it may not be considered permitted development.

Is there anything else I need to consider?

If you wish to install a solar panel on your dwelling, building regulations will normally apply. In listed buildings, installing solar photovoltaic or thermal panels always requires Listed Building Consent.

Solar Photovoltaic & Thermal Panels (free-standing)

Is this a planning issue?

Yes, planning permission may be required for solar voltaic and thermal panels free-standing within the curtilage of a dwelling.

Is it permitted development, and when?

Yes, installation of a free-standing solar photo voltaic or thermal panel would be considered 'permitted development' (Part 40, Class B), subject to the conditions below. Check if any of the following apply:

There is already an existing stand-alone array in the curtilage	Yes	<input type="checkbox"/>
-----------------------------------------------------------------	-----	--------------------------

The array would exceed four metres in height above ground level	Yes	<input type="checkbox"/>
-----------------------------------------------------------------	-----	--------------------------

The array would be sited within five meters of the boundary of the curtilage	Yes	<input type="checkbox"/>
------------------------------------------------------------------------------	-----	--------------------------

It would be situated within the curtilage of a listed building	Yes	<input type="checkbox"/>
----------------------------------------------------------------	-----	--------------------------

The surface area of the solar panels would exceed nine square metres, or any one dimension of the array would exceed three metres	Yes	<input type="checkbox"/>
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If in conservation areas or in a World Heritage Site, it would also not be permitted development if the following applies:

It would be installed between the main building and the highway	Yes	<input type="checkbox"/>
-----------------------------------------------------------------	-----	--------------------------

Is there anything else I need to consider?

If you wish to install a solar panel in the curtilage of your home, building regulations will normally apply. Installing solar photovoltaic or thermal panels in the curtilage of a listed building usually require Listed Building Consent.

Boiler & Flue

Is this a planning issue?

The installation of a boiler is not considered a planning issue in itself, though the positioning of any proposed flues may raise planning issues.

Is it permitted development, and when?

Yes, installation of a boiler and flue would be considered 'permitted development' (Part 1, Class G), subject to the conditions below. Check if any of the following apply:

The height of the highest part of the existing roof would be exceeded by more than one metre Yes

If in a conservation area, AONB or the World Heritage site it would also not be permitted development if:

The flue is located on a wall or roof slope which fronts a highway and forms either a principal or side elevation of the dwelling Yes

Is there anything else I need to consider?

The Building Regulations will have specific requirements about the functionality and installation of any new boilers and flues, and Building Regulations Approval will be needed. Installing boiler flues will require listed building consent, and should always avoid principal or significant facades.

Biomass Heating & Flue

Is this a planning issue?

Yes, planning permission is required for installation of biomass heating and associated flues.

Is it permitted development, and when?

Yes, installation of biomass heating and flue would be considered 'permitted development' (Part 40, Class E), subject to the conditions below. Check if any of the following apply:

The height of the highest part of the existing roof would be exceeded Yes

If in a conservation area, AONB or the World Heritage Site, check if the following apply:

The flue would be installed on a wall or roof slope which fronts a highway Yes

Is there anything else I need to consider?

The Building Regulations will have very specific requirements about the functionality and installation of any new boilers and flues, and Building Regulations Approval will be needed. Installing boiler flues will require listed building consent, and should avoid principle or significant facades.

Ground Source Heat Pump

Is this a planning issue?

Yes, installation of Ground Source Heat Pumps may require planning permission.

Is it permitted development, and when?

Yes, installation of Ground Source Heat Pumps is considered to be 'permitted development' (Part 40, Class C). There are no conditions to meet to qualify for permitted development.

Is there anything else I need to consider?

Building Regulations have specific requirements about the performance and installation of heating systems and might require a specific approval. Installation of Ground Source Heat Pumps within the curtilage of listed buildings will require Listed Building Consent. Bath and North East Somerset is also home to significant archaeology, which might be impacted by the installation of such pumps. Check with our Archaeologist for advice about whether your proposals would have any issues with archaeology if your property is located within the city of Bath in particular.

Air Source Heat Pump

Is this a planning issue?

Yes, installation of air source heat pumps may require planning permission.

Is it permitted development, and when?

Yes, installation of Air Source Heat Pumps would be considered 'permitted development' (Part 40, Class G), subject to the conditions below. Check if any of the following apply:

The pump does <i>not</i> comply with the Micro-generation Certification Scheme (MCS) Planning Standards (or equivalent)	Yes	<input type="checkbox"/>
There is already one air source heat pump installed on the building or within the curtilage	Yes	<input type="checkbox"/>
There is a wind turbine of any kind installed at the property	Yes	<input type="checkbox"/>
The volume of the outdoor compressor unit (including any housing) exceeds 0.6 cubic metres	Yes	<input type="checkbox"/>
The pump would be installed within one metre of the curtilage boundary	Yes	<input type="checkbox"/>
It would be installed on a pitched roof	Yes	<input type="checkbox"/>

It would be installed on a flat roof, within one metre of the external edge of the roof	Yes	<input type="checkbox"/>
The pump would be installed on a site designated as a scheduled monument	Yes	<input type="checkbox"/>
The pump would be installed on, or within the curtilage of, a listed building	Yes	<input type="checkbox"/>

If you live in a conservation area or the World Heritage Site, check if any of the following apply:

It would be installed on a wall or roof fronting a highway	Yes	<input type="checkbox"/>
It would be installed between the main building and the highway	Yes	<input type="checkbox"/>

In areas which are **not** conservation areas or the World Heritage Site, check if any of the following apply:

It would be installed on a wall fronting a highway and would be installed on any part of the wall above the ground storey	Yes	<input type="checkbox"/>
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Additional conditions which must be met include:

The pump will be used solely for heating purposes	<input type="checkbox"/>
The pump is sited, so far as practical, so as to minimise its effect on the amenity of the area	<input type="checkbox"/>
The pump is sited, so far as practical, so as to minimise its effect on the appearance of the building	<input type="checkbox"/>
The pump, when no longer needed for micro-generation, shall be removed as soon as reasonably practicable	<input type="checkbox"/>

Is there anything else I need to consider?

Building Regulations have specific requirements about the performance and installation of heating systems and might require a specific approval. For listed buildings, listed building consent will also be necessary.

Mechanical Ventilation Heat Recovery

Is this a planning issue?

No, installation of Mechanical Ventilation Heat Recovery is not considered to be a planning issue.

Is it permitted development, and when?

Non-applicable, as planning permission is not required.

Is there anything else I need to consider?

Mechanical Ventilation Heat Recovery systems will need to comply with the building regulations. For listed buildings, listed building consent will also be necessary.

Key definitions

For definitions of key planning terms such as “Curtilage” or “Highway” see the Planning Portal glossary: <http://www.planningportal.gov.uk/general/glossaryandlinks/glossary/>

Last updated January 2013

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Draft Sustainable Construction & Retrofitting Supplementary Planning Document

Summary of Consultation

22 March – 3 May 2012

Sustainable Construction & Retrofitting Supplementary Planning Document

FINAL CONSULTATION DRAFT
22 MARCH – 3 MAY 2012



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- 2 Committee Meetings
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- 5 Summary of responses to the consultation
- 6 Council response to consultation comments

Consultation Report

1 Early stage consultation

1.1 Early stage consultation on the Sustainable Construction SPD was undertaken via a series of one to one meetings with key stakeholders.

1.2 In addition, the Council ran a Stakeholder workshop in July 2011 which was attended by 35 people including Councillors, Academics, Community Groups, Local Architecture Practices, English Heritage, Environment Agency, Bath Preservation Trust, Somer Housing (now Curo), Residents Associations, adjoining Local Authorities, and Council officers from a range of disciplines and departments. A full report of this workshop is available as a background document. Storyboards with draft content and stylistic options were presented to the stakeholders which has informed the content and presentation style of the SPD.



2 Committee Meetings

2.1 **Planning Transport & Environment Policy Development and Scrutiny Panel**
– The panel considered the draft Sustainable Construction SPD on 15th May 2012 as part of the consultation, comments are under consideration alongside the public consultation comments. Table 1 below is a summary of key points raised and how these are being addressed.
<http://democracy.bathnes.gov.uk/documents/s17235/SustainableConstructionSPD.pdf>

Table 1: Key points raised by PTE Policy Development Scrutiny Panel and how these have been addressed

Issue raised	Response
Concern about how Cavity Wall Insulation would be carried out	Risks flagged up in section on wall insulation. However, this is not a

on certain properties	detailed DIY guide and specialist advice will still be needed and the SPD flags up that a detailed survey will need to be undertaken by an installer to assess the suitability of the building for cavity wall insulation.
Planning process section could be expanded including links to Neighbourhood Planning	Links to SPD added to the Neighbourhood Planning protocol – this is considered to be the main source of information on the planning process rather than this SPD. Separate permitted development checklist provided. Further detail on submitting listed building applications added.
Links to the green deal should be added	Links added.
Listed Building consent section should be clearer	Significant further work undertaken on this section to make it clearer and more detailed.
Information on low cost/high impact measures should be included up front	Clearer message re energy hierarchy to be included in the SPD to emphasise this point up front.

2.2 **Cabinet** – The Cabinet considered the draft Supplementary Planning Document on 14th March 2012 and agreed it for public consultation.
<http://democracy.bathnes.gov.uk/documents/s15874/E2351%20Sustainable%20Construction%20SPD.pdf>

2.3 The draft Supplementary Planning Document was considered by the **Environmental Sustainability Partnership** on 26th July 2012. The following statement of support was agreed by this group:

“Detailed local guidance is both needed and supported for energy efficiency measures in listed buildings. This should provide greater clarity and objectivity and be as permissive as possible within areas where we can exert local discretion in relation to energy efficiency.”

3 Public Consultation

- 3.1 A public consultation on the draft document was held for 6 weeks between 22nd March and 3rd May 2012. This was fully integrated to the programme of collaborative events for “Bath Homes fit for the Future” and was ran jointly with the Sustainability and the Planning Policy teams working with the Bath Preservation Trust and Transition Bath to deliver the programme of events and activities.
- 3.2 During this period the following consultation activities were undertaken:
- 3.3 **Notification** – A notification letter with information about the consultation and events was issued prior to 22nd March by email/letter to all statutory consultees and a range of other stakeholders. Hard copies of the document were also issued and distributed by hand at events and by post to statutory consultees. An item on this topic was also included in the Spring 2012 LDF newsletter:<http://www.bathnes.gov.uk/SiteCollectionDocuments/Environment%20and%20Planning/Planning/planning%20policy/LDF%20Newsletter%20Spring%202012%20Web%20Version.pdf>
- 3.4 **Press notice** – A press notice was issued which appeared on 22nd March in the Bath Chronicle. This is a statutory requirement.
- 3.5 **Press releases** – A series of press releases were issued which were picked up in local newspapers and radio. For example:
- <http://www.thisisbath.co.uk/Green-projects-win-Government-money/story-15179438-detail/story.html>
 - <http://www.thisisbath.co.uk/Green-home-pioneers-open-doors-public/story-15042275-detail/story.html>
 - <http://www.thisisbath.co.uk/Homes-fit-future/story-15435076-detail/story.html>
- 3.6 **Webpages** – www.bathnes.gov.uk/greenbuild
A specific webpage was set up to include a copy of the draft SPD, comment form and details of consultation events and other information. In addition, a specific webpage was set up for the open homes weekend and associated activities: www.bathhomesfitforthefuture.org which included an online booking system for the open homes weekend.
- 3.7 Unfortunately due to a technical issue the corporate consultation calendar which is externally hosted was not able to be updated to include this consultation. However, all other requirements were met.
- 3.8 **Hard copies in libraries and Council offices** – Hard copies of the Supplementary Planning Document and details of the consultation were made available in all libraries in the district and also in the Guildhall, Riverside and the Hollies.

- 3.9 **Bath City Conference** - This open event was held at the Guildhall in Bath on 2nd May 2012, 2-8pm and attended by approx. 450 people. A Sustainable Construction & Retrofitting stall, a Bath Homes fit for the Future stall as well as stalls set up by local groups on this topic (Bath Preservation Trust – London Road project; Energy Efficient Widcombe – LEAF Bid project and Sash window demonstrator session by the Sash Window Consultancy) was set up and manned in the Kaposvar room which had a Sustainability focus – containing displays and information. For further information please go conference with to www.bathcityconference.net
- 3.10 In addition a short film about the open homes weekend was launched in the main room (Banqueting room):
<http://www.thisisbath.co.uk/Bath-City-Conference-2012-details-announced/story-15922443-detail/story.html>
- 3.11 **Keynsham drop in session** – Prior to a Neighbourhood Planning workshop a drop-in session and display on the SPD took place on 3rd May 5.30-6.30pm at Keynsham Town Hall. Approximately 65 people attended the main event.
- 3.12 **Bath Homes fit for the Future** – The main part of this consultation was held in collaboration with Bath Preservation Trust and Transition Bath. A full programme of events is available at www.bathnes.gov.uk/greenbuild and a leaflet, posters and advertisement postcards were distributed by volunteers throughout the city.

Event	Comments
29 Feb Getting Inspired to Reduce Energy Consumption: Workshop Friends Meeting House Bath Organised by local group <i>Retrofit to Save Energy</i>	Three expert speakers presenting inspiring examples of how to reduce energy consumption in your Bath home.
06 March Green Deal & Business Development Seminar Innovation Centre, Bath Organised by <i>B&NES Council with Low Carbon South West</i>	An event for local businesses about the growing market for renewable technologies and retrofit. This included a pop up display on the Supplementary Planning Document and copies of the draft document were given out.
13 March Love your windows! Building of Bath Collection	Free drop in practical demonstration draft proofing

Organised by <i>Bath Preservation Trust</i>	
13 – 16 March Bath Homes fit for the Future Exhibition Bath Central Library Organised by B&NES Council	Display on retrofitting and sustainable construction including information on the open homes weekend and the SPD
13 March & 10 April Transition Bath HUB Jika Jika Café Organised by <i>Transition Bath</i>	Networking event.
14 March & 11 April Bath Green Drinks The Rising Sun Organised by <i>Bath Green Drinks</i>	Discussion group
15-17 March The Green Room Mobile Advice Centre Stall Street Organised by <i>B&NES Council</i>	Mobile advice centre with information about energy efficiency, renewable energy, grants and discounts.
16-17 March Bath Homes fit for the future open homes weekend Organised by <i>B&NES Council, Bath Preservation Trust and Transition Bath</i>	12 open homes in Bath showcasing retrofitting energy efficiency measures and microgeneration technologies and sustainable new builds and extensions. Building of Bath Collection hosted a series of exhibitions during the two days. 621 visits registered over the weekend.
19 March Transition Bath Energy Group Focus on Green Roofs Friends Meeting Hse, Bath and North East Somerset Council	Specialist talk about installation of green roofs.

Organised by <i>Transition Bath</i>	
22 March Ecobuild Conference ExCel London Coach organised by <i>B&NES Council</i>	Trip to world's biggest event for sustainable design and construction.
28 March Understanding what I can do to reduce energy consumption in my Bath home Friends Meeting House Bath Organised by local group <i>Retrofit to Save Energy</i>	Technical talk based on the findings of a study in Widcombe.
05 April & 21 April Make a tea cosy/Draught excluder 146 Walcot Street Organised by <i>The Makery</i>	Craft workshops
16 April Transition Bath Energy Group: Introduction to Passivhaus Friends Meeting Hse, Bath and North East Somerset Council Organised by <i>Transition Bath</i>	Technical talk about Passivhaus principles and their application.
26 April Conference: Is Bath fit for the Future? SPD Launch evening Countess of Huntingdon's Chapel Organised by <i>B&NES Council, Bath Preservation Trust and Transition Bath</i>	Attended by over 70 people with guest speakers from the Council, BPT and Transition Bath. Guest Speaker from Historic Scotland.

- 3.13 A detailed report on the Bath Homes fit for the Future project is also included as an Appendix to this Report (**Appendix D**). Approx 300 people attended the events, with 620 people visiting homes during the open homes weekend.

4 Statement of Compliance with the Statement of Community Involvement

- 4.1 In line with the SCI, a full schedule of comments together with a consultation report and statement of compliance is included here.
- 4.2 The key target groups focused on in this consultation were residents of Bath, and working collaboratively with key partners to run events and the open homes weekend was a key part of this.
- 4.3 Care was also taken to consider impacts on various equality groups and information on public events including the Bath City Conference was sent to all of the known groups, societies and organisations on our mailing list. The Bath City Conference event was aimed at being highly accessible, with a large range of community led stalls and projects.

5 Summary of responses to the consultation

Overview

- 5.1 The consultation responses show that there is **strong support** across the board for the supplementary planning document (SPD) in principle. All respondents recorded have expressed their support for the ambitions of the document, with a general recognition of the importance of addressing the issue of climate change within the historically significant and sensitive context.
- 5.2 The 30 detailed written comments received comments received positively recognised the SPD's approach to tackling a complex and challenging subject in an engaging manner.
- 5.3 The structured consultation questions were completed by 14 respondents (out of a total of 30 respondents to the consultation exercise), and the results of the questions posed showed that there was a strong majority view that the SPD was mostly easy to use and understand, and that the scope and detail of the content was appropriate for the document. The more detailed response showed that:
- Over 92% of respondents considered the document was easy to use.
 - Over 92% of respondents considered that the text was clear to understand.
 - Regarding the diagrams and images in the document, 100% respondents considered that they were easy to understand
 - Respondents indicated that there was generally enough detail included to address the SPD's expressed target audience (householders and small scale developers).
 - Over 97% of respondents considered that the detail was appropriate to the target audience

5.4 The final question posed as to whether respondents agreed with the content received a more mixed response. Almost 86% of respondents considered that they mostly agreed with the content of the SPD. 14% of respondents indicated they definitely agreed with the content of the SPD.

5.5 Many of the comments raised were points of technical detail, with the section attracting most comments being the chapter on listed buildings.

Listed Buildings:

5.6 **Hierarchy of Actions** - A number of the comments highlighted that the guidance should be strongly emphasising the hierarchy of measures which should be undertaken by householders, starting with basic changes in appliances and behaviour and progressing towards more drastic and invasive measures.

5.7 **Tone of Listed Building Sections** - A number of comments received commented that the document dwells primarily on the negative aspects of listed and traditional buildings, and does not do enough to emphasise the value of heritage and some of the advantages of traditional building styles.

5.8 English Heritage in particular suggested that the 'typology' section (pages 20 – 29) should be reworked and presented more as a 'strengths and weaknesses' or SWOT analysis approach, which showed the advantages of each typology as well as the issues.

5.9 **Listed Building Policy 'Presumptions'** - There was broad support for the principle of including policies in the guidance, though there was disagreement over whether the level of detail given was correct. Some felt that the wording was not clear enough, and that it was not clear which measures would receive permission and under what conditions.

5.10 There was a mixed view about whether the extent and prescriptiveness of the policies included in the document were appropriate. A number of respondents felt that the policies stated did not go far enough to support the implementation of sustainability measures, in listed buildings. Conversely, other respondents felt that the policies were too permissive and would either unfairly raise the expectation of applicants that inappropriate measures would receive permission.

- 5.11 Respondents disputed the policy wording given for a number of individual items.
- 5.12 There were issues raised by English Heritage in relation to “presumptions in favour” of particular measures, and it was suggested that a general policy in favour of energy efficiency measures (provided they do not harm the significance of the building or pose any undue technical risks) should be adopted.
- 5.13 **Listed Building Policy ‘Factors’** - The ‘factors’ presented raised some further concerns. Though this column has been included to provide guidance upon when each measure would be appropriate, considering the heritage and technical factors involved, it was clear that this section also was felt to be hard to understand and could benefit from both expansion and from being more specific.
- 5.14 **Clarification on Draught-Proofing** - One of the most contentious issues among respondents was the suggestion that draught-proofing of windows in listed buildings would require listed building consent. Where this issue was raised it was highlighted that it was unclear why listed building consent was necessary, and which forms of draught-proofing would require consent. Some respondents observed that the relatively minor cost of draught-proofing would likely be considerably less than the cost of any listed building application preceding it (accounting for any architectural drawings and planning fees).
- 5.15 **Double Glazing** - There was general support for the presumption in favour of slim profile double glazing in windows that are being replaced (provided that original windows are beyond repair). However, English Heritage’s responded that there should be a presumption in favour of replacing windows in listed buildings with *single* glazed windows with secondary glazing.
- 5.16 **Interior Works to Grade II listed buildings** - Another area of confusion was the perceived need for listed building consent for measures undertaken within the envelope of a listed building. While a grade I listed building will always need works for alterations to the interiors, there was confusion among some respondents as to whether the document was implying that grade II listed buildings would also require consent.
- 5.17 **Listed Building Applications & Consents** - Leading on from the comments regarding listed building consents, it was commonly cited that the document did not make it clear enough what the process for listed building applications is. This lack of general understanding seems to have had an effect on people’s views about the policies and restrictions being presented. It is felt that the document would benefit

greatly from a clear, plain-English explanation of the listed building application process, with particular explanation of the tests that these sorts of applications need to be subject to. This is hoped to provide readers with the understanding to be able to appraise their own home and what sort of measures would be appropriate for it.

6 Council response to consultation comments

6.1 The positive response to the SPD meant that on the whole few changes were necessary, however, the main changes have been the inclusion of additional local case studies and additional content.

6.2 In response for requests for further information about Permitted Development for retrofitting measures a specific Checklist has been prepared.

6.3 The majority of amendments have been to the listed buildings element, which was previously included as p51-59 of the SPD. This has since been developed into a more detailed separate Guidance Annex. Further work has been undertaken on this with Conservation specialists and English Heritage and Historic Scotland have been further involved in the development of a draft (forthcoming).

6.4 The amendments to the SPD summarised below:

Section	Amend #	Summary of main changes
Graphic design	1	Simplifying and improving layout
	2	Update cover design
	3	Inserting clear section breaks to distinguish: <ul style="list-style-type: none"> - Contents page - Introduction - Sustainable Construction Principles - Typical house types - Retrofit options
Introduction	4	Replacement Structure diagram
	5	Updated policy background to refer to new <i>National Planning Policy Framework</i>
	6	Include introductory text with reference to the Green Deal and Bath Green Homes
	6a	Include References to Permitted Development Checklist and Listed Buildings Guidance
Sustainable	7	Add local examples and include in-depth case study

Construction	8	(Hayesfield School) Delete p7 and consent summary on p6 as duplicated in section 3
	9	Delete p8 Carbon savings information
	10	Minor textual amendments, additions and improvement updates to Sustainable Construction principles (p9-17)
Retrofitting	11	Include link to community projects
	12	Included a more comprehensive introduction to retrofitting
	13	Include references to the Council led Green Deal project Issues for each building type – edited text to add greater emphasis to positive elements of historic buildings in relation to energy efficiency and emphasise the importance of repair
	13	Add photos highlighting different building types in B&NES
	14	Improve key and symbols to make these more prominent. Review symbols for various consents.
	15	Produce more detailed guidance for permitted development rights for energy efficiency measures and microgeneration of renewables – separate to the SPD so it can be updated easily to reflect General Permitted Development Order (See Appendix C to Cabinet Report)
	16	Add new pages on: <ul style="list-style-type: none"> - Key considerations: Damp and condensation issues - External Wall Insulation - Green Walls/Roof - Grey Water Recycling - Rainwater Harvesting
	17	Include links to range of specific technical guidance produced by English Heritage and Historic Scotland for each of the specific measures.
	18	Add cross references to Warmer Bath
19	Simplify layout in relation to building types and information	
Listed Buildings Guidance		(forthcoming) Changes are still to be confirmed.
Appendices	27	Added extra contacts and information sources

	28	Delete Appendix 1: Carbon savings table
	29	Delete Appendix 2: Costs Delete: Consultation details

Appendix D

Equality Impact Assessment / Equality Analysis

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Title of service or policy	Sustainable Construction & Retrofitting Supplementary Planning Document
Name of directorate and service	Planning Services
Name and role of officers completing the EIA	Cleo Newcombe-Jones, Planning Officer
Date of assessment (NB this is an additional detailed assessment)	18.12.12

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.

1.	Identify the aims of the policy or service and how it is implemented.	
	Key questions	Answers / Notes
1.1 Page 264	Briefly describe purpose of the service/policy	<p>The <i>Sustainable Construction and Retrofitting Supplementary Planning Document</i> supports the Council's aspirations of supporting and encouraging high quality sustainable design, domestic energy and water efficiency and renewable energy.</p> <p>The purpose of the policy is to explain how to make your build project more sustainable and outline what you need planning and listed building consent for.</p> <p>As outlined in the previous EqIA this document is considered to have an overall very positive equalities impact on all equalites groups</p> <p>The policy approach was originally assessed as part of the assessment of the parent policies which this document expands on (CP1 and CP2). See: http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/Core-Strategy/InfoPapersandAppraisals/DCSApraisal-EqualitiesImpactAssessment.pdf</p> <p>Additional Guidance for Listed Buildings is also to be included as an Annex (although this is forthcoming)</p>
1.2	Provide brief details of scope	<p>The document is in two parts and focuses on domestic properties:</p> <ul style="list-style-type: none"> (i) New build – introduces 9 key sustainability principles with local case studies (ii) Existing Buildings – how to retrofit (apply energy efficiency or renewable energy generation to your home. This applies to all types of properties including listed buildings.
1.3	Do the aims of this	The aims of retrofitting will link to many Council services and policies:

policy link to or conflict with any other policies of the Council?		<ul style="list-style-type: none"> • Sustainable Community Strategy, the Corporate Plan, the Council's Vision and Values and the Environmental Sustainability & Climate Change Strategy: Each of these documents emphasise the need to enable our district to move to a low carbon future. Since homes in the district are responsible for the largest portion of carbon dioxide, retrofitting is a key priority for achieving this aim. • Housing Services and the Affordable Warmth Action Plan, since this builds on existing fuel poverty work. • Public Health, the Health & Wellbeing Board and the emerging Health & Wellbeing Strategy: This work builds on Public Health's fuel poverty work; currently it is estimated that an avoidable £3.8m per year is spent by B&NES NHS to deal with ill-health caused by cold homes. • Economic Development and the Economic Strategy: Retrofitting could generate an extra £10-£20m of work within the district, which could be done by local businesses
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2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service.

Page 205	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	The policy will be delivered by the Planning Department which consists of a roughly even split between males and female aged between 20 and 65.
2.2	What equalities training have staff received?	Planning policy team have received corporate equalities training and EQIA training. A number of the service deliverers within the Council will have received corporate equalities training.
2.3	What is the equalities profile of service users?	Through equalities mapping and population profile analysis (BANES Equality Profile 2009) we now know more about the wider groups of user who will benefit from any Planning guidance.
2.4	What other data do you have in terms of service users or staff?	Linked projects have gathered information about potential service users including the Community project Bath Green Homes and the Green Deal Project (which has included a Voicebox survey).
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom?	This EIA has been circulated for comment to colleagues on the project team and the Equalities team, written comments have been received from the Equalities team.
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?	We are not intending to undertake any further formal consultation on the development of this policy (this was a previous stage).

3. Assessment of impact: 'Equality analysis'

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:

- Meets any particular needs of equalities groups or helps promote equality in some way.
- Could have a negative or adverse impact for any of the equalities groups

		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	Gender, Transgender, Disability, Race, Sexual Orientation, Religion/belief, Rural communities	<p>This Guidance will help improve the consistency and quality of planning advice. The guidance also provides free advice to supplement the Council's telephone support for general planning queries. Reasonable adjustments will also continue to be made to provide information in different formats to suit clients needs.</p> <p>Detailed planning advice is provided at a fee.</p>	<p>It will be important to take into account any cultural sensitivity associated with alterations to people's homes, when they are making planning or listed building applications.</p> <p>Promotional work undertaken in other parts of the Council will seek to reach rural communities off gas grid.</p> <p>Planning policies can restrict people's ability to modify their own home, however, Planning Officers can use the guidance to offer consistent advice to all groups. In some cases, exceptional circumstances will need to be considered.</p>
3.4	Age – identify the impact/potential impact of the policy on different age groups	<p>This Guidance will help improve the consistency and quality of planning advice.</p>	<p>The Green Deal project is doing work to enable more frontline service workers to promote retrofitting to vulnerable households the policy document that has been prepared will be a useful reference document for advice.</p> <p>Elderly or very young residents in fuel poverty are at particular risk from cold homes.</p>
3.8	Socio-economically disadvantaged – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances	<p>The policy document will provide free accessible advice and promotes low cost measures first, however, some measures will be more costly and people may be excluded from accessing these due to cost – this particularly applies to lower income home owners.</p>	<p>Projects such as Bath Green Homes offers another option for free information which can increase awareness and knowledge through a community led approach.</p> <p>Awareness of grant funding and other sources of free advice for some of the retrofitting measures will also be made available via the SPD and associated information collated by the Council Sustainability team/Housing services.</p>

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.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
EqlA sent to key service areas for response	The EqlA will has been circulated to the key officer group for comment	Written comments were received on 30.01.13. These comments have been incorporated into this EqlA. The majority of the comments related to Listed Buildings and so will be reviewed for the future EqlA for this Guidance document.	Cleo Newcombe-Jones	January 2012
The Planning Department is collaborating in key corporate projects to facilitate understanding of sustainable construction and retrofit	Involvement in Green Deal Project and Bath Green Homes	2013 Green Deal launch and 2013 Bath Green Homes Project	Cleo Newcombe-Jones	2013

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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), 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:

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	13 February 2013	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2437
TITLE:	Highway Adoption Charges	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1: Highway Adoption Charges: Section 38, 106 and 278 Agreements		
Appendix 2:		
Table A2.1: Cost Comparison: Staff Costs v Developer Income from 2008 onwards		
Table A2.2: Proposed Fee Band with Minimum Fee		
Table A2.3: Alternative Flat Supervision Fee Percentage(excluding costs of Structures)		
Table A2.4: Alternative Fee Band with Minimum Fee		
Appendix 3: Comparative Charges for Highway Adoption (Section 38, 106 and 278 Agreements)		

1 THE ISSUE

- 1.1 Bath & North East Somerset Council currently charge developers a 6% flat fee for the supervision of developers highways works under Sections 38 and 278 of the Highways Act of 1980, and Section 106 of the Town and Country Planning Act of 1990. The technical approval of developer's works is currently not charged for. This charge rate has not been amended since 1996 and in recent years has shown an annual shortfall to the Authority through its Design & Projects team who carry out this work.
- 1.2 The 6% flat fee applies to all sizes of development and is the percentage of the estimated cost of the development related highway works whether on or off site. The finance records show that this rate has not covered the costs of officer time. On average there has been a £94K shortfall per annum over the last five years (2008/9 to 2012/13) comparing developer funding with staff costs, meaning the Authority has subsidised its highway adoption role.
- 1.3 The *Manual for Streets* [Department for Transport, March 2007] and other national guidance, (e.g. the encouragement of the use of non-conventional materials) has over a number of years led to more complex sites being promoted which in turn

has increased the level of input into technical approvals and site supervision for Section 38, 106 and 278 works.

- 1.4 The additional time spent by the Authority on both design checks and on-site supervision is essential to ensure that new roads are built to Bath & North East Somerset Council standards and do not result in a higher level of maintenance and liability by the Highway Authority. Staff costs include Section 38 and 106 Agreement preparation which is carried out by the Authority's Legal Services.

2 RECOMMENDATION

The Cabinet agrees that:

- 2.1 Supervision charges on S38, S106 and S278 works be increased by the Council to include both technical approval and on-site supervision as set out in **Appendix 1**;
- 2.2 That the charges be increased to cover staff time. Details of the income and costs of the previous five years and estimated income from the proposed increase is shown in **Appendices 1 and 2**.
- 2.3 At-cost charges for Structures officers be imposed by the Council to include for technical approval and supervision of each highways structure element, such as culverts, retaining walls and bridges.
- 2.4 The basis for the fee changes be subject to a further review in 2013/14.

3 FINANCIAL IMPLICATIONS

- 3.1 The increase in charges detailed above would increase revenue from S38, S106 and S278 agreements by an estimated £94K per annum including structures income.

4 CORPORATE OBJECTIVES

- 4.1 The proposal options are for developers to meet the cost of funding officers time, to help their developments meet the criteria needed for the adoption of new highways and that improvements to the surrounding transportation infrastructure are to the Authority's standards. This helps with the following corporate objectives:
 - *Creating neighbourhoods where people are proud to live*
 - *Building a stronger economy*

5 THE REPORT

- 5.1 Section 38 (supervision and technical approval) works is from the Highways Act of 1980 and is there to ensure that new highways built within developments meet adoptable standards for the Council to maintain in the future. Highway adoption is one of the biggest assets acquired year on year by the Authority, and, once adopted, the costs of its maintenance and upkeep of the new piece of road, pavement, or cycleway etc. become the Authority's responsibility.
- 5.2 Section 106 works (of the Town and Country Planning Act 1990), and Section 278 works (of the Highways Act of 1980) relates to monies paid by developers to Local

Planning Authorities to offset / mitigate the external effects of the development, which in this context is new highway infrastructure.

5.3 The charges imposed by Bath & North East Somerset on Developers for Sections 38 and 278 of the Highways Act of 1980, and Section 106 of the Town and Country Planning Act of 1990 has remained constant since 1996.

5.4 Currently a site supervision charge of 6% is levied which provides for the inspection of work in progress to ensure that:

- (1) Works are carried out in accordance with the drawings that form part of the Section 38, 106 or 278 Agreement;
- (2) Arranging for testing and sampling of materials;
- (3) Liaison with the developer throughout the construction period;
- (4) To inspect the finished works and ensure that remedial works are carried out within the 12 month maintenance period;
- (5) To carry out the final inspection and adoption process;
- (6) Liaison with our Legal department to ensure that the process is being followed correctly.

5.5 Technical Approval work is not currently charged for, (unless a specific agreement is in place), with this work involving:

- (1) Technical approval of the developers design to ensure that it complies with the Council's adoption requirements, including structural elements;
- (2) Liaison with the developer throughout the technical approval process leading to confirmation of technical approval;
- (3) The checking of the developers proposed contractor to ensure that the contractor has all the necessary insurances and accreditations;
- (4) Formal receipt of the approved drawings from the Developer, the calculation of bond and supervision fees, and the request to Bath & North East Somerset Legal department to enter into an agreement with the developer.

5.6 The *Manual for Streets* [Department for Transport, March 2007] and other national guidance, (e.g. the encouragement of the use of non-conventional materials) has over a number of years led to more complex sites being promoted which in turn has increased the level of input into technical approvals and site supervision for Section 38, 106 and 278 works.

5.7 This is evidenced by the comparative staff costs and income for supervision over the last five years which show (from **Table A2.1 of Appendix 2**) that on average there has been a £94K shortfall per annum over the last five years (2008/9 to 2012/13) comparing developer funding with staff costs.

5.8 The Council's income from Developer's site supervision works has averaged £161K per annum over the last five years, made up of £150K supervision fee income and £11K technical approval fee income, (from those agreements where the Technical Approval charge is permitted). The equivalent staff cost, including

Legal internal recharges averaging £25K, has been £255K, making an annual average deficit of £94K (£255K - £161K).

- 5.9 A comparison of adjacent Authority developer charges, shown in **Appendix 3**, indicates that Bath & North East Somerset has the lowest charges of our neighbouring authorities: Somerset charge a flat rate of 7.5% of the costs of the highway works of the development, Bristol 8%, and Wiltshire, South Gloucestershire and North Somerset all charging graduated supervision costs from 10% for smaller sized development works on a sliding downward scale for larger sized developments. Other charges in parts of the UK are higher still with Surrey, Buckinghamshire and Leicester charging up to 12%.
- 5.10 This proposal recommends that the Councils supervision fee charge follows a stepped charge regime similar to North Somerset to cover both technical approval and supervision costs, with structures related work provided additionally at cost. The stepped element is suggested as our experience shows smaller scale developments cost proportionately more to supervise and approve than larger developments.
- (1) 10% for highway works up to and including £130K (reduced minimum fee of £2,850);
 - (2) 9% for highway works up to and including £325K (minimum fee of £13K);
 - (3) 8% (increased from 6%) for highway works up to and including £650K (minimum fee of £29,250);
 - (4) and 7% (increased from 4%) for highway works costing more than £650K (minimum fee of £82K)
- 5.11 This has higher percentage rates for larger schemes than North Somerset but has a lower initial minimum fee. **Table A2.2** shows the financial benefits from applying these fee structures
- 5.12 It is noted that the Community Infrastructure Levy will be introduced by Bath & North East Somerset to cover many parts of the agreements currently provided through the Section 106 process. The highway aspects of adoption and off-site works are not likely to be affected by the Levy as these negotiations and agreements are likely to remain separate.

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 been completed. No adverse or other significant issues were found.

8 RATIONALE

- 8.1 The rationale for increasing supervision charges on S38, S106 and S278 works, (to cover both technical approval and on-site supervision), is to recover more of the cost of officer time from the developer. Authorities charge for this time and Bath & North East Somerset charges have resulted in an annual average net loss

of £94K per annum over the past five years which equates to £470K over that five year period.

- 8.2 Bath & North East Somerset supervision charges are significantly less than neighbouring and UK wide authorities and have been fixed since the formation of the Council in 1996. Since that time costs have increased as developments have become more complex because of changes in central government policy advice (such as Manual for Streets), and more variation on surface treatment and materials.
- 8.3 The proposed increase options seek to address the imbalance between income and staff costs.

9 OTHER OPTIONS CONSIDERED

- 9.1 No change to existing 6% flat rate for supervision only fees: an average net loss of £94K per annum may continue. The finance for this deficit would need to be found from other parts of the Service or from other parts of the Authority.
- 9.2 Charging separately for Technical Approval: this is a potential option which would include revenue from development proposals that do not reach the physical development stage. It would be more complex to administer as requires separate agreements and payments from the Developer.
- 9.3 Charging a higher fixed fee percentage: the rationale for the increase in fees is to address the imbalance between staff costs and income from this work and the costs to break even of 8.7%, shown on **Table A2.3 of Appendix 2**. This would be slightly higher than surrounding authorities: Somerset charge 7.5% and Bristol charge 8%. Experience shows that smaller developments have a greater proportional cost in terms of supervision and technical approval time so should have a corresponding increase in fees relative to larger developments.
- 9.4 Charging the same as North Somerset: of the surrounding authorities, North Somerset was seen to be the nearest to Bath & North East Somerset in urban / rural makeup. The charges would be as follows, and showed an estimated increase in income of £70K, including structures, which would reduce the annual deficit to £24.5K – please see **Appendix 2, Table A2.4**. It was considered that this is a less preferred option as the Authority would still be subsidising this work:
- (1) 10% for highway works up to and including £130K (minimum fee of £3.3K);
 - (2) 9% for highway works up to and including £325K (minimum fee of £13K);
 - (3) 6% for highway works up to and including £650K (minimum fee of £29,250);
 - (4) and 4% for highway works costing more than £650K (minimum fee of £39K)
- 9.5 It was considered that the proposed stepped fee percentage based on North Somerset's financial model, but with alterations to enable all costs to be met by developers, would be clear to developers, and would be in line with neighbouring authorities as well as relatively easy to administer.

10 CONSULTATION

10.1 *Other Bath & North East Somerset Services; Stakeholders/Partners; Section 151 Finance Officer;*

10.2 Additional awareness of the report was carried out by email advising major developers of the general proposals. Emails were sent out in mid-January and any replies received will be fed back verbally at Committee.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Customer Focus; Sustainability; Property; 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.

Contact person	<i>Steve Froggatt 01225 395239</i>
Sponsoring Cabinet Member	<i>Councillor Roger Symonds</i>
Background papers	<i>None</i>
Please contact the report author if you need to access this report in an alternative format	

Appendix 1: Highway Adoption Charges: Section 38, 106 and 278 Agreements

Service	Current Charges	Current Income (Average of 2007/11)	Proposed Charges ¹	Increase in Income	Comments
Pre-application advice	None	£0	None	£0	Pre-application advice is a statutory obligation through Highway Development Control Team and legal advice is that this cannot be charged for.
Site supervision of highway works	6% of total cost of highway works	£149,600	Rate based on Cost of Works (see comments)	£73K per annum (average)	Rates: 10% for highway works up to and including £130K (min fee of £2.85K); 9% for works up to £325K (min fee of £13K) ; 8% for works up to £650K (min fee of £29,250); and 7% for works more than £650K (min fee of £52,000)
Technical Approval of developer's highway works					
Technical approval of each structure (bridge, culvert, etc.) included within highway proposal	None ²	£11,100	At Cost	£22K per annum (average)	Several authorities charge "at-cost" rates for structures officer's time for technical approval and inspection work.

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¹ Charges are VAT exempt; payment of fees will be staged as £1,100 on application and the greater of 1% or £1,100 on submission of drawings. Balance will be payable prior to commencement of works.

² no current charge for technical approval unless specific agreement in place – e.g. Southgate and Western Riverside

Appendix 2

Table A2.1: Cost Comparison: Staff Costs v Developer Income from 2008 onwards

	Financial Year					
	2008/9	2009/10	2010/11	2011/12	2012/13 ³	Average
Staff Costs (including uplift) for S38/S106 Supervision	160,400	255,800	134,400	131,500	138,300	164,100
Staff Costs (including uplift) for S38/S106 Technical Approval	76,800	37,200	45,600	38,900	19,400	43,600
Structures Staff Costs (including uplift) for S38/S106 Supervision and Technical Approval	7,700	17,300	31,700	34,500	17,200	21,700
Internal Recharges from Legal	31,900	21,400	28,600	20,400	24,900	25,400
Supervision Income from Developer (6% of cost of highway works)	80,900	150,300	82,900	237,000	196,900	149,600
Technical Approval Income from (Southgate, Western Riverside, Skinners Hill Camerton)	18,100	35,300	400	0	1,900	11,100
Income deficit (+ve = credit)	-177,800	-146,100	-157,000	11,700	-1,000	-94,100

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³ Whole year finances estimated from 9 months of information

Table A2.2: Proposed Fee Band with Minimum Fee

	Internal Staff ⁴ and Legal Costs	Cost of Works	Related %age Fee	Minimum Fee	Estimated Supervision Fee Income	Income deficit (+ve = credit)	Increase in income	Increase in income with Structures ⁵
Break Even Fee Structure	233,100	130,000	10.0%	2,850	23,500	400	72,800	94,500
		325,000	9.0%	13,000				
		650,000	8.0%	29,250				
		>650,000	7.0%	52,000				

Table A2.3: Alternative Flat Supervision Fee Percentage(excluding costs of Structures)

	6.0%	8.0%	8.7%	10.0%	12.0%
Average Staff Costs (excluding Structures)	207,700	207,700	207,700	207,700	207,700
Internal Recharges from Legal	25,400	25,400	25,400	25,400	25,400
Estimated Supervision Fee Income	160,700	214,300	233,100	267,800	321,400
Income deficit (+ve = credit)	-72,400	-18,800	0	34,700	88,300
Increase in income	0	53,600	72,400	107,100	160,700

⁴ excluding Structures Staff costs

⁵ Based on average annual structures staff costs of £21.7K

Table A2.4: Alternative Fee Band with Minimum Fee

	Internal Staff ⁶ and Legal Costs	Cost of Works	Related %age Fee	Minimum Fee	Estimated Supervision Fee Income	Income deficit (+ve = credit)	Increase in income	Increase in income with Structures ⁷
Using North Somerset's Fee Structure	233,100	130,000	10.0%	3,300	208,600	-24,500	47,900	69,600
		325,000	9.0%	13,000				
		650,000	6.0%	29,250				
		>650,000	4.0%	39,000				

⁶ excluding Structures Staff costs

⁷ Based on average annual structures staff costs of £21.7K

Appendix 3: Comparative Charges for Highway Adoption (Section 38, 106 and 278 Agreements)

Authority:	S38/S106/S278 Technical Approval	S38/S106/S278 Supervision
Bath & North East Somerset	None	6%
Bristol	within supervision cost	8%
South Gloucestershire	within supervision cost	10% if <£100K; 7% if <£200K
North Somerset	within supervision cost	10% (min £3.3k) to 4% ⁸
Wiltshire	At cost	10% (min £3K) to 4% ⁹
Somerset	not specified	7.5%

⁸ Graduated from 10% supervision for development works less than £130K through to 4% for development works greater than £650K

⁹ Graduated from 10% supervision for development works less than £30K 9% <£250K through to 4% for development works greater than £2M

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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	13 February 2013	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2514
TITLE:	Proposals to Expand Six Primary Schools in Keynsham, Bath, Peasedown St. John and Paulton	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1 Summary of Consultation Responses Report		

1 THE ISSUE

1.1 To consider the responses submitted in the consultations proposing the expansion of Bathampton Primary, Castle Primary, Paulton Infant, Paulton Junior, Peasedown St. John Primary and Weston All Saints C of E Primary schools to create additional pupil places and to seek approval for publication of statutory notices for these expansions.

2 RECOMMENDATION

The Cabinet agrees that:

2.1 A Statutory Notice proposing the expansion of Bathampton Primary school be published.

2.2 A Statutory Notice proposing the expansion of Castle Primary school be published.

2.3 A Statutory Notice proposing the expansion of Peasedown St. John Primary school be published.

2.4 A Statutory Notice proposing the expansion of Weston All Saints C of E Primary school be published.

2.5 A Statutory Notice proposing the expansion of Paulton Infant school and Paulton Junior school be published.

3 FINANCIAL IMPLICATIONS

- 3.1 The capital budgets for the building work required at Paulton Infant, Weston All Saints C of E Primary and Castle Primary Phase 1 were agreed by Cabinet in December 2012 as part of the 2012/13 capital programme. Funding for a feasibility study to assess the capital costs of adding accommodation at Paulton Junior by 2016 has also been approved by Cabinet but further approval of the full capital budget will be required in the future. The building work at Paulton Junior and Castle Primary Phase 2 will be funded from future S106 developer contributions. There are no capital implications for Bathampton Primary and Peasedown St. John Primary as no building work is required at these schools.
- 3.2 Revenue funding will be provided by the government through the DSG on a per pupil basis. The increased pupils will create additional funding for schools direct costs and also provide additional resources for support functions that support all schools.

4 CORPORATE OBJECTIVES

- 4.1 Creating neighbourhoods where people are proud to live.

5 THE REPORT

- 5.1 The Local Authority is under a statutory duty to ensure that there are sufficient school places in their area. These places should where possible be provided in popular and successful schools serving the area of need to increase parental choice, contribute to raising standards and attainment and to facilitate sustainable travel to school.

5.2 Bathampton Primary School

- Pupil numbers in Bath, particularly in the north of the city, have risen in recent years due mainly to increased birth rates. Due to higher numbers of pupils in the area, the school took in additional Reception pupils above its Planned Admission Number (PAN) of 22 in 2012. Numbers are projected to continue to be high in the future and as a result, more primary school places are required in this area of the city in order to meet demand.
- The proposal is for the school to expand in stages over the next few years from its current size of 146 places with 5 classes and a PAN of 22 to a school with a PAN of 30 organised over 7 classes of 30 offering a total of 210 places. The first of these additional places will be required in 2013. There is sufficient existing accommodation at the school to enable this expansion to take place and no further building work will be required.
- Bathampton Primary School has an OFSTED rating of Outstanding and for Reception admissions in September 2012 there were a total of 73 on time 1st, 2nd and 3rd preferences for 22 places. The school occupies a good sized site which together with the layout of the existing buildings on the site lends itself to expansion. As the school is a Community school it uses universal admissions criteria, facilitating access to the local school for local children.

5.3 Castle Primary School

- Pupil numbers in Keynsham have risen in recent years due to increased birth rates and to families with children moving into the area to live and additional places were required for Reception admissions in Keynsham in September 2011 and 2012. Pupil numbers are projected to continue to be high into the future in Keynsham and in this area of the town due to the new 'K2' housing development located close to the school, which is due to commence shortly. As a result, more primary school places are required on a permanent basis from 2013 onwards to meet projected future demand.
- The proposal is for Castle Primary School to expand over a number of years as new pupils are generated, growing from a 210 place school with a PAN of 30 to a PAN of 60 organised in classes of 30 offering a total of 420 places. As a first step the school will have a PAN of 45 for September 2013 which will be increased to 60 for September 2015 onwards. A financial contribution has been secured from the Taylor Wimpey part of the 'K2' development via a Section 106 agreement, to extend the school, which together with other future developer contributions will enable additional accommodation to be added to the school in stages for this expansion to take place. An additional area of land has also been secured from the developer which will be added to the school to enlarge it to the recommended size for a 420 place school.
- Castle Primary School has an OFSTED rating of Good and for Reception admissions in September 2012 there were a total of 56 on time 1st, 2nd and 3rd preferences for 30 places. As the school is a Community school it uses universal admissions criteria, facilitating access to the local school for local children.

5.4 Paulton Infant and Paulton Junior Schools

- Pupil numbers in Paulton have risen in recent years due to increased birth rates and to recently completed new housing development in the village and additional primary school places are projected to be required for Reception admissions in September 2013 and for Year 3 admissions in September 2016 onwards. Pupil numbers are projected to continue to be high into the future and will include additional pupils due to the Bovis Homes housing development that has recently commenced. As a result, more primary school places are required to meet this projected future demand in Paulton.
- The proposal is for the Infant school to expand over the next few years from a 179 place school with a PAN of 60 to become a school with a PAN of 90 organised over 9 classes of 30 offering a total of 270 places. The first of the additional places will be required for September 2013. Also for the Junior school to expand in stages as new pupils are generated, from a 240 place school with a PAN of 60 to a school with a PAN of 90 organised over 12 classes of 30 offering a total of 360 places. The first places are expected to be required in the Junior school for September 2016.
- A financial contribution has been secured from the Bovis Homes development via a Section 106 agreement to expand existing primary school provision in Paulton and additional permanent build accommodation will be added to the schools to enable this expansion to take place.

- Paulton Infant School has an OFSTED rating of Good and for Reception admissions in September 2012 there were a total of 61 on time 1st, 2nd and 3rd preferences for 60 places. Paulton Junior School has an OFSTED rating of Outstanding and for Year 3 admissions in September 2012 there were a total of 60 on time 1st, 2nd and 3rd preferences for 60 places. The schools share a good sized site which lends itself to expansion. As the schools are both Community schools, they use universal admissions criteria, facilitating access to the local school for local children.

5.5 Peasedown St John Primary School

- Pupil numbers at Peasedown St. John Primary have risen in recent years mainly due to increased local demand for places at the school and higher numbers of children resident in the village. Due to higher numbers of local pupils and to this increased demand, the school took in an additional 'bulge' class of Reception children in 2010 up to 75 places and also in 2011 up to 70 places and in 2012 had a higher PAN of 75.
- Pupil numbers are projected to continue to be high into the future. Numbers of Reception children at the school are projected to be approximately 67 in 2013, 75 in 2014, 72 in 2015 and 75 in 2016. Approximately 3-4 additional pupils per year group are calculated to be generated in the future by the new housing development currently under construction at Wellow Lane. Therefore as a result, more primary school places are required on a permanent basis in Peasedown St. John in order to meet the local demand from children resident in the village.
- The proposal is for the school to expand permanently from a 420 place school with a PAN of 60 to be a 525 place school with a PAN of 75 in all year groups. The school site and accommodation was increased in 2012 through the acquisition of the former Adult Learning Centre next to the school and therefore in line with the school's Capacity Schedule there is now sufficient accommodation at the school to allow this expansion to take place.
- Peasedown St. John Primary School has an OFSTED rating of Good and for Reception admissions in September 2012 there were a total of 78 on time 1st, 2nd and 3rd preferences for 75 places. In 2011 the school admitted 70 pupils, 67 of whom lived in the village or had Peasedown St. John as their closest school. In 2012 the figures were 72 pupils, 67 of whom were local to the school as above. As the school is a Community school it uses universal admissions criteria, facilitating access to the local school for local children.

5.6 Weston All Saints C of E Primary School

- Pupil numbers in Bath, particularly in the north of the city, have risen in recent years mainly due to increased birth rates and to families with children moving into the area to live. Due to higher numbers of pupils in the area, the school took in an additional 'bulge' class of Reception children in 2011 and in 2012 had a higher PAN of 90. Numbers are projected to continue to be high in the future and as a result, more primary school places are required in this area of the city in order to meet demand.
- The proposal is for the school to expand in stages over the next few years from a 480 place school with a PAN of 90 in two year groups as it is at present to a 630 place school with a PAN of 90 in all year groups. Additional permanent build

accommodation will be added to the school to allow this expansion to take place and the existing temporary classrooms on the school site will be vacated and children will be able to move into permanent accommodation. The first of the additional places will be required for September 2014.

- Weston All Saints C of E Primary School has an OFSTED rating of Outstanding and for Reception admissions in September 2012 there were a total of 144 on time 1st, 2nd and 3rd preferences for 90 places. The school occupies a good sized site which together with the layout of the existing buildings lends itself to expansion. As the school is a Voluntary Controlled school it uses universal admissions criteria, facilitating access to the local school for local children.

5.7 Appendix 1 contains a summary of the consultation responses received for each of the proposals and some officer comments on the main themes that emerged from the consultation. Full copies of all consultation responses excluding any personal data, were made available to the Cabinet.

5.8 More than 1,700 copies of the consultation documents were circulated to parents, staff, governors and other statutory consultees across the six schools, details of which are set out in Section 10. A relatively small number of responses have been received overall with some of the proposals generating more comments than others chiefly the Paulton schools and Weston All Saints Primary. Whilst individual respondents have raised some concerns as set out in Appendix 1, many concerning planning and school operational issues, the low level of responses would seem to indicate that there is a general measure of acceptance of the need for the proposed expansions in order to create more places.

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. Significant risks identified are:

6.2 If action is not taken to create more primary school places in the areas identified, there is projected to be a future shortfall of places in these areas and insufficient places available in other areas, to meet this demand, resulting in the Council being unable to meet its statutory duty to provide a school places for every child that requires one.

6.3 If sufficient places are not created where they are needed this will lead to unsustainable travel to school arrangements for families having to travel outside of the area in which they live to access a school place for their children and in some areas lead to increased costs to the Council as a result of having to fund home to school travel due to distance or hazardous routes.

6.4 If additional places are not created there will be insufficient places available for children generated from new housing development in those areas in the near future.

7 EQUALITIES

7.1 An Equality Impact Assessment has been completed. No adverse or other significant issues were found.

- 7.2 Age – need to provide sufficient places so that younger children who are currently below school age can obtain a place, as the older school age children have largely been able to up to date.
- 7.3 Religion/belief – additional places created in Voluntary Controlled (VC) or Community schools so that places are universally accessible to all local families, regardless of faith or belief. Some places created in VC school to help maintain the balance of denominational and non-denominational places to aid diversity and provide parents with choice.
- 7.4 Socio-economically disadvantaged – need to create places in local schools as close as possible to where families are living so that families do not have to transport their children to school by car or pay for transport and children can travel sustainably by walking or cycling to school to contribute to healthier lifestyles.
- 7.5 Rural communities – provide sufficient places at schools that serve a specific rural community and where the next nearest school would be a distance away, helping to aid community cohesion by local children being able to access their local school.

8 RATIONALE

- 8.1 There is a need for additional school places to be provided to meet existing and projected demand from the local population in these areas so that the Council can meet its statutory duty to provide sufficient school places and for these to be in the area in which they are needed and where the pupils are living.
- 8.2 Provision of additional places in these schools will facilitate local families being able to obtain a place for their children at their local school, which will help to strengthen community cohesion and make it viable for as many children as possible to be able to walk or cycle to school.
- 8.3 Expansion to create more places will help to increase parental choice in these areas of the Authority, particularly where a family might move into the area and require a school place mid- year.
- 8.4 The schools proposed for expansion have good educational standards with OFSTED ratings of Good or Outstanding and are popular with parents.
- 8.5 The Governing Bodies of the schools proposed for expansion are fully engaged with the expansion proposals process for their school.

9 OTHER OPTIONS CONSIDERED

- 9.1 To not expand any of the schools and not create any additional places. This option was rejected as the Council has a statutory duty to ensure the provision of sufficient school places in the right area to meet demand and to promote diversity and increase parental choice. Projections of future pupil numbers based on underlying population growth and pupils generated from new housing development and parental preference indicate a future shortfall of primary school places in these areas of the Authority and at these schools if action is not taken to add more places.
- 9.2 To continue to use temporary short term solutions to the provision of additional school places. This option was rejected as although temporary classrooms and

one-off 'bulge' classes have been utilised to good effect in the past to create places in the short term, these are only temporary solutions and do not represent a workable strategy for the provision of additional places in the longer term where permanent solutions are required.

9.3 To expand other schools rather than the ones named. This option was rejected as the schools chosen represent the most appropriate options for expansion as they have good educational standards, they are popular with parents, they are located in the areas of projected future demand from new housing and/or underlying population growth and the school sites are of a sufficient size to accommodate the expansion.

10 CONSULTATION

10.1 Ward Councillor; Cabinet members; Parish Council; Town Council; Trades Unions; Policy Development and Scrutiny Panel; Staff; Other B&NES Services; Service Users; Stakeholders/Partners; Section 151 Finance Officer; Chief Executive; Monitoring Officer

10.2 Paper copies of the consultation document were sent to each of the six schools for distribution to all parents and carers of all children at each school, including parents of pre-school age children at the two schools with on-site Early Years provision run by the school, all staff members and all Governing Body members. A hard copy of the Paulton Infant document was given to all Paulton Junior parents, staff and Governing Body members and vice versa.

10.3 The document was emailed to other Council officers, all ward councillors, the local MPs for North East Somerset and for Bath, Trade Unions representing all staff at the schools, the Roman Catholic Diocese, the Church of England Diocese, other neighbouring primary and secondary schools, the Children and Young People Policy Development and Scrutiny Panel Chair, Bathampton, Paulton and Peasedown St. John Parish Councils, Keynsham Town Council and to five organisations who have contracts to use the various school premises.

10.4 The consultation document was published on the Council website and all consultees who received the document by email were sent a link to the document. Neighbouring primary and secondary schools who might be affected by the proposals were sent a copy by email and also the link and asked to pass the information on to their Governing Body and to the staff at their school and to bring it to the attention of their parents via an item in their school newsletter or by publicising the link to the Council website.

10.5 The document explained how comments could be submitted by letter or by email to the Council.

10.6 Open drop-in sessions were held at the four schools where significant building work and significant expansion of 30 places per year group was being proposed – at Castle Primary, Paulton Infant school, Paulton Junior school and Weston All Saints C of E Primary school.

10.7 Each school carried out some consultation with pupils at the school to seek their views on the proposal.

10.8 Notice of consultation was placed on the Council's consultation calendar.

10.9 Following publication of the statutory notices, a further four week representation period would run, allowing interested stakeholders a further opportunity to comment on the proposals before a final decision is made.

10.10 The planning applications for the proposals requiring building work will follow the statutory planning process, allowing for the normal public consultation on issues around the buildings, traffic management, car parking etc.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Young People; Corporate; 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.

Contact person	Helen Hoynes 01225 395169
Sponsoring Cabinet Member	Councillor Dine Romero
Background papers	Primary and Secondary School Organisation Plan 2011-2015 Six Consultation Documents http://www.bathnes.gov.uk/services/schools-colleges-and-learning/school-strategies-policies-planning/consultations-proposals-e
Please contact the report author if you need to access this report in an alternative format	

Appendix 1

Proposals to Expand Six Primary Schools in Keynsham, Bath, Peasedown St. John and Paulton

Summary of Consultation Responses

Summary of Consultation Responses Received

Bathampton Primary

Number of consultation documents distributed: Parents at Bathampton (149), Staff (23), Governing Body (14) and Consultees as listed at 10.3 of the Cabinet Report.

Total responses received including Pupil Response: 7

From: Interested Party: 1

Governors: 2

Parish Council: 1

School Council: 1

BANES Early Years: 1

Pre-School: 1

General Comments:

- In favour of Bathampton Primary School expanding.
- The school is always oversubscribed.
- Applications from village children turned down in the past. If the school expanded it could adequately accommodate the demand.
- Current mixed age group classes not ideal - expansion would allow single year group classes.
- Expansion would offer the chance for Bathampton Primary to become a highly successful 7 class primary school of 210 pupils.
- Single year group classes would allow more effective planning, teaching and assessment of the curriculum.
- Access and parking concerns.
- Bathampton Parish Council supports the enlargement of the school.
- Bathampton Pre-School Playgroup, views expressed by parents and carers:
 - Concern about maintaining the community and family atmosphere of the school although confident those involved will work hard to do this.
 - Concern about transition from small pre-school to larger class with children coming from different pre-schools,
 - Support for single age year groups which expansion would facilitate.

- Overall parents are in favour of expansion if carefully managed and current ethos is retained.

Pupil Response – Bathampton Primary School Council

Some children are concerned about being split up from their friends because there will no longer be more than one year group in each class.

Children will benefit from having one year group per class. This is because there currently needs to be a lot of differentiation in each lesson in order to meet the needs of individual pupils.

Working in individual year groups will mean that teachers will need to review the timetable for topics. There could be the potential for more topics to be covered which would be a benefit. XX thought there might be opportunities to have even greater variety in lessons because of having individual year groups.

We need to think about how much physical space we have available if our school is going to expand. XX had pointed out that our current situation whereby we have “spare” classrooms is very useful!

The playground will be too small for the number of children in the school. XX agreed and pointed out that there would be even more children needing the space to play football.

XX thought that we needed to be aware of caring for our environment when considering how our school building might grow.

The size of the hall is a problem as it will be too small for the number of pupils in the school. XX agreed that our small hall would create difficulties. The issue had been widely recognised as an area of concern. XX asked whether it might be possible to have two halls, so that assemblies and dinners would each have their own space?

We may need to make the building bigger to make room for more children. This might mean using some of the space in the field.

We will need bigger classrooms and more teachers and lunchtime staff. We will also require additional classrooms and resources for the extra pupils.

The school would benefit from a bigger and better ICT suite. It would be a good idea to have additional computers provided in every classroom.

Cloakroom space will need to be increased and we will also need more toilets for the pupils and staff!

Some people come to Bathampton because it is a small school. If we have seven classes then it won't be a small school any more. What are the reasons for us becoming a bigger school?

XX had commented that we will be changing the atmosphere of the school, which is currently a small, village, community school. XX wondered whether being bigger might deter some families from wanting to come to our school.

XX expressed concerns about the amount of potential traffic coming from outside Bathampton and using the bridge over the canal. Children also commented on the importance of making sure that there continues to be good relationships between children of all ages.

XX Children might get lost if the building is bigger. (This concern had also been raised in Class 5.)

We might need to think about doing some things differently, such as using rooms for different purposes. Mr Falkus might want his office to be in a different place! XX reminded us that our daily routines might need to change. She was concerned about potential difficulties arising from the increasing number of mums with prams all arriving at the school at the same time.

Summary from Headteacher:

I would like to thank all the children at Bathampton School for contributing such thought provoking ideas and questions about the growth of our school. It has become clear during this process that staff and children alike all care very much about the future of our school and want the very best learning environment for both current and future pupils. Special thanks go to our School Council who have done such a competent job of conveying the views of other children in the school. Well done everyone!

Castle Primary

Number of consultation documents distributed: Parents at Castle (248), Staff (54), Governing Body (10) and Consultees as listed at 10.3 of the Cabinet Report.

Total responses received including Pupil Response: 5

From: Keynsham Town Council: 1

School Council: 1

BANES Early Years: 1

Interested Party: 1

Other Schools: 1

General Comments:

- Support for the proposal to expand the school.

- Comments from Governors at St Keyna Primary:
 - The proposal is to increase the PAN to 45 in 2013/14. House building is yet to start on the K2 site and the development will take several years to complete. Inevitably therefore it will be some time before large numbers of children seeking primary school places will be living on the new estate.
 - Prior to the opening of the Early Years provision at Castle Primary, the Little Gems Nursery Class at St Keyna was full; the nursery class now has a number of unfilled places.
 - The increase in the Castle Primary School PAN to 45 in 2013/14 could impact on the numbers of children seeking places at St Keyna Primary, as already seen with the Nursery class, and therefore lead to the LA funding surplus places in North and South Keynsham.
 - St Keyna Primary currently has a deficit budget and any reduction in the number of pupils at the school will impact on the ability of the Headteacher and Governors to ensure that the pupils of the school receive a high quality education, standards rise and all pupils are able to reach their potential.

Pupil Response – Castle Primary School Council

The children at Castle Primary School are looking forward to the changes that will be happening to their school. As well as the changes to the buildings they are also keen to welcome new children and new teaching staff.

When asked about this the children had lots of ideas on how the building should be changed. As one child said *“We will need a bigger playground and hall”* while another child explained *“I would like a water fountain because we can have a drink”*.

Children also expressed their excitement at having new classrooms and places to play outside. One children was a little bit worried as he hoped *“dad will know where to go to school”!*

As well as the physical changes, children had a lot to say about the increase in the school population. These feelings were generally mixed - *“I think it’s going to be scary because there will be new children”*. Other children were less cautious and more excited *“it’s going to be fun because more children will play”*, *“I’m looking forward to having new teachers”*, *“I’m looking forward to making new friends”*

All in all the children seem very positive about the changes and some are aware that the building process will cause some disruption – as one child put it *“I think it is going to be soggy!”*

Officer response:

There is underlying population growth in Keynsham now which is driving the need to add places, ahead of pupils coming from the K2 development. The proposed expansion in stages, first to 45 places then to 60 reflects this. Pupil projections indicate that St. Keyna Primary will be full with 30 children going into Reception each year from 2013 to 2016.

Paulton Infant School and Paulton Junior School – Joint Responses

Number of consultation documents distributed: Parents at Paulton Infants (178) and Junior (235), Staff (27 Infants & 27 Juniors), Governing Body (10 Infants & 10 Junior) and Consultees as listed at 10.3 of the Cabinet Report.

Total responses received including Pupil Response: 26

From: Parents: 16

 Paulton Parish Council: 1

 Other Schools: 4

 Local Resident and Parent: 1

 Swimming Pool: 1

 Unknown: 3

General Comments:

- The schools should become a Primary School.
- Should build on space between the schools to connect them.
- High level of education is enjoyed from the schools.
- Paulton Parish Council support the principle of expanding the schools.
- Paulton Parish Council - highways concern – the impact of additional traffic.
- Disappointment at consultation ‘drop in’, no new information.
- No opportunity for attendees at ‘drop in’ to leave written comments or notes made.
- This is not a proper consultation!
- Questions asked: number of projected additional pupils by year group; number of pupils attending Paulton Schools not resident in Paulton; how will we prevent places being filled by children not resident in Paulton during transition stage; details of budgets and funding; details of proposed build; details of location and size of additional classrooms; plans for proposed build; details of proposed changes to local road and car parking; details of notification that local residents have been consulted re: highways.
- Emergency Services should be consulted concerning access.
- What details of pedestrian routes.
- How are schools meals going to be provided with no on-site kitchen.
- Why is it not possible to increase PAN at surrounding village schools.
- Will expansion of Paulton schools pose a threat to other primary schools in the area.
- It would be better to build a separate school at the other end of the village.

- Highways/traffic issues.
- “I believe the schools community will be lost.”
- “The school is just big enough to allow for a real sense of community spirit and a good village school – if expanded the school will get too big and will lose that feel.”
- Expand the school by building another level on the current ground level.
- How are other schools in the area such as High Littleton being expanded?
- Three classes per year looks like over expansion.
- Concerns about any reduction in playing/sporting facilities.
- Quoted £1m for new build – would this amount be sufficient.
- Staff parking facilities at the school are already full to capacity.
- Increasing the size of the schools will likely lose valuable attributes which will detrimentally affect teaching and learning.
- The proposal seems to be a least cost quickest fix.
- Safety of access to and from school is something that has not been thought through.
- Surrounding villages should take some of the Bovis giant hit!
- Build new schools before mass house building in over populated villages!
- Concerns that expansion would mean classes for swimming would have to be dropped.
- FSM will be deprived of a hot meal.
- Will secondary schools need to be expanded.
- Governors at Longvernal Primary asked questions about the Council’s policy of reducing spare places in schools and will Paulton schools be filled with Paulton children initially.
- Impact on education standards by growing into a ‘super-school’.
- Parents feeling that “this is being rushed through”.
- Objection to expansion plan as the site is neither safe nor suitable.
- Village nurseries and pre-schools should have been included in the consultation.
- Objection to expansion as it would result in lower standards.
- Suggestion to split the school site – separating Infant and Junior schools.
- Build a new school on the Purnell’s site.
- Parents not happy with the suggested drop off and collection point.
- Concerns about the impact on activities such as swimming, school performance and after school activities.
- Comments from Governing Body of the Church Valley Schools Federation (Camerton, Shoscombe, St Julian’s):
 - Unanimously oppose further expansion of Paulton.
 - All three schools are able to offer places.
 - There is not a Church school in Paulton.
 - This expansion could compromise the long term viability of our schools with a knock-on effect on these rural communities.

Paulton Infants School Only

Number of consultation documents distributed: Parents at Paulton Infants (178) and Junior (235), Staff (27 Infants & 27 Juniors), Governing Body (10 Infants & 10 Junior) and Consultees as listed at 10.3 of the Cabinet Report.

Total responses received including Pupil Response: 15

From: Parents: 10

School Council: 1

Pre-School Parent: 1

Local Resident: 2

Member of Staff: 1

General Comments:

- Expected the 'consultation' (drop-in) to be a forum in which parents could find information via visual representations; presentations and plans.
- Expected evidence of other options to accommodate the greater number of children.
- Would have liked details of funding, car parking and access arrangements and evidence to support the view that a larger school will benefit children.
- Referring to 'consultation' (drop-in): "If this is the extent of the consultation with parents, it was wholly inadequate."
- Parents do not have enough information.
- An intake of c90 will be considered daunting and overwhelming for 4 year olds.
- A three class structure for each year will make the school far more impersonal and there is a risk that children will be just 'a number'.
- The school will lose its place as a good, small community school.
- The sense of identity within the school will be lost as it expands to such large numbers.
- The quality and care currently offered by staff and workers will diminish.
- Resources such as teaching assistants, help for special needs children will be diluted.
- There is insufficient space to cater for all pupils eating lunch.
- The playgrounds and green space around the school will be reduced to accommodate the expansion.
- Parking in the school grounds is already very limited and this will only become worse as staff and worker numbers increase.
- Vehicular access to the school site is already very limited, any expansion will only put further pressure on the surrounding road network and further impact on existing congestion.
- Other local infants schools in the immediate area are running below capacity so why aren't parents encouraged to send their children there.

Surely, by improving standards at other schools, parents will be given greater choice.

- Paulton Infants already takes in approx 20% of pupils who do not live in the village - why is this allowed when there is such pressure on spaces.
- How will the ongoing costs of increased staff numbers etc be met.
- Thought plans were 'up for discussion' – it would seem that this is a naive view.
- Astonished at the speed of this process.
- More notice and more promotion needed for parents to attend 'drop-in'.
- BANES paying lip service to the process.
- Parent wanted assurance that her son would get a place in September 2015 intake at Paulton Infants.
- Parent wanted reassurance that children from new housing will not get priority over village children for Paulton Infants.
- I welcome the expansion of Paulton Infant School.
- It is a fantastic school, fantastic facilities and provides an excellent education and all round experience.
- The fact that it is not a Church funded/Controlled school is very important to me.
- Strong and general objection to current plans for expansion.
- Need to put consultation on hold pending consultation with ALL concerned and affected parties.
- Staggered play and lunchtimes would be disruptive.
- Health & safety of children due to extra vehicles and parents arriving at the one gated entrance.
- Suggestion to build another school on Purnells land.
- Currently 70% of children from Paulton the current 30% capacity should serve the increase.
- Has BANES thought about the secondary school places impact?
- More children mean less chances for those children currently at the school.
- Schools ethos will be lost.
- Removal of hot meals temporarily and removal of kitchen.
- Do not support staggered start/finish times or lunchtimes.
- Access to school grounds for cars and on foot – safety issues.
- Fear that Council has long term plans to expand Paulton so it can justify closing smaller schools.
- Only needed for 2013.
- Have seen a Children's Centre moved from the Polestar site to land near the school. Land could have been used to solve traffic problems.
- All residents in the village affected and should be consulted.
- Have pre-school children been consulted?
- How can enlarging the school based on predictions only at this point be justified? Numbers include children from outside the village.
- Build a new school on the Purnell site.
- Emergency access issues.
- Parents' views are not being taken into account.
- Children with additional needs will find the change difficult.

- There is a lack of information to determine the appropriateness of the proposed increase in numbers.
- Proposal states school with a capacity of 269 ... offering a total of 270 places. No explanation of disparity.
- There has been no consultation with local residents.
- Why enlarge the school based on predictions and not facts?

Pupil Response – Paulton Infant School Council

Views from the children on changes to Paulton Infant School:

- Mostly positive.
- Makes our school a school for everyone.
- There will be more friends to play with.
- More people to learn with.
- Only worry was if the playground would be big enough (explained we might have staggered playtimes).

Paulton Junior School Only

Number of consultation documents distributed: Parents at Paulton Infants (178) and Junior (235), Staff (27 Infants & 27 Juniors), Governing Body (10 Infants & 10 Junior) and Consultees as listed at 10.3 of the Cabinet Report.

Total responses received including Pupil Response: 4

From: Parents: 3

School Council: 1

General Comments:

- Any additional pupils only admitted a whole class at a time.
- Strongly object if current class sizes are increased in interim period.
- Any expansion should be for future year groups only.
- Building work should not impact on existing pupil's education or render facilities being unavailable during building work.
- Still split Year 6 into additional classes.
- Schools budget should be protected during transition.
- Highways concern – the impact of additional traffic.
- Currently 70% of children from Paulton the current 30% capacity should serve the increase.
- Has BANES thought about the secondary school places impact?
- More children mean less chances for those children currently at the school.
- Schools ethos will be lost.
- Concerns about safety of children coming to and from school due to traffic and parking issues.

- It will be imperative that enough teachers are employed to teach single age year groups and not teach mixed year groups.

Pupil Response – Paulton Junior School Council

- I feel excited because new children will be able to have the best teachers in the universe. I am very proud to be in Paulton Junior School. Y5
- I feel very happy because I can make new friends. Y3
- I feel excited about it and it would be good. Y6
- I would like having the school extended, it would be really great. Y5
- I feel excited because more children will have the chance to come to the school. Y5
- You can make new friends. 4S
- It would take up more space in the car park; could join in with the infants playing; more crowded on the tables in the classrooms. Y4
- It would be busy because of all the other children coming in, I would feel very stressed. Y5
- If we were bigger, we will have more stuff. Y4
- I like the idea. Y6
- You would have to make the playground bigger; have a lot more teachers; you could make more friends; have more classes. Y3
- I would feel scared because there would be a lot more children so you might not be able to find the person you want to play with; there would be a lot more noise. Y3
- Happy; lots of new friends, busy; more children, cheerful; more people who can help and more people to be kind to. Y3

Officer response (Paulton Infant and Junior):

Despite concerns expressed by four schools nearby, we expect future pupil numbers to be sufficient to sustain all schools in this area. Other schools nearby are either already full or projected to be filling up over the coming few years from 2013 onwards due to underlying population growth and new housing development. Projections indicate that it may be necessary to add more places to a school or schools in Midsomer Norton in order to accommodate all the pupils projected in this area. In addition, there is an added protection for small rural schools as there is a presumption against the closure of rural schools.

Additional places are needed in Paulton to ensure that all Paulton resident families can obtain a school place for their children at their local school and not have to travel outside of the village, particularly as the local resident population continues to increase over the next few years due to housing currently under construction.

As Paulton Infant and Junior schools have a Rural Schools admissions code, children for whom this is their closest Community or Voluntary Controlled school will have higher priority than a child living closer to another school.

The Governing Body have debated the future of the school kitchen for a number of years, with increasing concerns about the financial drain on the school budget and they agreed that the best location for the new class and for the rest of the school, would be to convert the current kitchen to new accommodation.

The size of a school it itself does not automatically dictate the quality of education and care available to children at that school. Good leadership, management and teaching can be found in both large and small schools and are the factors that are most likely to result in high standards in educational achievement, behaviour and children's general well-being and care.

This is the first of two possible consultation periods for this proposed expansion. On publication of the statutory notice, a second consultation or 'representation period' would be held, giving people a further opportunity to comment on the proposal. At the end of that process, a decision would be made regarding the expansion of the school, which would be conditional on planning permission being granted if it is still outstanding.

The issues surrounding the proposed school buildings, traffic management and car parking will be dealt with as part of the normal planning application process which allows for public consultation and comment. The plans and other planning documents and information for Paulton Infant school are publicly available for viewing and comment as part of the normal planning process. The plans and other planning documents and information for Paulton Junior school will be made publicly available for viewing and comment as part of the normal planning process in due course.

It is understood that Paulton Infant school is planning to make the drawings and plans etc. available shortly so that parents can view and comment on them.

An additional Early Years facility is planned to be located on the Polestar site to accommodate the Early Years children from the Bovis Homes development. The Children's Centre built near the school was to meet existing demand in the area.

Peasedown St John Primary

Number of consultation documents distributed: Parents at Peasedown St John (528), Staff (85), Governing Body (12) and Consultees as listed at 10.3 of the Cabinet Report.

Total responses received including Pupil Response: 14

From: Parents: 7

School Council: 1

BANES Service: 1

Councillor: 1

Other Schools: 3

General Comments:

- Parents concerned about the proposal to enlarge the school.
- School is at its capacity to remain a village school for village children.
- The school is adequate and well equipped for the current pupil size with space for children to play.
- Excellence in many aspects – nurturing environment.
- Concerns about health and safety at the school and outside space due to higher numbers.
- Enormous pressure on the school already.
- Restrict access to the school for children outside of the village.
- Reference to OFSTED report and the ability of teachers to give good quality teaching will be affected by larger numbers.
- Keep as an excellent village school and not an inner city primary.
- Wellow Parish Council concerned about the impact of expansion on St Julian's Primary, Wellow.
- May consider moving their children.
- School already too big.
- Like quality and location of the school.
- Concern about space available to children both inside and outside the school as it is currently.
- Parent currently feels excluded from their children's schooling due to the size of the hall and classrooms.
- School in need of a new site, new building and investment.
- A split school would be beneficial as well as breakfast and after school clubs.
- The school is already bursting at the seams.
- Comments from Governing Body of the Church Valley Schools Federation (Camerton, Shoscombe, St Julian's):
 - Unanimously oppose further expansion of Peasedown St John Primary.
 - All three schools are able to offer places.
 - There is not a Church school in Peasedown St John.
 - This expansion could compromise the long term viability of our schools with a knock-on effect on these rural communities.

Pupil Response – Peasedown St. John Primary School Council

- Younger brothers and sisters and other friends and family children would be more likely to be able to come to the school if it was bigger.
- They would not like themselves to have had to go to another school, especially if this meant going by bus or taxi each day. They therefore did not want other children to have to do that when they were big enough for school.
- Those children in year groups that are already 75 liked the fact that their classes are smaller than they would be if the year group had only two classes.

- Older children recognised that the younger year groups are already larger and it had not caused problems.
- Need to have enough classrooms.
- Need for finding extra teachers.
- Concerns that they may get less PE time in the hall if there were more classes.
- Concerns that the whole school may not be able to do things together, such as assemblies, lunch breaks and playtimes so they may see less of children in other Key Stages.
- My aunty had a baby yesterday, a little boy. I am glad he will be able to come to our school if it is bigger.
- We get good teachers in our school. I think teachers like our school so new teachers will want to come.
- I love PE, especially gymnastics. I would not like less PE time.
- We will need more resources if we have more classes.
- They won't all come at once; we would just have a few more children each year.
- We will win even more matches if we have more children in sports clubs.

Pupil Voice agreed a response for B&NES as follows;

"We are happy for our school to become 75 in each year. We already have that in years R, 1 and 2 and it works well. We like smaller classes and we like knowing that our younger brothers, sisters and friends will be able to come to the school. We like the new classrooms you built for us, they are much better than the older classrooms in the school."

"We would not like the school to become crowded so we may need more classrooms if we get even bigger. We would not like to have less PE time if we had to share with more classes".

Officer response:

The Governors of the school will be able to accommodate the proposed number of children safely on the school site and have stated that they will continue to work closely with the Local Authority to ensure that there is always good quality accommodation to support high quality education for all pupils at the school.

Despite concerns expressed by three schools nearby, we expect future pupil numbers to be sufficient to sustain all schools in this area. Other schools nearby are either already full or projected to be filling up over the coming few years from 2013 onwards due to underlying population growth and new housing development. In addition, there is an added protection for these schools as there is a presumption against the closure of rural schools.

Weston All Saints C of E Primary

Number of consultation documents distributed: Parents at Weston All Saints (450), Staff (80), Governing Body (10) and Consultees as listed at 10.3 of the Cabinet Report.

Total responses received including Pupil Response: 40

From: Parents: 6

School Council: 1

Other Schools: 1

Interested Party: 1

Governors: 1

Local Resident: 23

Councillor: 1

BANES Services: 1

Parent and Local Resident: 5

General Comments:

- Support for the proposed expansion.
- Reference to evidence suggesting larger schools do well/better than smaller schools.
- Quality of leadership is more important than size of school.
- Access and parking concerns.
- Why WASPS and not another school in the area.
- Where will the buildings be located.
- What are the plans for traffic management.
- Safety of children at beginning and end of the day.
- WASPS is a good school but Broadmoor Lane cannot take another 150 children arriving and leaving the school unless something is done to reduce the amount of traffic.
- Parent encouraged that the school is being further improved to cater for more children.
- Parent of a child hopefully starting in 2016 very happy about the proposal but concerned about access arrangements in Vernslade Road.
- Local residents - concerns about access in Vernslade Road, height and location of proposed buildings, questions about proposed entrances, loss of light impact on some houses in Vernslade Road.
- Building on existing playground counter-productive when renewed drive to improve child exercise.
- The kitchen/dining facilities are not big enough for existing numbers of children. KS1 children have to eat their meals in classrooms
- Parking problems in surrounding roads.
- "I am not against the enlargement itself, I think it will be a good idea" although concerns about parking.
- WASPS is a wonderful school and my son really enjoys it, I understand that the school has to accommodate more children, I hope and trust that the move to a larger school does not damage it in any way.
- Parent feels that the surrounding area is not large enough to cope with extra pupils.

- Work from previous building project did impact on children's school life.
- Increase the capacity of Newbridge and St Stephen's.
- Governing Body of St Andrew's Primary School. We do not object to the proposal but wish to highlight some possible implications for St Andrew's:
 - We hope additional places at WASPS will provide opportunity for them to take a higher proportion of in-year admissions.
 - We hope schools not expanding will not be deprived of funds to carry out capital projects to enhance their facilities.
 - We hope that BANES is not opposed to the expansion of VA schools – St Andrew's take children of any faith background and none and are fully inclusive.

Pupil Response – Weston All Saints C of E Primary School Council

- Really good idea because WASPS is such a popular school. Y6
- Brilliant news because it will mean that we can get rid of the Year 3 Portacabins. Y6
- Great idea and good for the school. Y6
- Good idea as it is not fair when pupils can't go to the school of their choice. Y6
- Brilliant idea. It will mean no children having to go back and forward to the Portacabins. Y6
- Great idea as our school has lots of space and land. Y6
- It will be good for lots of children who need a new school. Y2
- Brilliant because children want to go to a school they like. Y2
- It will give the younger children more space. Y4
- All children will get a proper classroom. Y5
- Parents are looking for a school with high standards. Y5
- Outstanding idea – good to have lots of new children. Y4
- More children will make a better school. Y4
- Wonderful idea. It will be lovely for all the children to be part of a new school and for everyone to have a new classroom. Y3
- Good idea to have new space for the younger children. Y3
- It is good that lots of children want a new school. Y1
- It will be good for Y3 children to feel part of KS2 and be in the main building. Y6
- Year 0 children would be quite a long way away from the main part of the school and it would be a long walk to attend assembly. Y3
- It is a shame that Year 6 will not benefit as they will have left! Y6
- It may take a while for the children to get used to different classrooms belonging to different years. Y6
- More teachers will be needed. Y6
- Playgrounds over-crowded with younger children. Y6
- Wanted to check that the steps and entrance on the high pavement would still be used. Y6
- We should be grateful for all we have already. Y5

- It was good that new jobs for teachers would be created with more pupils coming to the school. Y6

Officer response:

The issues surrounding the proposed school buildings, traffic management and car parking will be dealt with as part of the normal planning application process which allows for public consultation and comment. The plans and other planning documents and information will be made publicly available for viewing and comment as part of the normal planning process.

Despite concerns expressed by another school nearby, we expect future pupil numbers to be sufficient to sustain all schools in this area of the city. Other schools nearby are either already full or projected to be filling up over the coming few years from 2013 onwards due to underlying population growth and some new housing development.

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	13th February 2013	AGENDA ITEM NUMBER
TITLE:	Revenue and Capital Budget Monitoring, Cash Limits and Virements – April 2012 to December 2012	EXECUTIVE FORWARD PLAN REFERENCE: E 2423
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report</p> <p>Appendix 1: Revenue & Capital Monitoring Commentary Appendix 2: Revenue Monitoring Statement: All Council Spending Appendix 3: Capital Monitoring Statement: All Council Spending Appendices 4(i) & 4(ii): Proposed Revenue Virements & Revised Revenue Cash Limits 2011/12 Appendices 5(i) & 5(ii): Capital Virements & Capital Programme by Portfolio 2012/13</p>		

1 THE ISSUE

1.1 This report presents the financial monitoring information for the Authority as a whole for the financial year 2012/13 to the end of December 2012.

2 RECOMMENDATION

The Cabinet agrees that:

2.1 The projected outturn position for 2012/13 and accompanying information provided in Appendix 1 is noted.

2.2 Strategic Directors should continue to work towards managing within budget in the current year for their respective service areas, and to manage below budget where possible by not committing unnecessary expenditure, through tight budgetary control.

2.3 The capital expenditure position for the Council in the financial year to the end of December and the year end projections detailed in Appendix 3 of this report are noted.

2.4 The revenue virements listed for approval in Appendix 4(i) are agreed.

2.5 The changes in the capital programme listed in Appendix 5(i) are noted.

3 FINANCIAL IMPLICATIONS

3.1 The financial implications are contained within the body of the report.

4 CORPORATE PRIORITIES

4.1 The annual service and resource 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 is performing against the financial targets set in February 2012 through the Budget setting process.

5 THE REPORT

5.1 The Budget Management Scheme requires that the Cabinet consider the revenue and capital monitoring position four times per year.

5.2 For revenue, where overspent, services are normally expected to seek compensating savings to try and bring budgets back to balance.

5.3 Appendix 1 highlights significant areas of forecast over and under spends in revenue budgets. Appendix 2 outlines the Council's current revenue financial position for the 2012/13 financial year to the end of December 2012 by Cabinet Portfolio. The current forecast outturn position is for an overspend of £213,000 which equates to 0.05% of gross budgeted spend (excluding Schools).

5.4 As previously reported to November Cabinet, the Chief Executive and Strategic Directors have put into place potential mitigations to offset the projected overspend and these continue to be subject to the on-going monitoring and consideration of the projected outturn position. Further details are set out in Appendix 1. Some of these have already been reflected in the decrease from the £1,609,000 forecast overspend reported to September Cabinet, with a number of actions still held to fully offset the current forecast overspend.

5.5 The Council's financial position, along with its financial management arrangements and controls, are fundamental to continuing to plan and provide services in a managed way, particularly in light of the medium term financial challenge. Close monitoring of the financial situation provides information on new risks and pressures in service areas, and appropriate management actions are then identified and agreed to manage and mitigate those risks.

5.6 Revenue budget virements which require cabinet approval are listed in Appendix 4(i). Technical budget adjustments are also shown in Appendix 4(i) for information purposes as required by the Budget Management Scheme.

5.7 Appendix 3 outlines the current position for the 2012/13 Capital budget of £62.19m (excluding contingency), with a current forecast spend of £48.73m which is £13.46m less than the budget.

5.8 Previously approved changes to the capital programme are listed in Appendix 5(i), while Appendix 5(ii) provides the updated capital programme allocated by Portfolio.

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 report is presented as part of the reporting of financial management and budgetary control required by the Council.

9 OTHER OPTIONS CONSIDERED

9.1 None

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.

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 have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Tim Richens - 01225 477468 ; Jamie Whittard - 01225 477213</i> Tim_Richens@bathnes.gov.uk Jamie_Whittard@bathnes.gov.uk
Sponsoring Cabinet Member	<i>Cllr David Bellotti</i>
Background papers	<i>Budget Management Scheme</i>
Please contact the report author if you need to access this report in an alternative format	

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REVENUE BUDGET MONITORING APRIL 2012 TO DECEMBER 2012

- 1.1 Appendix 2 outlines the Council's current financial position for the 2012/13 financial year to the end of December 2012 by Cabinet Portfolio. The Appendix shows the current forecast outturn position is an overspend of £213,000, or 0.05% of the gross expenditure budget (excluding Schools).
- 1.2 Within the current £213,000 forecast overspend figure, there are areas of over and under spending which are detailed below along with planned management actions being taken to reduce any overspends.
- 1.3 As previously reported to November Cabinet, the Chief Executive and Strategic Directors have put into place potential mitigations to offset the projected overspend, by drawing down from appropriate reserves. A sum of up to £600,000 has been identified for potential mitigations should the outturn position require.

1.4 **Leader's Portfolio – forecast £14,000 overspend**

The forecast overspend on this portfolio is mainly in Legal & Democratic Services, where higher external legal fees and under recovery of internal legal recharges are partially offset by savings in Democratic Services and Scrutiny from salary savings. There is also a small underspend in Improvement & Performance.

1.5 **Community Resources Portfolio – forecast £1,637,000 underspend**

The forecast underspend on this portfolio is made up of the following variances:

Support Services: £9,000 overspend. There are a number of overspends and underspends in this area, with Commercial Estate income being forecast £98,000 above budget following acquisition of an additional asset, which has offset a £61,000 overspend in Corporate Estate caused by the running costs taken on for Victoria Hall and a shortfall of income in Traded Services of £20,000. The delay to the restructure in Finance has caused a £58,000 under-achievement of the savings target. There is also £23,000 underspend identified in Risk & Assurance mainly due to vacant posts.

Corporate costs: £1,646,000 forecast underspend, mainly from a £1,000,000 underspend in debt financing costs due to the phasing of the Capital Programme and borrowing to finance this, £233,000 additional income from the licence fee received as a result of the slippage in the completion of Southgate, and £240,000 underspend in allowance purchases in the Carbon Reduction Commitment Scheme, due to reduced CO2 emissions and technical changes to the scheme. There are also savings in the cost of external auditors as a result of Government's rationalisation of the external audit regime.

1.6 Wellbeing Portfolio – forecast on target

Spending pressures of £296,000 in Learning Difficulties packages have been offset within the Portfolio by £59,000 higher than budgeted Fairer Contributions Income from personal contributions by Section 256 funding received in 2012/13 and carried forward funding from 2011/12 for growth in purchasing budgets.

1.7 Early Years, Children & Youth Portfolio – forecast £234,000 overspend

There is an overspend of £621,000 in Children's Social Care, mainly as a result of additional staffing costs following Social Care Improvements Inspection, £83,000 in the Specialist Placement Baby & Parent Unit due to increased use in the current year, and £440,000 in Care Placement Costs due to increased costs & complexity of placements. This overspend will be mitigated by various underspends across the Children's Services Portfolio, which includes staff vacancies in the Children's Leadership Team and additional income from the Nursery Voucher Scheme.

1.8 Homes & Planning Portfolio – forecast £317,000 overspend

This forecast overspend is due entirely to the £400,000 increased Planning Fee income target in Planning Services not being met, as a result of the legislation enabling increased planning fee charges in line with costs not now happening. Since this target raises to £800,000 in 2013/14 onwards, this creates a significant base budget issue in current and future years. Planning Services have forecast to achieve £25,000 of the targeted additional income in 2012/13 due to a 15% increase in fees, a further £25,000 due to a number of large applications, and forecast a saving of £25,000 in overhead costs.

1.9 Sustainable Development Portfolio – forecast £138,000 underspend

This is mainly attributable to underspend in Development & Major Projects of £54,000 due to reduced expenditure on external projects, and a £94,000 underspend in Major Projects due to increased recharges to projects and vacancy savings.

1.10 Neighbourhoods Portfolio – forecast £60,000 underspend

There is a £57,000 forecast overspend in Place Directorate Overheads, mainly due to a drop on the level of recharges being capitalised for the West of England Partnership. There is also income shortfalls in Neighbourhood Services, notably in Pest Control & Bereavement Services.

These are offset by underspends of £55,000 in Waste due to a number of variances over the service, £47,000 in Public Protection mainly due to additional licensing income, and net savings of £47,000 in the Library Service due to service charge savings in Bath Central Library.

1.11 Transport Portfolio – forecast £1,483,000 overspend

This overspend is almost entirely in Parking Services, as reported in detail to September Cabinet in the April to July Budget Monitoring Report.

The service has developed an extensive action plan targeted at improving the performance of the service by investing in new systems which will improve management information and customer experience and options. Expenditure is being closely monitored and contracts for supplies revised to reduce costs. Where underlying income is falling in car parks, options which might improve utilisation and income are being considered and action has been taken to improve the effectiveness of bus gate enforcement.

The effectiveness of these and other mitigating actions are monitored by a Board which includes the Cabinet Member, the Strategic and Divisional Directors responsible for the service, service managers and Finance Officers. It is intended that the proposed budget for 2013/14 will seek to adjust targets to more realistic expectation of the service's trading position.

1.12 The Council has requested that the delivery of the key savings for the 2012/13 budget, including potential impacts, should be included as part of the regular budget monitoring. The following table provides a narrative on key savings:

Description of Saving	Target Saving Amount £'000	Amount Achieved to date £'000	Comments on saving including any service impacts or service user impacts
Wellbeing			
<u>Reduction in unit cost / no. of residential care placements and packages for adults with learning difficulties</u> This is the third and final year of a 3-year programme across all care groups to deliver efficiency savings from adult social care purchasing budgets through a combination of: a) achieving below inflation provider fee 'uplifts'; b) negotiating efficiency savings with providers; c) targeted re-procurements; d) ensuring the tight application of the Placement & Packages Policy & Procedure and e) increasing (lower cost) alternatives to high cost placement/packages.	£825	£825	On track to meet savings target, a number of high-cost packages have been re-negotiated at revised rates. Lower than inflation fee uplifts have also been negotiated with some providers. Savings have also been made from transferring responsibility for out-of-area placements to the appropriate LA/PCT.

Description of Saving	Target Saving Amount £'000	Amount Achieved to date £'000	Comments on saving including any service impacts or service user impacts
<p><u>Reduction in unit cost & number of residential/nursing care placements.</u> This is the third and final year of a 3-year programme across all care groups to deliver efficiency savings from adult social care purchasing budgets through a combination of: a) achieving below inflation provider fee 'uplifts'; b) negotiating efficiency savings with providers; c) targeted re-procurements; d) ensuring the tight application of the Placement & Packages Policy & Procedure and e) increasing (lower cost) alternatives to high cost placement/packages.</p>	£808	£808	<p>Negotiations with providers have resulted in "freezing" rates. However, this has been offset by the impacts of demographic growth and an increasing complexity/acuity of need for these service user groups, which is reflected in the overall cost of meeting that need (more complex/acute need tends to require higher/ more skilled staffing, which is reflected in the overall unit cost). Planned mitigation is to apply available Section 256 funding to these budgets. This is in line with Department of Health guidance, which confirms use of s256 funding not only for reablement, prevention of hospital admission and facilitation of hospital discharge but also "<i>maintaining [social care] eligibility criteria... and mental health</i>" (NHS South of England, 13/01/12)</p>
<p><u>Personal Budgets including Direct payments – Older People & Physically Disabled</u> Elements of the 3-year programme to deliver efficiency savings from adult social care purchasing apply to expenditure on PBs, incl. negotiation of below inflation provider fee 'uplifts' and ensuring the tight application of the Placement & Packages Policy & Procedure. Another related workstream in respect of PBs is the implementation of the national Resource Allocation Scheme which is currently being consulted on. As well as ensuring equity, this will enable tighter control of expenditure.</p>	£205	£205	<p>As with other older people/ mental health purchasing budgets, the PB budget has been subject to pressure from a combination of demographic growth and increase complexity/acuity of need. Planned mitigation is to apply available Section 256 funding to these budgets. This is in line with Department of Health guidance, which confirms use of s256 funding not only for reablement, prevention of hospital admission and facilitation of hospital discharge but also "<i>maintaining [social care] eligibility criteria... and mental health</i>" (NHS South of England, 13/01/12)</p>

Description of Saving	Target Saving Amount £'000	Amount Achieved to date £'000	Comments on saving including any service impacts or service user impacts
<u>Community Resources</u>			
<u>ICT contract savings</u>	350	350	Mouchel have identified a series of service options to achieve these savings. Their robustness & achievability have been reviewed and they are currently on target to be achieved.
<u>Commercial Estate – increased net income stream</u>	300	300	The additional income stream generated by Jolly's is sustainable and built into 2012-13. Achievability is not an issue. The additional net income stream achieved by acquisition of 47 Milsom Street will benefit the service. A more general risk relates to general lettings and void performance within the estate
<u>Homes & Planning</u>			
<u>Planning Development Management</u> - Adoption of local charging for applications to more fully cover costs if the legislation is passed by Parliament in time. (Maybe deferred until Oct 2012) Level of achievable savings depends upon legislation.	400	33	Legislation to charge at cost recovery level will not now happen. This has been replaced by an increase to the charge, but not to the same level, which started in January 2013. This will raise approximately an extra £120k pa, so part year effect is £30k. However we anticipate that some applicants will try to beat that deadline with early submissions, so prudently reduced to £25k

CAPITAL BUDGET MONITORING – APRIL 2012 TO DECEMBER 2012

1.13 The 2012/13 Capital Programme approved by Council in February 2012 was £34.89m (excluding contingency). Since then, £17.69m of spend on existing capital projects has been approved, along with re-phasing of £9.61m as recommended in the 2011/12 Outturn Report on 11th July 2012.

1.14 The approved Capital Programme for 2012/13 is currently £62.19m (excluding contingency), and is detailed in Appendix 5(ii). Changes to the Capital Programme since November Cabinet are shown in Appendix 5(i).

1.15 Progressing Capital Projects Update

- **Keynsham Regeneration** – Planning permission has now been granted and demolition works have commenced. The project is on programme and on budget and is due for completion by the autumn of 2014.
- **Bath Transport Package** – The scheme is now underway and contracts have been let with work started on several elements of the project. The High Street project is progressing, although there will be a short delay that will require some re-phasing of the budget in 2013/14. Planning issues arising in respect of Newbridge Park and Ride are currently being resolved although there is no anticipated impact on overall funding.
- **Guildhall Co working Hub** – Works to refurbish the Guildhall co-working hub are underway. The £214,000 refurbishment contract has been let and work is due to finish on site in late March 2013.
- **Victoria Bridge** –The temporary bridge will remain open for pedestrians and cyclists until Autumn 2013 when the full repair and structural refurbishment will commence. The design team for the permanent works have completed outline design in discussion with the local planning authority. A public exhibition is being planned for March, with a Listed Building Application submission to follow.
- **Rossiter Road** – Major Projects are completing a cost evaluation and will provide a report setting out options to deliver this project within the funding available.
- **St Gregory's and St Mark's Joint 6th Form Centre** - The project was granted consent at the September Development and Control Committee. Contractors have been appointed and have commenced enabling works. All works are progressing to budget and programme. The planned completion dates is August 2013.
- **Ralph Allen Applied Learning Centre** – The projects is for a new Applied Learning Facility plus enhanced sports facilities with the provision of an all-weather sports pitch. The scheme has been granted planning consent and contractors appointed. Works commenced on site in September. All work is progressing to programme and budget.

APPENDIX 2

**Bath & North East
Somerset Council**

Portfolio Summary Monitor	CURRENT YEAR 2012/13 FORECAST OUTTURN					ADVERSE / FAVOURABLE
	REVENUE SPENDING For the Period APRIL 2012 to DECEMBER 2012	Forecast Gross Expenditure	Forecast Gross Income	Net Forecast Actual	Annual Current Budget	
	£'000	£'000	£'000	£'000	£'000	£'000
Leader	15,685	(10,325)	5,360	5,346	14	ADV
Community Resources	49,863	(40,788)	9,075	10,711	(1,637)	FAV
Wellbeing	93,588	(37,552)	56,036	56,036		ON TARGET
Early Years, Children & Youth	158,045	(132,141)	25,904	25,670	234	ADV
Homes & Planning	7,314	(2,433)	4,881	4,564	317	ADV
Sustainable Development	14,895	(15,789)	(894)	(756)	(138)	FAV
Neighbourhoods	28,556	(6,823)	21,733	21,793	(60)	FAV
Transport	29,991	(22,051)	7,940	6,457	1,483	ADV
TOTAL COUNCIL	397,938	(267,902)	130,036	129,823	213	ADV

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Capital Budget Summary

Appendix 3

Capital Monitor Apr 2012/13 - Dec 2012/13 Summary	Current Year		Prior Years Total Spend £' 000's	Budget			Forecast			Variance				
	Actuals £' 000's	Commitments £' 000's		Actual Spend to Date £' 000's	Budget 2012/2013 £' 000's	Budget 2013/2014 £' 000's	Budget 2014/2015 £' 000's	Total Scheme Budget £' 000's	Forecast 2012/2013 £' 000's	Forecast 2013/2014 £' 000's	Forecast 2014/2015 £' 000's	Total Scheme Forecast £' 000's	Current Year £' 000's	Scheme £' 000's
	Place	8,005	2,647	10,652	19,061	17,898	2,353	795	40,107	14,444	2,034	405	35,844	(3,453)
Childrens Services	6,046	302	6,348	52,436	14,236	2,902	1,175	70,768	12,831	4,601	1,203	71,090	(1,405)	321
Adult Social Services & Housing	969	0	969	1,584	2,110	77	0	3,771	1,479	564	0	3,627	(631)	(144)
Resources	8,691	342	9,033	11,465	19,991	19,614	8,414	59,489	14,496	22,962	9,080	58,008	(5,495)	(1,480)
Regeneration, Skills & Major Projects	2,561	137	2,698	165,336	7,952	3,664	3,264	181,820	5,478	4,416	2,979	180,961	(2,474)	(859)
Total	26,272	3,427	29,699	249,882	62,187	28,610	13,648	355,955	48,729	34,577	13,667	349,630	(13,458)	(6,324)
Corporate Budgets	0	0	0	0	2,590	0	0	2,590	0	0	0	0	(2,590)	(2,590)
GRAND TOTAL	26,272	3,427	29,699	249,882	64,777	28,610	13,648	358,545	48,729	34,577	13,667	349,630	(16,049)	(8,915)

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2012/2013 Revenue Virements for Approval

Appendix 4(i)

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.

OVERALL TOTALS		0	0	0	0	0	0	0	0		
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2012/2013 Revenue Virements for Information

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 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#36	6/7 Bus Service	Council Balances	Revenue Budget Contingency		33,308	Transport	Transportation Planning (incl. Public Transport)		33,308	Drawdown from Revenue Budget Contingency for No 6 / 7 Bus Routes (as allocated in July 2011 Cabinet). Drawdown approved by Divisional Director - Finance 13/12/12.	Budget virement is one- off.
INFO 12#37	East of Bath Park & Ride	Council Balances	Revenue Budget Contingency		20,000	Transport	Transportation Planning (incl. Public Transport)		20,000	Drawdown from Revenue Budget Contingency for work on East of Bath Park & Ride. Drawdown approved by Divisional Director - Finance 13/12/12.	Budget virement is one- off.
INFO 12#38	Early Years	Council Balances	Revenue Budget Contingency		10,000	Early Years, Children & Youth	Learning & Inclusion		10,000	Drawdown from Revenue Budget Contingency for Radstock Playscheme Funding (as allocated by July 2011 Cabinet). Drawdown approved by Divisional Director - Finance 19/12/12.	Budget virement is one- off.

OVERALL TOTALS		0	63,308	0	63,308	0	63,308	0	63,308		
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Portfolio Cash Limits 2012/13 - Revenue Budgets

Appendix 4 (ii)

CABINET PORTFOLIO	Service	Nov'12 Revised Cash Limits £'000	Technical Adjustments, below BMS limits or already agreed - shown for information £'000	Total Virements for Approval £'000	Feb'13 Revised Cash Limits £'000
Leader	Policy & Partnerships	1,530			1,530
	Transformation Service	738			738
	Council's Retained ICT Budgets	(1,507)			(1,507)
	Council Solicitor & Democratic Services	1,969			1,969
	Improvement & Performance	2,616			2,616
	PORTFOLIO SUB TOTAL	5,346			5,346
Community Resources	Finance	1,882			1,882
	Support Services Change Programme	96			96
	Customer Services	2,695			2,695
	Risk & Assurance Services	1,222			1,222
	Property Services	684			684
	Corporate Estate Including R&M	5,977			5,977
	Commercial Estate	(12,730)			(12,730)
	Traded Services	(49)			(49)
	Hsg / Council Tax Benefits Subsidy	305			305
	Capital Financing / Interest	6,118			6,118
	Unfunded Pensions	1,709			1,709
	Corporate Budgets incl. Capital, Audit & Bank Charges	3,494			3,494
	New Homes Bonus Grant	(1,218)			(1,218)
	Magistrates	17			17
	Coroners	305			305
Environment Agency	205			205	
	PORTFOLIO SUB TOTAL	10,711			10,711
Wellbeing	Adult Services	55,438			55,438
	Adult Substance Misuse (Drug Action Team)	598			598
	Employment Development				
	PORTFOLIO SUB TOTAL	56,036			56,036
Early Years, Children & Youth	Children, Young People & Families	11,511			11,511
	Learning & Inclusion	19,655	10		19,665
	Health, Commissioning & Planning	(113,383)			(113,383)
	Schools Budget	107,887			107,887
	PORTFOLIO SUB TOTAL	25,670	10		25,680
Homes & Planning	Planning Services	2,283			2,283
	Building Control & Land Charges	102			102
	Housing	2,179			2,179
	PORTFOLIO SUB TOTAL	4,564			4,564
Sustainable Development	Arts	519			519
	Tourism & Destination Management	1,002			1,002
	Heritage including Archives	(3,795)			(3,795)
	Major Projects Support	571			571
	Development & Regeneration	947			947
	PORTFOLIO SUB TOTAL	(756)			(756)

Portfolio Cash Limits 2012/13 - Revenue Budgets

Appendix 4 (ii)

CABINET PORTFOLIO	Service	Nov'12 Revised Cash Limits £'000	Technical Adjustments, below BMS limits or already agreed - shown for information £'000	Total Virements for Approval £'000	Feb'13 Revised Cash Limits £'000
Neighbourhoods	Service Delivery - Overheads	928			928
	Waste	10,918			10,918
	Public Protection	1,028			1,028
	Neighbourhood Services	5,306			5,306
	Libraries & Information	2,468			2,468
	Sports & Active Leisure	996			996
	Community Safety	149			149
	PORTFOLIO SUB TOTAL	21,793			21,793
Transport	Transport Design & Projects	842			842
	Transportation Planning (incl. Public Transport)	5,984	53		6,038
	Park & Ride	(684)			(684)
	Highways - Network Maintenance	7,439			7,439
	Highways - Transport & Fleet Management	(46)			(46)
	Car Parking (excluding Park & Ride)	(7,131)			(7,131)
	PORTFOLIO SUB TOTAL	6,404	53		6,457
	NET BUDGET	129,770	63		129,833

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	8,483	63		8,546
Total	129,770	63		129,833

Capital Virements - Additions & Reductions 2012/2013

Appendix 5 (i)

REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP12#52 - 2012	Disabled Facilities Grant	Government Grant / 3rd Party Contribution	175,000		Adult Services - Disabled Facilities Grant		175,000	Approved by Technical Adjustment December 2012
CAP12#53 - 2012	Minor Improvements - Highways	3rd Party Contribution	6,000		Service Delivery - Highways		6,000	Approved by Technical Adjustment December 2012
CAP12#54 - 2012	River Avon Safety Fencing	Corporate Supported Borrowing (Headroom) / 3rd Party Contribution	100,000		Service Delivery - Neighbourhoods		100,000	Approved by Cabinet December 2012
CAP12#55 - 2012	Beechen Cliff Woodland	Corporate Supported Borrowing (Headroom)	500,000		Service Delivery - Neighbourhoods		500,000	Approved by Cabinet December 2012
CAP12#56 - 2012	Weston All Saints Primary	Government Grant	130,000		Children's Services - Weston All Saints Primary		130,000	Approved by Cabinet December 2012
CAP12#57 - 2012	Castle Primary	Government Grant	75,000		Children's Services - Castle Primary		75,000	Approved by Cabinet December 2012
CAP12#58 - 2012	Paulton Infant	Government Grant	250,000		Children's Services - Paulton Infant		250,000	Approved by Cabinet December 2012
CAP12#59 - 2012	Farrington Gurney Primary	Government Grant	115,000		Children's Services - Farrington Gurney Primary		115,000	Approved by Cabinet December 2012
CAP12#60 - 2012	St Saviour's Junior	Government Grant	15,000		Children's Services - St Saviour's Junior		15,000	Approved by Cabinet December 2012
CAP12#61 - 2012	Paulton Junior	Government Grant	15,000		Children's Services - Paulton Junior		15,000	Approved by Cabinet December 2012
OVERALL TOTALS			28,259,861	27,305,042		954,819	28,259,861 -27,305,042	

Capital Virements - Additions & Reductions 2012/2013

Appendix 5 (i)

REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
Capital Virements - Additions & Reductions Future Years								
REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP12#56 - 2012	Weston All Saints Primary - 2013/2014	Government Grant	990,000		Children's Services - Weston All Saints Primary		990,000	Approved by Cabinet December 2012
CAP12#56 - 2012	Weston All Saints Primary - 2014/2015	Government Grant	680,000		Children's Services - Weston All Saints Primary		680,000	Approved by Cabinet December 2012
CAP12#57 - 2012	Castle Primary - 2013/2014	Government Grant	230,000		Children's Services - Castle Primary		230,000	Approved by Cabinet December 2012
CAP12#57 - 2012	Castle Primary - 2014/2015	Government Grant	475,000		Children's Services - Castle Primary		475,000	Approved by Cabinet December 2012
CAP12#57 - 2012	Castle Primary - 2015/2016	Government Grant	20,000		Children's Services - Castle Primary		20,000	Approved by Cabinet December 2012
CAP12#58 - 2012	Paulton Infant - 2013/2014	Government Grant	580,000		Children's Services - Paulton Infant		580,000	Approved by Cabinet December 2012
CAP12#58 - 2012	Paulton Infant - 2014/2015	Government Grant	20,000		Children's Services - Paulton Infant		20,000	Approved by Cabinet December 2012
OVERALL TOTALS			6,680,000	1,132,000		1,132,000	6,680,000	
				5,548,000			-5,548,000	

Capital Programme by Portfolio - 2012/2013
Revised Capital Cash Limits by Portfolio

CAPITAL SCHEME	2012/2013		
	Revised Budget After 14 November Cabinet	Approvals to 13 February Cabinet	Budget at 13 February Cabinet
	£000	£000	£000
Transport			
Local Sustainable Transport Fund	575		575
CIVITAS schemes	160		160
BTP - Pre Construction Costs	1,487		1,487
BTP Property	122		122
Highways Structural Maintenance	4,150	6	4,156
Local Transport Improvement Schemes	1,482		1,482
Parking Vehicle Fleet Replacement	65		65
ANPR Parking System (On/Off Street)	351		351
CCTV Bus Lane Enforcement Upgrade	4		4
Smart Card E Purse for WofE	331		331
Victoria Bridge	1,413		1,413
LED Street Lighting	2,000		2,000
5 Arches	0		0
Rossiter Road	1,618		1,618
20mph Schemes	259		259
CCTV Equipment - BWR	8		8
Better Bus Fund	320		320
	14,345	6	14,351
Neighbourhoods			
Vehicle Replacements - Waste	114		114
Waste Depot Fuel System Replacement	220	(98)	122
ANPR CCTV - Recycling Centre	29		29
Route Planning Software	50		50
Vehicle Replacement / Tracking / Cleansing - Neighbourhoods	401		401
Haycombe Crematorium Chapel Refurbishment	155	45	200
Allotments	125		125
Paulton Library Relocation	222		222
Toilet Facilities Grant	4		4
Odd Down Playing Field - Cycle Track	363	237	600
Paulton Swimming Pool Grant	0	10	10
River Avon Safety Fencing	0	140	140
Beechen Cliff Woodlands	0	500	500
	1,683	834	2,517
Sustainable Development			
Roman Baths Site Development - Catering	309	20	329
Heritage Infrastructure Development	300		300
Beau Street Coin Hoard	100		100
Hetling Spring Borehole	300		300
Combe Down Stone Mines (HCA)*	265		265
Combe Down Stone Mines (Council)*	0		0
BWR Council Project Team	555		555
BWR - Affordable Housing	1,450		1,450
BWR - Infrastructure	972		972
NRR Infrastructure	1,023		1,023
Creative Hub	500		500
BDUK Broadband	230		230
London Road Regeneration - Public Realm Landscape Design	30		30
	6,034	20	6,054
Early Years, Children & Youth			
Schools Capital Maintenance Programme	1,008		1,008
Schools Capital Maintenance Programme	200		200
Carbon Reduction Project			

Capital Programme by Portfolio - 2012/2013
Revised Capital Cash Limits by Portfolio

CAPITAL SCHEME	2012/2013		
	Revised Budget After 14 November Cabinet	Approvals to 13 February Cabinet	Budget at 13 February Cabinet
	£000	£000	£000
Ralph Allen Applied Learning Centre	2,223		2,223
Ralph Allen			
S106 Science Laboratories / Window Replacement / S106 Re-modelling	124		124
Wellsway Sports Hall (inc 6 court)	1,921		1,921
Devolved Capital 2012/2013	2,455		2,455
Seed Challenge	16		16
School Travel Plans	18		18
Private Capital	147		147
School Managed Projects	7		7
Specialist Schools	79		79
Section 106	65		65
Play Pathfinder	3		3
Early Years / Extended Services / Twerton S106	83	103	186
Withlington BSF	205		205
Writhlington ALC	47		47
Beechen Cliff ATP	16		16
Primary Capital Programme	39		39
Children's Services Capital Schemes	309		309
Children's Services Capital Schemes Managed by Property	755		755
Aiming High for Disabled Children	19	50	69
Care Services	22		22
Basic Needs Contingency	22		22
Southside	(59)		(59)
BN - Moorland Inf Expansion	0		0
BN - Oldfield Park Infants Expansion	455		455
Oldfield Co Ed Capital Improvements	618		618
BN - Peasedown St John	7		7
Peasedown St John - ALC	294		294
St Gregory's / St Mark's 6th Form	1,251		1,251
Culverhay Co-Ed Capital Improvements	296		296
Lansdown Tuition Centre	63		63
Radstock Nursery Provision	465		465
Wellsway DDA	18		18
Three Ways Traffic Management	104		104
Schools Carbon Reduction Scheme - Lighting at Widcombe	1		1
Margaret Coates Centre Expansion	150	25	175
Youth Projects	0	10	10
BN 2012/2013 Schemes			
Weston All Saints Primary / Castle Primary / Paulton Infant / Farrington Gurney Primary / St Saviour's Junior / Paulton Junior	0	600	600
	13,446	788	14,234
Community Resources			
Corporate Estate Planned Maintenance	1,123	(45)	1,078
Risk Assessment/Disabled Access (DDA)	916		916
Disposals - Blue Coat House	23		23
Disposal Cost of Sales	443		443
Property Developments - Saw Close	184	96	280
47 Milsom Street	5,135		5,135
Workplaces Programme Delivery	879		879
Lewis House (inc Comms Hub & OSS)	1,000		1,000
Hollies	318		318
Keynsham Regeneration & New Build	8,122		8,122
Customer Services System	1,075		1,075
Agresso System	13		13
CRM - Northgate Upgrade	110		110
CRM - Radius Upgrade	100		100
Public Realm - Wayfinding	303		303
Public Realm - Preparatory Project	0		0
Public Realm - High Street	1,530		1,530
Public Realm - Northumberland Place	247		247

Capital Programme by Portfolio - 2012/2013

Revised Capital Cash Limits by Portfolio

CAPITAL SCHEME	2012/2013		
	Revised Budget After 14 November Cabinet	Approvals to 13 February Cabinet	Budget at 13 February Cabinet
	£000	£000	£000
Public Realm - Pattern Book	346		346
Public Realm - Street Furniture	90		90
Public Realm - Team Costs	127		127
Southgate - Council	162		162
Southgate - Council	123		123
Contingency	2,640	(50)	2,590
	25,009	1	25,010
Leader			
Policy & Partnerships	500		500
	500	0	500
Homes and Planning			
Housing Association Grant	194		194
Supported Housing Development	73		73
	267	0	267
Wellbeing			
Disabled Facilities Grant	1,020	175	1,195
Adult PSS Capital Grant	587		587
Adult Care IT Projects	25		25
Occupational Therapy Equipment	36		36
	1,668	175	1,843
GRAND TOTAL	62,952	1,824	64,776
Sources of Funding (£'000)			
Government Supported Borrowing	0	0	0
EU/Government Grant	10,439	1,012	11,451
Capital Receipts (inc RTB)	5,048	92	5,140
Revenue	931	20	951
Service Supported Borrowing / Unsupported Borrowing / Corporate Supported Borrowing (Headroom) (inc Inter Yr Adjustments)	45,204	497	45,701
s106 Contribution	315	138	453
Other 3rd Party	1,015	65	1,080
Total	62,952	1,824	64,776

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Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	13th February 2013	AGENDA ITEM NUMBER
TITLE:	Treasury Management Monitoring Report to 31st December 2012	EXECUTIVE FORWARD PLAN REFERENCE: E 2425
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix 1 – Performance Against Prudential Indicators Appendix 2 – The Council’s Investment Position at 31st December 2012 Appendix 3 – Average monthly rate of return for 1st 9 months of 2012/13 Appendix 4 – The Council’s External Borrowing Position at 31st December 2012 Appendix 5 – Arlingclose’s Economic & Market Review of 2012/13 Appendix 6 – Interest & Capital Financing Budget Monitoring 2012/13 Appendix 7 – Summary Guide to Credit Ratings</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, review performance during the year, and approve 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 2012/13 for the first nine months of 2012/13.

2 RECOMMENDATION

The Cabinet agrees that:

2.1 the Treasury Management Report to 31st December 2012, prepared in accordance with the CIPFA Treasury Code of Practice, is noted

2.2 the Treasury Management Indicators to 31st December 2012 are noted.

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 The average rate of investment return for the first nine months of 2012/13 is 0.91%, which is 0.45% above the benchmark rate.
- 5.2 The Council's Prudential Indicators for 2012/13 were agreed by Council in February 2012 and performance against the key indicators is shown in **Appendix 1**. All indicators are within target levels.

Summary of Returns

- 5.3 The Council's investment position as at 31st December 2012 is given in **Appendix 2**. The balance of deposits as at 30th September 2012 & 31st December 2012 are also set out in the pie charts in this appendix.
- 5.4 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 2012/13 financial year. The Council acts as an agent and 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. Since these funds are invested separately from the Council's cash balances and have been placed short term with the Debt Management Office and other Local Authorities, they are excluded from figures given in this report.
- 5.5 Gross interest earned on investments for the first six months totalled £684k. Net interest, after deduction of amounts due to West of England Growth Points, B&NES PCT and schools, is £573k. **Appendix 3** details the investment performance, the average rate of interest earned over this period was 0.91%, which is 0.45% above the benchmark rate of average 7 day LIBID +0.05% (0.46%).

Summary of Borrowings

- 5.6 No new borrowing has taken place in 2012/13. The Council's total borrowing is currently £120 million. The Council's Capital Financing Requirement (CFR) as at 31st March 2012 was £136.1 million. This represents the Council's need to borrow to finance capital expenditure, and demonstrates that the borrowing taken to date relates to funding historical capital spend. No further borrowing is anticipated during the remainder of 2012/13.

5.7 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 31st 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 5.5.

5.8 The current borrowing portfolio is shown in **Appendix 4**.

Strategic & Tactical Decisions

5.9 As shown in the charts at **Appendix 2**, investments continue to be focussed on UK banks that have either already or are likely to receive support from the UK Government should they experience financial difficulties. As at 31st December 2012, £9.0m was invested with other Local Authorities to increase diversification whilst maintaining strong counterparty rating. To increase diversification further, the Council now invests in AAA rated Money Market funds as authorised in the 2012/13 Treasury Management Strategy. The Council has not invested with the Debt Management Office in the third quarter of 2012/13.

5.10 Due to concerns related to the current Eurozone debt situation, the Council does not currently hold any direct investments with banks in countries 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 As previously reported, the downgrading of many UK banks by the credit rating agencies places an increasing challenge for the delivery of the Council's Treasury Management requirements. In the short term this can be accommodated within the approved Treasury Management Strategy although any further significant changes may require an interim review of the Strategy.

5.12 Based on current Borrowing and Investment rates, it is envisaged that we will continue to utilise the Council's cash flow balances to meet approved capital expenditure and delay draw down of any new borrowing. Working closely with our Treasury advisers we also continue to monitor opportunities to repay or refinance historic debt positions although current market conditions mean the repayment premiums attached to early redemptions significantly outweigh the potential benefits in terms of reduce debt costs.

5.13 The Council's average investment return remains in line with budget at 1% although the continued reduction in current market rates (as reflected in the advisors review at **Appendix 5**) will inevitably impact on this return going forwards. We will continue to review opportunities with our advisors, within the limits set in the Council's current Treasury Strategy.

Future Strategic & Tactical Issues

5.14 The Council's treasury management adviser Sterling Consultancy Services was acquired by Arlingclose Limited in October 2012. Arlingclose continues to provide advice and information on the Council's investment and borrowing activities under the same contract terms as agreed with Sterling Consultancy Services.

- 5.15 Our treasury management advisors economic and market review for the third quarter of 2012/13 is included in **Appendix 5**.
- 5.16 The Bank of England base rate has remained constant at 0.50% since March 2009.
- 5.17 The UK's current AAA sovereign rating was put on negative watch by Standard & Poor's, one of the largest credit rating agencies, in December 2012, increasing speculation that the UK will lose its AAA rating during 2013.

Budget Implications

- 5.18 A breakdown of the revenue budget for interest and capital financing and the forecast year end position based on the period April to December is included in **Appendix 6**. This is currently forecast to remain on target for 2012/13.

6 RISK MANAGEMENT

- 6.1 The Council's lending & borrowing list is 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 Arlingclose.
- 6.2 The 2009 edition of 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 in February 2012 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.

Contact person	<i>Tim Richens - 01225 477468 ; Jamie Whittard - 01225 477213</i> Tim.Richens@bathnes.gov.uk Jamie.Whittard@bathnes.gov.uk
Sponsoring Cabinet Member	<i>Councillor David Bellotti</i>
Background papers	<i>2012/13 Treasury Management & Investment Strategy</i>
Please contact the report author if you need to access this report in an alternative format	

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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.

	2012/13 Prudential Indicator	2012/13 Actual as at 31st Dec. 2012
	£'000	£'000
Borrowing	171,000	120,000
Other long term liabilities	2,000	0
Cumulative Total	173,000	120,000

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.

	2012/13 Prudential Indicator	2012/13 Actual as at 31st Dec. 2012
	£'000	£'000
Borrowing	161,000	120,000
Other long term liabilities	2,000	0
Cumulative Total	163,000	120,000

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.

	2012/13 Prudential Indicator	2012/13 Actual as at 31st Dec. 2012
	£'000	£'000
Fixed interest rate exposure	171,000	100,000*

* 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).

	2012/13 Prudential Indicator	2012/13 Actual as at 31st Dec. 2012
	£'000	£'000
Variable interest rate exposure	0	-68,900*

*This is the variable rate debt (LOBOs of £20m) less the £88.9m 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. The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments.

	2012/13 Prudential Indicator	2012/13 Actual as at 31 st Dec. 2012
	£'000	£'000
Investments over 364 days	30,000	1,000

6. Maturity Structure of new fixed rate borrowing during 2012/13

This indicator is set to control the Council's exposure to refinancing risk.

	Upper Limit	Lower Limit	2012/13 Actual as at 31 st Dec. 2012
	%	%	%
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

7. Average Credit Rating

The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the weighted average credit rating of its investment portfolio. A summary guide to credit ratings is set out at **Appendix 7**

	2012/13 Prudential Indicator	2012/13 Actual as at 31 st Dec. 2012
	Rating	Rating
Minimum Portfolio Average Credit Rating	A+	AA-

APPENDIX 2

The Council's Investment position at 31st December 2012

	Balance at 31 st December 2012
	£'000's
Notice (instant access funds)	13,900
Up to 1 month	7,000
1 month to 3 months	30,000
Over 3 months	39,000
Total	89,900

The investment figure of £89.9 million is made up as follows:

	Balance at 31 st December 2012
	£'000's
B&NES Council	72,121
B&NES PCT	8,829
West Of England Growth Points	1,162
Schools	7,788
Total	89,900

The Council had an average net positive balance of £90.7m (including Growth Points & B&NES PCT Funding) during the period April 2012 to December 2012.

Chart 1: Council Investments as at 31st Dec. 2012 (£89.9m)

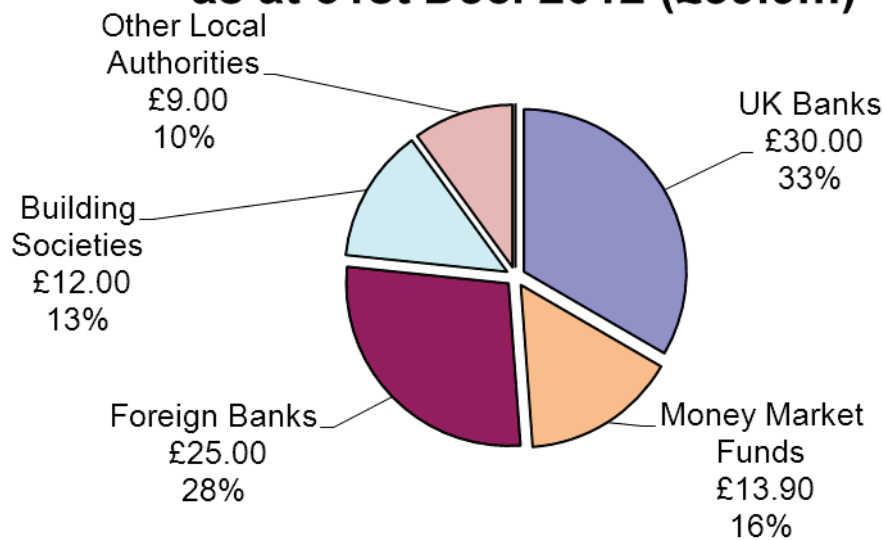


Chart 2: Council Investments as at 30th Sep. 2012 (£89.4m)

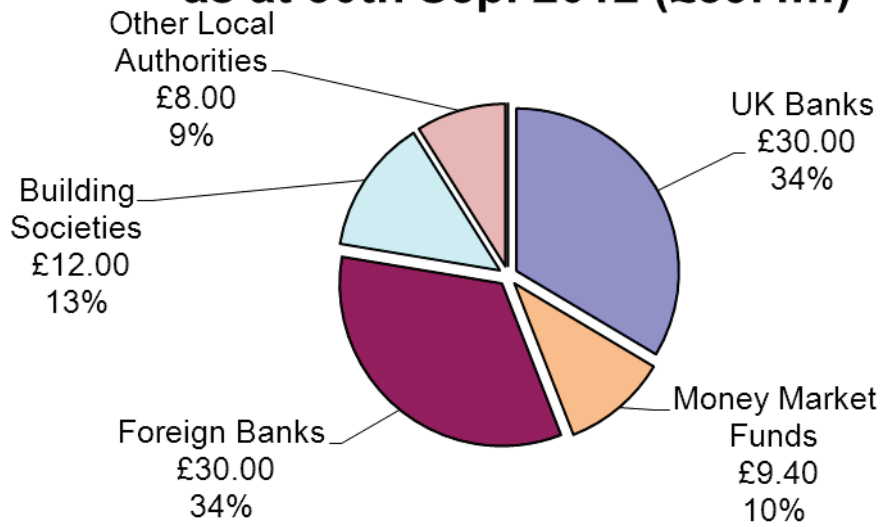


Chart 3: Council Investments per Lowest Equivalent Long-Term Credit Ratings (£89.9m) - 31st Dec. 2012

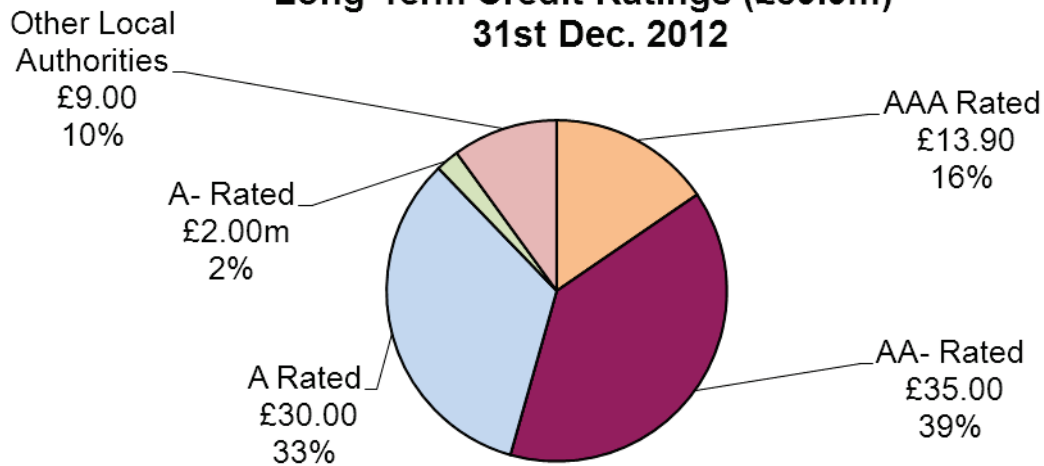
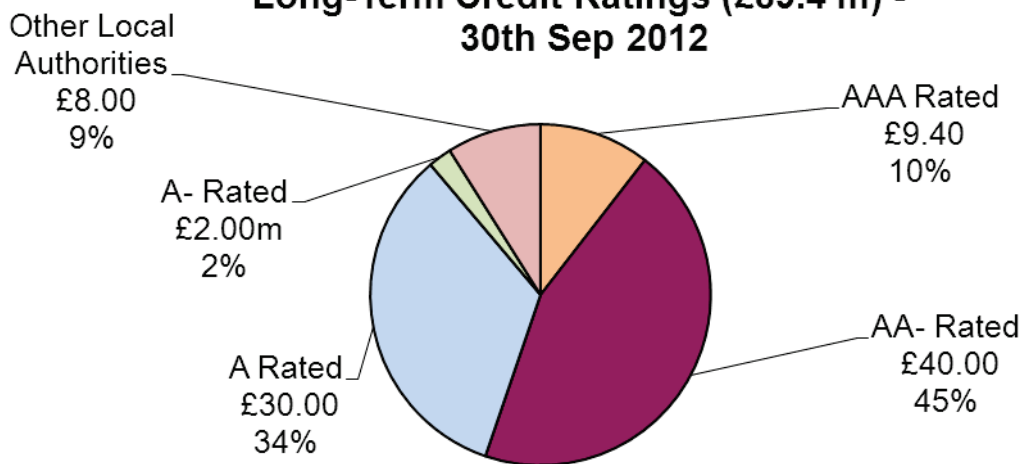


Chart 4: Council Investments per Lowest Equivalent Long-Term Credit Ratings (£89.4 m) - 30th Sep 2012



APPENDIX 3

Average rate of return on investments for 2012/13

	April %	May %	June %	July %	August %	Sept. %
Average rate of interest earned	1.11%	1.10%	1.03%	1.01%	0.87%	0.88%
Benchmark = Average 7 Day LIBID rate +0.05%	0.50%	0.50%	0.49%	0.47%	0.45%	0.44%
Performance against Benchmark %	+0.61%	+0.60%	+0.54%	+0.54%	+0.42%	+0.44%

	Oct. %	Nov. %	Dec. %	Average for Period
Average rate of interest earned	0.75%	0.70%	0.68%	0.91%
Benchmark = Average 7 Day LIBID rate +0.05%	0.42%	0.42%	0.41%	0.46%
Performance against Benchmark %	+0.33%	+0.28%	+0.27%	+0.45%

APPENDIX 4

Councils External Borrowing at 31st December 2012

LONG TERM	Amount	Fixed Term	Interest Rate	Variable Term	Interest Rate
PWLB	10,000,000	30 yrs	4.75%	n/a	n/a
PWLB	20,000,000	48 yrs	4.10%	n/a	n/a
PWLB	10,000,000	46 yrs	4.25%	n/a	n/a
PWLB	10,000,000	50 yrs	3.85%	n/a	n/a
PWLB	10,000,000	47 yrs	4.25%	n/a	n/a
PWLB	5,000,000	25 yrs	4.55%	n/a	n/a
PWLB	5,000,000	50 yrs	4.53%	n/a	n/a
PWLB	5,000,000	20 yrs	4.86%	n/a	n/a
PWLB	10,000,000	18 yrs	4.80%	n/a	n/a
PWLB	15,000,000	50 yrs	4.96%	n/a	n/a
KBC Bank N.V*	5,000,000	2 yrs	3.15%	48 yrs	4.50%
KBC Bank N.V*	5,000,000	3 yrs	3.72%	47 yrs	4.50%
Eurohypo Bank*	10,000,000	3 yrs	3.49%	47 yrs	4.50%
TOTAL	120,000,000				

*All LOBO's (Lender Option / Borrower Option) have reached the end of their fixed interest period and have reverted to the variable rate of 4.50%. 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

Economic and market review for October 2012 to December 2012 (Arlingclose)

Despite some stronger economic growth data towards the end of 2012, UK consumers are yet to loosen their purse strings and businesses are still reticent to make long-term investment decisions. The momentum in GDP growth developed in the Olympics-affected Q3 is therefore unlikely to be sustained while uncertainty over the economic outlook persists. Consumer Price Inflation has picked up from the low of 2.2% in September to 2.7% in November and it is expected to be affected by volatility in energy and commodity prices throughout 2013.

The Bank of England's Monetary Policy Committee is monitoring current economic conditions after voting not to extend quantitative easing in November. Policymakers appear to be hoping the Funding for Lending Scheme (FLS), which started in August, is more effective at easing restricted credit conditions. Although HSBC has publically itself from the scheme, most of the UK's biggest lenders have now signed up. There has been some indication in recent data that the FLS is beginning to boost lending to the household sector, but business lending remains relatively subdued. Further asset purchases remain a distinct possibility, although above target inflation may constrain the MPC in the near future. Based on the last Inflation Report, Bank of England policymakers believe there is a good chance that the CPI rate will remain above target throughout 2013.

The US Federal Reserve has responded to the slowdown in growth and employment with large scale asset purchases of \$85bn a month until the outlook for the labour market improves substantially. The US public finance 'fiscal cliff' remains a serious risk despite the last minute deal reached before the deadline at the end of December. The deal shied away from tackling the necessary spending cuts, although the issue of taxation has probably now been resolved. The political turmoil is likely to return in March when the various houses of government need to reach agreement on the debt ceiling to avoid default. This creates the stage for further political brinkmanship and likely means further volatility for financial markets.

The Eurozone is making slow headway, with the European Stability Mechanism now operational, announcements on the Outright Monetary Transactions programme well received, and some progress being made towards banking union. These have placated markets and curtailed some of the immediate risks to the stability of the monetary union. A sustainable solution to the Eurozone crisis is some way off though, as fiscal integration and mutualisation of Eurozone sovereign debt liabilities remain politically unpalatable.

APPENDIX 6

Interest & Capital Financing Costs – Budget Monitoring 2012/13 (April to December)

April to December 2012	YEAR END FORECAST			ADV/FAV
	Budgeted Spend or (Income) £'000	Forecast Spend or (Income) £'000	Forecast over or (under) spend £'000	
Interest & Capital Financing				
- Debt Costs	6,200	6,200		
- Internal Repayment of Loan Charges	(5,362)	(5,362)		
- Ex Avon Debt Costs	1,432	1,432		
- Minimum Revenue Provision (MRP)	4,440	4,440		
- Interest on Balances	(492)	(492)		
Sub Total - Capital Financing	6,218	6,218		

APPENDIX 7
Summary Guide to Credit Ratings

Rating	Details
AAA	Highest credit quality – lowest expectation of default, which is unlikely to be adversely affected by foreseeable events.
AA	Very high credit quality - expectation of very low default risk, which is not likely to be significantly vulnerable to foreseeable events.
A	High credit quality - expectations of low default risk which may be more vulnerable to adverse business or economic conditions than is the case for higher ratings.
BBB	Good credit quality - expectations of default risk are currently low but adverse business or economic conditions are more likely to impair this capacity.
BB	Speculative - indicates an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time.
B	Highly speculative - indicates that material default risk is present, but a limited margin of safety remains. Capacity for continued payment is vulnerable to deterioration in the business and economic environment.
CCC	Substantial credit risk - default is a real possibility.
CC	Very high levels of credit risk - default of some kind appears probable.
C	Exceptionally high levels of credit risk - default is imminent or inevitable.
RD	Restricted default - indicates an issuer that has experienced payment default on a bond, loan or other material financial obligation but which has not entered into bankruptcy filings, administration, receivership, liquidation or other formal winding-up procedure, and which has not otherwise ceased operating.
D	Default - indicate an issuer that has entered into bankruptcy filings, administration, receivership, liquidation or other formal winding-up procedure, or which has otherwise ceased business.

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	13th February 2013	AGENDA ITEM NUMBER
TITLE:	Treasury Management Strategy Statement and Annual Investment Strategy 2013/14	EXECUTIVE FORWARD PLAN REFERENCE: E 2513
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report: Appendix 1 - Treasury Management Strategy 2013/14 Appendix 2 - Annual Investment Strategy 2013/14 Appendix 3 - Authorised Lending List</p>		

1 THE ISSUE

- 1.1 In February 2012, the Council adopted the revised CIPFA Treasury Management in Public services Code of Practice 2011 Edition, which requires the Council to approve a Treasury Management Strategy before the start of each financial year and for this to be scrutinised by an individual / group of individuals or committee.
- 1.2 In addition, the Department for Communities and Local Government (CLG) issued revised guidance on local authority investments in March 2010 that requires the Council to approve an investment strategy before the start of each financial year.
- 1.3 This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to both the CIPFA Code and the CLG Guidance.
- 1.4 This report is tabled to be scrutinised by the Corporate Audit Committee at the 5th February 2013 meeting, following which any recommendations will be reported back verbally as an update to this report.

2 RECOMMENDATION

The Cabinet agrees to:

- 2.1 recommend the actions proposed within the Treasury Management Strategy Statement (Appendix 1) to February Council for approval.
- 2.2 recommend the Investment Strategy as detailed in Appendix 2 to February Council for approval.

2.3 recommend the changes to the authorised lending lists detailed in Appendix 2 and highlighted in Appendix 3 to February Council for approval.

The Cabinet is also asked to:

2.4 Note the Treasury Management Indicators detailed in Appendix 1 and delegate authority for updating the indicators prior to approval at Full Council on 19th February 2013 to the Divisional Director - Finance and Cabinet Member for Community Resources, in light of any changes to the recommended budget as set out in the Budget Report elsewhere on the agenda for this meeting.

3 FINANCIAL IMPLICATIONS

3.1 Included in the report and appendices.

4 CORPORATE PRIORITIES

4.1 This report is of a corporate and technical nature and therefore does not directly contribute to individual Corporate Priorities.

5 THE REPORT

Background

5.1 The Local Government Act 2003 requires the Council to 'have regard to' the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.

5.2 The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy; this sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

5.3 The suggested strategy for 2013/14 in respect of the following aspects of the treasury management function is based on the Treasury Officers' views on interest rates, supplemented with leading market forecasts provided by the Council's treasury advisor.

The strategy covers:

•	Treasury limits in force which will limit the treasury risk and activities of the Council;
•	Treasury Management Indicators;
•	The current treasury position;
•	The borrowing requirement;
•	Prospects for interest rates;
•	The borrowing strategy;
•	The investment strategy.

5.4 It is a statutory requirement under Section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, Section 32 requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from: -

1. increases in interest charges caused by increased borrowing to finance additional capital expenditure, and
2. any increases in running costs from new capital projects, and
3. increases in the Minimum Revenue Provision for capital expenditure

are limited to a level which is affordable within the projected income of the Council for the foreseeable future

5.5 The revised CIPFA Treasury Management in Public services Code of Practice 2011 Edition, adopted by Council in February 2012, requires the Treasury Management Strategy and policies to be scrutinised by an individual / group of individuals or committee. This report is tabled to be scrutinised by the Corporate Audit Committee at the 5th February 2013 meeting, following which any recommendations will be reported back verbally as an update to this report.

2013/14 Treasury Management & Annual Investment Strategy

5.6 The Strategy Statement for 2012/13 set Prudential Indicators for 2012/13 – 2014/15, which included a total borrowing requirement at the end of 2012/13 of £163 million. At the end of December 2012, external borrowing was at £120 million, with no further borrowing planned in the 2012/13 financial year.

5.7 The proposed Treasury Management Strategy is attached as Appendix 1 and includes the Treasury Management Indicators required by the Treasury Management Code. The indicators contained within this report are currently draft and could be affected by changes made to the capital programme, following decisions on the budget report which is also on the agenda for this meeting. It is therefore requested that the Cabinet grant delegated authority to the Divisional Director - Finance and the Cabinet Member for Community Resources to agree any changes to the indicators prior to reporting for approval at Full Council on the 19th February 2013.

5.8 Although the indicators provide for a maximum level of total borrowing, this should by no means be taken as a recommended level of borrowing as each year affordability needs to be taken into account together with other changes in circumstances, for example revenue pressures, levels and timing of capital receipts, changes to capital projects spend profiles, and levels of internal cash balances.

5.9 The budget report, which is also on the agenda, includes appropriate provision for the revenue costs of the capital programme in accordance with this treasury Management Strategy.

5.10 Appendix 1 also details the Council's current portfolio position as at 31st December 2012, which shows after the netting off of the £89.9 million investments, the Council's net debt position was £30.1 million.

5.11 The Annual Investment Strategy is attached at Appendix 2. This sets 'outer limits' for treasury management operations. While the strategy uses credit ratings in a "mechanistic" way to rule out counterparties, in operating within the policy Officers complement this with the use of other financial information when making investment decisions, for example Credit Default Swap (CDS) Prices, Individual Ratings, financial press. This has been the case in recent years, which protected the Council against losses of investment in Icelandic banks.

5.12 The Counterparty listing in Appendix 3 includes credit ratings from three agencies, as well as a sovereign rating for each country. Counterparties who now meet the minimum criteria as recommended in Appendix 2 as at 31st December 2012 are included in the listing in Appendix 3.

5.13 Interest rate forecasts from the Council's Treasury advisors are included in 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.

6.2 The Council's lending & borrowing list has been regularly reviewed over the past 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 Advisers Arlingclose.

7 EQUALITIES

7.1 This report provides information about the Council's Treasury Management Strategy and therefore no specific equalities impact assessment was carried out.

8 RATIONALE

8.1 This report is a statutory requirement.

9 OTHER OPTIONS CONSIDERED

9.1 None.

10 CONSULTATION

10.1 Consultation has been carried out electronically with the Cabinet Member for Community Resources, Section 151 Finance Officer, Chief Executive and Monitoring Officer.

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 & Democratic Services) and Section 151 Officer (Divisional Director – Finance) will have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Tim Richens - 01225 477468 ; Jamie Whittard - 01225 477213</i> Tim_Richens@bathnes.gov.uk Jamie_Whittard@bathnes.gov.uk
Sponsoring Cabinet Member	<i>Cllr David Bellotti</i>
Background papers	<i>None</i>
Please contact the report author if you need to access this report in an alternative format	

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APPENDIX 1

TREASURY MANAGEMENT STRATEGY – 2013/2014

Introduction

In February 2012 the Council adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice Fully Revised 2011 Edition (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year.

In addition, the Department for Communities and Local Government (CLG) issued revised guidance on local authority investments in March 2010 that requires the Council to approve an investment strategy before the start of each financial year.

This report fulfils the Council's legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and the CLG Guidance.

Treasury Borrowing Limits for 2013/14 to 2015/16

It is a statutory duty under s.3 of the Local Government Act 2003, and supporting regulations, for the Council to determine and keep under review how much it can afford to borrow. This amount is termed the 'Affordable Borrowing Limit'.

The Council must have regard to the Prudential Code when setting the Affordable Borrowing Limit. The Code requires an authority to ensure that its total capital investment remains within sustainable limits and, in particular, that the impact upon its future council tax levels is 'acceptable'.

The Affordable Borrowing Limit must include all planned capital investment to be financed by external borrowing and any other forms of liability, such as credit arrangements. The Affordable Borrowing Limit is to be set on a rolling basis for the forthcoming year and two successive financial years.

Treasury Management Indicators for 2013/14 – 2015/16

The Council measures and manages its exposures to treasury management risks using the following indicators. The council is asked to approve the following indicators:.

Security: average credit rating

The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the weighted average credit rating of its investment portfolio.

	2013/14
Minimum Portfolio average credit rating	A

Interest rate exposures

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as an amount of net principal borrowed will be:

	2013/14	2014/15	2015/16
Upper limit on fixed interest rate exposures	£201m	£196m	£193m
Upper limit on variable interest rate exposures	£60m	£60m	£60m

The variable interest rate exposure limit is set at £0m to restrict the amount of variable rate debt up to the level of variable rate investments.

Fixed rate investments and borrowings are those where the rate of interest is fixed for the whole financial year. Instruments that mature during the financial year are classed as variable rate.

Maturity structure of borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

	Upper	Lower
Under 12 months	50%	0%
12 months and within 24 months	50%	0%
24 months and within five years	75%	0%
Five years and within 10 years	100%	0%
10 years and above	100%	0%

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal sums invested for periods longer than 364 days

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the proportion of total principal sum invested to final maturities beyond the period end will be:

	2013/14	2014/15	2015/16
Limit on proportion of principal invested beyond year end	£50m	£50m	£50m

Borrowing limits

The Authorised limits for external debt include current commitments and proposals in the budget report for capital expenditure, plus additional headroom over and above the operational limit for unusual cash movements.

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. This level also factors in the proposed approach to use internal cash-flow and future capital receipts as the preferred financing method for the capital programme.

	2013/14	2014/15	2015/16
Operational boundary – borrowing	£167m	£156m	£159m
Operational boundary – other long-term liabilities	<u>£2m</u>	<u>£2m</u>	<u>£2m</u>
Operational boundary – TOTAL	£169m	£158m	£161m
Authorised limit – borrowing	£201m	£196m	£193m
Authorised limit – other long-term liabilities	<u>£2m</u>	<u>£2m</u>	<u>£2m</u>
Authorised limit – TOTAL	£203m	£198m	£195m

Current Portfolio Position

The Council's treasury portfolio position at 31st December 2012 comprised:

	Principal	Ave. rate
	£m	%
Total Fixed rate funding	PWLB 100	4.45
Variable rate funding	Market 20	4.50*
Other long term liabilities	Nil	N/A
TOTAL DEBT	120	4.46
TOTAL INVESTMENTS**	89.9	0.67
NET DEBT	30.1	

* The market loans are 'lenders options' or LOBO's. These are fixed at a relatively low rate of interest for an initial period but then revert to a higher rate of 4.5%. When the initial period is over the loans are then classed as variable, as the lender has the option to change the interest rate at 6 monthly intervals, however at this point the borrower has the option to repay the loan without penalty.

** Total Investments includes Schools balances where schools have not opted for an external bank account and cash balances related to B&NES PCT Pooled budgets and West of England Growth Points funding.

Prospects for Interest Rates

The Council has appointed Arlingclose as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following section gives their commentary on the economic context and views on the prospects for future interest rates.

Economic Context

Despite some stronger economic growth data towards the end of 2012, consumers are yet to loosen their purse strings and businesses are still reticent to make long-term investment decisions. The momentum in GDP growth developed in the Olympics-affected third quarter is therefore unlikely

to be sustained while uncertainty over the economic outlook persists. Consumer Price Inflation has picked up from the low of 2.2% in September to 2.7% in December and it is expected to be affected by volatility in energy and commodity prices throughout 2013.

The Bank of England's Monetary Policy Committee is monitoring current economic conditions after voting not to extend quantitative easing in November. Policymakers appear to be hoping the Funding for Lending Scheme (FLS), which started in August, is more effective at easing restricted credit conditions. Although HSBC has opted out of the scheme, most of the UK's biggest lenders have now signed up. There has been some indication in recent data that the FLS is beginning to boost lending to the household sector, but business lending remains relatively subdued. Further asset purchases remain a distinct possibility, although above target inflation may constrain the MPC in the near future. Based on the last Inflation Report, Bank of England policymakers believe there is a good chance that the CPI rate will remain above target throughout 2013.

The US Federal Reserve has responded to the slowdown in growth and employment with large scale asset purchases of \$85bn a month until the outlook for the labour market improves substantially. The US public finance 'fiscal cliff' remains a serious risk despite the last minute deal reached before the deadline at the end of December. The political turmoil is likely to return in February when the talks on increasing the debt ceiling will create a stage for further political brinkmanship, no doubt prompting further volatility in financial markets.

The Eurozone is making slow headway, with the European Stability Mechanism now operational, announcements on the Outright Monetary Transactions programme well received, and some progress being made towards banking union. These have placated markets and curtailed some of the immediate risks to the stability of the monetary union. A sustainable solution to the Eurozone crisis is some way off though, as fiscal integration and mutualisation of Eurozone sovereign debt liabilities remain politically unpalatable.

Interest rate forecasts

The Council's treasury management adviser, Arlingclose, believes that it could be 2016 before official UK interest rates rise. The US Federal Reserve has signalled it will keep interest rates "at exceptionally low levels" until at least 2015. The UK's safe haven status and the minimal prospect of short-term rate rises should maintain gilt yields near their current lows.

Arlingclose and Markets Interest Rate Forecasts

Arlingclose central interest rate forecast – December 2012

	Bank Rate	3 month LIBID	12 month LIBID	20-year gilt yield*
Q1 2013	0.50	0.40	0.90	2.80
Q2 2013	0.50	0.40	0.90	2.80
Q3 2013	0.50	0.40	0.95	2.80
Q4 2013	0.50	0.45	0.95	2.80
H1 2014	0.50	0.50	1.00	2.90
H2 2014	0.50	0.50	1.00	2.90
H1 2015	0.50	0.55	1.10	3.00
H2 2015	0.50	0.60	1.10	3.00

* The Council can currently borrow from the PWLB at 0.80% above gilt yields

HM Treasury Survey of Forecasts – November 2012

	Average annual Bank Rate %			
	2013	2014	2015	2016
Highest	0.60	1.60	2.80	3.60
Average	0.50	0.65	1.30	1.80
Lowest	0.25	0.25	0.50	0.50

The Council has budgeted for interest rates to remain constant at 0.75% for 2013/14 & beyond.

Borrowing Strategy

The Council currently holds £120 million of long-term loans, and we will continue to monitor appropriate opportunities for borrowing in line with the overall Capital Financing Requirement.

The Council's capital financing requirement (CFR, or underlying need to borrow) as at 31st March 2013 is expected to be £161 million, and is forecast to rise to £201 million by March 2014 as capital expenditure is incurred.

The maximum expected long-term borrowing requirement for 2013/14 is:

	£m
Not borrowed in previous years	41
Forecast increase in CFR	40
Loans maturing in 2014/15	0
TOTAL	81

However, based on current expectations for interest rates, it is likely that the Council will not undertake any new borrowing, reducing the size of the Council's investment balance instead. The capital financing budget for borrowing in 2013/14 assumes no new borrowing is taken during the year.

In addition, the Council may borrow for short periods of time (normally up to two weeks) to cover unexpected cash flow shortages.

Sources of borrowing

The approved sources of long-term and short-term borrowing will be:

- Public Works Loan Board
- any institution approved for investments that meets the investment criteria (this includes other local authorities)
- any other bank or building society approved by the Financial Services Authority
- Public or Private Bond Placement
- Special purpose companies created to enable joint Local Authority bond issues.

Debt instruments

Loans will be arranged by one of the following debt instruments:

- fixed term loans at fixed or variable rates of interest.
- lender's option borrower's option (LOBO) loans.
- bonds

As an alternative to borrowing loans, the Council may also finance capital expenditure and incur long-term liabilities by means of:

- leases
- Private Finance Initiative

Planned Borrowing strategy for 2013/14

With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective for the foreseeable future not to take on new borrowing and reduce the level of investments held instead.

The Public Works Loan Board allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. The Council will review opportunities to take advantage of this and replace these higher fixed rate loans with new loans at lower, fixed or variable interest rates, where this will lead to overall budget savings or reduce risk.

All rescheduling will be reported in the next available Treasury Management Monitoring report following its action with all rescheduling detailed in the annual review report.

Policy on use of Financial Derivatives

Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans).

The Localism Bill 2011 includes a general power of competence that removes the uncertain legal position over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment). The latest CIPFA Code requires authorities to clearly detail their policy on the use of derivatives in the annual strategy.

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Derivative counterparties

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

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APPENDIX 2

ANNUAL INVESTMENT STRATEGY

Investment Policy

The Council will have regard to the CLG's Guidance on Local Authority Investments and CIPFA's Treasury Management in Public Services Code of Practice. Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the **security** and **liquidity** of its investment before seeking the highest rate of return, or **yield**.

Investment instruments identified for use in the financial year are listed below under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the Council's Treasury Management Practices – Schedules.

The strategy of this policy is to set outer limits for treasury management operations. In times of exceptional market uncertainty, Council Officers will operate in a more restrictive manner than the policy allows, as has been the case during the last three years.

Avon Pension Fund Investments

The Council's Treasury Management team also manage the Avon Pension Fund's internally held cash on behalf of the Fund. New regulations required that this cash is accounted for separately and needs to be invested separately from the Council's cash, and the split has been managed this way since 1 April 2010. The Fund's investment managers are responsible for the investment of cash held within their portfolios and this policy does not relate to their cash investments.

The cash balance held internally is a working balance to cover pension payments at any point in time and as a result the working balance will be c. £10 million. This working balance represents around 0.5% of the overall assets of the Fund. These investments will operate within the framework of this Annual Investment Strategy, but the maximum counterparty limit and investment term with any counterparty were set by the Avon Pension Fund Committee at its meeting on 18th December 2009. These limits are in addition to the Council's limits for counterparties as set out in Appendix 3.

West of England Revolving Investment Fund (RIF)

Bath and North East Somerset Council is the Accountable Body for the West of England Revolving Investment Fund, and acts as an agent holding Government grants until they are ready to be distributed to Local Authorities for infrastructure works over the next two years.

These funds are kept separate from those of the Council, and therefore do not form part of the Council's counterparty limit restrictions. The funds are

invested primarily to protect the capital, and in order to achieve this high level of capital security, investments are made solely with UK Central Government and UK Local Authorities.

Any interest earned on these investments is reinvested into the fund.

Specified Investments

Specified investments are those expected to offer relatively high security and liquidity, and can be entered into with the minimum of formalities. The CLG Guidance defines specified investments as those:

- denominated in pounds sterling,
- due to be repaid within 12 months of arrangement,
- not defined as capital expenditure by legislation, and
- invested with one of:
 - the UK Government,
 - a UK local authority, parish council or community council, or
 - a body or investment scheme of “high credit quality”.

The Council defines the following as being of “high credit quality” for making specified investments, subject to the monetary and time limits shown.

	Maximum Monetary limit	Time limit (or notice)
Banks, building societies & other organisations holding long-term credit ratings no lower than A- or equivalent and a Fitch Support Rating (where given) no lower than 3.	£20m each (highest limit) ¹	12 months
The Council’s current bank account (NatWest) if below the criteria above.	£10m	Next day
UK building societies not meeting the above criteria that have a minimum asset size of £4bn and a long-term rating of BBB or above.	£2m each	3 months
Money market funds ² and similar pooled vehicles holding the highest possible credit ratings (AAA)	£10m each	1 week
UK Central Government (Including Debt Management Agency Deposit Facility)	no limit	12 months
UK Local Authorities ³ (irrespective of ratings)	£10m each	12 months
Organisations and pooled funds which do not meet the above criteria, subject to an external credit assessment and a specific recommendation from the Council’s treasury management adviser.	£5m each	12 months

¹ The matrix for limits on each rating is provided in Appendix 3. Banks within the same group ownership are treated as one bank for limit purposes. The countries from which banks the Council can invest are detailed in the paragraph “Foreign Countries” below

² as defined in the Local Authorities (Capital Finance and Accounting) Regulations 2003

³ as defined in the Local Government Act 2003

There is no intention to restrict investments to banks and building society deposits, and investments may be made with any public or private sector organisation that meets the credit rating criteria above. This reflects a lower likelihood that central government will support failing banks following the Independent Commission on Banking report, as well as the removal of restrictions on local authority purchases of corporate bonds in April 2012.

The majority of the Council's investments will be made for relatively short periods and in highly credit rated investments, giving priority to security and liquidity ahead of yield. However, where the Council has identified a core cash balance that is not required for any current or planned cash outflow, these funds will be considered suitable for a wider range of investments, with a more moderate focus on security and liquidity and a greater focus on achieving a level of investment income that can support Council services. These may include long-term investments with registered providers of social housing, small businesses or corporate bond funds where an enhanced return is paid to cover the additional risks presented. Standard risk mitigation techniques, such as wide diversification and external credit assessments, will be employed, and no such investment will be made without a specific recommendation from the Council's treasury management adviser.

Current account bank

Following a competitive tender exercise held in 2007, the Council's current accounts are held with National Westminster Bank plc, (NatWest), which is close to the bottom of the above credit rating criteria. The Council will treat NatWest as "high credit quality" for the purpose of making investments that can be withdrawn on the next working day, subject to the bank maintaining a credit rating no lower than BBB-.

Building Societies

UK building societies without credit ratings will be considered to be of "high credit quality", but subject to a lower cash limit and shorter time limit than rated societies. The Council takes additional comfort from the building societies' regulatory framework and insolvency regime where, in the unlikely event of a building society liquidation, the Council's deposits would be paid out in preference to retail depositors.

The Government has announced plans to amend the building society insolvency regime alongside its plans for wide ranging banking reform, and investments in lower rated and unrated building societies will therefore be kept under continuous review.

However, no investments will be made with building societies that have an asset size of lower than £4 billion, or who hold a long-term credit rating lower than BBB or equivalent due to the increased likelihood of default implied by this rating.

Money market funds

Money market funds are pooled investment vehicles consisting of instruments similar to those used by the Council. They have the advantage of providing

wide diversification of investment risks, coupled with the services of a professional fund manager. Fees of between 0.10% and 0.20% per annum are deducted from the interest paid to the Council.

Funds that offer same-day liquidity and a constant net asset value will be used as an alternative to instant access call accounts, while funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Collateralised investments

Where the Council makes an investment with an organisation that is secured on collateral in a third party (e.g. a reverse repo or a collateralised deposit), the time limit may be extended to match the limit given above for the third party. However, the investment will still count against the cash limit of the organisation receiving the funds.

Non-Specified Investments

Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments which are:

- denominated in foreign currencies,
- nor any with low credit quality bodies,
- nor any that are defined as capital expenditure by legislation, such as company shares.

Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement. The maximum duration of the investment will depend upon its lowest published long-term credit rating and whether it is a UK counterparty:

Long-term credit rating	Time limit (UK)	Time limit (Foreign)
AAA	10 years	5 years
AA+	10 years	3 years
AA	10 years	2 years
AA-	5 years	18 months
A+	5 years	N/A
A	3 years	N/A
A-	18 months	N/A

The time limit for long-term investments in UK Local Authorities & Local Government will be 30 years.

Long-term investments will be limited to 50% of a counterparty's limit where it meets the above credit rating criteria (except the UK Government). The combined value of short-term and long-term investments with any organisation will not exceed the limits for specified investments highlighted above.

The total limit on long-term investments, and the total limit on non-specified investments is £50m.

Information on the security of investments

Full regard will be given to available information on the credit quality of banks and building societies, including credit default swap prices, financial statements and rating agency reports. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria set out above.

Risk Assessments & Credit Ratings

The Council uses long-term credit ratings from the three main rating agencies Fitch Ratings Ltd, Moody's Investors Service Inc and Standard & Poor's Financial Services LLC to assess the risk of investment default. The lowest available credit rating will be used to determine credit quality.

Long-term ratings are expressed on a scale from AAA (the highest quality) through to D (indicating default). Ratings of BBB- and above are described as investment grade, while ratings of BB+ and below are described as speculative grade. The Council's credit rating criteria are set to ensure that it is unlikely that the Council will hold speculative grade investments, despite the possibility of repeated downgrades.

Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it is likely to fall below the above criteria, then no further investments will be made in that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks.

If further counterparties are identified during the year that meet the minimum credit rating criteria and conform to the other criteria set out in the Treasury Management Practice Schedules, they can be added to the lending list following the agreement of the Section 151 Officer.

The Council's investments are normally senior unsecured liabilities of the borrower, and the credit rating of the investment is therefore normally identical to the credit rating of the counterparty. However, where a credit rating agency awards a different rating to a particular class of investment instruments, the Council will base its investment decisions on the instrument credit rating rather than the counterparty credit rating.

Investment instruments

Investments may be made using any of the following instruments:

- interest paying bank accounts
- fixed term loans & deposits
- call or notice deposits (where the Council can demand repayment)
- callable deposits (where the bank can make early repayment)
- collared deposits
- certificates of deposit
- treasury bills and gilts issued by the UK Government
- bonds issued by multilateral development banks
- corporate bonds
- Shares in a pooled fund meeting the definition of money market funds in The Local Authorities (Capital Financing & Accounting) (Amendment) (England) Regulations 2004 No. 534.

Investments may be made at either a fixed rate of interest, or at a variable rate linked to a market interest rate, such as LIBOR.

Foreign countries

Investments in foreign countries will be limited to those that hold a AAA or AA+ sovereign credit rating from all three major credit rating agencies, and to a maximum of £20m per country for those rated AAA and £15 million per country for those rated AA+. Banks that are domiciled in one country but are owned in another country will need to meet the rating criteria of and will count against the limit for both countries. There is no limit on investments in the UK, irrespective of the sovereign credit rating.

Overseas subsidiaries of foreign banking groups will normally be assessed according to the country of domicile of the parent organisation. However, Santander UK plc (a subsidiary of Spain's Banco Santander) and Clydesdale Bank plc (a subsidiary of National Australia Bank) will be classed as UK banks due to their substantial UK franchises and the arms-length nature of the parent-subsidary relationships.

Sovereign credit rating criteria and foreign country limits will not apply to investments in multilateral development banks (e.g. the European Investment Bank and the World Bank) or other supranational organisations (e.g. the European Union).

Liquidity management

The Council regularly reviews and updates its cash flow forecasts to determine the maximum period for which funds may prudently be committed. Limits on long-term investments are set by reference to the Council's medium term financial plan, levels of reserves and cash flow forecast.

Planned investment strategy for 2013/14

Investments are made in three broad categories:

- Short-term – cash required to meet known cash outflows in the next month, plus a contingency to cover unexpected cash flows over the same period.
- Medium-term – cash required to manage the annual seasonal cash flow cycle, including amounts to cover forecast shortages, planned uses of reserves, and a longer-term contingency.
- Long-term – cash not required to meet cash flows, and used primarily to generate investment income.

Short-term funds are required to meet cash flows occurring in the next month or so, and the preservation of capital and liquidity is therefore of paramount importance. Generating investment returns is of limited concern here, although it should not be ignored. Bank deposit accounts and Money Market Funds will be the main methods used to manage short-term cash.

Medium-term funds which may be required in the next one to twelve months will be managed concentrating on security, with less importance attached to liquidity but a slightly higher emphasis on yield. The majority of investments in this period will be in the form of fixed term deposits with banks and building societies. Preference will continue to be given to investments with UK banks with approved credit ratings.

Cash that is not required to meet any liquidity need can be invested for the longer term with a greater emphasis on achieving returns that will support spending on local authority services. Decisions on making longer term investments (i.e. over 1 year) will be considered during the year after taking account of the interest rate yield curve, levels of core cash and the amount of temporary internal borrowing related to funding of capital spend. A wider range of instruments, including structured deposits, certificates of deposit, gilts and corporate bonds may be used to diversify the portfolio. The use of external fund managers that have the skills and resources to manage the risks inherent in a portfolio of long-term investments may be considered.

With short-term interest rates currently much lower than long-term rates, due consideration will also be given to using surplus funds to make early repayments of long-term borrowing. In addition to potentially significant savings on the interest rate differential, this strategy can also help to manage the Council's exposure to credit risk and interest rate risk.

Review Reports

The revised CIPFA Code of Practice requires that both mid year and annual review reports on treasury activities are reported to Full Council.

Other Matters

The CLG Investment Guidance also requires the Council to note the following matters each year as part of the investment strategy:

Treasury management advisers

The Council's treasury management adviser Sterling Consultancy Services was acquired by Arlingclose Limited in October 2012. Arlingclose continues to provide advice and information on the Council's investment and borrowing activities, although responsibility for final decision making remains with the Council and its officers. The services received include:

- advice and guidance on relevant policies, strategies and reports,
- advice on investment decisions,
- notification of credit ratings and changes,
- other information on credit quality,
- advice on debt management decisions,
- accounting advice,
- reports on treasury performance,
- forecasts of interest rates, and
- training courses.

The quality of this service is monitored by officers on a regular basis, focusing on supply of relevant, accurate and timely information across the headings above.

Investment training

The needs of the Council's treasury management staff for training in investment management are assessed every year as part of the staff performance development review process, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, the Association of Corporate Treasurers and other appropriate organisations.

Investment of money borrowed in advance of need

The Council may, from time to time, borrow in advance of spending need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Council is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Council's overall management of its treasury risks.

The total amount borrowed will not exceed the 2013/14 authorised borrowing limit of £201 million. The maximum periods between borrowing and expenditure is expected to be two years, although the Council does not link particular loans with particular items of expenditure.

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Proposed Counterparty List
2013/14

CRITERIA									
			FITCH RATINGS			Moody's Ratings		S&P Ratings	
			S/Term	L/Term	Support	S/Term	L/Term	S/Term	L/Term
Duration	Council Limit (€m)		F1	A	3	P-1	A2	A-1	A
UK Banks									
Sovereign Rating			AAA			Aaa		AAA	
Barclays Bank	3 Years	15	F1	A	1	P-1	A2	A-1	A+
HSBC Bank plc	5 Years	20	F1+	AA-	1	P-1	Aa3	A-1+	AA-
Lloyds Banking Group									
Lloyds TSB Bank	3 Years	15	F1	A	1	P-1	A2	A-1	A
Bank of Scotland	3 Years	15	F1	A	1	P-1	A2	A-1	A
RBS Group									
National Westminster Bank	18 Months	10	F1	A	1	P-2	A3	A-1	A
Royal Bank of Scotland	18 Months	10	F1	A	1	P-2	A3	A-1	A
Santander UK plc (domiciled in UK)	6 Months	5	F1	A	1	P-1	A2	A-1	A
Standard Chartered Bank	5 Years	20	F1+	AA-	1	P-1	A1	A-1	AA-
UK Building Societies									
Nationwide	3 Years	15	F1	A+	1	P-1	A2	A-1	A+
Yorkshire	3 Months	2	F2	BBB+	5	P-2	Baa2	A-2	A-
Coventry	3 Months	2	F1	A	5	P-2	A3	-	-
Leeds	3 Months	2	F2	A-	5	P-2	A3	-	-
Foreign Banks									
Australia									
Sovereign Rating			AAA			Aaa		AAA	
Australia & New Zealand Banking Group	18 Months	10	F1+	AA-	1	P-1	Aa2	A-1+	AA-
Commonwealth Bank of Australia	18 Months	10	F1+	AA-	1	P-1	Aa2	A-1+	AA-
National Australia Bank									
National Australia Bank	18 Months	10	F1+	AA-	1	P-1	Aa2	A-1+	AA-
Westpac Banking Corporation	18 Months	10	F1+	AA-	1	P-1	Aa2	A-1+	AA-
Austria									
Sovereign Rating			AAA			Aaa		AA+	
Raiffeisen Bank International AG	6 Months	5	F1	A	1	P-1	A2	A-1	A
Canada									
Sovereign Rating			AAA			Aaa		AAA	
Bank of Montreal	1 Year	10	F1+	AA-	1	P-1	Aa2	A-1	A+
Bank of Nova Scotia	1 Year	10	F1+	AA-	1	P-1	Aa1	A-1	A+
Canadian Imperial Bank of Commerce	1 Year	10	F1+	AA-	1	P-1	Aa2	A-1	A+
Royal Bank of Canada	18 Months	10	F1+	AA	1	P-1	Aa3	A-1+	AA-
Toronto-Dominion Bank	18 Months	10	F1+	AA-	1	P-1	Aaa	A-1+	AA-
France									
Sovereign Rating			AAA			Aa1		AA+	
BNP Paribas Group									
BNP Paribas	6 Months	5	F1+	A+	1	P-1	A2	A-1	A+
Groupe Credit Mutuel									
Banque Federative du Credit Mutuel	1 Year	10	F1+	A+	1	P-1	Aa3	A-1	A+
Credit Industriel et Commercial	1 Year	10	F1+	A+	1	P-1	Aa3	A-1	A+
Group BPCE									
BPCE	6 Months	5	F1+	A+	1	P-1	A2	A-1	A
Group Credit Agricole									
Credit Agricole	6 Months	5	F1+	A+	1	P-1	A2	A-1	A
Credit Agricole Corp. & Investment Bank	6 Months	5	F1+	A+	1	P-1	A2	A-1	A
Societe Generale	6 Months	5	F1+	A+	1	P-1	A2	A-1	A
Germany									
Sovereign Rating			AAA			Aaa		AAA	
Deutsche Bank	6 Months	5	F1+	A+	1	P-1	A2	A-1	A+
DZ Bank	1 Year	10	F1+	A+	1	P-1	A1	A-1+	AA-
FMS Wertmanagement	5 Years	10	F1+	AAA	1	P-1	Aaa	A-1+	AAA
KfW Bankengruppe	5 Years	10	F1+	AAA	1	P-1	Aaa	A-1+	AAA
Landesbank Berlin AG	1 Year	10	F1+	A+	1	P-1	A1	-	-
Landesbank Hessen-Thuringen	6 Months	5	F1+	A+	1	P-1	A2	A-1	A
Netherlands									
Sovereign Rating			AAA			Aaa		AAA	
Bank Nederlandse Gemeenten	5 Years	10	F1+	AAA	1	P-1	Aaa	A-1+	AAA
ING Bank NV	6 Months	5	F1+	A+	1	P-1	A2	A-1	A+
Rabobank Group	18 Months	10	F1+	AA	1	P-1	Aa2	A-1+	AA-
Norway									
Sovereign Rating			AAA			Aaa		AAA	
DNB NOR Bank	1 Year	10	F1	A+	1	P-1	A1	A-1	A+
Singapore									
Sovereign Rating			AAA			Aaa		AAA	
Development Bank of Singapore	18 Months	10	F1+	AA-	1	P-1	Aa1	A-1+	AA-
Oversea-Chinese Banking Corp	18 Months	10	F1+	AA-	1	P-1	Aa1	A-1+	AA-
United Overseas Bank	18 Months	10	F1+	AA-	1	P-1	Aa1	A-1+	AA-

**Proposed Counterparty List
2013/14**

CRITERIA									
Duration	Council Limit (£m)	FITCH RATINGS			Moody's Ratings		S&P Ratings		
		S/Term	L/Term	Support	S/Term	L/Term	S/Term	L/Term	
		F1	A	3	P-1	A2	A-1	A	
Sweden									
Nordea Group									
Nordea Bank AB	18 Months	10	F1+	AA-	1	P-1	Aa3	A-1+	AA-
Nordea Bank Finland plc	18 Months	10	F1+	AA-	1	P-1	Aa3	A-1+	AA-
Skandinaviska Enskilda Banken (SEB)	1 Year	10	F1	A+	1	P-1	A1	A-1	A+
Svenska Handelsbanken	18 Months	10	F1+	AA-	1	P-1	Aa3	A-1+	AA-
Swedbank AB	6 Months	5	F1	A+	1	P-1	A2	A-1	A+
Switzerland									
Sovereign Rating									
				AAA			Aaa		AAA
Credit Suisse	6 Months	5	F1	A	1	P-1	A1	A-1	A+
UBS AG	6 Months	5	F1	A	1	P-1	A2	A-1	A
USA									
Sovereign Rating									
				AAA			Aaa		AA+
Bank of New York Mellon	18 Months	10	F1+	AA-	1	P-1	Aa1	A-1+	AA-
J P Morgan Chase Bank NA	1 Year	10	F1	A+	1	P-1	Aa3	A-1	A+
Wells Fargo Bank NA	18 Months	10	F1+	AA-	1	P-1	Aa3	A-1+	AA-
Supernational									
Council of Europe Development Bank	3 Years	10	F1+	AA+	-	P-1	Aaa	A-1+	AA+
European Bank for Reconstruction & Dev	10 Years	25	F1+	AAA	-	P-1	Aaa	A-1+	AAA
European Investment Bank	5 Years	10	F1+	AAA	-	P-1	Aaa	A-1+	AAA
Inter-American Development Bank	5 Years	10	F1+	AAA	-	P-1	Aaa	A-1+	AAA
IBRD (World Bank)	5 Years	10	F1+	AAA	-	P-1	Aaa	A-1+	AAA
Nordic Investment Bank	5 Years	10	-	-	-	P-1	Aaa	A-1+	AAA

Credit Rating Matrix - UK Banks, Building Societies & Other Organisations from 1st April 2013

Total Limit	Maximum Term	Long Term	Support	Long Term	Long Term
£2M*	3 Months*	BBB	5	Baa2	BBB
£10M	18 Months	A-	3	A3	A-
£15M	3 Years	A	3	A2	A
£20M	5 Years	A+	1	A1	A+
£20M	10 Years	AA	1	Aa2	AA
£25M	10 Years	AAA	1	Aaa	AAA

* This amount & tier is only applicable to UK Building Societies with an asset size of £4billion or

Credit Rating Matrix - Foreign Banks & Other Organisations from 1st April 2013

Total Limit	Maximum Term	Long Term	Support	Long Term	Long Term
£5M	6 Months	A	3	A2	A
£10M	1 Year	A+	3	A1	A+
£10M	18 Months	AA-	3	Aa3	AA-
£10M	2 Years	AA	2	Aa2	AA
£10M	3 Years	AA+	2	Aa1	AA+
£10M	5 Years	AAA	1	Aaa	AAA

Summary Guide to Credit Ratings

Rating	Details
AAA	Highest credit quality – lowest expectation of default, which is unlikely to be adversely affected by foreseeable events.
AA	Very high credit quality - expectation of very low default risk, which is not likely to be significantly vulnerable to foreseeable events.
A	High credit quality - expectations of low default risk which may be more vulnerable to adverse business or economic conditions than is the case for higher ratings.
BBB	Good credit quality - expectations of default risk are currently low but adverse business or economic conditions are more likely to impair this capacity.
BB	Speculative - indicates an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time.
B	Highly speculative - indicates that material default risk is present, but a limited margin of safety remains. Capacity for continued payment is vulnerable to deterioration in the business and economic environment.
CCC	Substantial credit risk - default is a real possibility.
CC	Very high levels of credit risk - default of some kind appears probable.
C	Exceptionally high levels of credit risk - default is imminent or inevitable.
RD	Restricted default - indicates an issuer that has experienced payment default on a bond, loan or other material financial obligation but which has not entered into bankruptcy filings, administration, receivership, liquidation or other formal winding-up procedure, and which has not otherwise ceased operating.
D	Default - indicate an issuer that has entered into bankruptcy filings, administration, receivership, liquidation or other formal winding-up procedure, or which has otherwise ceased business.

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	13TH February 2013	EXECUTIVE FORWARD PLAN REFERENCE: E 2470
TITLE:	Award of new contracts following tender for supported bus services	
WARD:	All	
AN OPEN PUBLIC ITEM LIKELY TO BE TAKEN IN EXEMPT SESSION		
<p>List of attachments to this report:</p> <p>Appendix A – Schedule of tenders received and recommended awards (exempt)</p> <p>Appendix B – Pre Tender Consultation - Schedule of responses received</p> <p>Appendix C – Post tender Consultation - Schedule of responses received</p>		

1. THE ISSUE

- 1.1. To agree the award of contracts for supported public transport services, including Bath city daytime services, evening, Sunday and rural services.

2. RECOMMENDATION

The Cabinet is asked:

- 2.1. To agree that Appendix A is an exempt item and is not for publication, by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972.
- 2.2. To note the tender prices received as set out in Appendix A, and to agree the award of contracts as recommended in 5.6 below.
- 2.3. To confirm the continued support for enhanced frequency on service 6/7 to Larkhall and Fairfield Park as recommended in 5.7 below.
- 2.4. To confirm the changes to contract services as set out at 5.8 below.

3. FINANCIAL IMPLICATIONS

- 3.1. The net total budget for public transport services in 2013/14 is proposed to be £868.6k. This is a reduction of £108k from the 2012/13 budget of £976.6k. The reduction is part of the Medium Term Service and Resource Plan for the Place Directorate. This reduction can be proposed as a direct result of a successful tender round and contract negotiations with operators, without any impact on the level of service provided.
- 3.2. A large part of the cost reductions necessary to deliver this saving were secured by award of contracts as detailed in the Cabinet Member decision reference E2504 published on 14th December 2012.
- 3.3. The contract awards and service changes detailed in sections 5.6-5.8 below, in conjunction with the earlier contract awards, enable the 2013/14 budget to be met, with a small provision to allow for service changes during the year and any volatility in passenger revenues on gross cost contracts.
- 3.4. The recommended awards are based on the most economic and effective application of Council funds, including compliance with quality criteria.

4. CORPORATE PRIORITIES

The Council objectives include:

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

The proposals secure public transport services that would not otherwise be available on a commercial basis and improve the accessibility and timetable of key daytime services in Bath. This improves access to essential services, facilities, and employment opportunities for our residents. Older people, who may have less access to private transport, are the most likely to benefit from these improvements in vehicle quality.

By providing these services our residents can participate more fully in all aspects of the local economy, supporting businesses and their employees. These services reduce car journeys, reduce traffic congestion, and help improve air quality. These proposals help make Bath & North East Somerset an even better place to live, work, and visit.

5. THE REPORT

- 5.1. The Council undertook a tender round for contracts expiring in March 2013. The contracts in this tender round have a current value of £385k, representing nearly one third of the total spend on supported services in Bath and North East Somerset.
- 5.2. From the tenders received, the Council would have achieved savings of £108k per annum if contracts were replaced on a like for like basis from April 2013. The saving made is a contribution towards the overall financial efficiencies the Council is aiming to achieve in 2013/14. A significant element of these savings were secured by award of contracts as detailed in the Cabinet Member decision reference E2504 published on 14th December 2012

- 5.3. It was recognised, however, that a number of service improvements should be considered before awarding all the contracts. The additional cost of these service improvements can only be met from within existing budgets, as adjusted by the savings contribution noted at 5.2 above.
- 5.4. A further consultation exercise was carried therefore out (see section 10 below), seeking responses as to the desirability of the service improvements considered. The consultation also asked for views on potential service reductions that could free up resources to fund the improvements under consideration; taking account of the levels of usage and cost of the services, and considering whether alternatives for travel may exist. To enable this process to take place operators were asked to agree that some tender awards would be deferred until after the Cabinet meeting.
- 5.5. The Council received a significant and welcome response to the consultation from a wide cross section of representatives, stakeholders, members of the public, and operators. The response from operators included changes to commercial services that avoided some of the potential costs included in the consultation; and proposals for tendered services that reduced the costs of existing contracted services. After consideration of the issues raised in the responses the Council is able to complete the award of contracts as follows.
- 5.6. It is proposed that tenders be awarded as follows:
 - 5.6.1. A contract for the Mon-Sat journeys on service 700/716/734 serving Sion Hill, Locksbrook Road and Bathwick shall be awarded to CT Coaches on a gross cost basis on a long term contract requiring the use of a low floor accessible minibus. The service will be extended to operate along Cleveland Walk and the lower part of Bathwick Hill.
 - 5.6.2. A contract for the Mon-Sat journeys on service 12 serving Haycombe Cemetery, Dartmouth Avenue, and Oldfield Park shall be awarded to Wessex on a net subsidy basis on a long term contract requiring the use of a low floor accessible bus, with the service extended to cover morning and afternoon peak hours.
 - 5.6.3. A contract for the existing timetable of Mon-Sat evening journeys on service 179 between Bath, Timsbury and Midsomer Norton shall be awarded to Wessex on a net subsidy basis.
 - 5.6.4. A contract for the existing timetable of Sunday evening journeys on service 179 between Bath, Timsbury and Midsomer Norton shall be awarded to First on a net subsidy basis
 - 5.6.5. A contract for the existing timetable of Mon-Sat late evening journeys on service 14A between Upper Weston, Bath and Odd Down shall be awarded to First on a gross cost basis.
 - 5.6.6. A short term contract for the Wednesday only service 683 between Keynsham and Wells shall be awarded to Bugler Coaches on a net subsidy basis.

- 5.7. Separately from the tender round, the Council will provide de minimis support for the enhanced 30 minute frequency operated by First on services 6/7 to Larkhall and Fairfield Park during 2013/14.
- 5.8. Support for some services will, however, be reduced to fund the improvements in services at 5.6 and 5.7 above. In particular:
- 5.8.1. A contract will not be awarded for service 12 (Haycombe) on Sundays due to the relatively low patronage and high costs of the service. The service will cease from 23rd March 2013.
 - 5.8.2. The 791 Wednesday only service between Bath and Weston Super Mare will be operated commercially with effect from the 24th March 2013. The operator has advised that minor changes to route and timing may result but no contract for financial support is therefore required.
 - 5.8.3. From 23rd March 2013 the contract for the existing 338 (Bath- Keynsham - Bristol) late evening service will be amended to provide support for a departure at 23:00 ex Bath (Mon-Sat), and a departure at 23:30 ex Bristol (Mon-Sat). The services departing Bath and Bristol at 23:00 on Sundays will both operate as commercial 339 services, omitting Keynsham Park estate, in line with Sunday daytime services.
 - 5.8.4. The Council will give notice on the existing contract for the 672 (Bristol - Chew - Blagdon) 18:10 (Mon-Sat) departure operated by Eurotaxi, and seek alternative prices for replacement by bus or taxi on at least a Mon-Fri basis. This recognises the very high costs of the existing service, but also the important part the service plays in providing links for rural communities.

6. RISK MANAGEMENT

- 6.1. The report author and 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. The number of bids per contract for evening and Sunday services was relatively low, and the Council remains vulnerable to bidders giving three months' notice on contracts and rebidding at higher prices.
- 6.3. Usage and revenue on services 6/7 will be monitored to identify whether further savings can be achieved as the increased frequency of operation helps to encourage increased usage of bus services in the Larkhall/Fairfield Park area.
- 6.4. There is a very limited contingency provision within the supported services budget to react to changes in the commercial bus networks. If there are service changes that require replacement by tendered services then further service reductions may be required.

7. EQUALITIES

- 7.1. An Equality Impact Assessment has been completed and will be published on the Council website. It is recognised that the withdrawal of any part of any service can have adverse impacts on individuals. It is considered that the service withdrawals of 5.8.1, 5.8.3 and 5.8.4 are justified on the basis of the

significant savings that result, affecting relatively small numbers of passengers. These savings are used to provide greater benefits for larger numbers of passengers and potential passengers as outlined in 5.6.1 and 5.6.2 above.

- 7.2. The introduction of low floor accessible vehicles onto two additional Monday-Saturday services is important progress in securing fully low floor operation for all services in B&NES, as these vehicles enable greater access to the bus network for elderly and disabled passengers.

8. RATIONALE

- 8.1. The award of contracts as specified in Appendix A and 5.6.1 and 5.6.2 above secures improvements in vehicle quality in advance of the deadlines set out in the Public Service Vehicle Accessibility Regulations 2000 that require wholly low floor bus operation by January 2016. The additional costs of these improvements are considered to be good value. A failure to introduce low floor vehicles could result in the cancellation of the services in the future.
- 8.2. The award of contracts as specified in Appendix A and 5.6.3 - 5.6.6 above also offers good value and the tender process has delivered competitive bids. The recommended awards secure cost savings for the Council in 2013/14.
- 8.3. The continuation of support for the enhanced frequency on service 6/7 as detailed in 5.7 above takes account of the increases in patronage generated so far by the improved frequency of service and the consequent reduction in cost to the Council. It is considered that there is further potential to increase usage of bus services in the area, and that this cost should diminish over time (see 6.3 above).
- 8.4. The Council has limited resources available and has considered carefully how to use those resources on supported services having consulted widely on potential service reductions. The contract awards of 5.6 above and service reductions of 5.8 above prioritise access to employment opportunities and essential services above social and leisure activities. The introduction of peak journeys on service 12 (5.6.2), the retention of late evening services to the RUH (5.6.4), and the continued commitment to links between rural communities and major centres (5.6.3 & 5.6.4, 5.8.8) all reflect this consideration of how support should be prioritised.

9. OTHER OPTIONS CONSIDERED

- 9.1. The option of not funding improvements in vehicle quality from April 2013 was considered, with the alternative being to award short term contracts using step entrance vehicles. This would defer vehicle improvements to 2014 at best, and potentially lead to a peak in additional costs at that time. This option was rejected because it was considered that the bids for contracts using low floor vehicles offered good value for money in 2013/14, and that these benefits should be secured for passengers at an earlier date.
- 9.2. Reductions or changes to a wide range of services were considered during the consultation exercise. Because of the changes to commercial services suggested by operators it was not necessary to implement larger withdrawals of service.

- 9.3. It was considered whether to upgrade the 683 service operating between Keynsham and Wells on Tuesdays only to operate with a low floor bus. This would have cost an additional £3,000 compared to the proposed award and was considered unaffordable at this time. This will be retendered again in the next financial year.

10. CONSULTATION

- 10.1. Consultees included Ward Councillors; Parish Councils; Other B&NES Services; Community Interest Groups; Stakeholders/Partners; Other Public Sector Bodies; the Section 151 Finance Officer; and the Monitoring Officer.
- 10.2. In June 2012, in advance of developing specifications for the tender round, details of the background to the tender, patronage levels, and subsidy costs were sent to all Ward councillors and Parish Councils that covered the areas through which the services operated, as well as local bus operators and other stakeholders.
- 10.3. The responses to this consultation process in respect of the current contract awards are summarised at Appendix B, together with a commentary on the responses.
- 10.4. Subsequent to the tender round it was recognised that the aspirations for improvement could only be funded if other services were reduced. In November 2012 therefore the Council undertook a fresh consultation exercise; writing again to Ward Councillors, Parishes and stakeholders. For each service where changes were envisaged the Council published online a separate briefing on each service, including patronage and survey data wherever available.
- 10.5. 136 responses to the consultation were submitted by elected members, Parish Councils, individuals, neighbouring authorities, user groups and other stakeholders. The responses are summarised at Appendix C. In particular the responses showed:
- 10.5.1. There was support found for the retention of service 1 with a 30 minute frequency, recognising that the development of the MOD Foxhill site would increase usage in the future
- 10.5.2. There was very strong support noted for the retention of the higher frequency of operation on services 6/7 (5.7 above)
- 10.5.3. There was very strong support noted for the retention of the evening 14A services (see 5.6.4 above), with concerns over access to city centre and use of the services by late staff and visitors to the RUH.
- 10.5.4. There was concern noted over the risk to links between Keynsham and Southmead Hospital and Kingswood if contributions ceased to contracts operated by neighboring authorities.
- 10.5.5. There was very strong support for the retention of the 665 service in Keynsham, particularly in view of the high proportion of elderly and disabled users who relied on the service for access to local shops and facilities.

10.5.6. There was very strong concern expressed about the future of the 18:10 departure from Bristol on service 672 (see 5.8.8 above). In particular this was considered an essential option for a number of people working in Bristol but travelling to rural areas.

11. ISSUES TO CONSIDER IN REACHING THE DECISION

11.1. Sustainability; Customer Focus; Social Inclusion; Young People

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.

Contact person	Richard Smith, Senior Public Transport Officer: 01225 477604
Background papers	E2504 Award of new contracts following tender for supported bus services Consultation on Bus revenue Support: www.bathnes.gov.uk/supportedbusconsultation
Please contact the report author if you need to access this report in an alternative format	

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Access to Information Arrangements

Exclusion of access by the public to Council meetings

Information Compliance Ref: LGA-13-001

Meeting/Decision: Cabinet

Date: 13th February 2013

Author: Richard Smith

Report/Appendix:

Award of new contracts following tender for supported bus services

Exempt Appendix A – Schedule of tenders received and recommended awards

Appendix B – Pre Tender Consultation - Schedule of responses received

Appendix C – Post tender Consultation - Schedule of responses received

Appendix A to the Report contains exempt information, according to the categories set out in the Local Government Act 1972 (amended Schedule 12A). The relevant exemption is set out below.

Stating the exemption:

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

The public interest test has been applied, and it is concluded that the public interest in maintaining the exemption outweighs the public interest in disclosure at this time. It is therefore recommended that Appendix A to the Report be withheld from publication on the Council website. The paragraphs below set out the relevant public interest issues in this case.

Public Interest Test – Evaluation of Tenders

If a Decision Maker wishes to consider a Report / Appendix relating to a Single Member Decision in private, they must be satisfied on two matters.

Firstly, they must be satisfied that the information contained within the Report / Appendix falls within one of the accepted categories of exempt information under the Local Government Act 1972.

Paragraph 3 of the revised Schedule 12A of the 1972 Act exempts information which relates to the financial or business affairs of any particular person (including the authority holding that information). There is information set out in the Appendix which relates to the financial and business affairs of both the Council and the tenderers for supported bus services. The Council's Information Compliance Manager has confirmed that this information falls within the exemption under paragraph 3.

Secondly, it is necessary to weigh up the arguments for and against disclosure on public interest grounds.

Public interest factors for withholding:

The Appendix contains commercial information detailing the range of options open to the Council in respect of the supported bus services contract. It is important that the Council is able to protect its commercial position in this matter while the options are considered and progressed.

Negotiations with the various tenderers have not yet been finalised. It would prejudice the Council's commercial position to make information about the ongoing negotiations available, until such time as those negotiations are complete.

Public interest factors for disclosure:

The Council considers that most of the factors suggested by the Information Commissioner as being relevant to an assessment of public interest apply to this information. Disclosure would:-

- further public understanding of the issues involved;
- further public participation in the public debate of issues, in that disclosure would allow a more informed debate;
- promote accountability and transparency by the Council for the decisions it takes;
- promote accountability and transparency in the spending of public money;
- allow individuals and companies to understand decisions made by the Council affecting their lives and assist individuals to challenge those decisions;

Reasons why the public interest favours withholding the information:

The Council has a fiduciary duty to gain best value on behalf of tax payers in respect of its business transactions. Disclosure of this information would

prejudice the Council's bargaining position in respect of the contract and bid values, thereby introducing the possibility that the Council may not gain best value on behalf of taxpayers, and this is not in the public interest. It would also prejudice individual companies bargaining and economic positions whilst the tender process is ongoing.

The successful completion of this transaction will provide positive community outcomes. It is therefore in the public interest to ensure the Council has every chance of attaining a positive result in respect of the transaction.

The Appendix refers to unresolved issues about which the Council hasn't yet formed a final view - there is an important public interest in the Council being able to consider these issues in private.

It is important for public authorities to have some measure of 'private thinking space', and that they are able to share important information with Members tasked with representing the local community.

Once the contracts have been awarded, it is likely that this information will be less commercially sensitive than at the current time. Accordingly the Council will then be willing to consider disclosure of the information in response to any requests, and in line with its duties under Freedom of Information legislation.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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**TENDER PT1301 – Award of new contracts following tender for supported bus services
Schedule of Consultation responses and Issues Arising**

Responses from Elected representatives			
Item	Response from	Key Points	Comments
1.	Cllr. Cherry Beath	The No 1 and No13 Services here are vital to protect. Communities like Foxhill, and indeed Combe Down are otherwise disadvantaged in access to town and return at these times, and public transport is not plentiful.	Noted – existing pattern of services included in tender
2.	Cllr. Alan Hale	I reply in direct support of the services 683 and 678 that serve Keynsham. I believe that as a council we must seek to maintain a bus service that serves those who live a significant distance from transport hubs otherwise social isolation will quickly follow. Far from everyone has or can afford their own private transport.	Noted – existing pattern of services included in tender
3.	Cllr. Nathan Hartley	I'm in favour of the 778 and 173 continuing as they are. The services are fine as they at present.	Noted – existing pattern of services included in tender
4.	Cllr. Nigel Roberts	I know that a number of people appreciate the late 17 and 14 buses	Noted – existing pattern of services included in tender
5.	Cllr. Tim Warren	I feel the buses that run through the Chew Valley are absolutely essential to the area, and that without them a considerable number of villagers would be disadvantaged. I also feel that the evening bus along the A37 is necessary. Without this the residents along that stretch of road would be somewhat 'marooned.'	683 and 834 services refer - noted – existing pattern of services included in tender 376 services refer - Noted – existing pattern of services included in tender
6.	Bathford PC	With regard to service 713 that serves Bathford in the evenings, Sundays and Bank Holidays, the service appears to be very well used. In view of the popularity of the service and the benefits it brings to residents of Bathford the Parish Council requests that the current timetable and frequency of operation remain unchanged.	Noted – existing pattern of services included in tender
7.	Compton Dando PC	The parish is not seriously affected by the alteration of or loss of the services being tendered.	Noted but disagreed, the services 178 and 678 provide a good service for Burnett.

**TENDER PT1301 – Award of new contracts following tender for supported bus services
Schedule of Consultation responses and Issues Arising**

Responses from Elected representatives			
8.	Keynsham Town Council	Keynsham Town Council would like to emphasise their support for all existing services.	Services 178, 678, 683 refer. Noted – existing pattern of services included in tender
9.	Radstock Town Council	<p>Consultation – the spreadsheet you sent was not accessible to a number of our Members or the public. We ask that you consider producing your documents in a more accessible format/presentation in future.</p> <p>Radstock to Writhlington – with the development of Writhlington Business and Enterprise Specialist School and Sports Centre, there is an increased need for access to their facilities in the evening. An improved service is requested.</p>	<p>Hard copies of .xls spread sheets are available on request</p> <p>Noted – service 768 provides links at 18:26 but no return is available. Options considered to split evening 178 service (as Sunday 678) and terminate at Writhlington in evening, but subject to commercial timetables.</p>
10.	Stowey Sutton PC	The parish council believes that the service operated by CT Coaches for Chewton Mendip - Bishop Sutton - Weston super Mare should continue to receive your support as it would appear that the average weekly number of passengers is very reasonable at approximately 50 per week.	Noted – existing pattern of services included in tender

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Operator Responses			
Item	Response from	Key Points	Comments
1.	Citistar Ltd	<p><u>13 Foxhill to Bathford (Sunday Evenings and Bank Holidays)</u> Consider splitting this contract to one for the Sunday Evenings and a separate contract for Bank Holidays.</p> <p><u>834 Chew Valley to Weston-super-Mare</u> Rather than requiring operation by a low floor vehicle, perhaps operation with a vehicle with sufficient capacity would be a better starting point? The contract should be issued for a vehicle with an absolute minimum of 40 seats. From personal observation, the patronage figures shown on the spread sheets are false and do not reflect the many occasions when standing passengers have been illegally carried on</p>	<p>Agreed</p> <p>Noted. Updated patronage information provided to operators has been verified as correct by survey. This does indicate a larger vehicle is necessary and this will be reflected in the tender specifications.</p>

**TENDER PT1301 – Award of new contracts following tender for supported bus services
Schedule of Consultation responses and Issues Arising**

Operator Responses			
		<p>a vehicle not certified for them nor when intending passengers at the western end of the Chew Valley have been unable to travel. Issuing the contract to an operator who will then use a 25 seat low-floor bus on it will do considerably more damage than good and I would hope the council will act in the public interest on this occasion. The withdrawal of the 835 in April led to an increase in passengers on what was already a busy route and I feel a new contract should take this into account.</p> <p><u>Non contract specific matters</u> I think Bath & North East Somerset would benefit from having more spot checks on supported services to ensure they are being operated properly.</p> <p>There are a number of anomalies in fare tables on council supported routes, those which spring particularly to mind are the 768 and 791 contracts around Norton Radstock and the difference between fares to common destinations from the Chew Valley (Bristol / Weston). Where there are equivalent commercial services, surely there can be little justification for making fares unrealistically low, which also prevents certain routes from being operated commercially. It has been the case for many years that supported services to First routes operate on the same fares as their commercial counterparts, perhaps it would reduce the cost burden to you if other routes were brought in line?</p>	<p>A low floor vehicle remains an option for this service, subject to affordability.</p> <p>Noted, but ability to do this is limited by available resources.</p> <p>Noted. Fares are reviewed as part of the tender round, and fares tend to rise in line with commercial equivalents. In many cases, however, the proportion of fare paying passengers is very low compared to the total.</p>

Stakeholder Responses			
Item	Response from	Key Points	Comments
1.	Travelwatch SW	<p><u>Bath City Services 1/6/17 (evenings)</u> The contract for services 1 and 6 costs the Council a subsidy of £2.18 per passenger, while the contract for service 17 costs the Council a subsidy of £2.09 – the Council may therefore wish to consider operating these two contracts with a single vehicle as follows:- Service 1 (City Centre – Combe Down) – to be withdrawn and replaced by an extension of hourly journeys on service 13 (which currently have considerable 'lay-over' time in the City Centre) to Combe Down village Service 6 (City Centre – Larkhall) – every hour Service 17 (Kingsway – Upper Weston) – every hour between the City Centre and</p>	<p>Not agreed: Extension of service 13 to Combe Down to serve village stops would require a sharp right turn at Hadley Arms. Further would involve loss of evening 17 service to Penn Lea Road.</p>

**TENDER PT1301 – Award of new contracts following tender for supported bus services
Schedule of Consultation responses and Issues Arising**

Stakeholder Responses		
	<p>Kingsway (Ambleside Road) only via a 'shortened' route</p> <p><u>178 (Bath – Paulton)/179 (Bath – Midsomer Norton) (Sundays)</u> Local members of TravelWatch SouthWest consider that it is a priority for the Council to restructure these contracts to provide a thirty-minute frequency on the Greater Bristol Bus Network Corridor Ten between Bath and Midsomer Norton on Sunday and Public Holidays for departures from Midsomer Norton between 0915hrs and 1715hrs and from Bath between 1000hrs and 1800hrs, in substitution to the current 'customer-unfriendly' frequency of forty-five minutes. Local members of TravelWatch SouthWest would be prepared to see a reduction in the number of return journeys on service 179 (Bath – Midsomer Norton) to partially meet the cost of the requested enhancement on corridor 10.</p> <p><u>678 (Bristol – Writhlington) (Sundays)</u> Local members of TravelWatch SouthWest have proposed three alternative options for the provision of bus services on Sunday and Public Holidays between Bristol and Midsomer Norton/Radstock:-</p> <p>i) the introduction of four journeys in each direction on service 379 between Bristol and Radstock on Sunday and Public Holidays</p> <p>ii) the provision of a 'shuttle' service linking Midsomer Norton, Paulton and Radstock with a 'suitable' interchange on the A37 road and connecting with service 376 journeys to and from Bristol</p> <p>iii) rerouting journeys on service 179 (Bath – Midsomer Norton) on Sunday and Public Holidays to operate between Paulton and Midsomer Norton via Farrington Gurney to provide connections with service 376 journeys to and from Bristol</p>	<p>Noted: to be considered in context of affordability of bids and commercial service operational proposals. This proposal may require de-minimis funding.</p> <p>Not Agreed. The 678 provides services via Timsbury and Keynsham that would require replacement</p> <p>Not Agreed: As above</p> <p>Noted: to be considered in context of affordability of bids and commercial service operational proposals</p>

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Responses from Elected representatives			
Service	Response from	Key Points	Comments
6/7	Cllr Brian Chalker	<p>Any changes to the above routes affecting Larkhall and Fairfield Park – at present a 30-minute service – will seriously impact upon a great number of elderly and disabled residents if reduced to a 40-minute (or longer) service. There is, as you probably know, an extremely active and, to date, largely successful 'Save Our Buses' group within this area and both ward councillors are supportive.</p> <p>The 'Save Our Buses' campaigners, aided by local councillors, will strive vigorously to maintain a regular 30-minute service on routes 6/7.</p>	<i>Noted.</i>
14A	Cllr Colin Barrett	<p>I have been approached by many residents who live in Weston expressing their concern at the possible cancellation of the 2213, 2243 and 2322 14A Bus Service from the City to Eastfield Avenue, Weston.</p> <p>If these services are removed from the Bus Schedule it will have a major impact on the social life of the residents of Weston. It will affect their opportunity to visit the theatre, cinema and restaurants. It will also impact not only on staff employed at the Royal United Hospital but also patients and visitors. It has also been expressed to me very strongly the concerns of both the elderly and women of the danger of walking home in the dark late at night.</p> <p>I would therefore ask, that the Authority continue to provide this essential service for all the residents of Weston together with all those persons who either work or have a need to visit the Royal United Hospital.</p>	<i>Noted</i>
14A	Cllr Malcolm Lees	<p>With reference to the consultation regarding the subsidised 14A Bus late evening service, I write to object strongly to the last 3 services from the city centre being deleted as suggested by the consultation.</p> <p>The main issues seem to relate to recreational use, work and safety. The current service allows residents to go out in the evening to many recreational events (theatre, cinema etc.) and return home safely by bus. There are also a number of workers including nurses and hospitality staff who also rely on this service to get home. The suggested No: 15 service would leave some residents a considerable distance from home (for example Napier Road Leighton Road and Broadmoor Lane). Some residents in this area are retired and have given up driving leaving</p>	<i>Noted</i>

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Responses from Elected representatives			
		<p>them with no other option than to use expensive taxis.</p> <p>A local petition further attracted 85 signatories to support the proposition that “B&NES Council should continue their support of this vital evening service. Residents rely on this service to return safely from the City after work or leisure activities. The proposed alternative service will cause considerable inconvenience and safety concerns to vulnerable people”.</p>	<i>Noted, but recognising that some publicity material distributed locally referred to all the evening 14A services, rather than the specific journeys under consideration</i>
14A	Cllr Nigel Roberts	I feel the 14A bus is a valuable resource that is well used. The loss of this service would be a large blow to the community.	<i>Noted</i>
14A	Elizabeth Derl-Davis Radstock Town Councillor	The 14A late bus that links Odd Down and Weston to Bath allows people working late shifts at the RUH their only way of getting home. Also, once the Bath Drop-In Centre is shut, how will emergency patients get to the RUH for treatment without spending a fortune for taxis? This late bus is an essential service that needs to be kept.	<i>Noted</i>
14A	Anne Marie Jovicic-Sas, Deborah Porter, Mike Boulton Radstock Town Councillors	<p>Financial support should be provided to retain late evening journeys on service 14A that links Odd Down and Weston to Bath City Centre. This is the route and time that allows people on late shifts at the RUH to get to the main bus station and catch connections further to Radstock, Paulton, Keynsham etc.</p> <p>This is also a vital link to retain if the Walk-In facility is moved to the RUH.</p>	<i>Noted, but the services under consideration operate after the Walk in centre has closed</i>
14A	Lesley Mansell Radstock Town Councillor	<p>I am writing to urge you to provide the financial support for the 14A late bus service. This provides a service to patients and staff at the RUH.</p> <p>There does not appear to be any joined up thinking by B&NES, who claim to be in the vanguard of partnership working with the health sector, in respect of the recent decision to close the walk in centre in the centre of Bath and move it to the RUH. How do patients without their own transport reach the RUH for non-urgent medical attention?</p> <p>This proposal also ignores that fact that RUH employees work unsocial hours and rely on this bus service. The RUH employs more women than men, especially nurses and health care assistants, who are more likely to be working unsocial hours and late shifts and less likely to own their own transport.</p>	<i>Noted, but the services under consideration operate after the Walk in centre has closed</i>

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Responses from Elected representatives			
14A	Peter Sas Radstock Town Councillor	<p>I have particular concerns about the possible impact on passengers using the 14A service to/from the RUH outside of peak hours. This will have a serious detrimental effect on RUH staff, patients and visitors and should have been a consideration when the relevant B&NES panel discussed the recent proposal to move the out-of-hours GP service from Riverside to the RUH.</p> <p>It's OK for us with the luxury of a car and not having to rely on off-peak public transport, but to people who can't afford a car or don't drive and need to access the RUH in the evening, for example, this could prevent them taking up certain shifts or create a barrier to someone needing hospital treatment.</p>	<i>Noted</i>
179	Cllr John Bull Cllr Liz Hardman	We would not want to see any reduction in the level of support for the 179 service.	<i>Noted</i>
179	High Littleton Parish Council	The proposal to withdraw the 179 evening service from Bath is the final straw that would totally isolate the village from any public transport. There is no alternative in the evening as most of the 178 services terminate at Midsomer Norton or Paulton. The present service makes it very difficult to work in Bath, meet trains etc. and it is not surprising it isn't used much as most people wanting to use the service can't find a bus to meet their needs as there are so few.	<i>Noted</i>
179 791	Judith Plucknett Clerk to Paulton Parish Council	<p>In response to the consultation being undertaken by Bath & North East Somerset Council on Supported Bus Services Paulton Parish Council would like to state their strong objections to the suggested removal of financial support for the 179 evening service from Bath - Midsomer Norton and the weekly 791/793 Bath - Weston Super Mare service.</p> <p>The Weston Super Mare service is very popular and enables many people without their own transport to have a day by the sea - this would not otherwise be possible. We also understand that use of the 179 evening service is steadily increasing.</p> <p>The parish council is very opposed to any reduction in the bus services to/from Paulton. The village is steadily increasing in size and good public transport services are essential for the many residents without their own vehicles. It also encourages residents to be less reliant on their own vehicles and reduces congestion on the roads and car parks</p>	<i>Noted</i>

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		The provision of financial support for the 791/793 and evening 179 services by Bath & North East Somerset is considered by Paulton Parish Council to be very important and its removal would be contrary to the aim of Bath & North East Somerset Council to encourage residents to use public transport.	
179	Kathryn Manchee Clerk and RFO to Dunkerton Parish Council	In response to the bus revenue support consultation, Dunkerton Parish Council believes that the council should continue to prosecute the strategy of the Joint Local Transport Plan, i.e. its principal focus on facilitating and promoting more sustainable forms of travel such as public transport and especially buses. This is particularly important to our rural parish. Consequently we would not endorse a proposal to reduce support to the 179 service as this would inevitably produce a contraction phase, not a development phase, of the alternative integrated public transport solution servicing Tunley.	<i>Noted</i>
179 668	Kirstie Green Timsbury Parish Council	Of particular concern is the evening service of the 179, which I personally use regularly. Without a supported service there would be no direct access to Bath / Norton after 5:20pm, which would significantly impact on passengers travelling for work or study and who finish at a later time. Losing our evening service will also severely affect those taking social and cultural trips, something of particular concern for younger people in the village. Taxi fares to/from Bath are, at around £20, unfortunately not an option for many. With regard to the weekly 668 Somerbus service to Bristol, I acknowledge that a 10% decrease in patronage over the last year casts it in a very different situation from that of the 179. However, the user base is far smaller and the financial loss therefore relatively low. I appreciate that we now have the more regular 178 Bristol connection, but in this instance I would urge you to consider the main demographic (75% concessions) of 668 users; many elderly and infirm people use this very personable service, and it is precisely these people who would experience difficulty getting to the Bloomfield Road bus stop - from South to North side of the village - to catch the 178.	<i>Noted</i>
179	Michael Curry Town Clerk to Midsomer Norton Town Council	Bath & North East Somerset Council's (Draft) Core Strategy states: "Role of the Centre (4.18) Midsomer Norton Town Centre will continue to play the role of the market town serving a wider catchment population from surrounding villages. It forms a key link in the strong network of settlements that make the	<i>Noted</i>

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Responses from Elected representatives			
		area more self-reliant in terms of access to key services, leisure, jobs and shops”. The Town Council is concerned that the proposed reduction to services is contrary to this policy and will have a disproportionate impact on a less advantaged sector of society.	
267	Cllr Maggy Daniel Somerset Council member for Frome	Expressed concern over potential loss of evening 267 service and impact on Somerset residents working and shopping in Bath	<i>Noted</i>
636	Mrs S Dyer Clerk to Whitchurch Parish Council	The 636 service from Whitchurch to Keynsham should be continued as it is at present. Whitchurch is currently poorly served by public transport and any reduction in any of its services will affect residents greatly and prevent them from being independent. We acknowledge that many of the trips are concessions but feel as a duty of care to the elderly this service must continue.	<i>Noted</i>
665	Cllr Charles Gerrish	This service is seen as essential by many older members of our community - who use it for daily activities.	<i>Noted</i>
665	David Johnson Keynsham Town Council	I have been approached by 2 residents in the Gaston Ave area of the town who are concerned that they could be losing the only public transport in that area, bus number 665. I explained the advantages of the Dial a Ride service, but they continued to express concern.	<i>Noted</i>
665 338	Saltford Parish Council	The Parish Council would like the late service on the 338 via Saltford to continue as there is no alternative service for Saltford. The Parish Council would like to know that if the 665 service were cut, there is an alternative for vulnerable people in Saltford.	<i>Noted</i>
672	Cllr Jon Wheatley Chairman, Chew Magna Parish Council	Chew Magna Parish Council would like it recorded in the consultation on the Bus Revenue Support funding for 2013/14 that we strongly oppose the proposal to curtail the 672 service from Bristol to Chew Magna at 1810 as this is the ONLY service which residents of the valley can use to maintain 9am to 5pm employment in the city. The effect removal of this service has will not only compromise travel but also employment.	<i>Noted</i>
672	Cllr Tim Warren	We feel that the 18.10 return from Bristol is absolutely essential to the working commuters from the Chew Valley, and we wouldn't like to see a reduction in this	<i>Noted</i>

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Responses from Elected representatives			
	Cllr Liz Richardson Cllr Vic Pritchard	service. We will endeavour to promote this service through the Parish Councils, local shops etc. to grow the patronage..	
672 67	Compton Martin Parish Council	The parish council discussed the issues and confirm their support to keep the current bus service in to the Chew Valley with no changes and certainly no reductions.	<i>Noted</i>
672	John Harvey Clerk to Stanton Drew Parish Council	The Stanton Drew Parish Council wish to comment as follows, in particular on the Bristol to Blagdon 672 service and specifically on the service that leaves Bristol at 18.10 hrs. It is a vital link to a few people coming home from their work in the Bristol area throughout the year. Apart from car sharing, which isn't always feasible, how else can people get home? It looks as though we will become even more isolated and more unsustainable as communities. The more cuts you make in the services the less peoples' confidence in the services becomes. A suggestion to consider: - The earlier service from Bristol leaves at 16.45pm, it has been inferred that this is a little too early, especially for those people that normally finish work at 17.00hrs. If this service left Bristol, say half an hour later at 17.15pm, more people would possibly be able to use it.	<i>Noted, but unable to amend departure as suggested within the legal span of drivers hours</i>
672	Judith Hoskin Clerk to Dundry Parish Council	Very concerned to hear that withdrawal of 6.10 pm trip is being considered for withdrawal. The 672 is Dundry's only bus service and for those without cars this service is a lifeline. Older residents and young people in particular rely on it to travel to and from Bristol. The 6.10pm service is well timed for commuters and shoppers to return from Bristol having taken the bus into town earlier in the day. If you close this service the earlier services are likely to lose passengers as people find other ways of travelling because they won't be able to return by bus. The community of Dundry asks you to continue to support this much valued service.	
672	Marie-Louise Hales Clerk to Chew Magna Parish Council	I oppose the proposal to withdraw financial support provided for the 18.10 departure from Bristol to Chew Magna and onto Bishop Sutton and Blagdon. I believe that although the Chew Valley is generally an affluent area it is not universally so and that for older people, those on low incomes and youngsters	<i>Noted</i>

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		<p>there is deprivation in the provision of public transport. To further cut the bus service will serve to increase isolation and reduce opportunities available to the above cohorts in the rural areas.</p> <p>As locally available jobs are few, young people in our rural area tend to find employment in Bristol. If those who cannot afford a car, or do not drive, or do not have parents willing to collect them from work or near by Pensford (with its more frequent regular bus services) are to have the opportunity to access employment in Bristol they need to have a bus that departs from Bristol later than 16.45.</p> <p>I realise that if you offer the 672 service to a small contractor such as CT Coaches (who have been brilliant in comparison with Eurotaxi) there has to be a separate contract for the 18.10 service and that for this inconvenience alone it may tempting to cut the slot but I would urge you not to, as it gives a signal that B&NES do not care about the needs/problems of the rural areas.</p>	
672 67	Steven Read Clerk to Chew Stoke Parish Council	<p>We are extremely concerned about the possible withdrawal of the 672 service, departing at 18.10 from Bristol back to the Chew Valley. This service is used by commuters living in the Chew Valley and working in Bristol. The next nearest return is 16.45, which is useless for people who finish work at 17.00. The withdrawal of the service would preclude anyone using the bus service as a commuting option. We therefore object strongly to the potential withdrawal of this service.</p> <p>We are also very concerned about the potential withdrawing of funds for the 67service which goes into Bristol from Chew Stoke at 9:25am and returns at lunchtime. If this service was lost there would be no Bus Service from the village between 07.30 and 10.05 in the morning which again will restrict commuting opportunities.</p>	<p><i>Noted</i></p> <p><i>Noted</i></p>
672 67	Sue Heathman Clerk to Stowey Sutton Parish Council	<p>We are concerned with the possible changes to services 67 and 672. We feel that both of the return trips are essential, especially for people who work in Bristol who would not be able to get back if the 18.10 672 bus was discontinued. Also, the return bus on the 67 service would enable people to get back in time for school etc. in the afternoon. However, we feel that the 9.51 and 9.14 services are at such similar times that losing one of these would be better than losing the return</p>	<p><i>Noted, but the services operate independently, with the 67 timings dictated by the timing of associated school services</i></p>

**TENDER PT1301 – Award of new contracts following tender for supported bus services
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Responses from Elected representatives

	services, although of course we would prefer not to lose any of them.	
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Operator Responses

Service	Response from	Key Points	Comments
636 1 6/7 14A 791	Citistar	<p>Service 636 (Whitchurch – Keynsham) I believe the Friday service will struggle to cope with passenger numbers if the Tuesday journey is withdrawn. Standing passengers on the Stockwood Vale section of route is not an acceptable situation, given the high proportion of concessionary pass journeys.</p> <p>Service 1 & Services 6 / 7 I do not think it is fair that other parts of B&NES are losing some or all of their bus services when funding is being directed towards one area which has commercial bus services in place. There is no danger of passengers on any of these routes losing their service altogether.</p> <p>Service 14A (Odd Down – Bath – Weston) Could service 17 be extended to Weston Village, Eastfield Road and Upper Weston as a partial replacement late evenings?</p> <p>Service 791 (Bath – Weston-s-Mare) The current level of concessionary fare reimbursements are unlikely to see any operator take on a service such as this without some reform, or acceptance that carrying pensioners over 30 miles for 90p a head is simply unrealistic.</p>	<p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p>
791	David Fricker North Somerset Coaches	<p>Submitted a petition gathered from passengers with 24 signatories in support of the proposal that:</p> <p>“Registering concern that the 791 bus service is under review. The social hardship resulting from being deprived of our weekly trip to the shops is of real concern and the health and social benefits must not be overlooked.”</p>	<i>Noted</i>

**TENDER PT1301 – Award of new contracts following tender for supported bus services
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Stakeholder Responses			
Item	Response from	Key Points	Comments
1 6/7 12 14A 67 179 265 267 338 507 533 672 700 791	Gordon Edwards Secretary Travelwatch SW	<p>Service 1 (Bath – Combe Down) – TWSW local members consider that contracted journey facilities between Bath and Combe Down, in addition to the ‘commercial’ service, should be provided by the extension of service 13 journeys beyond the current Foxhill terminus to operate to and from Combe Down village which could be undertaken without any increase in the peak vehicle requirement for this route.</p> <p>Services 6/7 (Bath – Fairfield Park/Larkhall) – TWSW local members are strongly opposed to the Council spending scarce financial resources on the Monday to Saturday daytime services on these routes. It is considered that First could provide the necessary ‘fourth bus’ on services 6/7 to continue the Monday to Saturday fifteen minute daytime frequency by the restructuring of other Bath City services . In the event of First reinstating the former separate services between Bath and Fairfield Park via Camden Road and Bath and Larkhall via London Road, then the Council should provide a Monday to Friday off-peak service between 0900hrs and 1400hrs linking Fairfield Park with both Larkhall and the Morrisons store on London Road.</p> <p>Service 12 (Bath – Haycombe) – TWSW local members would strongly support the introduction of Monday to Saturday peak hour journeys on this service, as well as the provision of a low-floor vehicle at the earliest possible date; and further support the continuation of the contracted service on Sunday and Public Holidays, but would not object to the withdrawal of the 1746hrs ex Whiteway and the 1840hrs ex City Centre journeys</p> <p>Service 14A (Odd Down – Upper Weston) – TWSW local members consider that the Council should continue to financially support these daily late evening services, but would not object to the 2311hrs ex Odd Down journey on Monday to Saturday operating ten minutes earlier throughout if this retiming delivered a financial saving to the Council.</p> <p>Service 67 (Bristol - West Harptree) – TWSW local numbers would not object to a reduction in the number of days of operation on Monday to Friday during school holidays, if this alteration delivered a financial saving to the Council.</p>	<p><i>Noted, but journey times to/from Combe Down would significantly increase</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p>

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		<p>Service 179 (Bath – Midsomer Norton) – TWSW local members would not object to a reduction in the number of Monday to Saturday evening journeys to match demand or to the withdrawal of the last journeys on Sundays and Public Holidays</p> <p>Service 265 (Bath – Warminster) – TWSW local members are concerned that the implementation of this proposal could lead Wiltshire Council to terminate the existing contract leading to the loss of all buses between Bath, Bathampton and Claverton on Monday to Saturday evenings and on Sunday and Public Holidays</p> <p>Service 267 (Bath – Frome) – TWSW strongly support the continuation of financial subsidy for Monday to Saturday evening journeys on this service.</p> <p>Service 338 (Bath – Bristol) – TWSW strongly support the continuation of financial subsidy for daily evening journeys on this service.</p> <p>Service 507 (Keynsham – Southmead) - TWSW local members are concerned that the implementation of this proposal could lead South Gloucestershire Council to amend the existing contract to withdraw buses from Keynsham thereby leading to a loss of through journeys between the town and East Bristol, Hanham, Kingswood and Southmead Hospital and to the loss of revenue generated by South Gloucestershire residents visiting Keynsham.</p> <p>Service 533 (Keynsham – Mangotsfield) - TWSW local members are concerned that the implementation of this proposal could lead South Gloucestershire Council to amend the existing contract to withdraw buses from Keynsham thereby leading to a loss of through journeys between the town and Cadbury Heath, Kingswood, Longwell Green, Mangotsfield and Staple Hill and to the loss of revenue generated by South Gloucestershire residents visiting Keynsham.</p> <p>Services 636 (Keynsham – Whitchurch) and 668 (Bristol – Midsomer Norton) – TWSW local members would support the continuation of the existing Tuesday and Friday service on service 636 (Keynsham – Whitchurch).</p> <p>Service 665 (Keynsham and Saltford local services) – TWSW local members would not object to Keynsham Dial-a-Ride assuming responsibilities for the travel needs of the current users of service 665 who do not have access to commercial</p>	<p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p>
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**TENDER PT1301 – Award of new contracts following tender for supported bus services
Schedule of Post Tender Consultation responses**

Stakeholder Responses

		<p>alternatives, provided that it has the necessary capacity; local users would, however, welcome part of the service provision being met by a fixed route and timetable.</p> <p>Service 672 (Bristol – Blagdon) – TWSW local members consider that the Council should make every effort to restructure the main contract to enable the entire service to be operated by one driver and a single vehicle, provided that the first northbound journey does not arrive in Bristol City Centre later than 0830hrs and the last southbound journey does not leave Bristol City Centre earlier than 1715hrs; it may be necessary to achieve this objective by rerouting the first northbound and last southbound journeys to not serve communities with no current demand for peak hour journeys.</p> <p>Services 700/716/734 (Bath City Services) – TWSW local members consider that the timetable for these three services should be revised to enable the routes to be inter-worked with a school contract to reduce total cost.</p> <p>Services 791/793 (Bath – Weston-Super-Mare) – TWSW local members would not object to the withdrawal of this service from the first Wednesday in November to the last Wednesday in March (or the last Wednesday before Easter Sunday, if earlier) inclusive.</p>	<p><i>Noted, but no such opportunities identified to significantly shorten the route and enable re-timing as suggested</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p>
6/7	Save our 6/7 Buses Campaign	<p>Presented the results of a survey distributed in Larkhall and Fairfield Park. Survey forms asked respondents to consider whether; as an alternative for continued subsidy of the higher frequency on the 6/7</p> <ul style="list-style-type: none"> • a 40 minute frequency on each service was acceptable, • whether the routes should be split with dial a ride used to provide links between the two areas, and • whether First should be expected to maintain the higher frequency without subsidy. <p>53 respondents replied in whole or part to these questions, and over 90% of responses favoured continuation of subsidy as a preference to a reduced frequency of service or a split service. There was significant support (44%) for the proposal that First should operate the extra service without subsidy, even though this was stated to be unlikely in the survey form.</p>	<p><i>Noted</i></p>

**TENDER PT1301 – Award of new contracts following tender for supported bus services
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Stakeholder Responses			
		Respondents also provided individual comments that emphasised the importance of the higher frequency of service provided through the Council subsidy	
14A	Luke Champion Royal United Hospital Bath NHS Trust	We would not want bus services that call at the RUH to be decreased or modified in a manner which would then cause people to make the journey in their car. Parking for staff, patients and visitors is very limited at the RUH and we are working hard attempting to discourage the car as the preferred mode of transport. Being in a rural area makes that goal hard to achieve and therefore, wherever possible, the bus needs to be a good quality alternative for people who work here or who need to attend the hospital for other reasons.	<i>Noted</i>
507 533	Richard Kemble South Gloucestershire Council	<p>Service 507 Keynsham to Southmead Hospital via Longwell Green, Kingswood</p> <p>As you are aware, this service replaced First's former 318 which was a de minimis arrangement between Kingswood and Keynsham. I consider that the option to cease future contributions is premature and that should be considered following patronage surveys. Account should also be taken of passengers using the service to access employment and retail facilities in Keynsham and not just the proportion of B&NES residents. The forthcoming housing and employment development at the Somerdale site may also improve the usage of the service by B&NES residents. The briefing hints that, in the event that B&NES ends its contribution, the service may continue running through to Keynsham with the cost shortfall shouldered by another authority. However, neighbouring authorities face their own cost pressures and therefore reconfiguration of the route to terminate elsewhere other than Keynsham is also an outcome that your Authority should bear in mind.</p> <p>Service 533 Keynsham to Mangotsfield via Oldland, Cadbury Heath</p> <p>The survey data that evidences the argument that the B&NES contribution to the service is poor value for money dates from 2011 – prior to the removal of the 532</p>	<i>Noted</i>

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		variant in September – and is also incomplete. Therefore the conclusion that the service reflects poor value for money from a B&NES perspective should be revisited.	
672	Paul Baker North Somerset Council	<p>As part of the consultation exercise that we undertook last year, along with discussions and surveys on the 672 service, I am aware that this bus is used by peak time commuters from North Somerset travelling into Bristol for employment.</p> <p>I would therefore have concerns regarding withdrawal of the 6.10pm return journey, as this is the only viable return journey for commuters as well as a key return journey for other shopping and leisure passengers. Withdrawing this journey could potentially weaken the remaining daytime journeys, questioning the longer term viability of the service overall. My preference would be to explore potential cost savings through renegotiation with the existing operators, or a re-tender exercise combining the two existing contract operations.</p>	<i>Noted</i>

Public Responses			
Item	Response from	Key Points	Comments
1 14A	Katharine Tylko-Hill	<p>As a non-car driver living in Bear Flat and working in Combe Down (not at the MOD), may I ask you to retain the No 1 Bus Service from Combe Down to the Centre every 30 mins.</p> <p>Even more importantly, please may I ask you to retain the excellent evening service of the 14A which I use when visiting family and friends in hospital at the RUH.</p>	<i>Noted</i>
1	Nigel Hunt	I oppose any reduction to this service and request that the Council subsidises its current timetable. The service is used mainly by older residents and its loss would have a detrimental impact on this more vulnerable group.	<i>Noted</i>
1	John Gowland	We wish to register our objection to the proposed changes to the Number 1 Bus Service from Combe Down to the Bus Station. We do not have an alternative service within walking distance. The existing day time service with a frequency of 30 minutes is very well used and at peak times is uncomfortably overcrowded.	<i>Noted</i>

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		The frequency already compares badly with that provided to other areas.	
1	Jocelyn Clark	I would be very disappointed if the service becomes a 40 minute service. If this 40 minutes occurs throughout the day then more car journeys and decreased bus usage will follow by myself and others. Habits are formed and difficult to change. Hopefully when it becomes a 'show route', and a 30 minute service, this will reverse the trend.	<i>Noted</i>
1	Phil Nodder	<p>I am very concerned about the possible deterioration of the Service No.1 from Combe Down to Bath City Centre.</p> <p>Assumptions have been made that the withdrawal of the MOD from the Foxhill and Ensleigh sites will reduce the demand, but no account seems to have been taken of the fact that both of these sites are now "Ghost Sites", with very few staff who are likely to use the No.1 service anyway, so there will be very little if any effect upon the number of people using the service</p> <ul style="list-style-type: none"> • The consultation Briefing continues - "when the MOD sites are developed the service may be restored" (my italics), but there is no guarantee that this will be the case. • A less frequent and less easily understood timetable will almost certainly lead to fewer people using the service. Some are more likely to use their own transport and clog up the City adding pollution to the air quality of the World Heritage City, • I understand that this service is earmarked as a "Showcase" route with electronic displays at the bus shelters to provide live bus timetables. This would be an extremely useful addition and one that is long overdue. It is strange, therefore, to read that a reduction in passenger numbers before the development of the MOD sites could "threaten the existence of the services." (My italics again). This implies that a potential "Showcase" route may not exist in a few years' time. <p>In view of the above points I urge the Council to continue to support the continuation of the No. 1 Service between Combe Down, Bath City Centre and Ensleigh</p>	<p><i>Noted</i></p> <p><i>Noted but the Council has prevailed on the operator to defer any reductions in service until after this consultation was completed</i></p>
1	Scott Fulcher	<p>Service 1</p> <p>The current service provision on this route is somewhat generous. The service</p>	<i>Noted</i>

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6/7		rarely carries more than about fifteen people on each half of its journey, i.e. to/from each of Ensleigh and Combe Down, and uses three vehicles, adding extra cost to both the operator and the council. This excess could be minimised or even negated by removing one of these three buses, and reducing the service frequency to one bus every 40 minutes, The northern section of route is also shadowed by Park & Ride Service 31, reducing the need for the service further.	
12			
14A			
179			
265		Services 6 and 7	<i>Noted</i>
267		The 30 minutes frequency has proven to be ideal, with both routes having a clear timetable and conveniently running across the section of route that has a “slow” service to the City Centre – i.e. Fairfield Park for the 6 and Larkhall for the 7 – just moments after the “faster” service. Coupled with the need to provide a through service between Fairfield Park and Larkhall, I am certain that the current service should be left to continue in its current form.	
338			
700		Service 12 The lack of peak journeys – particularly in the afternoon – is a cause for concern. I would also suggest that consideration is given to the provision of a low-floor vehicle. On the other hand, on Sundays there are three buses an hour a short distance to the east, and two an hour shortly to the west, and as such I feel that continuing to subsidise a service on these days is not necessary.	<i>Noted</i>
		Service 14A By removing all journeys after roughly 2130 you are effectively removing the only way for much of the city to access their hospital. There is also the issue of removing the service to most of Weston, which is one of Bath’s more prominent suburbs.	<i>Noted</i>
		Service 179 The main issue with this route is the level of service provided to Timsbury. With Service 178 having recently been diverted there, I would question whether there is any real need to continue to provide a late evening service on the 179. On Sundays however, I do not see any real need to provide more than two or three journeys per day in each direction; perhaps this could be merged with the Service 678 contract (Bristol to Writhlington on Sundays only)?	<i>Noted</i>
		Service 265	<i>Noted</i>

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		<p>The service via Bathampton in the evening is only viable in one direction (admittedly the peak direction), and adds an unnecessary burden of time to longer distance travellers, all for the sake of a village which is only slightly off the normal route anyway. The Sunday service should not really need additional funding in my opinion so unless withdrawing assistance would put the service in jeopardy, which I doubt, then I would agree to no longer providing additional financial assistance.</p> <p>Service 267 Frome is not a small town and by withdrawing the evening subsidy for this route you run the risk of isolating an entire community in the evenings;.</p> <p>Service 338 The vast majority of passengers on these two journeys, which leave each of Bath and Bristol at 2300, are bound for destinations besides the Park Estate in Keynsham. And now that the 338 has been introduced properly, there are services via Park Estate from both of Bath and Bristol, not just the latter, through the evening. As such, I do not feel that maintaining these journeys would be necessary.</p> <p>Services 700, 716 and 734 These services – particularly the 700 – provide a vital link to areas that are otherwise very poorly served. I cannot agree that the best option for these services is a community transport operation, and would instead recommend that the option of introducing a low-floor vehicle to the route would be preferable, especially considering the high number of ENCTS pass users on these three routes (note that the 716 also serves a residential home).</p>	<p><i>Noted</i></p> <p><i>Noted</i></p> <p><i>Noted</i></p>
6/7	Ellie Farrar	I do strongly believe we should have a better transport system and thus discourage car use, in line with good eco-practice all over Europe. Bath seems poorly served in this respect	<i>Noted</i>
6/7	Jill Hollin	I write in support of subsidising the 6/7 bus between Bath and Larkhall/Fairfield Park as a 30 minute service. My daughter uses this bus to get home from school each day and her journey time is long enough already without an additional 10 minute wait. The buses are also already at capacity and she often stands on her journey home. This week the bus went past she and her friends as it was full of	<i>Noted</i>

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		Christmas shoppers - this could become a regular experience if the service was cut and the buses overly full.	
6/7	Paul Hollin	The 6&7 bus service is vital for our daughter and her classmates in getting to and from Hayesfield school. Due to congestion and other bus problems (e.g. 13D) waiting times are already erratic and often long. We don't want this to get worse. Expecting a private company to do this out of goodwill is inappropriate and undesirable, and brings the whole notion of public transport into doubt	<i>Noted</i>
6/7	Jacqui Tanner	I feel particularly strongly for the elderly and frail who depend on the service on a frequent basis, as they are not necessarily able to precisely time urgent visits to doctor. Also the residents in the area of Fairfield Park and Larkhall are community orientated and need to link in with public services – the younger ones can gain independence through bus service, and others can avoid taking own car to exorbitantly expensive parking in town	<i>Noted</i>
6/7	Mike Kelleher	The 6/7 service is important to me both for work and leisure/shopping, as I made a decision to do without a car some 3 years ago. When the service reduced to 40 minutes it was very crowded in the 15:00 to 17:00 periods. Buses would pass the city centre stops leaving passengers stranded for long periods. It also made it more difficult to get to the Train Station early mornings. I use the train to work in Bristol. The 40 min service would often mean waiting at the bus stop in all winds and weather after arrival at Bath Spa Station.	<i>Noted</i>
6/7	Polly Redfern.	The buses appear to be used more since the introduction of the 30 minute frequency. I certainly find it more useable. It now feels more like a service for local people. Dial-a-Ride between Larkhall and Fairfield Park seems ridiculous when a bus service already exists and joins the communities together. I feel Dial a Ride would isolate a lot of people in the local area and limit their connection with others.	<i>Noted</i>
6/7	Lyndon Hughes	The same arguments apply as before about people visiting the shops in Larkhall from Fairfield Park or the Health Centre from Larkhall. To make these journeys via the town centre is too difficult for most and to lose the link between Fairfield Park and Larkhall will see a falloff in usage and the eventual demise of the service all together. Dial a Ride service will be impractical for the high number of people using the route and will provide an easy excuse to cut that service later.	<i>Noted</i>

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		The usage of the 6/7 route has increased enormously and consequently the subsidy has reduced. It is likely the subsidy reduction will continue. Surely we deserve at least a 30 minute service.	
6/7	Mrs Elizabeth Davies	I have been a resident in Camden Road, Bath for 32 years and do not drive a car. One reason for living in the centre of Bath was access to a reliable bus and rail network. The number 6 and 7 bus routes have been an integral part of residents' lives in this area and in Larkhall. I sincerely hope that very serious consideration will be given to continuing support for these services to enable their running both frequently and reliably so that people of all ages can continue their very necessary journeys safely and well.	<i>Noted</i>
6/7	Mike & Janice Hazel	This service must remain as it is currently as it is a vital lifeline for Fairfield Park and Larkhall residents. The service was originally started to enable people to get from Fairfield Park to the shops in Larkhall and London Road. It was also used by those residents to get to the Health Centre in Camden. The service although not perfect runs well at present and is well supported. Often standing room only from and to the city. Even if it is well supported by Bus Pass users this should make no difference. This just highlights that you have an elderly population in these areas who need a bus as this is their only means to get around. Please consider carefully the residents of Fairfield Park and Larkhall who do not have cars and need to get around. Also remember how steep these hills are for the elderly who need to go shopping or to the doctors. Please retain the current 30 minute loop service as it is a vital service to the many residents.	<i>Noted</i>
6/7	Patricia Mason	The subsidy to the service needs to be maintained for social reasons; to keep links between the medical centre, local shops and other destinations. It is a valuable way of maintaining a good community spirit. When this service was cut to 40 minutes it caused great hardship; people needing to keep appointments took taxis because the bus service was such rubbish. If people stopped taking a 40 minute service the whole route will be at risk.	<i>Noted</i>
6/7	Mrs Margaret Malcolm	As a frequent bus user, I catch the no 7 to go into the city centre & no 6 to return home. This in reality is a 30 minute frequency and is the same for other users who live along the periphery of these routes. Any reduction in frequency will	<i>Noted</i>

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		provide many people with a very poor level of service.	
6/7	Mr K. & Mrs N. Stapeley	Please back the saving of the number 6 and 7 to be a 30 minute service. This 30 minute regularity at present is providing a vital service to Fairfield Park and Larkhall. I would like you to note that this bus service is a very community spirited route; with passengers greeting one another in a cordial manner and passing the time of day.	<i>Noted</i>
6/7	Pamela Galloway	<p>Having read the Consultation regarding the Public Transport budget, I feel it is vital that the 30 min service is maintained on the 6/7 bus routes through Larkhall & Fairfield Park and as a subsidy is needed, it is totally warranted. The alternatives available are not realistic options</p> <p>The "commercially sustainable" level of a 40 minute service on each route was the situation from Aug 2010 - until Oct 2011 and was not considered sufficient . A 40 min timetable was too infrequent and difficult to memorise, it resulted in decreased bus use, which had the knock on effect of increased car use and a lower footfall in Larkhall affecting the local shops & businesses. It also resulted in overcrowding on the remaining buses to the extent that people were left behind at bus stops whatever the weather, needing to wait another 40 min to the next bus</p> <p>The separate 30 minute service was offered in May 2010 and there was an outcry as it severed the link between the two halves of the community, providing no service up & down the hill. Those requiring the link may only be 5% but for them this is vital as the alternative is an inordinately long journey into the centre & out again. Dial a Ride is out of the question as none of the current passengers would fit the criteria for using it so this could never provide an alternative service.</p> <p>It is totally unrealistic to expect the operator to continue the current pattern of services without subsidy in the hope that patronage increases further. They have always maintained it is not an option without a subsidy unless ridership increased first.</p>	<i>Noted</i>
12	Linda Horner	I live on the route of the 12 service but am unable to use it because it does not run at any suitable times. My daughter has to walk into the town to catch her train to her college because there is no bus that will get her there in time. This makes her day 11 hours long. Any change will be too late for her but there must be	<i>Noted</i>

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		others who need a service in the morning. We have to walk to get the 10 or 5 if we need to catch the bus which is very annoying. Living in a city you expect to be able to get around easily. I would urge you to consider providing an extended service. We don't mind too much about the newness of the bus - we would just like there to be one.	
14A	Miss S Scadding	<p>This would affect me terribly. I am in my late 50s and do not drive. I go to the theatre or for a drink in town at least once a week, and take the 10:15, 10:45 or more usually the 11:20 bus home. I can walk; it takes nearly an hour, but my legs are painful and it is not nice to have to walk home alone at 11-12:00 midnight on a wet dark winter's night.</p> <p>I am single, now unemployed, and have no friends for lifts. I cannot possibly afford taxis. One of the main reasons I bought this house in Weston is because it had a good bus service nearby – I will be utterly stranded!</p>	<i>Noted</i>
14A	Ms M Bolland	<p>I would like to know what this will mean for myself as a regular bus user. Will there be an alternative service in the evenings? Will council consider keeping the service running at an increased fare if costs are an issue? How will people get to and from work without this service?</p> <p>Using a taxi is too expensive to use regularly. Car parking is very difficult on the street and at the hospital. Staff have to pay a monthly fee and are not even guaranteed a space to park. I already have to walk part way to work at weekends on early shifts and walk part way home Sunday evenings due to a lack of or reduced bus services.</p>	<p><i>Noted, but fares are linked to daytime commercial fares</i></p> <p><i>Noted but P&R from Odd Down is available with a staff discount on fares. Services operate every 30 minutes on Sundays/BHs</i></p>
14A	Mr R Burford	The bus service is heavily relied on for transport to and from the RUH & the Weston Village.	<i>Noted</i>
14A	Cherry Shelton-Mills	<p>I am writing to you regarding the proposed cuts to the service to Weston. The public is being encouraged to use public transport to ease pollution and traffic problems. How your proposed reduction in the bus service to Weston (which also serves people going to and from the hospital) can be reconciled with the idea of a public service and environmental protection is incomprehensible to me.</p> <p>If people from Weston want to visit local businesses in Bath in the evening, such</p>	<i>Noted</i>

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		as cinema or restaurants, are they then supposed to walk 40 minutes in the dark to get home? Not everyone can afford taxis. Yet again you are penalising those who are less well off.	
14A	Garry Ede	The 14A late bus that links Odd Down and Weston to Bath allows people working late shifts at the RUH their only way of getting home. Also, once the Bath Drop-In Centre is shut, how will emergency patients get to the RUH for treatment without spending a fortune for taxis? This late bus is an essential service that needs to be kept.	<i>Noted</i>
14A	Carla Stratton	I am writing to you to say DO NOT delete the evening 14A service, as it is a well-used service that many will be lost without. Myself and several others I know of use the service to get to and from work and to and from town of an evening. If you delete this service then many people will be stranded after a long day at the Hospital or Care homes in the Weston area. We rely on the service to get us home after a long 12 hour (care homes) or 14 hour (hospital) shift on our feet all day. So the bus home is just what we need.	<i>Noted</i>
14A	David Vernalls	With out of hours GP services being focused at the RUH and the drop in centre moving there in due course, consideration needs to be given to ensuring at least a minimal public transport access to these facilities. Even if this service is deleted now, it may need to be reinstated later as people need to access medical services into the evening. Whether the Odd Down element of the service needs to be retained is less clear. Removing evening buses leaves people going out for the evening with a choice of taxi (expensive) or driving and hoping they don't drink more than is safe. It would be regrettable if cutting off Weston and Odd Down from bus services leads to an increase in drink driving and consequent accidents.	<i>Noted</i>
14A	Mr Dominik Stansby	It is important to note that many people who rely on buses are on low incomes or from vulnerable sectors of society. The removal of bus services effectively leaves these people stranded in their own homes as they are unable to travel via private transport. In particular, low income workers often work a variety of shift patterns, working at times when others are not. So whilst cutting evening services may not affect the	<i>Noted</i>

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		<p>majority of the working population, it could leave low income workers unable to get to or from work. In particular, the proposal severs all links between the Royal United Hospital and Weston with Bath city centre after 2143 daily. Many people both working in the hospital and living in Weston are on low incomes, and these services are a necessity for them to carry out their daily lives.</p> <p>An effective public transport network provides people with integrated and flexible journeys that fit around their lifestyles. It is hard to imagine a person choosing to take the bus to the city centre instead of driving when their last journey home would be as early as 2143. Moreover, whilst late evening journeys may not be particularly well patronised, they provide that flexibility for the public which allows them to make the decision whether or not to drive, instead of dictating that they drive.</p>	
14A	Theresa Bebbington	<p>I understand there's a proposal to withdraw late evening services on the 14A going from Bath into Weston. I find this quite irresponsible. There are no other bus services into upper Weston at this time, so how will people be able to get home evening relatively early at 10pm - say from the train station or after the theatre or cinema or a night out with friends for dinner and a drink. You really should consider the knock-on effect with businesses in the entertainment industry in the city centre lose their customers because they cannot afford taking expensive taxis to get home.</p>	<i>Noted</i>
14A	David Banks	<p>I write in response to your paper on reducing bus services. I use the later 14A buses to go back to Weston after evening rugby games and to return me home from late trains. Without these buses after 2200 hours, I would have to use my car instead, taxis costing best part of £10.00.</p> <p>Two proposals: reduce the later bus frequency, e.g. to just 2230 and 2315; and, allow, say, an additional £0.50 increase after 2200 hours. Both these steps would reduce your costs. Please factor in the additional need to get to the RUH for minor injuries with the NHS Drop-in Centre closing.</p>	<p><i>Noted</i></p> <p><i>The services under consideration operate after the walk in centre has closed</i></p>
14A	Kathy Elam	<p>I have read what is proposed for the 14A and am very disappointed to see that this proposed reduction being considered. I live in Weston village and am unable to drive safely because of a medical problem so use the 14 route a lot to get around. I occasionally go to the Theatre Royal - maybe once or twice a month</p>	<i>Noted</i>

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		and sometimes to either of the cinemas in the town centre. When I do I use the 14/14A to get there and back.	
14A	Laura Hodson	I am furious that you are considering deleting the 14A bus service in the evenings to Weston and the RUH. Firstly, it is perfect access to the hospital and secondly, how am I, as a young woman, meant to get home safely at night!?! I refuse to pay £10 for a taxi so the bus is my SAFE, reliable way to get home at night.	<i>Noted</i>
14A	Miss H Barton	I rely on using the bus and cannot afford taxis prices, so will be very affected by this proposal. It will mean for us no longer being able to go out in the evening as the last bus for Weston will leave the Bus station at 21:44, and most evening events go on until at least 22:00, and there are no alternative bus services to this part of Weston The 14A is the only evening service going to the RUH and A&E dept. giving very limited access. People with cars will use them more to go to the pub etc. with 'drink driving' consequences. This proposal will be very detrimental to peoples basic social life and mobility in this area	<i>Noted</i>
14A	Sheila Kinsella	I would be very concerned over the withdrawal of this service. I live in Weston because I can afford it, it has great local facilities, and most importantly I was convinced that the 14A bus service would be guaranteed because of the RUH. There is the further matter of the imminent threat to move the NHS Walk-in Centre to Weston. How will this work with no transport? There are other courses that could be taken. Concessions could be suspended on evening services. I have spoken to several older people locally who agree with me. Why not continue the 17 service through to Weston High Street at least, in the evenings, instead of finishing at Penn Lea Rd. and return it to the city via the 14A route to RUH and Combe Park?	<i>Noted, but the services under consideration operate after the Walk in centre has closed</i> <i>Noted but this would illegal under the terms of the ENCTS. The 17 service would still require additional subsidy from the Council</i>
14A	Chris Sandison	I am concerned to read of the proposal effectively to remove all late evening bus services to the North-western corner of Bath. The 14 is the only route to run anywhere near the RUH and Weston in the evening and withdrawing it would leave people either unable to travel between other parts of Bath and the RUH/Weston or forced to travel by car or taxi. Weston has no evening entertainment or cultural offerings of its own - no cinema,	<i>Noted</i>

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		<p>theatre, music, clubs/societies or sports facilities and only one restaurant (and no real scope for this to change) - and is about as far as any part of Bath from the station, so withdrawing this service would leave people rather cut off. Cinema and theatre programmes and restaurant meals are unlikely to finish in time to make what is proposed to become the last bus to the Northwest corner a realistic option.</p>	
14A	Lucy Giffen	<p>I read with dismay in local shops that the 14A bus between Odd Down and Weston could see a reduction in evening service. As a non-driver with two young children and a third on the way, public transport is our only method of travelling. My husband also commutes into Bath using the bus and due to his working hours often has to get a bus home past 8pm when the service is already reduced. It could have a serious impact on him being able to get home in the evenings should he need to work late or even socialise after work. People should be encouraged to use public transport and this should be done by them knowing that a bus is available for them to travel on and that it doesn't cost the same as running a car.</p>	<i>Noted</i>
14A	Declan Blench	<p>It's been rumoured that there are plans to scrap the 14A between Weston and Bath in the evenings. As a resident of Weston I rely very heavily on this bus service; I don't drive so effectively I'd be stranded in Weston at night or, worse, stuck in town with no way to get home. Given that I've paid well over £300 for an annual bus ticket, further restricting my already very limited travel options between my home and town (which will also have a knock-on effect with me having trouble getting home from university after a late night studying) I feel this plan is inappropriate and would urge you to reconsider.</p>	<i>Noted</i>
14A	Terry Reakes	<p>Ask that financial support be provided to retain late evening journeys on service 14A that links Odd Down and Weston to Bath City Centre</p>	<i>Noted</i>
14A	R Barnett	<p>I have just read about your plans to delete this evening service. How do you suggest I get home from a late shift at 9.30 in the eve? Taxis are far too expensive on my low wages, and I can't afford to run a car, or even afford to park it in the hospital car park which costs a ridiculous amount of money. I think that as so many hospital workers use this vital service every evening, you should reconsider this proposal.</p>	<i>Noted, services affected are after this time (2130).</i>

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14A	David Roberts	I am writing to you because you are proposing to delete the 14A service to Weston and the RUH during the evenings. I think it's an absolute disgrace, because there are a number of RUH staff that work a 14 hour day shift from 7:30am to 9:30pm. Do you honestly think it's safe for anyone to walk from the RUH to town in winter nights? Surely you wouldn't expect someone to take a taxi as they are very expensive. I would like to point out to you nurses are not well paid and to abolish the 14A service during the evening it would be totally ridiculous.	<i>Noted, services affected are after this time (2130)</i>
14A	Sarah Li	I'm writing to reflect my objection regarding the council proposal of deleting bus service 14A. I work in city centre in Bath rely on this bus to go home every night between 7- 8.30 the deletion of this bus will seriously affect me as I live in Weston and there aren't other buses to go there. My flatmate also supports me as she goes to the sports centre 3 times a week. We hope that the council may consider cutting down running hours but not deleting the service.	<i>Noted, but services at the times stated are unaffected</i>
14A	Lisa Davey	<p>On your website, you state the following: "Our vision is of an affordable, low carbon, accessible, integrated, efficient and reliable transport network through which we can achieve a more competitive economy and better connected, more active and healthy communities." This may well be your vision – but the implementation thereof seems to be somewhat short-sighted.</p> <p>I and many like me do not own cars. We are utterly reliant on a trustworthy bus service not only for effecting our daily chores but running our businesses, contributing to the night-time economy of Bath and contributing to society.</p> <p>For example, I am the Chair of Bath German Society. Our meetings are held in the centre of town from 8 – 10 pm. If the 14A service is suspended, it is no exaggeration to say that the Society will collapse. This is no self-aggrandisement. Our members have busy lives, as indeed do I, and although they have time to attend the meetings, they do not have the time to do the background organisation of booking speakers, etc. If the 14A is suspended, there will be no German Society, no cultural interchange in German (the twinning association does not hold its meetings in German) and no little bit of extra help for Julian House.</p> <p>On behalf of members of the Weston French Connection (which I also run and which attracts members who require the 14A to attend meetings). I would urge</p>	<i>Noted</i>

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		<p>you to reconsider the notion of suspending the evening service. It would be a shame to see the demise of this cultural entertainment and the loss of the revenue it generates for the Old Crown pub.</p> <p>Another example of how this change will affect me – and the wider community. Every year, I am invited by King Edward's School to attend their evening Careers Fair. I speak to youngsters about the world of translation and how they might consider a career using their languages. If the 14A is suspended, I shall not be able to attend and these enthusiastic budding linguists (and eventually the country) will be the poorer for it.</p> <p>I enjoy attending the theatre and cinema as no doubt do many others in Weston. The cost of hiring a taxi in both directions will be prohibitive and without the 14A, I shall not be able to see plays and films or go out for a meal or drink or visit friends who live beyond walking distance. Walking through Victoria Park into town is a lovely experience in the daylight – but in the six months of the year when it is dark, it would not be advisable for a lone female to attempt to do so. Nor to walk on the unpopulated roads around its perimeter.</p>	
179	Richard Taylor	<p>Whilst I do not personally use the bus services I know some of my elderly friends do and they would be really upset to lose their trips to Midsomer Norton and Keynsham both for business and pleasure. Some of the younger teenagers also appreciate the late bus services as they need to go out of the village for entertainment and clubs. I do appreciate that BANES needs to look closely at the costs of maintaining such services but I do feel that these bus services need to be kept.</p> <p>As a 76 year old I can see the time when I will also have to rely on the buses, so I too feel that it is very personal as well.</p>	<i>Noted</i>
179 668	Raymond Hayward	<p>I am writing to you to ask you continue providing financial backing to both the 179 evening service from Bath to Timsbury and the Timsbury bus to Bristol for the following reasons:-</p> <p>179 Evening Service. -This is essential to residents, young and old, without their own transport, to be able to attend the Theatre, or Cinema, or to attend meetings in Bath.</p>	<i>Noted</i>

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		668 Tuesday Bristol bus. - This bus drops passengers off by the shops in Bristol. This is important to older folk like myself (I am 84 years old) who find walking far difficult even using a walking stick.	
179	Sue Langdon	I do not need to catch the bus at the moment myself, but feel it is an important asset to the village, particularly for the younger members of our community.	<i>Noted</i>
179	Jill Hillman	Lives in High Littleton and is a great supporter of the buses, preferring not to travel by car. She and her husband often use the 179 to get home from Bath after having travelled by train to Bath Spa, especially during the summer months. They usually catch the 2055 trip back to High Littleton.	<i>Noted</i>
265	Glen D. Batten	<p>My wife and I are very concerned about the possible loss of the evening and Sunday number 265 bus service. We live in Bathampton Village. On Sundays and evenings, the 265 is our only means of visiting Bath, other than by car, taxi or walking the two miles each way after dark. These are not viable options for many Bathampton residents. For my wife and I, evening and Sunday visits to Bath pubs, restaurants, the cinema etc. would simply have to cease.</p> <p>We also use the 265 on Sundays to return from Bradford-on-Avon following walks to the town along the popular canal towpath or the Macmillan Way route. Such walks would obviously be ruled out if the bus service were to cease. Using the rail service back to Bath is clearly not an alternative if there is then no bus to take us from there to Bathampton.</p> <p>Withdrawing evening and Sunday bus services from Bathampton would cause real hardship for those without private transport, would damage trade in Bath and lead to additional pressure on roads and parking facilities in Bath which are already extremely busy on Sundays.</p>	<i>Noted</i>
267	Carole Woods	I for one use this service as I catch the bus which runs just after 6 pm home from work to the other side of Frome where I live. This service which runs through the evening provides transport for people to go through to Bath for the evening and return home, plus pick-up in the villages the bus serves. I have at times caught the evening bus home from Bath when needed, I know that so many people work in Bath and need to commute home in the evenings. To stop this bus running at such an early time in the evenings would not be good for Frome people and the	<i>Noted</i>

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		villages it serves. The public transport service in Frome isn't good and in the evenings it is more or less non-existent	
267	Andrew Wilkes	I do feel that Somerset should be paying its share. I will write to my MP and councillors with this opinion.	<i>Noted and appreciated</i>
338	Mr N Duncan	<p>I value the Bath / Keynsham / Bristol services, particularly the one just after midnight back to Bath from Bristol. The last train is around 23.17, which is incredibly rubbish if you've had a night out in Bristol. The Council rightly wants to encourage the use of public transport. Many people want to go out between Bath, Keynsham and Bristol and the late evening options, particularly in the Bristol to Bath direction, are pitiful. If the 23.00 bus is cancelled then I think that only leaves the last train and the bus just after midnight.</p> <p>I disagree that there are alternatives to the 23.00 338 bus from Bristol. To get the last train at around 23.17 is quite a walk from the centre so it's not a really an alternative, it means leaving earlier. And you might not see the end of the gig or event you've gone to see.</p>	<i>Noted</i>
338 507 533 665	Richard Dyson	<p>I am a resident of Keynsham and I have the following comments.</p> <p>Route 338. Subsidy for the evening services should be retained. The fact that most of the journeys are non-concession means that these are made by people who need to make the journey at that time; many of them are probably young people who have no alternative transport, are travelling from work or wish to drink in the evening. This sector of the population should be encouraged to travel by bus and should be properly catered for.</p> <p>Route 507/533. It is difficult to justify supporting both these services. A link from Keynsham to Hanham and Kingswood is valuable and I believe that the new service 507 to Southmead has more potential for the future. Through journeys to the hospital are feasible (at 1hr 20 min) but need a lot more promotion. My preference would be to support the 507 but not the 533.</p> <p>Route 665. There is a benefit here in that the route serves some areas that other routes do not. Almost all the users are concession holders. I note that patronage is declining slowly but steadily. My view is that the Saturday service should</p>	<i>Noted</i>

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		definitely be discontinued, on the basis that it is the least used and I suspect that some of the trips made on that day could be made on other days. The case for the weekday service is weak, though, as some passengers could use First buses that serve the same stops. As stated in the briefing, other passengers could use the Dial-a- Ride service, which appears to be under-utilized. If the whole service were discontinued some people would have difficulties but the number would be limited. Supporting this service should not be a priority.	
507 533	Michael Armstrong	I regularly use these buses from my nearest bus stop on Woodward Drive, Longwell Green. I do not drive so getting about without a bus service along Woodward Drive, Longwell Green would be very difficult for me.	<i>Noted</i>
507 533	Claire Veale	<p>I write to register my views on the possible withdrawal of funding for the 507 bus route between Keynsham and Kingswood/Southmead. This comes shortly after the cessation of the 318 bus route that extended up on to the Park Estate and culminated at Cribbs Causeway.</p> <p>Any further withdrawal of services on this route will cause extreme difficulty for my mother who has been a Keynsham resident, living on Charlton Road, for the last 56 years. She makes a daily commute to Kingswood to visit my father who is in residential care, suffering from dementia. The reason that he is resident in Kingswood is because no similar facility was available in the B&NES area that was on a single bus route from Keynsham. Her journey has already been made more onerous by the withdrawal of the 318 bus, meaning that she now needs to get a bus to the High Street and then either the 507 or 533 that takes her to Kingswood.</p> <p>I know that she has met other Keynsham residents this route that work in Kingswood and also visit relatives in care facilities there and it would seem particularly harsh to withdraw support to this key route.</p>	<i>Noted</i>
533	Mrs S Harrad	It is only recently that the 532 has been stopped which now means that people living at Cherry Gardens only have an hourly service to Keynsham/Longwell Green and have to walk along to Kenilworth Drive to catch the 533 bus to Keynsham or to Longwell Green. Some elderly folk find this impossible and I know some are now having to get taxis for visits to the doctors in Keynsham.	<i>Noted</i>

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		<p>Appointment times also have to be worked around the now hourly bus service.</p> <p>I live in Oldland Common (near the Cherry Tree) and use the 533 for visiting my GP in Keynsham and for my banking. I also like to shop in Keynsham. Although I do like Tesco and Iceland I also like to support the local shops for fruit and veg, cards and newspapers etc. If I want to get a bus to Marks & Spencer or Asda at Longwell Green then again I rely on the 533 which is also convenient for the Leisure Centre.</p> <p>The 533 (and 532) were useful to me when I worked as the bus stopped at the Station and arrival times worked in very well with the times of trains to both Bath & Bristol. There are still lots of people who use Keynsham Station and need to be able to rely on the 533 to get them to the train</p> <p>The 533 is also handy for going to Staple Hill and Mangotsfield and this is the only bus from places along the Keynsham-Mangotsfield which stops close to Cossham Hospital – this is now being used a lot for physiotherapy, x-rays, minor ops and other treatments but if people cannot get there they are stuck.</p>	
533	G Burchill	Just recently the 532 service was discontinued. This means that the 533 service is the only bus that can bring people to Keynsham from Warmley, Cadbury Heath, North Common, Oldland Common, Bitton & Willsbridge. I use the service often and would consider it a big loss as would many other people. The 533 service is well used and it also takes people to the gates of Cossham Hospital, Kingswood, a very vital service.	<i>Noted</i>
533	David J Clements	I live in Oldland Common, Bristol, just read an article relating to the possible cutting in the near future of this important bus route, it now only runs once an hour, it provides links to the Keynsham Railway Station and Town Centre. First have just recently introduced a late evening and Sunday service extension on the 42 service, any further reduction in the 533 timetable would be quite disappointing, unless South Gloucestershire Council are willing to fill the gap in the bus subsidy?	<i>Noted</i>
665 507	Trisha Adams	The people are getting very concerned over the proposals where some of our local buses are under threat, e.g. 665 and 507 and the 533. It will take many people's liberties away who are not in walking distance of their homes. As	<i>Noted</i>

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533		regards the 507 and 533 if they were to go people who have not got transport will not be able to get to the surrounding areas e.g. Long well Green & Kingswood where many people need transport for work. Also many people use this to get to relatives and shopping people; will become isolated in their homes.	
665	Julie Read	I am horrified to learn that the 665 bus is considered to be one of the "at risk" services. I live in Saltford and use this bus 2 or 3 times every week as my only means to get to the Keynsham Co-op, obviously to shop. I am 82 years of age and do not drive a car - not unusual for people in my age group and which goes, I am almost sure, for most of the people who use the 665 bus, otherwise through their infirmity. It would be impossible to use, as an alternative, the 338 First Bus because no-one can get across the extremely busy road at the Keynsham roundabout to walk down to the Co-op, and then walk back again to the A4 main road with shopping!	<i>Noted</i>
665 338	Carole Francombe	I live in Saltford but shop, visit the doctor, health centre and dentist in Keynsham, and have to rely on public transport to do so. The 338 service runs every half hour along the A4 and many of us pensioners have quite a walk in all weathers to get to the nearest bus stop. On the return trip we can be laden with shopping and the walk home from the Bath Road is often difficult. The 665 service is convenient as it stops where requested on route: and as we get older, and less able to get about, buses like the 665 are a godsend. Keeping the 665 service gives people in Saltford an alternative and the ONLY alternative bus service - and in my opinion, should not have its funding cut.	<i>Noted, but the only 338 services potentially affected call in Saltford at 23:16 and 23:40 and are not core shoppers services</i>
665	Mrs Meal	A Park Estate resident called to say that she and a number of her neighbours use this service several times a week and find it to be a vital service for people who can't make it to catch the other buses (349, 338). They use it for shopping in Keynsham and at the Co-Op.	<i>Noted</i>
665 507 533	Mrs P Adams	The bus is well supported. People have said they would pay for their travel as it is vital, as to the suggestion of using Dial-a-Ride it would be too expensive at £3.50. Taking 665/507/533 buses off will cut the link to other areas for people with no transport. Free travel is not working, if pensioners paid half towards the fare I	<i>Noted, but it is illegal to charge any fare to the holder of an ENCTS pass travelling during the appropriate period</i>

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		think it should be reinstated. (enclosed 142 signature petition in support)	
665	Mrs F Fear, Mrs I Mockridge, Mr D Mockridge, Mr I Price	The 665 is a lifeline for older people to get out and be independent, and sometimes it is the only people they meet all day. I am a lady in my 88 th year using a walking stick because of a broken hip. I see many others in this position, as it is only a small bus but always full when it gets to Keynsham	<i>Noted</i>
665	Anon (a pensioner in Saltford)	With regards to the 665 bus on Saturdays it will be a big blow to everyone who regularly uses it, especially old people. I only hope we do not lose it	<i>Noted</i>
665	Joan & Ivor Radford	We have relied on this service ever since it started. We rely on it to go to Keynsham Health centre for dental, chiropody and physio treatments. It stops near our home, which is a great boon for us as we are in our rather unfit eighties and unable to walk far. My husband needs a three wheel walker and I use a stick. Other elderly people near us need to use it too.	<i>Noted</i>
665	Mrs Valerie Bragg	Please don't take our only way to get to Keynsham High Street. The small bus is a godsend; it is the same for everyone as we are mostly elderly. I would have to go to Charlton Road or Coronation Avenue; that is a long way to carry your shopping back.	<i>Noted</i>
665	Mrs Margaret Lyons	This is the only one that Keynsham has and it is very important to elderly people that do not live on the main roads, so please think again and let us keep our bus	<i>Noted</i>
665	Joan Rendell	Can I say please try to keep the 665 bus. It is a lifeline for me as I have difficulty walking very far. I use the bus every day and would be prepared to pay something towards the cost. I'm sure I'm not alone in hoping that it will be kept.	<i>Noted</i>
665 507 533	Mr B Cordwell Mrs K A Cordwell	The 665 bus is regularly used by the elderly and disabled; I know of 6 or 7 people in our cul-de-sac who would be completely housebound as they wouldn't be able to walk from Gaston Avenue Unity Road areas to Keynsham and back, this includes visits to the doctors. The 507 to Southmead Hospital has only been running a few weeks therefore hasn't had time to prove itself and if they take off the 533 having taken off the 318 we will be left with no transport to Kingswood or Mangotsfield for connecting	<i>Noted</i>

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		buses to Frenchay or Southmead Hospitals or the Mall.	
665	Mrs Betty Strong	I am 84 and not very steady on the legs so rely on the 665 bus to take me to Keynsham shops 3 times a week; so it certainly wouldn't help me by taking it off. So please please think again for the pensioners' sake.	<i>Noted</i>
665	K Sandys	<p>Should it be decided the 665 service is no longer viable it will be the cause of great concern to those who use it on a regular basis. The majority of users are senior citizens, the very people who need it most; and in my own case, at 81 years of age with arthritic knees, walking from Gaston Avenue to Keynsham High Street will not be possible for much longer without pain and distress.</p> <p>Many of my fellow passengers from Gaston Avenue are in the same position, and unlike parts of the Park Estate we are not served by commercial bus services. Should the 665 be axed many of us would have to walk to the Bath road to pick up a commercial service; and walking distances is why we need the 665. This service not only provides access to the High Street shops but also direct to the Co-Op and Tesco which must be a bonus for many people, especially when heavy shopping is involved</p> <p>Dial a Ride is mentioned as an option, but in my view does not come into the reckoning. With set timetables you can plan accordingly, but from what I know DAR does not provide that and you often have to fit in with their journeys.</p>	
665	Cherry Buck	Please do not take off the 665 bus from the Chandag Estate as it is extremely well supported and is the only reliable service we have. This bus only runs to the Chandag Estate 3 times a day and is frequently full. Many elderly people use this bus every day and would be stuck without it. The only other bus we get is the 178 which is only an hourly service and is very unreliable and is often very late as it comes from Radstock.	<i>Noted, but patronage and survey data do not support assertion of the bus being full in the Chandag estate</i>
665	Thomas Kipling	Regarding the 665 route; most of the people who use this bus are OAPs and gain a bit of independence to do their shopping and to meet other people. If you stop this bus I don't know how we would be able to get into town. Most people who use this bus are OAPs and most are over 70, and don't have any cars or transport and live alone so it's giving us all a bit of independence to do shopping and meet people in the village.	<i>Noted</i>

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668 179	Phillida Russell	<p>While I appreciate that there is now a very good hourly service to Bristol the 668 Tuesday service is used by many pensioners who have difficulty walking. I have been speaking with them and find that the 668 stop is central to the shops and amenities required whereas the hourly bus, though good for the more fleet of foot , stops at the bus station and it is too far to walk and difficult to access other transport to the shops.</p> <p>It is essential that older and less mobile members of our community are not sidelined as many do not drive and in any case the use of the bus will help the carbon footprint more than individual use of cars. The social aspect of the Tuesday morning bus is also to be considered. In these days of long distance families some of these travellers look forward to the social interaction they can have on a Tuesday, meeting and chatting with friends relieving some of the loneliness that blights old age for many.</p> <p>Now to turn to the 179 evening bus. Once again our rural community is being denied access to evening entertainment in Bath. To maintain the village community we need to consider our younger villagers many of whom do not have access to a car. I do not know how many people use this bus service in the evening but if it is lost we will never get it back. To stop the last evening bus means that no-one will be able to go to Bath on public transport for a show or a club or just to meet friends for a meal or chat. Again this will increase the isolation of our rural community.</p>	<i>Noted</i>
672	Steven Harrington	Regarding the bus service through Dundry. The 18:10 departing Bristol is a necessity for myself and my wife as being non car drivers it is essential this service is kept in operation as there is no other means of transport to this village after leaving work at 17:30 and be able to travel home.	<i>Noted</i>
672	Alice Lancaster	I am living in Blagdon and rely totally on the public transport services in the area, which is the 672 bus service. I travel 4 days a week into Bedminster and would not be able to work if the bus did not provide this service. Living where I do, it is very important to me to retain the 6.10pm bus service, as losing it would seriously restrict my options and availability for work. I appreciate the great cost to your council, and am very grateful that the service runs. I hope it will continue.	<i>Noted</i>

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672	Julie Shackelford	<p>I am very disappointed to hear that the 672 service at 18:10 may be cut. This will leave a lot of people stranded in Bristol and forced to drive in the future - is that what we should be doing to cut global warming/save fuel??? If the 672 route had a decent bus, I believe more people would use it. As it is, the bus is always breaking down and the replacement bus is like riding a roller-coaster - I'm not even sure it is safe.</p>	<i>Noted</i>
672	Gabriel Fay	<p>I live in Chew Stoke and spend £4.65, 5 days a week, getting to and from work. My contracted hours are between 9 and 5 with no option of flexitime. If I am unable to get home on this bus then clearly I will not be using the earlier bus either. I know a number of people who have the same travel arrangements as myself, all of whom have said that they will be forced back into their cars should the service stop.</p> <p>I ask that you keep the 18:10 departure, 672 service running and if a modification in time is required that the service leaves no earlier than 5:30. Although I appreciate there is huge pressure on Authorities to cut their budgets to do so in this way would be hugely counterproductive. It is imperative for the local economy, in the Chew Valley, that the community is able to access employment in Bristol and this requires a bus service that runs after standard close of business and gives enough time get from the place of business to the bus stop.</p>	<i>Noted</i>
672	Charlotte Thompson	<p>My husband uses the 672 service on a daily basis, Monday to Friday, to commute to work - from Pilgrims Way in Chew Stoke to Bristol Victoria Street. If this service was cancelled it would be enormously difficult for us. We would not be able to afford to buy, run and maintain an additional car plus consider city centre parking, with the £1116 we spend on bus fare for my husband to go to work. I doubt we could fund a taxi to school for my son, even if it is legal for me to allow him to do so, on that money either. This option would also leave me and the children isolated from friends, activities and our usual routine.</p> <p>If a compromise of a change to departure times from Bristol is an option, please may I suggest a departure time after 5.30pm (as very few employers allow leaving earlier). However I assume this is problematic for the earlier customers who are more likely to be school-children.</p> <p>Rural services are being cut, and I understand how this is in this 'age of austerity'.</p>	<i>Noted</i>

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		<p>However, it is hard enough for us country-dwellers as it is in these times - limited employment, poor access to other villages, the closure of banks, shops and other services - without cutting the main route in and out of the city for commuters. I urge you to maintain this service for commuters. As there is less employment in the villages, locals will have to turn to the city employment more and more (as will I when both children are in school). We depend on the reliable and cost-effective bus service you provide to get us in and out of work at sensible times (to get to a desk for 9am and be there till 5-5.30pm) and any cut to this makes city jobs inaccessible and us a poor bet at the employment stage.</p>	
672	Rachael Fay	<p>I understand you are considering cutting the 18:10 bus service from Bristol to the Chew Valley. I use this bus service daily to get home from work as the second half of my return fare. It would cause me huge problems if this service was to be stopped all together. For myself and my fellow travellers it is a crucial connection and with no other alternative will cause a lot of problems for all it affects.</p> <p>I will not be able to ask my work to allow me to leave at a different time in order to catch another bus home and therefore I will most likely be forced to use my car, something that myself and partner cannot afford (we are now a one car family, my fiancé works in Wells and I work in Bristol and use the service daily, he takes the car). There are few buses as it is running between the Chew Valley and Bristol and any cuts to the service will be very problematic for all affected.</p>	<i>Noted</i>
672	Matthew Lock	<p>I have been advised by my local parish councillor that you are considering withdrawing the 6.10pm service from Bristol and are extremely disappointed by this news. I have until recently, been a regular user of this service as it was the only public transport I could use to return home to Chew Magna after working to 5pm in Bristol and I have only stopped using this service as unfortunately i was recently made redundant. Previously when the last bus operated at 5.40pm it was more suitable with a greater number of users and this only declined when the departure time was altered to 6.10pm.</p>	<i>Noted, but departure time of service was established after consultation with users when the contract was tendered in 2010</i>
672	Katie Hudson	<p>If it's due to low numbers has a change of operator been considered? Some of the long term passengers have bad memories of what Eurotaxi were like when they had the contract full time. Personally, I would rather walk between Chew Magna and Bristol rather than face the direct swearing from the driver's they</p>	<i>Noted</i>

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		employ, bad driving and terrible time keeping - just recently I have heard from passengers who do catch it that on a couple of occasions they were at least 30 minutes late and on a couple of other days failed to turn up at all	
672	Jayne Nicholson	I would very much like to express in the most strongest of voices why you should not take away the 18.10 bus from Bristol city centre to Blagdon. It is the lifeline of many people who choose to live in the wonderful part of Chew valley and those who work in Bristol. I, myself, use the bus service all the time and if you take this away we/I will be worse off. I currently have the choice of 3 buses from Dundry to Bristol and then 3 returning to Dundry which includes the 18.10pm. I do not drive, live alone, and rely solely on this bus service so.....I am asking you to think very carefully of the lives of people who will directly be put at risk if you go ahead with this plan!!!! My suggestion is that all the senior management at BANES take a cut in pay and that will cover the cost of funding this vitally important bus services. If I have to live on a small pension I am sure these members of staff can manage with a small amount less??With the rise in petrol costs etc., I think there will be more people having to use our bus service making it even more vital to us at Chew Valley!	<i>Noted</i>
672	Rowan Vince	Please retain your financial support for the 18:10 departure on bus service 672 from Bristol to Blagdon. Without the 18:10 service, I will be unable to get home from work.	<i>Noted</i>
672 67	Jessica McInnes	I am a daily user of the 672 service from Chew Stoke to Bristol and use the early morning service (7.30am) and usually travel home on the 16:45pm service but occasionally have to use the 18:10 service. It must be realised that not all people work flexi time and therefore they cannot finish work by 4.30pm in order to catch the 16.45 service. It is unreasonable not to provide a service after 16:45pm as there is no other method of transport to get to the Chew Valley after this time. If the 18:10 service is withdrawn then it will have a knock on effect on the early morning CT service. Those people who will not be able to get home in the evening after work will obviously not catch a bus into work in the morning. They will then have to use their cars in order to get into work (if they have one) with the resulting additional traffic. It may be that some people have to give up their jobs as they will not have public transport which allows them to travel out to the Chew	<i>Noted</i>

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		<p>Valley after 16:45pm.</p> <p>The 67 is a useful additional bus. The morning service which leaves Chew Stoke is handy as otherwise there is no bus between the 7.30am service and the 10:05 service. The returning bus at c13:00 is also useful as it is the first bus on which one can return from Bristol in the day - thus allowing one to work a half day if needed.</p>	
672	Neville Fay	<p>I urge you not to cut this service. A member of my family depends on this every working day and one of my members of staff also from time to time.</p> <p>This is exactly contrary to policy and what is needed to ensure sustainable rural communities, to avoid forcing people from villages in to the city and to prevent unnecessary private vehicle use and congestion, not to mention unsustainable use of fossil fuel and carbon footprint.</p>	<i>Noted</i>
672	Judith Swetman	<p>I commute from Blagdon six days a week and I am joined along the route by several other commuters who work in various parts of Bristol and also use this service to return home.</p> <p>Anybody working a normal day, i.e. 9-5, needs transport home and some of us who have to cross Bristol in the "rush hour "even struggle to catch this LAST bus after which there is no way back to the Chew and Yeo valleys area by public transport To withdraw this service would be a retrograde step. More people are wanting, and are encouraged to, use public transport as the cost of running and parking a car is ever increasing.</p> <p>I, and several other Blagdon residents, appeal to you to consider any decision about changing or withdrawing this bus very carefully as the 18:10 service is a vital lifeline to us who live and commute from the Chew and Yeo valleys.</p>	<i>Noted</i>
672	Sarah McPherson	<p>I am just writing to express my wish to retain the 672 late 18:10 service from Bristol to the Chew Valley. I use this service regularly and would hate to see it axed. The bus is usually fairly busy; many people seem to rely on the service to get home from work.</p> <p>The earlier service, which departs around 4.45pm, is not really much use for those people who work standard 9-5 office hours. If the council can only stretch</p>	<i>Noted, but the 16:45 departure is the latest possible consistent with drivers hours legislation, it is not possible to delay this until 17:35</i>

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		to one service, then perhaps having one bus that runs at say 5.35 might be a solution.	
672	Zora Laux	<p>It came to my attention that you are in discussion to withdraw funding for the 6.10 service of the 672 bus route. I am living in Dundry and the 672 is the only public transport in our village. It is very convenient for me in the morning (7.40am) but for my return in the afternoon, I have to make arrangements with my supervisors at the BRI to leave work 15 minutes early to catch the 4.45 bus. This is a privilege that I cannot always rely on. If the 6.10 service was to be discontinued, I would have to take a taxi home, costing me £30, i.e. almost half a day's income!</p> <p>Using my own car is neither encouraged nor in fact possible because there is no parking available at the BRI. I would urge you not to cut this lifeline to our village.</p>	<i>Noted</i>
672 67	W A Blyth	<p>Service 672 is useful to allow travel to the Chew Valley when I arrive by train at Temple Meads station up to 18:00hrs. Even more importantly it is used daily by regular commuters coming home from work in Bristol. Its loss would be a serious blow. Please continue the support.</p> <p>Service 67 is useful for people in Chew Magna And Chew Stoke to get to Bristol earlier than the alternate 672 service. It is also a great help to return from Bristol at least an hour earlier than the 672 service that leaves Bristol at 2:25pm. An important point in considering support for this service is that both the 67 journeys have to operate as this bus has to do the journey to and from Chew valley school, so allowing passengers to use it doesn't cost anything extra.</p>	<p><i>Noted</i></p> <p><i>Noted but the Council subsidy supports operation on non-school days only.</i></p>
672	Jenny Tynan	<p>I understand that there is the possibility that funds may be withdrawn resulting in the last bus from Bristol, 18.10 departure, being scrapped. There are many commuters who rely on this service, I regularly catch the previously departing bus, however, if this bus is missed there is no alternative, other than a £30 taxi service to the Chew Valley. It now seems that my employer is imposing a rule that our team's office must be manned from nine until five in the late afternoon. In the current financial environment this will doubtless be the case for many others. I will have to take my place in manning the office until late on a regular basis, that is only fair – so for me and doubtless many like me, the consequences of removing this last bus are severe.</p>	<i>Noted</i>

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672	Rebecca George	I understand there may be plans to cancel the 18:10 service from Bristol. Please can you confirm if this is correct, as I rely on this service.	<i>Noted</i>
791	Mrs M Tossell	I use this bus for shopping, hairdresser, optician, bank also visiting family. We have no shop in the village so this bus service is good for me to use. I am over 70 years; I use the 834 bus also but to do shopping and appointments you have not got much time, so the 791/793 is a good service for me	<i>Noted</i>
791	Mrs M Brayley	My husband and I go regularly on the 791 bus to Weston super Mare and do not want it to stop. We go to Weston not just for a day out but to do shopping.	<i>Noted</i>
791	Mrs R Dunster Mr J Oram	I really hope they do not stop the bus to Weston super Mare. We go every week to go shopping. In the better weather the bus is full.	<i>Noted</i>
791	Mrs Shiela Matthews	As pensioners, myself and my partner are not able to walk where there are too many steps or inclines as access can be difficult. At Weston-super-Mare everything is on one level and easily accesible to both of us. Also it gives us something to look forward to. We usually stay local apart from this. If you were to remove this service it would have a detrimental effect on our lifestyle and certainly impede our ability to maintain the routine we have.	<i>Noted</i>
791	Ken Webb	This once per week limited service does not meet many needs. I think the subsidy for the routes should be directed to Keynsham Dial-a-Ride who could promote an on-demand service with more choice of destinations, over 5 days, and integrate it with their regular services.	<i>Noted</i>
791	W Happ G Barnes	Please would you continue running the Weston-super-Mare bus on a Wednesday because it is a big help for older people to have break mid-week	<i>Noted</i>
791	G& CJ Smith	We have been coming down to Weston-super-Mare on the 791/793 bus for the last 10 years and we have enjoyed our days out. Please keep this bus going	<i>Noted</i>
791 1 12	Matt Clifford	As someone who regularly uses services in your area and also someone who has great interest in public transport i have a few views to make. The 791 service is very popular in the summer time; I have also seen during the winter it is quiet but has lots of regular users who use it could it be encouraged for	<i>Noted</i>

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		<p>an operator to use a smaller bus on the route during the winter months or have a summer only service from Easter to November?</p> <p>Service 1 from the bus station to Coombe Down could have savings made in the evening if First was encouraged to divert service 13 to turn in Combe Down after running into Foxhill</p> <p>Service 12 could this service be ran at a less frequency but link some of the areas with the new Sainsburys at Odd Down providing a new link for people in areas of Bath to the Sainsburys. If the 12 was linked into the 700 route could funding be obtained by B&NES from Bath Spa college if it was then run to the Sainsbury's it would provide a cross city link for students from the college and with a lower floor bus it could then be made more viable to be ran without support if people were encouraged to use it.</p>	<p><i>Noted, but additional bus costs would be incurred</i></p> <p><i>Noted, but additional bus costs would be incurred</i></p>
	Mr P Adams	<p>It is to be welcomed that B&NES Council are reviewing this. Many buses are virtually empty for the major part of the day. Spending their time driving around, often in convoy, clogging up the streets of Bath. Many services could easily be scrapped and there would be benefits all round: the remaining services would be able to move around more freely; other vehicles would benefit from the reduced congestion, and there would be financial savings for tax payers and rate payers.</p>	<i>Noted</i>

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