

**Democratic Services**

Guildhall, High Street, Bath BA1 5AW

Telephone: (01225) 477000 *main switchboard*

Direct Lines - Tel: 01225 394452 Fax: 01225 394439

Web-site - [www.bathnes.gov.uk](http://www.bathnes.gov.uk)

**Date:** Date Not Specified

**E-mail:** [Democratic\\_Services@bathnes.gov.uk](mailto:Democratic_Services@bathnes.gov.uk)

**To: All Members of the Cabinet**

Councillor Tim Warren	Bath & North East Somerset Council
Councillor Patrick Anketell-Jones	Bath & North East Somerset Council
Councillor Charles Gerrish	Bath & North East Somerset Council
Councillor Marie Longstaff	Bath & North East Somerset Council
Councillor Vic Pritchard	Bath & North East Somerset Council
Councillor Anthony Clarke	Bath & North East Somerset Council
Councillor Martin Veal	Bath & North East Somerset Council
Councillor Michael Evans	Bath & North East Somerset Council

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Cabinet: Wednesday, 8th July, 2015**

You are invited to attend a meeting of the **Cabinet**, to be held on **Wednesday, 8th July, 2015** at **4.00 pm** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

Jack Latkovic  
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 Jack Latkovic who is available by telephoning Bath 01225 394452 or by calling at the Guildhall Bath (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 Jack Latkovic 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 Jack Latkovic as above.

Appendices to reports are available for inspection as follows:-

**Public Access points** - Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

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

## 4. Recording at Meetings:-

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator

The Council will broadcast the images and sound live via the internet [www.bathnes.gov.uk/webcast](http://www.bathnes.gov.uk/webcast) An archived recording of the proceedings will also be available for viewing after the meeting. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

5. **Attendance Register:** Members should sign the Register which will be circulated at the meeting.

6. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.

7. **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.

8. **Officer Support to the Cabinet**

Cabinet meetings will be supported by the Senior Management Team.

9. **Recorded votes**

A recorded vote will be taken only when requested by a member of Cabinet.

**Cabinet - Wednesday, 8th July, 2015**

**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 in the Notes*

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 or a member of his staff 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 9 - 20)

*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. CABINET PRIORITIES (Pages 21 - 24)

The paper sets out the proposed priorities of the new administration; these will be presented at the meeting by the Leader of the Council and cabinet members.

12. SPENDING REVIEW AND CAPITAL PROGRAMME REVIEW UPDATE (Pages 25 - 28)

The report provides and update on the process to review the Council's spending and budgets in support of developing the Medium Term Financial Plan for 2016/17 to 2019/20 in light of the significant financial challenge that the Council is likely to face over this period.

13. YOUTH JUSTICE PLAN (Pages 29 - 70)

The Local Authority has a statutory duty, in consultation with the partner agencies, to produce an annual Youth Justice Plan. The Plan sets out how youth justice services are to be composed and funded, how they will operate and what functions they will carry out to prevent youth offending and re-offending across Bath and North East Somerset.

14. JOINT HEALTH AND WELLBEING STRATEGY (Pages 71 - 102)

The first Bath and North East Somerset Joint Health and Wellbeing Strategy (JHWS) was published in November 2013.

The approval of the CCG 5 year strategic plan, publication of NHS England's 'The 5 Year Forward View', publication of the first Health and Wellbeing Board annual report and work on a new Council vision and corporate plan means a lot has changed since November 2013. The Strategy needed to be refreshed in order to reflect this change.

15. REVENUE & CAPITAL OUTTURN 2014/15 (Pages 103 - 148)

The report presents the revenue and capital outturn for 2014/15, highlighting an underspend of £54,000. This represents a significant achievement in the context of the government's public sector deficit recovery plan which resulted in a revenue savings requirement of over £10 million for 2014/15.

The report refers to requests to carry forward specific revenue budget items to 2015/16 and to write-off revenue overspends where recovery in future years would have an adverse impact on continuing service delivery.

The report also refers to requests to re-phase specific capital budget items to 2015/16 and to remove net capital underspends.

16. 2014/15 TREASURY MANAGEMENT OUTTURN REPORT (Pages 149 - 164)

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.

This report gives details of performance against the Council's Treasury Management Strategy and Annual Investment Plan for 2014/15.

17. UPDATE ON THE GETTING AROUND BATH TRANSPORT STRATEGY (Pages 165 - 170)

The Council adopted the Getting Around Bath Transport Strategy in November 2014. This report provides an update to some of the key issues within the Strategy and how they are being taken forward. A key recommendation of the Strategy included the need to develop a new Park and Ride (P&R) to the east of Bath. This report recommends that a public consultation be undertaken on the options for the delivery of this facility.

18. DEVELOPING A TRANSPORT STRATEGY FOR KEYNSHAM (Pages 171 - 224)

The Council's Adopted Core Strategy identifies Keynsham for growth of more than 2,000 dwellings together with over 1,000 new jobs. This represents a significant increase in the size of the town which at peak times suffers from delays and congestion. Although the Council has an overall Transport Strategy in 3rd Joint Local Transport Plan 2011 to 2026, a more detailed Transport Strategy for the town is required to ensure the growth proposed can be accommodated.

19. PROCESS FOR AGREEING THE SPEND OF INCOME GENERATED THROUGH THE COMMUNITY INFRASTRUCTURE LEVY (Pages 225 - 238)

The B&NES CIL Charging Schedule was adopted by the Council on 17th February 2015 and came into effect on 6th April 2015. Following the adoption, it is necessary to agree the process for allocating and releasing funds raised through CIL. The CIL Strategic Spend Protocol proposed in this report sets out the process, timetable and infrastructure prioritisation criteria.

The Committee Administrator for this meeting is Jack Latkovic who can be contacted on 01225 394452.

# **Protocol for Decision-making**

## **Guidance for Members when making decisions**

When making decisions, the Cabinet/Committee must ensure it has regard only to relevant considerations and disregards those that are not material.

The Cabinet/Committee must ensure that it bears in mind the following legal duties when making its decisions:

- Equalities considerations
- Risk Management considerations
- Crime and Disorder considerations
- Sustainability considerations
- Natural Environment considerations
- Planning Act 2008 considerations
- Human Rights Act 1998 considerations
- Children Act 2004 considerations
- Public Health & Inequalities considerations

Whilst it is the responsibility of the report author and the Council's Monitoring Officer and Chief Financial Officer to assess the applicability of the legal requirements, decision makers should ensure they are satisfied that the information presented to them is consistent with and takes due regard of them.

This page is intentionally left blank



### BATH AND NORTH EAST SOMERSET

### CABINET

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

Wednesday, 11th February, 2015

#### **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 Caroline Roberts	Cabinet Member for Transport
Councillor Dine Romero	Cabinet Member for Early Years, Children and Youth
Councillor Ben Stevens	Cabinet Member for Sustainable Development

#### **110 WELCOME AND INTRODUCTIONS**

The Chair was taken by Councillor Paul Crossley, Leader of the Council.

The Chair welcomed everyone to the meeting.

As a mark of respect to those who had lost their lives and to the injured and bereaved following the road tragedy in Weston, Bath, the Chair led a one-minute silence.

#### **111 EMERGENCY EVACUATION PROCEDURE**

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

#### **112 APOLOGIES FOR ABSENCE**

Apologies had been received from Councillor David Bellotti, as a result of sickness. The Chair sent the best wishes of the meeting to Councillor Bellotti.

#### **113 DECLARATIONS OF INTEREST**

There were none.

#### **114 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There was none.

#### **115 QUESTIONS FROM PUBLIC AND COUNCILLORS**

There were 15 questions from Councillors and 1 question from the public.

*[Copies of the questions and responses, 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.]*

## 116 STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS

The Chair welcomed Councillor Robin Moss (Chair, Economic and Community Development PDS Panel) to the meeting and asked him to introduce his Panel's recommendations relating to disability access to Keynsham Leisure Centre.

Councillor Moss in a statement *[a copy of which is attached to the Minutes as Appendix 2 and on the Council's website]* explained that the Panel had been petitioned by residents about the issue. The Panel regretted that opportunities to resolve the issue had been missed in the past. He emphasised to Cabinet the shared responsibility to ensure disability access.

The Chair thanked Councillor Moss for his statement and promised to respond to the Panel's recommendations.

Jonathan Rich (Peasedown St John Parish Councillor) made a statement *[a copy of which is attached to the Minutes as Appendix 3 and on the Council's website]* relating to the Junction of A367 and Bath Road in Peasedown St John. He presented a petition of 1422 signatures asking for additional s.106 money to be allocated to the proposed budget so that urgent safety improvements could be made at the junction.

The Chair thanked Jonathan for his statement and assured him that the petition would inform the debate leading up to Budget council.

Lesley Mansell (Chair, Radstock TC) made a statement *[a copy of which is attached to the Minutes as Appendix 4 and on the Council's website]* supporting the petition presented by Jonathan Rich and reminded Cabinet that the recent Resources Panel had also recommended to Cabinet that road safety measures at the junction should be looked at.

The Chair thanked Lesley for her statement and confirmed that the issue would be addressed in the lead up to Budget council.

Gerald Chown in a statement *[a copy of which is attached to the Minutes as Appendix 5 and on the Council's website]* asked for a 20mph speed limit for the whole of Widcombe Hill.

The Chair thanked Gerald for his statement and promised to respond to the petition as soon as possible.

Fiona Bell (Chair, The Volunteer Centre, Bath) in a statement *[a copy of which is attached to the Minutes as Appendix 6 and on the Council's website]* appealed to Cabinet to allocate additional funding support of £10K to enable the Volunteer Centre to continue to operate while it secures other funding sources.

The Chair thanked Fiona for her statement and promised to give urgent attention to her request.

*[Later in the meeting, Councillor Crossley indicated that the Cabinet would give consideration to provision of funds of £10K from the current year's budget to support the Volunteer Centre until it could secure other funding. This would avoid making any change to the proposed budget for the coming year.]*

Bleddyn Phillips (Trustee, Keynsham Dial-a-Ride) in a statement *[a copy of which is attached to the Minutes as Appendix 7 and on the Council's website]* relating to Item 19 on the Agenda (Funding for Community Transport) asked that Cabinet review the

distribution of funds to correct a perceived inequity between the Keynsham and Norton Radstock Dial-a-Rides. He welcomed the Council's recognition of the part that community transport can play in the well-being agenda.

The Chair thanked Bleddyn for his statement and promised a detailed response as soon as possible.

Councillor Martin Veale in an *ad hoc* statement [*a copy of which is attached to the Minutes as Appendix 8 and on the Council's website*] supported Fiona Bell's appeal to Cabinet to allocate additional funding support of £10K to enable it to continue while it secures other funding sources.

## **117 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 3<sup>rd</sup> December 2014 be confirmed as a correct record and signed by the Chair.

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

There were none.

## **119 MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES**

The Chair welcomed Councillor John Bull (Chair, Resources PDS Panel) to the meeting. He said that Councillor Bull would address Cabinet immediately before the Budget item to introduce his Panel's Budget recommendations.

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

Councillor David Dixon took the opportunity to remind Cabinet of some of the decisions he had taken in the recent period. He was particularly pleased that he had been able to initiate a 3-month consultation on whether to introduce a Public Space Protection Order to address the issue of amplified buskers in parts of the city. The final decision on whether to introduce the PSPO would be taken by the incoming administration. He had also been delighted to agree capital expenditure of £250K for renovation works in Sydney Gardens. To ensure the funds were used effectively, there would be a public consultation, including discussions with the Sydney Gardens Steering Group.

Councillor Caroline Roberts took the opportunity to highlight the safety improvements she had been able to introduce; in particular a number of 20mph zones across both the city and rural area. She was also very pleased that the Lansdown Road School Safety Project was being implemented and that local children would soon have a new crossing point on their journey to school.

The Cabinet agreed to note the report.

## **121 TREASURY MANAGEMENT MONITORING REPORT TO 31ST DECEMBER 2014**

Councillor Paul Crossley introduced the item and referred to the Council's sound financial management. He paid tribute to the Council's Finance team.

He moved the proposals.

Councillor David Dixon seconded the proposal. He too thanked the Council's Finance team for their excellent work.

Councillor Ben Stevens drew attention to the prudent decision, taken when the administration came into office, to pay down £50M of existing high-interest debt.

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

**RESOLVED** (unanimously)

(1) To NOTE the Treasury Management Report to 31st December 2014, prepared in accordance with the CIPFA Treasury Code of Practice; and

(2) To NOTE the Treasury Management Indicators to 31st December 2014.

## **122 REVENUE & CAPITAL BUDGET MONITORING, CASH LIMITS AND VIREMENTS – APRIL TO DECEMBER 2014**

Councillor Eleanor Jackson referred to paragraph 2.11 of Appendix 1 of the report, relating to the Norton Radstock Infrastructure which she said was 3 weeks behind schedule. She referred to paragraph 2.14 relating to Radstock Regeneration and thanked the Cabinet particularly for the new roofs at Writhlington School and at Radstock Methodist Church.

Councillor Paul Crossley in moving the item referred to paragraph 5.3 of the report which indicated an underspend of 0.35% of the entire budget for the year. This amounted to £1.638M.

Councillor David Dixon seconded the proposal. He referred to the small overspend on the Parks budget and expressed his gratitude to the Friends of the Parks. He expressed his delight to see the Civic Centre in Keynsham and had been particularly impressed by the new Library there. He listed a number of other projects which he had been pleased to see completed, including the Café in Victoria Park, which he hoped would sell fajitas, among other things. He had also overseen the successful toilet improvement programme which had been widely welcomed in the community.

Councillor Caroline Roberts said that as ward member, she had been most impressed by the rowing club shower and toilet block. This would encourage a new generation of young rowers, particularly girls. As Cabinet Member for Transport, she welcomed the delivery of the Bath Transport Package schemes. She felt that particular thanks should go to Kelvin Packer and his colleagues who had delivered the Kelston road repairs in such a timely way.

Councillor Tim Ball thanked Councillor Roberts for the Traffic Calming in his ward, and for the delivery of the Gypsy and Travellers Site in his ward.

Councillor Simon Allen said the Radstock Regeneration had been a great success. Although he regretted the 3-week delay over the pavements referred to by Councillor Jackson, he assured her that she would be delighted once they were completed.

Councillor Paul Crossley in summing up said that the Odd Down Sports Centre had been a great achievement for the Council

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

**RESOLVED** (unanimously)

(1) To ASK Strategic Directors to 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) To NOTE this year's revenue budget position detailed in the report;

(3) To NOTE the capital expenditure position for the Council in the financial year to the end of September and the year-end projections detailed in the report;

(4) To APPROVE the revenue virements listed in the report; and

(5) To NOTE the changes in the capital programme listed in the report.

## **123 BUDGET & COUNCIL TAX 2015/16 AND MEDIUM TERM FINANCIAL OUTLOOK**

Councillor Charles Gerrish in an *ad hoc* statement said that his Group would have a number of amendments which would be put to Full Council; but he had been advised by Officers that none of the proposals was substantial. He did however wish to raise one issue which had been discussed at Resources Panel, relating to the list of further potential community asset transfers in appendix 5 of the report. He asked that The Paddock, Keynsham, be added to the list.

Wera Hobhouse in an *ad hoc* statement congratulated the Cabinet for proposing a Council Tax freeze for another year. She was confident that householders would appreciate this. She was pleased to see the road between Peasedown St John and Wellow included in the budget. She thanked Cabinet for indicating that attention would be given to safety on the A367 at Peasedown.

David Redgewell in an *ad hoc* statement raised 3 issues. He asked the Cabinet to ensure that the devolution clause would be included in the Metro West agreement; that Cabinet would give attention to cleaning in Bath city centre; and that the issue of support for cross-boundary bus services be resolved with North Somerset Council.

Councillor Eleanor Jackson in an *ad hoc* statement apologised that there had been no formal statement from the Housing and Major Projects PDS Panel. The Panel however had asked that no further cuts should be made to support staff for PDS Panels. She complimented the Cabinet on the probity of the budget proposals but was alarmed at the proposed £1.3M cuts to Children's Services and the effect on Children's Centres. She felt that over all, Midsomer Norton was getting a fair deal from the proposals but asked why Radstock was not getting new Town Council offices.

Councillor Jeremy Sparks in an *ad hoc* statement reminded Cabinet that the need for road safety measures in Clutton had become even more urgent since the start of the new development of 45 houses.

Sally Bailey, a volunteer youth worker in the area and a member of St Nicholas PCC, referred to the planned 5-hour parking limit in Radstock and asked that this be reduced to 2 hours so as to encourage local shoppers. She presented a petition of 133 signatures.

The Chair said that the petition would be given prompt consideration and would be fed into the consultation process about the proposals.

The Chair asked Councillor John Bull (Chair, Resources PDS Panel) to introduce his Panel's Budget recommendations. Councillor Bull referred to the Notes from the recent meeting, copies of which had been placed in the public gallery before the meeting [and a copy of which is attached to the Minutes as Appendix 9 and on the Council's website]. He said that the Panel's main recommendation was for the inclusion of a safety scheme for the A367 at Peasedown and said that he had already been encouraged by what he had heard earlier in the meeting.

Councillor Bull then spoke as Leader of the Labour Group. He said he shared the disappointment expressed by Councillor Jackson about the future of Children's Centres. He warmly welcomed however the budget proposal to pay staff the Living Wage.

Councillor Paul Crossley moved the proposals. He assured Councillor Gerrish that The Paddock would be added to the list of potential community asset transfers before the proposals came to Council. He confirmed that the A367 safety issue was being looked at very closely and a number of fully costed options would be considered. He asked David Redgewell to send details of the Devon and Cornwall Franchise; promised to address the issue of gull bins; and assured him of the strong commitment of the Cabinet to cross-border bus services.

Councillor Crossley referred to Councillor Jackson's point about Children's Services and observed that the Council had needed to target the scarce resources to meet the most pressing needs. He agreed with Councillor Jackson that Midsomer Norton would get a fair deal from the proposals but said that the aim had been to make fair provision across the entire authority.

He agreed with Councillor Sparks that road safety measures at Clutton were now more urgent as a result of the new housing and promised to ensure that the £30K required for this would be included in the budget going to Council.

He responded to Councillor Bull's comments about Paulton Junior School by saying that the budget analysis of the scheme had not been completed but it seemed that the increased proposals were for 6 classrooms which he was not convinced was viable.

Councillor Crossley reminded the Cabinet that they had delivered £30M of budget cuts without any serious impact on services, apart from Children's Centres which would move to a new targeted model of delivery rather than universal. They had delivered a compliant Core Strategy; had protected the services to vulnerable people and public protection; had delivered 4 balanced budgets and had retained healthy reserves; and had repaid £50M of previously existing high-interest debt. He listed a number of achievements of the administration, including the Co-Worker Hub; the enterprise Area; Victoria Bridge emergency repairs; had brought the Victoria Hall back into use; delivery of One-Stop Shops; locally generated renewables; moving to full implementation of the Living Wage plus 3p; the Better Care Plan; Somerset Rates Pool (partnership working); Bath City riverside; the Midsomer Norton Business Centre; and had been throughout a listening Council. His proudest achievement was the success of the connecting Families project. He regretted that the Council had not achieved more on Community Asset Transfers but said that the next Council would be able to move ahead faster as a result of the ground work already done.

Councillor Crossley emphasised that the budget being proposed was built on sound finances and contained no banana skins for the next administration and commended it to Cabinet.

Councillor David Dixon seconded the proposal. He felt that the sound budget was based on healthy income streams, particularly from the Museum Service and the Property portfolio. He was delighted that the Council would be able to introduce the Living Wage. He looked forward to the continuation of the tour and cycling events and to the £15M investment in Leisure Centres which had been made possible by this administration and would be delivered by the next. He felt that the administration would leave a superb legacy for the area. He reminded Cabinet that the next administration would need to look at the renewal of the Recycling Centre.

Councillor Ben Stevens said that the good financial situation was a credit to the Council's Finance officers. Against a backdrop of funding cuts, the Council had maintained public services and he congratulated Councillor David Bellotti and his officers for this. He agreed with Councillor Dixon that in the light of continuing funding cuts, the Council's income streams must be maintained in order to protect the Council's budget and to ensure the future prosperity of the area.

Councillor Caroline Roberts referred to the £6M road maintenance programme. She was delighted that it was proposed to put in an extra £1M for cycling and walking schemes. She observed that the proposals before Cabinet contained more details than had previously been the case, and said that she welcomed the debate this had encouraged.

Councillor Tim Ball referred to the £7.9M provision for new homes grants. He referred to Appendix 6 of the report, which showed the Council's commitment to supporting vulnerable people.

Councillor Simon Allen said the budget was putting money where it mattered. There was a close working relationship with the NHS, which was critical to improving local health. The Better Care Fund was an example of this partnership and as a result, those with support needs had more funds available to meet their needs.

Councillor Dine Romero emphasised that no Children's Centres were being closed, despite the very tight funding position, although it was necessary to target resources where most needed.

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

**RESOLVED** (unanimously)

(1) To RECOMMEND to Council that the Council approve:

- a) The General Fund net revenue budget for 2015/16 of £119.914m with no increase in Council Tax;
- b) That no Special Expenses be charged other than Town and Parish Council precepts for 2015/16;
- c) The adequacy of reserves at Appendix 1 Table 8 with a risk-assessed level of £10.5m;
- d) The individual service cash limits for 2015/16 summarised at Appendix 1 Table 4 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) To RECOMMEND to Council 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;

(3) To RECOMMEND to Council 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 and approves the conditions upon which the recommendations are made as set out throughout Appendix 1;

(4) To RECOMMEND to Council that in relation to the capital budget the Council:

a) approves a capital programme of £57.537m for 2015/16 and notes items for provisional approval in 2015/16 and the programme for 2016/17 to 2019/20 as shown at Appendix 1, Annex 3 including the planned sources of funding;

b) delegates implementation, subject to consultation where appropriate, of the capital programmes set out in Annex 3i to Annex 3iv to the relevant Strategic Director in Consultation with the appropriate Cabinet Member;

c) approves all other delegations as set out in the budget report;

d) approves the Minimum Revenue Provision Policy as shown at Appendix 1, Annex 4;

e) approves the Capital Prudential Indicators as set out in the report;

(5) To RECOMMEND to Council that the Council agree the Council's proposed pay policy statement, including the provision in respect of minimum pay rates in 2015/16 as set out in the report delegating implementation arrangements to the Employment Committee where appropriate;

(6) To RECOMMEND to Council that the Council increases the "think local" financial limit to provide local businesses with the opportunity to obtain contracts up to £50,000 (increased from the current £25,000);

(7) To RECOMMEND to Council that the Council notes the approach to Community Assets as set out in the report;

(8) To RECOMMEND to Council that the Council notes the approach to tackling poverty as set out in the report; and

(9) To AUTHORISE the Council's Section 151 Officer, in consultation with the Cabinet Member for Community Resources, to make any necessary changes and presentational improvements to the draft budget proposal for submission to Council.

## **124 TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2015/16**

Councillor Paul Crossley said that the papers were self-explanatory and he moved the recommendations.

Councillor David Dixon seconded the proposal.

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

**RESOLVED** (unanimously)



- (1) To RECOMMEND to Council that the Council approves the actions proposed within the Treasury Management Strategy Statement;
- (2) To RECOMMEND to Council that the Council approves the Investment Strategy;
- (3) To RECOMMEND to Council that the Council approves the changes to the authorised lending lists;
- (4) To NOTE the Treasury Management Indicators detailed in the report; and
- (5) To DELEGATE authority for updating the indicators prior to approval at Full Council on 17th February 2015 to the Chief Finance Officer & Divisional Director – Business Support 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.

## **125 GATEWAY CENTRE COOPERATION AGREEMENT**

Councillor Dine Romero briefly introduced the item and moved the proposals.

Councillor Simon Allen seconded the proposals which he felt showed the Council's commitment to working closely with community groups.

Councillor David Dixon said the discussion around community venues was long-standing. He had known the Riverside Youth Centre, off London Road, since his youth and spoke highly of the service it had delivered. He asked for an assurance that not one element of the Youth Centre would be lost in the move.

Councillor Romero assured Councillor Dixon that the proposals did not denigrate the service provided at Riverside over a number of years.

On a motion from Councillor Dine Romero, seconded by Councillor Simon Allen, it was

### **RESOLVED** (unanimously)

- (1) To ASK the Strategic Director (People) to explore a possible cooperation agreement with the Snow Hill Gateway Trust; and
- (2) To ASK the Strategic Director (People) to consult community groups in the Snow Hill/London Road area about interest in developing a community venue.

## **126 COMMUNITY INFRASTRUCTURE LEVY APPROVAL & PLANNING OBLIGATIONS SPD**

*[The Chair referred to the update documents which had been published as a supplementary agenda despatch and on the Council's public website, and copies of which had been placed in the public gallery before the meeting.]*

Wera Hobhouse in an *ad hoc* statement welcomed the fact that 15-25% of the proceeds from the levy would be returned to the local community. She emphasised the need to ensure that these funds would be used in their entirety to improving infrastructure.

Councillor Tim Ball, in introducing the item, acknowledged the excellent work done, against tight deadlines, by Kaoru Jacques, Simon deBeer and the team. He outlined briefly the 3 changes to the charging schedule requested by the Inspector and shown in the update report. He said that Cabinet fully accepted the Inspector's recommendations and that as a result he would be moving an amended

recommendation. In addition, the papers presented to Full Council would include the Inspector's amendments.

He moved the amended proposals.

Councillor Ben Stevens seconded the proposal, saying he was delighted to see that the proposals were for a 0% levy on office space.

On a motion from Councillor Tim Ball, seconded by Councillor Ben Stevens, it was

**RESOLVED** (unanimously)

(1) To RECOMMEND to Full Council that:

(a) the B&NES Community Infrastructure Levy (Attachment 1 from the update report) along with modifications made by the Examiner, is approved with a commencement date of 6th April 2015;

(b) the CIL charging schedule is kept under review and any proposed adjustments to the charging schedules are reported to Cabinet before 6th April 2017 for recommendation if appropriate to Council; and

(c) responsibility is delegated to the Divisional Director for Development, in consultation with the Cabinet Member for Homes and Planning, to make any minor amendments and to correct any errors to the documentation.

(2) To ADOPT the revised Planning Obligations Supplementary Planning Document (Attachment 3), to become effective alongside CIL on 6th April 2015;

(3) To ADOPT the Regulation 123 Statement (Attachment 2 from the update report);

(4) To DELEGATE authority to the Divisional Director for Development, in consultation with the Cabinet Member for Homes and Planning, to:

(i) give notice that 'Discretionary Exceptional Circumstances Relief', 'Payment in Kind' and 'Infrastructure Payments' will be made available in the District

(ii) implement a payment instalment policy as set out in the report

(iii) finalise the commuted sum formula for off-site affordable housing contributions

(iv) make any minor amendments and to correct any errors to the documentation.

(5) To DELEGATE authority to the Divisional Director for Development, in conjunction with Cabinet Member for Homes and Planning, to amend the Regulation 123 List in the event that any current planning applications fail to be concluded until after 6th April in order to ensure the timely provision of the necessary infrastructure and that there is no overlap between CIL charges and Section 106 contributions.

## **127 ALCOHOL HARM REDUCTION STRATEGY 2014-2019**

Councillor Patrick Anketell-Jones in an *ad hoc* statement observed that young men drinking too much were putting themselves in great danger. He asked whether the strategy could mention this.

Councillor Simon Allen introduced the item. He agreed with Councillor Anketell-Jones about the dangers of young men drinking too much and confirmed that the Public Health teams were working closely with the Universities on this issue. He was aware that alcohol abuse was costing £45M per year. He was pleased that the strategy was making such good progress. The key was to provide education to those who were drinking just above the recommended levels. He explained that systematic screening, single point of access and support for detox were all in place.

He moved the proposals.

Councillor Dine Romero seconded the proposal. She told Cabinet that alcohol education was being delivered in schools.

On a motion from Councillor Simon Allen, seconded by Councillor Dine Romero, it was

**RESOLVED** (unanimously)

(1) To ADOPT the Draft Alcohol Harm Reduction Strategy for Bath and North East Somerset (2014–2019);

(2) To AGREE the key priorities.

## **128 VOLUNTARY SECTOR FUNDING APPLICATIONS FOR COMMUNITY TRANSPORT 2015-16**

Councillor Caroline Roberts introduced the item. She referred to paragraph 5.3 which showed that journeys were up 5.9% and the cost per passenger mile had fallen. She assured Bleddyn Phillips that his points would be considered by the Divisional Director who was being given delegated authority to make some changes to the funding during the year if appropriate.

She moved the proposals.

Councillor Paul Crossley seconded the proposal. He very much appreciated the volunteer drivers who kept the service going.

On a motion from Councillor Caroline Roberts, seconded by Councillor Paul Crossley, it was

**RESOLVED** (unanimously)

(1) To APPROVE the funding proposals, subject to decision of the Council on the budget for 2015-16.

(2) To DELEGATE authority to the Divisional Director for Environmental Services to reallocate funds, in consultation with the Cabinet Member for Transport, from approved projects that become unviable owing to the level of funding allocated or to a change in circumstances of the applicant group, should such situations arise during the year.

## **129 HERITAGE SERVICES BUSINESS PLAN 2015-2020 AND MUSEUM FORWARD PLANS**

Councillor Patrick Anketell-Jones in an *ad hoc* statement referred to paragraphs 5.9 and 5.10 of the report which showed that the Saver Ticket and Discovery Card schemes would both be extended to include the Victoria Art Gallery. He felt this was excellent news and congratulated the Cabinet for taking this step.

Councillor Ben Stevens moved the proposals. He gave his thanks to the Heritage Team for their achievements. He mentioned the risks inherent in any Heritage Service which at any time might be disrupted by events outside of the control of the Council. These were laid out in the report.

Councillor David Dixon was delighted to second the proposal. He had known as a boy the special privilege of living in a city with such a heritage. He still felt it was so. He was excited that the archway project would open up a new education centre for

the roman Baths, from which young people would walk through a Roman tunnel under the road, to appear in the Baths themselves. He was confident that this would catch the imagination of young people.

Councillor Paul Crossley said that the heritage of the area was tremendous. He was aware of the risks, laid out in the report. He agreed with Councillor Anketell-Jones that the extension of the Saver and Discovery Cards to include the Victoria Art Gallery was good news and he was delighted about this.

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

**RESOLVED** (unanimously)

- (1) To APPROVE the Heritage Services Business Plan 2015-2020;
- (2) To APPROVE the Roman Baths Museum Forward Plan;
- (3) To APPROVE the Victoria Art Gallery Museum Forward Plan;
- (4) To APPROVE the Museum Documentation Policy
- (5) To APPROVE the Care and Collections Policy;
- (6) To NOTE that the February 2015 Council Budget Report recommends that both the £1m capital budget for East Baths Development, to be delivered in 2015/16 and 2016/17, and the £100k capital budget for Roman Baths infrastructure works to be delivered in 2015/16, be fully approved;
- (7) To NOTE the proposed capital project to commence the refurbishment of the Roman Baths site and its Retail outlets in 2019/20 at a cost of £1.15 Million, for consideration as part of the 2016/17 budget process.
- (8) To NOTE that the February 2015 Council Budget Report approves the re-phasing of the £100k capital budget for the Retail module of the Visitor Management System from 2014/15 to 2015/16.
- (9) To NOTE that the February 2014 Council budget included the development of the Archway Centre as an emerging capital project for which a Council contribution of £650-750k should be sufficient to satisfy the Heritage Lottery Fund
- (10) To CONFIRM that Cabinet wishes Heritage Services to continue to work to the business principles agreed by the Council Executive in 2004 as amended.

The meeting ended at 9.20 pm

Chair \_\_\_\_\_

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

**Prepared by Democratic Services**

Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	Cabinet  The Leader Cllr Tim Warren	
MEETING/ DECISION DATE:	08 July 2015	EXECUTIVE FORWARD PLAN REFERENCE:  <b>E2776</b>
TITLE:	Cabinet Aims and Priorities	
WARD:	All	
AN OPEN PUBLIC ITEM/		
List of attachments to this report:  Please list all the appendices here, clearly indicating any which are exempt and the reasons for exemption		

## **1 THE ISSUE**

- 1.1 The paper sets out the proposed priorities of the new administration; these will be presented at the meeting by the Leader of the Council and cabinet members.

## **2 RECOMMENDATION**

### **THE CABINET:**

- 2.1 Agrees the aims and priorities set out in section 5 of the report and to;
- 2.2 Further develop these into the Council's Corporate Strategy for 2015 - 2020 to be brought to Cabinet in September.

## **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 This report does not set out the specific resource implications of the proposals. These will be worked up and reported as the administration develops its Corporate and Budget Strategy over the coming months.

## **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 The priorities are set out to inform and lead the subsequent work and direction of the Council over the term of the administration.

## **5 THE REPORT**

5.1 The Cabinet has set out three core aims for the new administration, as well as six key priorities.

5.2 The Cabinet's three core aims are to ensure that Bath and North East Somerset is a Council which:

- is efficient and well-run;
- invests in the future of the area; and
- puts the interests of residents first.

5.3 In addition to these core aims, the Cabinet has also established six more detailed priorities which are to be the main areas of focus for the administration. The following sets out these priorities with some of the actions the Cabinet is proposing to initiate continue or support.

### **5.4 Tackle waste and increase efficiency.**

- Establishing a long-term financial plan to ensure the Council plans proactively for the challenges in the years ahead.
- Prioritising the protection of essential frontline services, particularly for those most in need by maximising efficiency savings within the Council.
- Looking at how we can save money and generate new income and supporting communities to do more for themselves
- Seeking new and innovative ways of delivering services using commercial skills and looking at opportunities to generate income through Council resources and sound investment.
- Finding ways to save money by sharing services with other organisations
- Ensuring projects are managed effectively and within budget.

### **5.5 Deliver new homes and jobs**

- New jobs and more affordable homes are essential to growth and prosperity with targets of 11,500 new jobs and 13,000 new homes including over 3000 affordable homes.
- Support and encourage an entrepreneurial culture building on strengths in ICT, Creative and digital, low carbon and visitor economy.
- Deliver new office space, target of 50,000 square metres of modern business floor space by 2029
- Work with the Local enterprise Partnership, money from the LEP helping deliver the new business quarter in Bath.
- Support top end office space in Keynsham and the Somer Valley helping them achieve their economic potential and create sustainable jobs.
- Support our rural economy, with investment in faster, more reliable superfast broadband in our rural areas.

## **5.6 Improve local transport**

- Transport improvements a key priority. Committed to making it easier for residents, businesses and visitors to get around the area. This will range from community transport and dial a ride services to the Metro West rail project.
- Consulting on the East of Bath Park and Ride
- Establishing long-term transport strategies for all parts of the B&NES area.
- Consider existing and future transport issues and projects through the independent review.

## **5.7 Invest in our area's young people**

- Continue to support schools in the area to improve and promote educational excellence. Investing at least £6.6m to make sure we have the right number of school places
- To enable children to grow up to be good citizens, confident to be themselves and respectful and tolerant of differences, so continue to champion equality and diversity.
- To provide early support to vulnerable children so that, wherever possible, they don't need to go into care. To provide timely help for the children and families that most in need in our communities.
- To prioritise the Connecting Families service - as a direct result of this children are back in school, youth crime is down and parents are off benefits and in work.
- Continue to support adoption services, including working with our neighbouring authorities to create a single Adoption Agency.

## **5.8 Support cleaner, greener and healthier local communities**

- The people of Bath and North East Somerset are very healthy, by almost any national comparison; nevertheless, like the rest of the UK, we face challenges.
- To support the health and wellbeing of local residents by working closely with NHS colleagues and others to deliver healthier communities.
- To step up support for people's mental health at all ages, including ongoing support for the Wellbeing College which supports people to manage their own health and wellbeing.
- Focus on prevention, helping people to help themselves, through education and by making our area a place where it is easier to walk, cycle, take part in all types of active leisure.
- To work to reconnect the river to the city of Bath, and continue working with our partners to improve river safety.
- As part of our new leisure services contract, there will be £17m investment in our leisure centres, to help get more people, more active, more often.
- Work with residents to protect and improve our natural and built environment, with cleaner streets and investment in our public realm.
- Ensuring the Council continues to take action to address the causes and effects of climate change.

## **5.9 Promote greater choice and independence for older people**

- Invest in services for older people to help them remain independent for longer. To achieve this we will ensure joined-up health and social care services, working closely with our partners in the NHS.

- Build on our 5-Year Better Care Fund Plan — which has been identified nationally as an example of best practice.
- Focus is on preventative services that help people stay well for longer, and keep them out of hospital or a care home
- Support people discharged from hospital. The intensive home from hospital support service delivered in partnership with Age UK B&NES and Care & Repair Home Improvement Agency is a good example of this.
- Continue to support dementia services, including the award-winning Independent Living Service for people with dementia, and their carers, living in rural areas.
- Deliver on our new, statutory responsibilities under the Care Act 2014, providing the right support and advice to people who need it.

## 6 RATIONALE

- 6.1 The report captures the cabinet's priorities to inform and lead the development of the Council's future plans and its engagement with its stakeholders (its residents, staff and partners). In order to consider its future budget plans the Council will need to agree a new Corporate Strategy for the period up to 2020

## 7 OTHER OPTIONS CONSIDERED

- 7.1 None

## 8 CONSULTATION

- 8.1 The Chief Executive, Section 151 and Monitoring Officers have been consulted and agreed these papers for publication

## 9 RISK MANAGEMENT

- 9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

<b>Contact person</b>	<i>David Trethewey, Divisional Director Strategy and Performance</i>
<b>Background papers</b>	<i>List here any background papers not included with this report, and where/how they are available for inspection.</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	



Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	08 July 2015	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2772
TITLE:	Strategic Review Update	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
None		

## **1 THE ISSUE**

- 1.1 The report provides an update on the process to review the Council's spending and budgets in support of developing the Medium Term Financial Plan for 2016/17 to 2019/20 in light of the significant financial challenge that the Council is likely to face over this period.

## **2 RECOMMENDATION**

The Cabinet agrees that:

- 2.1 Work should be undertaken to produce a 4-year Medium Term Financial Plan covering the financial years 2016/17 to 2019/20.
- 2.2 Work that has already commenced to review the Council budgets and spending as part of the Strategic Review to support the development of this Medium Term Financial Plan is noted and should continue to be progressed.

## **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 The report sets out the process and progress to identify savings and efficiencies across the Council's Revenue Budget and Capital Programme to support the development of the Medium Term Financial plan for the 4 year period from 2016/17 to 2019/20.

## **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 The Medium Term Financial Plan allocates limited resources across services with alignment of these resources towards the Council's priorities. This report identifies progress with development of options and strategies to support the Medium Term Financial Plan development which will be considered for the approval of the Council in February 2016.

## **5 THE REPORT**

### The Spending Review and Capital Programme Review - Update

- 5.1 The current 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 framework.
- 5.2 Given the national and local elections in May 2015, no specific figures have been provided to local government for funding beyond 31 March 2016 although the Chancellor has recently announced an Emergency Budget Statement for 8<sup>th</sup> July 2015. This is likely to be followed by a Spending Review leading to the Financial Settlement for Local Government around Christmas 2015.
- 5.3 We therefore cannot be certain about local government funding from 2016/2017 onwards although we can expect the financial challenge facing the public sector to continue throughout the period of the next parliament from 2016/17 to 2019/20.
- 5.4 Whilst the scale and speed of funding reductions are not yet clear, there are a number of factors which we can identify that will impact on local government funding going forwards:
- Continuing reductions in the national control total for local government funding – we assume this will be around 10% per annum for this Council or over £4M per annum in cash terms.
  - A significant increase in employers national insurance contributions to fund the new national pension arrangements – equivalent to £2.5M in cash terms for this Council.
  - The ongoing impact of the new funding arrangements for Adult Social Care arising from the Care Act 2014 – the full implications of this have yet to be assessed.
  - The need provide for future pay inflation.
  - The potential impact of changes to interest rates and the revenue cost of meeting the Council's full borrowing requirement.
  - The level of inflationary and demographic cost pressures arising on Council services.

- 5.5 The initial Financial Planning work to look at the future scale of this financial challenge for the Council has estimated that the likely savings, or additional income required, will be over £38M for this 4-year period. Given the scale of savings already achieved in the current Medium Term Financial Plan and Budget, it is likely that future savings will require some prioritised changes to Council services.
- 5.6 As part of this, the decision of Council to make a contribution of £1.5 million from reserves to meet an on-going revenue budget gap in the 2015/16 budget will need to be addressed.
- 5.7 A rigorous process will therefore be put in place to support the development of the Council budget and medium term financial planning process going forwards, including a review of both the Council's revenue budgets and the current Approved Capital Programme.
- 5.8 The Administration will therefore seek to develop a new Medium Term Financial Plan to cover the four years from 2016/17 to 2019/20 and have asked Council officers to bring forward for consideration a range of options to make savings, explore new models of service delivery, deliver innovation and efficiency, and generate additional revenue.
- 5.9 In planning for the future financial challenge, Council officers were already developing a Strategic Review to do just this, covering the 4 key themes:-
- Customer and Community
  - Prevention
  - Growth
  - Generating Revenue / Making the Finances Work
- 5.10 This Strategic Review will continue and capture a review of spending across the Council to ensure efficiency savings and income generation opportunities are maximised ahead of reductions to Council services.
- 5.11 The Administration will consider all outcomes from the Strategic Review in developing the specific options to be set out in the proposed Budget and Medium Term Financial Plan for 2016/17 to 2019/20.
- 5.12 It is anticipated that further details of the specific budget proposals being considered will be set out initially for the Performance Development and Scrutiny Panels in late 2015 for consultation and consideration before the final Budget proposals are presented in February 2016 for the Council.

## **6 RATIONALE**

- 6.1 The recommendations made are to note the report and progress made in support of developing the Council Budget in accordance with relevant local government financial regulations.

## **7 OTHER OPTIONS CONSIDERED**

- 7.1 It is envisaged that the Spending Review will identify options for consideration and appropriate consultation to support the development of the Budget for approval by the Council in February 2016.

## **8 CONSULTATION**

- 8.1 Consultation on this report has been carried out with the Cabinet Member for Finance & Efficiency, Chief Executive and Monitoring Officer.
- 8.2 The process for the Spending Review and Capital Programme Review will include appropriate stakeholder consultation and engagement, primarily as part of the Budget process for 2016/17.

## **9 RISK MANAGEMENT**

- 9.1 The substance of this report is part of the Council's financial 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 regular basis as part of the revenue and capital budget monitoring process.

<b>Contact person</b>	Tim Richens – 01225 477468; Tim_Richens@bathnes.gov.uk
<b>Sponsoring Cabinet Member</b>	<i>Councillor Charles Gerrish</i>
<b>Background papers</b>	<i>None</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	08 July 2015	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2771
TITLE:	Youth Justice Plan 2015-16	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Youth Justice Plan 2015-16		

## 1 THE ISSUE

- 1.1 The Local Authority has a statutory duty, in consultation with the partner agencies, to produce an annual Youth Justice Plan. The Plan sets out how youth justice services are to be composed and funded, how they will operate and what functions they will carry out to prevent youth offending and re-offending across Bath and North East Somerset.

## 2 RECOMMENDATION

- 2.1 The Cabinet recommends adoption of the Youth Justice Plan as part of the Council's Policy and Budget Framework and notes this can be accommodated within the Council budget.
- 2.2 Cabinet recommends the Youth Justice Plan to Council as fulfilling the requirements of the Crime and Disorder Act 1998 and can be submitted to the Youth Justice Board for England and Wales.

## 3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The Council is the lead partner in the multi-agency arrangements to prevent youth offending, working closely with Police, Probation and Health Services. All partners have statutory responsibilities to participate in the resourcing of the Youth Offending Service. The Council makes a significant contribution in terms of staff, cash and additional support, including provision of office accommodation and financial and human resources support services. In 2015-16, the Council is contributing £384,877, which is 46.7% of the total budget of £823,964; most of this is in the form of staff.
- 3.2 Submission of a Youth Justice Plan is a condition for receipt of the second instalment of the Youth Justice Grant, due to be paid in December 2015. This year, funding from the Youth Justice Board totals £229,051.

## **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 Preparation of an annual Youth Justice Plan is required under Section 40 of the Crime and Disorder Act 1998. The national Youth Justice Board for England and Wales has published guidelines for its completion and requires it to be submitted by 31 August 2015.

## **5 THE REPORT**

- 5.1 The principal, statutory aim of the youth justice system is to prevent youth offending (by 10-17 year olds). The Youth Justice Plan reviews the positive progress made last year in work with young people at risk of offending and re-offending and with their parents/carers and victims and sets out how services are to be resourced and delivered in 2015-16.
- 5.2 Actions in the work plan will contribute to making Bath and North East Somerset a safer place and to helping young people work towards more positive, crime-free outcomes.

## **6 RATIONALE**

- 6.1 The Council has a statutory obligation to publish a Youth Justice Plan

## **7 OTHER OPTIONS CONSIDERED**

- 7.1 None

## **8 CONSULTATION**

- 8.1 This Plan draws on self-assessment undertaken by the Youth Offending Service and its Management Board and feedback from service users. A copy has been sent to the Trade Unions.
- 8.2 This Plan has been drawn to the attention of the Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and the Section 151 Officer (Divisional Director – Finance)

## **9 RISK MANAGEMENT**

- 9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

<b>Contact person</b>	<i>Sally Churchyard: 01225 396966</i>
<b>Background papers</b>	<i>Youth Justice Plan 2014-15</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

Bath and North East Somerset

# Youth Justice Plan 2015 – 2016

Working in partnership to prevent youth offending

**Bath & North East  
Somerset Council**



**NHS**  
*Bath and North East Somerset  
Clinical Commissioning Group*

## Contents

1.	Introduction	Page 3
2.	Core areas of work for the Youth Offending Service	Page 4
3.	Review of 2014-2015	Page 7
4.	Learning from feedback	Page 13
5.	Self-assessment	Page 16
6.	The changing context for Youth Justice	Page 18
7.	Work Plan 2015-2016:	Page 20
	Governance, Leadership and Partnership Arrangement	
	Work Plan	
	Budget Summary	
	Partner Agency Commitment	
8.	Appendices:	Page 27
(a)	Review of Work Plan 2014-15	Page 28
(b)	Values and behaviours framework	Page 34
(c)	Youth Offending Service organisational chart	Page 36
(d)	Youth Offending Service staff by gender and ethnicity	Page 37
(e)	Glossary of terms	Page 38



## 1. Introduction

Multi-agency Youth Offending Services were established in April 2000 under the Crime and Disorder Act 1998, to work with young people aged 10-17 years who have committed criminal offences. Their principal, statutory function under this legislation is to prevent youth offending. They include staff from a wide range of backgrounds including Police, Health, Social Care, Education and Probation. Youth Offending Teams work in an integrated way alongside other specialists and have key statutory functions, including the supervision of young people on pre-Court disposals and Court Orders, giving victims a voice, enabling young people who have offended to re-pay the harm they have caused and strengthening parenting skills. The statutory work is supplemented by a prevention service, Compass, which works on a voluntary basis with children aged 8-17 years who are assessed as being at high risk of offending, and with their families. The Youth Offending Service is responsible for safeguarding young people and supporting them to make more positive lifestyle choices and achieve better outcomes.

The Youth Offending Service reviews its performance outcomes in relation to accommodation, education, training and employment and three key national outcomes;

1. Reduction in the rate of first time entrants
2. Reduction in the rate of re-offending
3. Reduction in the rate of custody

As part of the wider children's workforce, the Youth Offending Service is committed to the three priority areas identified in the Children and Young People's Plan 2014-2017:

1. Children and young people are safe
2. Children and young people are healthy
3. Children and young people have equal life chances

This Youth Justice Plan is written in accordance with the Crime and Disorder Act 1998 and guidance from the Youth Justice Board. It summarises the achievements of the Youth Offending Service and its partners in 2014-2015 and, based on a review of feedback from service users, performance data and self-assessment undertaken within the Service and by the Management Board, sets out a work plan for 2015-2016. This includes actions the Service will take to ensure a high quality service to young people and their families and to victims of crime, thereby also contributing to public safety in this area. The Plan has been consulted with members of the Youth Offending Service, its Management Board and the two sub-groups.

## 2. Core areas of work for the Youth Offending Service

### 1. Prevention

Compass is now part of the B&NES 'Early Help' offer. This long-standing service has been designed to work with young people aged 8-17 who are assessed as being at high risk of offending, and with their parents/carers. The service aims to reduce the risk of individual young people offending and entering the youth justice system and supports them to improve their social and emotional well-being, to fully participate in education, training and employment and to strengthen parenting skills.

### 2. Pre-Court Disposals

Under the Legal Aid, Sentencing and Punishment of Offenders Act 2012, young people who have admitted a minor offence can be dealt with outside of the Courts through a Youth Caution or a Youth Conditional Caution. The Youth Offending Service support this process by assessing young people, shared decision making at fortnightly 'Out of Court Disposals Panels' and delivery of interventions to young people and parents/carers to reduce the risk of re-offending.

### 3. Arrest and Court work

- a. **Appropriate Adult services** for young people to safeguard their interests when they are being formally interviewed by the Police. B&NES collaborates with Bristol and South Gloucestershire to provide this service.
- b. **Bail Support and Supervision** – The Youth Offending Service supports and supervises some young people who are conditionally bailed by the Courts to maintain contact with the Youth Offending Service.
- c. **Remand to the Care of the Local Authority** - The Youth Offending Service supports young people who are remanded to the Care of the Local Authority as Looked After children. They also have an allocated Social Worker.
- d. **Report Writing** - preparation of written reports to inform key decision making about young people who have offended, such as supporting contract requirements for Referral Order Panels, and analysis of the offence and proposal of sentencing options to the Courts via Pre-Sentence Reports.
- e. **Court Duty** – providing information and advice to the fortnightly sitting of the local Youth Court and making follow-up arrangements for working with young people.

#### 4. **Supervision of young people in the community**

This involves undertaking assessments of risk of re-offending, risk of serious harm and vulnerability and working with young people, parents/carers and other agencies to agree plans to address these concerns. The level of contact with the Youth Offending Service is determined by the level of risk assessed and interventions delivered include specific offence-focussed work, raising victim awareness, supporting positive activities and supporting engagement in education training or employment. The Youth Offending Service is responsible for managing young people subject to Intensive Supervision and Surveillance requirements made by the Court as a direct alternative to custody. Such an Order requires the young person to engage with a 25 hour per week programme of education, training and employment, supervision and activities and an electronically monitored curfew.

#### 5. **Work with young people in custody**

This includes support for young people who are remanded or sentenced to custody, providing risk assessments to the Youth Justice Board to ensure the young person is safely placed in the most appropriate establishment and providing planned supervision of young people when they return to the community. The most common youth custodial sentence is the Detention and Training Order, lasting up to two years. Longer sentences apply for more serious offences.

#### 6. **Work with victims**

The Youth Offending Service contacts named victims of young people worked with and provides information about the outcome of their case and an opportunity to participate in a restorative intervention. This includes a range of approaches to resolving a situation where harm, often an offence, has been caused. It focuses on victim satisfaction, offering a range of services by which the victim can gain an understanding of the offence, have a chance to be fully heard, and agree to and even participate in any suitable reparation. These interventions consist of face to face meetings, 'shuttle' mediation (with the Youth Offending Service passing agreed information between the young person and the victim, direct and indirect reparation, and completing victim awareness work with young people leading them to write a letter of apology or explanation. Victims receive updates on the young person's progress on their Court Order.

#### 7. **Work with parents/carers**

The Youth Offending Service undertakes assessment of a young person's family situation and parenting and offers a range of interventions designed to support family relations, improve parenting skills and confidence. Work with parents is usually on a voluntary basis but can sometimes be within a Parenting Order. The interventions include individual parenting skills sessions, family mediation and joint work with the parents/carers and the young person around the young person's aggression within the home.

#### 8. **Work with whole families**

The Youth Offending Service is part of the Connecting Families wider matrix team and sometimes takes on the role of 'lead professional' with families who meet the Connecting Families criteria. This includes undertaking a Whole Family Assessment profile, organising regular Team Around the Family Meetings and co-ordinating a Whole Family Plan to provide support for all family members.

In all this, the Service draws on the expertise of professionals from the following statutory partners, who also provide a link back to their 'parent' organisation, including two-way information sharing:

1. **Education**

Poor engagement in education, training and employment is recognised as increasing the risk of a young person offending. The Education Worker provides a key link between education providers, the Youth Offending Service and young people and parents / carers. They work closely with the Local Authority's Children Missing Education Service, supporting young people to participate in education, training and employment and ensuring that the needs of the most vulnerable young people are understood by education providers.

2. **Health**

- a. A one-day per week seconded Speech, Language and Communication Therapist undertakes full assessment of young people who have been screened as having communication needs in order that these needs can be addressed
- b. A two-day per week seconded Nurse ensures that young people's physical health needs are addressed, through liaison with GPs and direct work
- c. The Service also has a named link with the Child and Adolescent Mental Health Service, to ensure the Service has access to consultation about young people with emotional and mental health needs

3. **Probation**

A full-time seconded Probation Officer works as a case manager, directly supervising young people subject to Court Orders, and brings skills in assessing and managing risk and supporting the transition to adult criminal justice services for young people who continue to offend.

4. **Social Workers**

Two full-time Social Workers also work as case managers and bring particular skills in child development and safeguarding

5. **Police**

Two four-day per week seconded Police Constables provide a link with the Integrated Offender Management Service concerning the young people at highest risk of re-offending, support the Out of court Disposals Panel and lead on work with victims.

### 3. Review of 2014-2015

3.1 All the objectives in the work plan for 2014-2015 have been progressed and there is evidence of these having had a positive impact on the quality and effectiveness of services provided. The service has implemented a robust audit framework and has embedded in practice the Team Around the Child approach. It has also involved young people in the development of the service by supporting them to participate in staff recruitment, seeking regular feedback from young people and other service users and involving them in planning. Compliance with Court Orders has improved through the introduction of compliance meetings and the service has developed its practice with families by taking a whole family approach in some cases and training practitioners in family mediation. The most significant area of work in the 2014-2015 Plan that is progressing but requires more work is ensuring the service is always using person centred planning approaches. The work plan and achievements can be found in the appendices.

#### 3.2 Substance misuse pilot

Since January 2015, in partnership with the Police and Developing Health and Independence's Project 28 (Young Person's Substance Misuse Service), the Service has been running a pilot project for young people who are at risk of entering the criminal justice system for the first time from having admitted possession of cannabis or being drunk and disorderly. This enables the young person to receive screening, advice and information from substance misuse workers, where previously Police may have issued a Youth Caution without such input. The Police are then able to address the offence by means of a community resolution with intervention to address their substance use

#### 3.3 Developing work within the community

The Community Involvement Worker has developed new reparation projects through consulting with community organisations in the Bath and North East Somerset area. These placements are continuing to be developed in order to meet the needs and aspirations of young people while at the same time allowing them to make amends. They have included:

- Oldfield Park Baptist Church's Take a Break lunch club, which sees young people helping to set up and lay tables, taking orders from customers and serving their meals and drinks. This placement is particularly useful for young people who wish to progress to a career in catering and will help them to achieve a Level 2 qualification in Food Safety and Hygiene.
- Two young people designed and decorated the meeting rooms at the Youth Offending Service office. This work was in response to feedback from young people about the office environment. One of these young people subsequently obtained an apprenticeship as a painter and decorator.

### 3.4 Participation work with young people

Over the last year, the involvement of young people in the design and delivery of services has been strengthened. All staff recruitment now involves young people, either sitting on the selection panel or participating in a separate young people's panel. Young people have also been involved in development work for the Service through designing and painting meeting rooms. This has created a more welcoming and warmer environment for all those using those rooms. Young peoples' views have also been sought on new offending behaviour resources purchased this year. Their views so far have been positive and this has been fed into the Creative Resources Group which works to ensure there are suitable resources for young peoples' varying learning styles.

3.5 The three performance measures also provide information about the effectiveness of youth justice work. They are shown below, with four comparator groups:

The South West is a regional group made up of the fourteen Local Authorities in the south west of England

Avon and Somerset is made up of the five Local Authorities that together are co-terminous with Avon and Somerset Police Force area

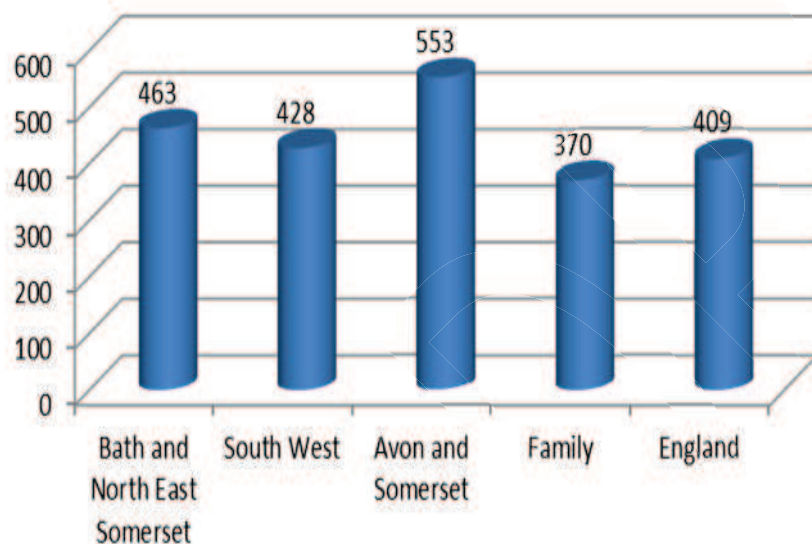
The family is a unique group of Local Authorities across England and Wales that are most similar to Bath and North East Somerset - York, Reading, Wokingham, Oxfordshire, Bedfordshire, Swindon, North Somerset, Swansea and Warwickshire. (The Youth Justice Board recommends caution in using this comparator group, as the original analysis used to determine the family groups was carried out 10 years ago and demographics and socio-economic factors have changed since then).

### a. Reduce the rate of first time entrants to the youth justice system

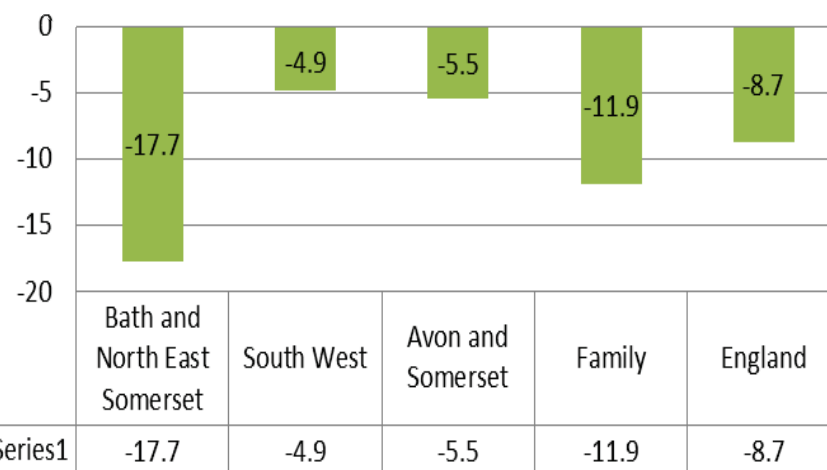
This performance measure helps understanding of how effective the local area has been in supporting young people not to offend and enter the youth justice system for the first time. It is shown as a rate of young people per 100,000 in the general population of 10-17 year olds who received their first substantive outcome (a Youth Caution or Youth Conditional Caution following admission of an offence, or a conviction in Court), to enable comparisons to be made. Data is taken from the Police National Computer and is published in rolling full years for the twelve month periods ending March, July, September and December each year.

The latest data, shown in the tables below, is for January to December 2014 compared with a baseline period, January to December 2013. The rate of first time entrants has fallen from 505 to 463 between these dates, a reduction of 17.7%. Whilst the rate remains lower than the Avon and Somerset average, but higher than all other comparators, B&NES has made greater improvement than its comparator groups and the local target for a 10% reduction to 511 has been achieved.

#### Rate of First Time Entrants



#### FTE percentage change from selected baseline

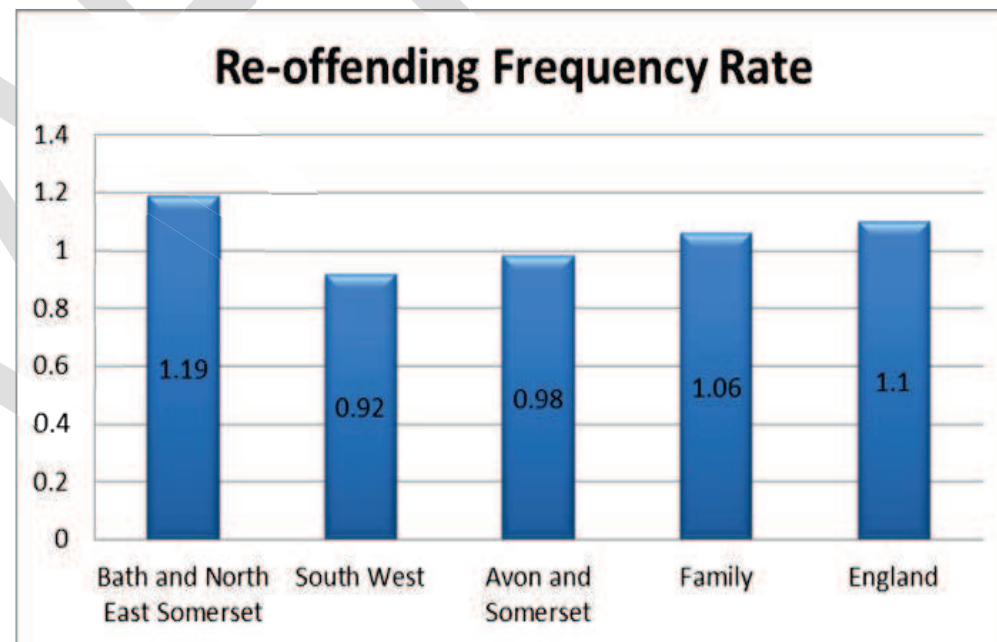
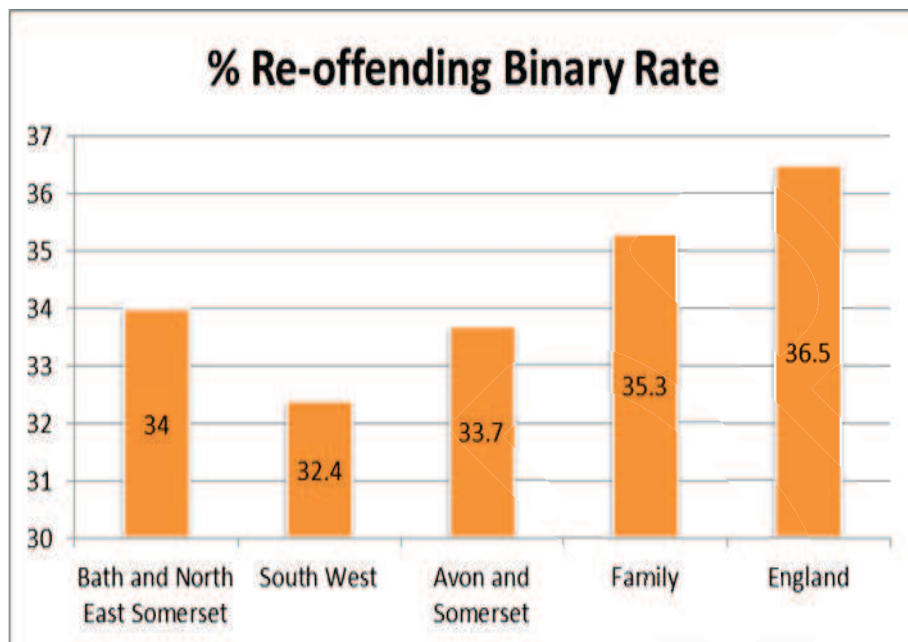




## b. Reduce the rate of re-offending

This performance measure helps understanding of the effectiveness of the youth justice system in supporting young people who have previously offended to avoid re-offending. It is a quarterly rolling measure of the rate of re-offending after twelve months of a cohort of young people who received a Caution or Conditional Caution or a sentence in Court or were released from custody. The data is taken from the Police National Computer and published as a frequency rate (the number of re-offences per 100 young people) and as binary information (a count of the number of young people who re-offended, expressed as a percentage of the cohort).

The latest data is for the cohort July 2012 to June 2013, compared with the cohort July 2011 – June 2012. 49 of the 144 young people in this cohort re-offended (34%), an increase of 6% on the previous reporting period. After 3 years of being lower than all comparators, this rate is still better than the family and national averages, but not as good as the south west and Avon and Somerset rates. 171 further offences were committed by these 49 young people. The frequency of re-offending rate is now 1.19, higher than all comparator groups.



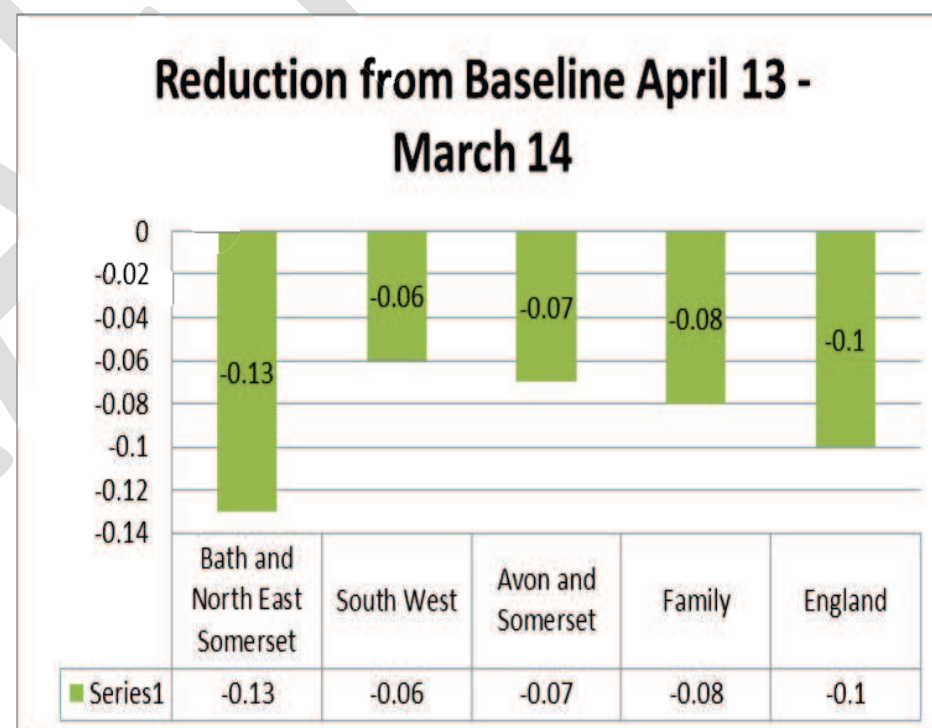
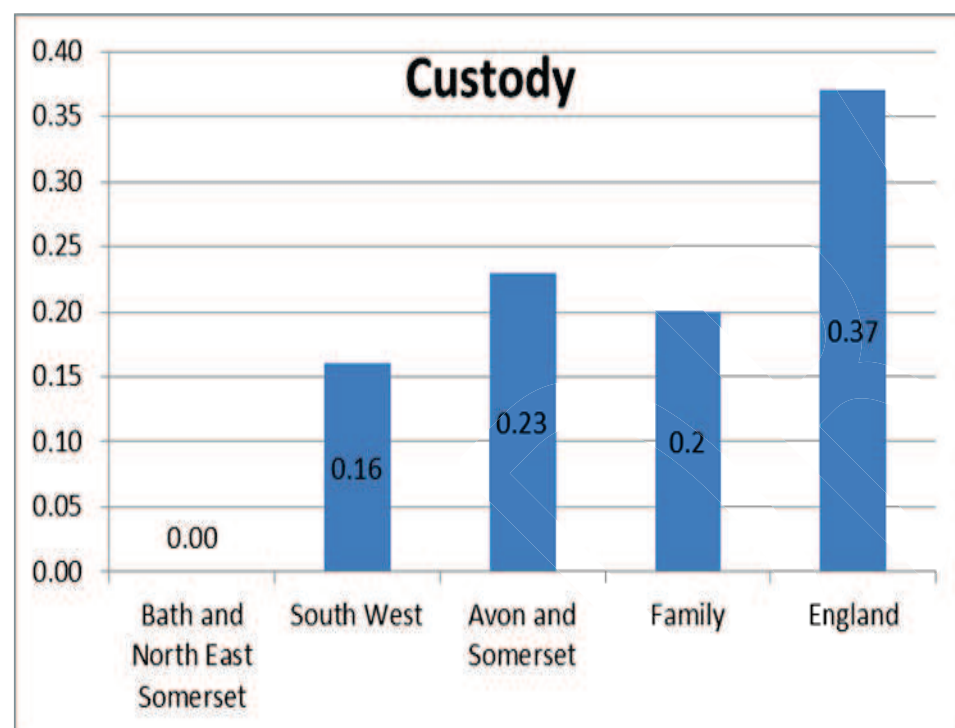


### c. Reduce the rate of custodial sentences

The third national performance measure relates to the use made of custody as a sentencing option. The Youth Offending Service makes proposals to Courts to assist sentencing decisions; any sentence of custody for a serious offence is not taken lightly and is avoided wherever young people can be safely supported to remain within the community.

The first table below shows the rate of custodial sentences per 1,000 young people aged 10-17 in the general population. The latest data is for the period April 2014 – March 2015, compared with the selected baseline April 2013 – March 2014. The local rate remains at 0, a reduction of -0.13 from the baseline. No young people from B&NES have been sentenced to custody for 18 months, the rate reduction is better than all other comparators and we are one of only two Authorities nationally that have a zero custody rate.

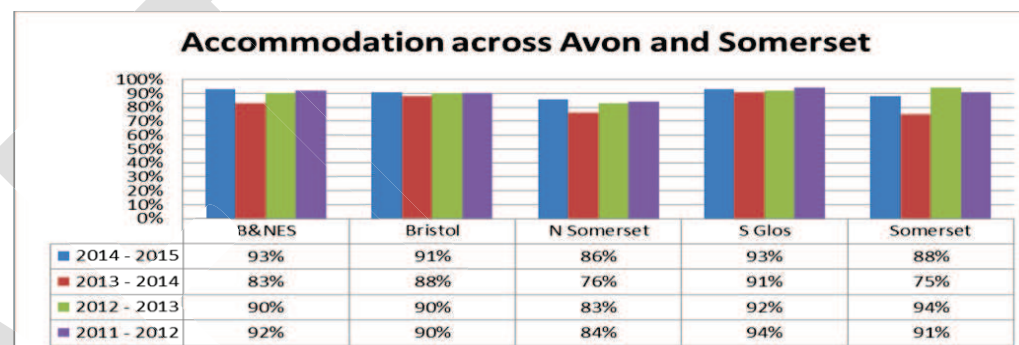
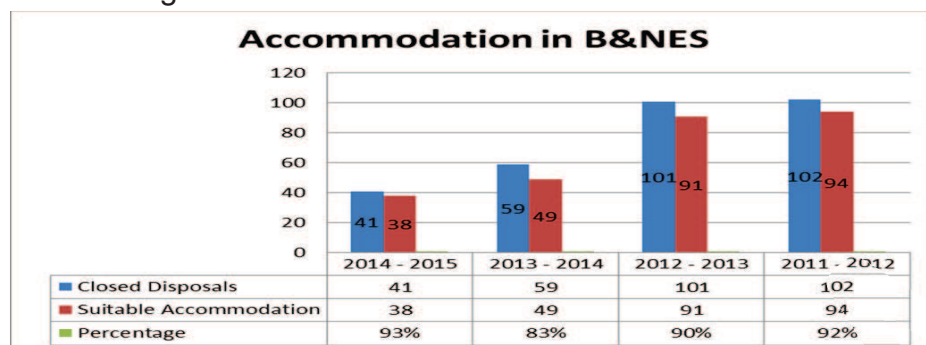
The local target for reducing the rate of custody in 2014- 15 was for a reduction to 0.10, which has been achieved.



## Accommodation

The chart below shows data for the suitability of accommodation for a young person when he/she completes their Court Order. This is the latest data available from the Youth Justice Board for the period April 2014 - March 2015.

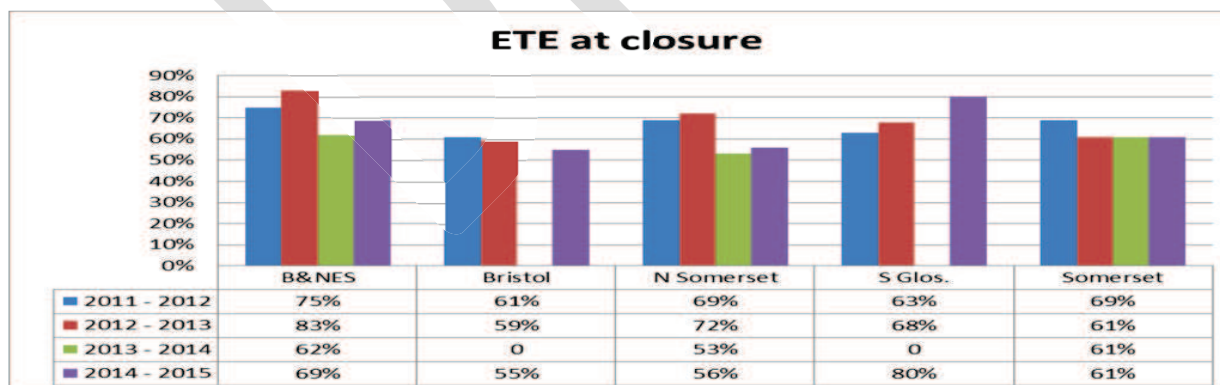
Although numbers are small, there continue to be young people known to the Service who are living in unsuitable accommodation, including 'sofa surfing.'



## Education, Training and employment

The chart below shows whether young people were assessed as being in suitable education, training and employment (ETE) when they completed their Court Order. This is the latest data available from the Youth Justice Board for the period April 2014 - March 2015.

The percentage of young people in suitable ETE of all young people supervised at the point of closure remains generally higher in Bath and North East Somerset than in the rest of Avon and Somerset, although significantly lower than the data we reported some years ago, when this was a required national indicator (always 90%+). Work is to be undertaken on the quality of the data but we do also have concern about suitability of provision.



## 4. Learning from Feedback

The Youth Offending Service is keen to ensure that the service provided to young people, parents and carers, victims, the Courts and other partner agencies is of the highest quality. It seeks regular feedback and endeavours to implement changes from the comments received.

### 4.1 Young people

The Service trialled 'telephone feedback' in 2014 -15. The anticipated benefits of this method over more traditional 'feedback forms' were that young people with written communication needs may be more able to share their feedback, that it would offer a personal touch and that it would be more objective as the Operational Manager would carry out the calls.

The positive comments included young people feeling well supported and listened to by staff, that young people were being helped to stay out of trouble by having something to do and learning about the consequences of their behaviour on victims.

Areas for improvement were for there to be more interesting reparation placements and for the Youth Offending Service meeting rooms to be young person friendly. The young people also wanted some of the one to one sessions to be more interesting and interactive. The feedback also indicated that the young people did not always know what was on their intervention plan, thus indicating a need for the Youth Offending Service to redouble efforts to ensure young people are part of the intervention planning process.

Alongside this, the Service utilises the HMI Probation Feedback tool called Viewpoint to gain written feedback online from young people. We are due to receive information about this feedback on a yearly basis from the Inspectorate.

### 4.2 Parents and Carers

Feedback from parent/carers working with our service's prevention team, Compass has been sought as part of a wider review of parenting support with Bath and North East Somerset. Interventions impacting parent confidence include; one to one time with the Parenting Worker; joint parent/child positive activities; awareness of risks of offending.

Learning from this feedback has been:

- Parents of children supported by Compass need consistent support that values the voice of the parent *"you made us feel like we mattered at the meeting"*.
- Parents of children supported by Compass appreciated; *'the help from the parenting worker,' "to have some time to talk things through and make sense of everything"*; regular feedback from the keyworker; to have a say in the assessment process and have this read back to them; the range of activities available to their children (arts/crafts/role-play/positive activities) and how this has helped their child and the wider family to *"shout less"*.

We have also sought feedback from parents regarding the parenting support offered by our service. This feedback was overall very positive with parents consulted finding the work of our parenting worker beneficial.

*"It was very helpful; (the Parenting Worker) was very thorough on each topic, generous with her time and tailored the support according to my changing needs"*

*"Some of the most helpful things I learnt were about emotional flooding and the spring effect"*

*"(The Parenting Worker) came to our house late in the afternoon to fit my husband's work so yes they [time of appointments] were convenient"*

Feedback from parent/carers has made the Service aware of the need to review the layout of parenting support plans to ensure that these are more accessible.

#### **4.3 Victims**

Feedback from the victims of crime that our service works with takes place through ending visits to victims by the YOS victim support worker and/or feedback forms from victims. This feedback from victims is evaluated on a quarterly basis and this has found an extremely high level of satisfaction with the support offered from our victim support worker.

*"I received a letter which was really well written, neat and tidy - It was good to get a letter as it shows they are taking it seriously and they are putting the effort in." (Victim feedback form)*

Feedback from victims has informed practice. An example of this has been in informing the design of a restorative conference risk assessment form with regard to venues chosen to host those meetings. We have also introduced the use of a new feedback form in a prepaid postcard format that can be sealed, to make return of this feedback easier for victims are working with.

#### **4.4 Courts and Magistrates**

The Youth Offending Service seeks feedback from Magistrates in relation to Pre-Sentence Reports prepared. The feedback is positive in almost all cases with the congruence level from proposal to sentence being high (100% in 2014-2015). The Youth Offending Service has quarterly meetings with the local Magistrates and Court Clerk. These meeting serve as opportunities to share service updates, provide case studies to Magistrates to enhance their confidence in sentencing and to share feedback about the Court process.

## 4.5 Partner agencies

Work with other key service providers regionally and within the Bath and North East Somerset area is crucial to supporting the best possible outcomes for our service users. The Youth Offending Service is committed to effective partnerships, working in a coordinated manner. Feedback recently sought from partners has been very encouraging:

*"YOS have never failed to engage with the development of restorative justice and have been enthusiastic and helpful with their contribution to the development locally and across Avon and Somerset."* Office of the Police & Crime Commissioner

*"Attending consultations are helpful to think through cases, relationship with the services have developed in a helpful and appropriate way"* Child and Adolescent Mental Health Service.

*"I find the structure and support offered by YOS in regular multi agency meetings for joint cases really helpful. This working and organisation supports a cohesive and holistic approach to the care of young people."* Child and Adolescent Mental Health Service.

*"Always (told relevant information in a timely manner), YOS attend all meetings that we share clients with and always backed up with a phone call..."* DHI Project 28 (Bath and North East Somerset Young Person Substance Misuse Service)

*"Whenever I have any issues with a young people the YOS team are always easy to get hold of."* Hitz Premiership Youth Programme

*"I can always rely on YOS workers getting back to you quickly."* DHI Project 28 (Bath and North East Somerset Young Person Substance Misuse Service)

*"Young People often say that YOS workers are really good at meeting them at Project 28 if they need to speak to them."* *"YOS sorted me out a bus pass so I could get to college"* DHI Project 28 (Bath and North East Somerset Young Person Substance Misuse Service)

*"All my staff that have interacted with our local YOS team have received a positive service."* Lighthouse Victim & Witness Care

Feedback from partner agencies has been very positive, it has also in one case contained useful suggestions of how we can better communicate updates amongst partners involved team around the child/families work. This will be looked at within upcoming team development work.

## **5. Self-Assessment**

### **5.1 Youth Offending Service Management Board**

The Management Board holds an annual development event. This year, it completed the self-assessment tool published by the Youth Justice Board and reviewed its membership and priorities, agreeing an action plan that was reviewed after 6 months and led to new members joining the Board and commitments to make use of published Inspection reports and Serious case Reviews to inform oversight.

### **5.2 Youth Offending Service**

Using the Youth Justice Board's Self-Assessment Tools as guides, a number of areas for development over the coming year have been identified. Focussing on reducing re-offending is clearly a priority and the area where Bath and North East Somerset Youth Offending Service. The Youth Offending Service can develop this year is to ensure the team is taking a person centred approach to planning work and that the team is delivering appropriate interventions which are suited to the needs of individuals. The work will ensure that interventions meet identified needs, are suitable for different learning styles, ages and genders, are current and are linked to robust assessments. The work plan for the next year has been reviewed by staff within our service and reflects their ideas and commitment.

### **5.3 Quality Assurance and Audit**

Managers in the Youth Offending Service undertake regular case audits, following the HMIP Short Quality Screening guidelines. Audits in 2014-2015 showed some excellent assessments being undertaken including comprehensive analysis of risk of serious harm and vulnerability. In some cases there were also excellent plans to manage this risk and vulnerability. Some audits showed areas for improvement required in assessments and plans and this feedback has been shared with staff to improve practice into the future. Other areas that were strong in some cases were good evidence of communication with other agencies, Team Around the Child processes in place in all cases audited and good evidence of the Youth Offending Service using compliance meetings to enable young people to adhere to the conditions of their Court Order.

Areas that require improvement include involving young people more in assessment and planning and setting more young person appropriate objectives for intervention, and ensuring interventions are comprehensive, evidence based and meeting the learning needs of young people.



#### **5.4 Restorative Justice**

All restorative conferences are risk assessed by the facilitators of those meetings. These forms are now quality assured by the Partnership and Intervention Manager. This year, a restorative conference participants' feedback form has been introduced and these will also be evaluated on a quarterly basis to gauge the quality of support to victims who take part in restorative meetings. We have also undertaken the Restorative Justice Council's self-assessment as part of work towards achieving the Restorative Services Quality Mark.

#### **5.5 Preventative work**

This year, work has been undertaken with the New Economics Foundation to strengthen evaluation of outcomes for young people and their parents. The project is also working on a Theory of Change to test and demonstrate that interventions continue to be based on evidence-based approaches and that we are measuring the outcomes that impact on reducing offending. The Service is also working with commissioners to streamline referral into preventative services to ensure that young people are quickly able to access the service that best meets their needs.

#### **5.6 Mentoring**

The Service is now developing a project to further extend reparation opportunities as well as providing mentoring. Community Reparation and Mentor Volunteers (CRMVs) will be recruited and trained to provide support to young people. This builds on the valuable contribution of volunteer Community Panel Members make in facilitating Referral Order Panel meetings.

The new pilot scheme will initially recruit six volunteers who will each be matched with a young person depending on their needs and interests. The volunteers will support the young person to complete their reparation and act as a mentor for a period of up to a year if the young person agreed this would be beneficial to them. This will strengthen the arrangements for continuing to support young people who may remain at some risk of re-offending after their statutory involvement with the Service ends.

## **6. The changing context for Youth Justice**

### **6.1 Learning from Thematic Inspections and Serious Case Reviews**

All relevant Inspection reports are reviewed and discussed at the Management Board, its sub-groups and/or in the youth Offending service. There have been four youth justice thematic Inspections published since the last Youth Justice Plan, three of which have been reviewed. The fourth, on resettlement of young people back into the community following a custodial sentence, is included in the forward plan.

1. An Inspection of the work of Probation Trusts and Youth Offending Teams to protect children and young people, August 2014 (Bath and North East Somerset participated in this Inspection in October 2013). A local improvement plan followed this and was reflected in last year's Youth Justice Plan. Improvements made were presented to the Youth Offending Service Management Board and the Local Safeguarding Children's Board.
2. Girls in the Criminal Justice System, December 2014  
The report highlighted that girls make up about 20% of the caseloads of Youth Offending Services. It found that little use was made of data to track outcomes specifically for girls and therefore it was hard to measure the effectiveness of services. It found issues in the assessment of vulnerability and, in some areas, insufficient consideration of the high risks of child sexual exploitation, and inconsistent exit planning and support. The Youth Offending Service has undertaken a YJB 'health check' of its arrangements for working with girls and young women in the youth justice system and this also highlighted the lack of gender-specific data and provision.
3. The Contribution of Youth Offending Teams to the work of the Troubled Families Programme in England, January 2015  
The Management Board supports the Youth Offending Service's active involvement in this work and has reviewed the recommendations.

### **6.2 Key legislative and other updates**

#### **a. Prevent Strategy**

The Counter Terrorism and Security Act 2015 came into effect in February 2015. This places a duty on specific organisations from 1 July 2015 to "have due regard to the need to prevent people from being drawn into terrorism." Local authorities are among the key agencies vital to preventing young people being drawn into terrorism and the local Prevent Strategy sets out the partnership response. To comply with this duty, Youth Offending Services must understand the specific risks of radicalisation in their area, attend and utilise training to recognise vulnerability to being drawn into terrorism and be aware of the support services available and the course of action to be taken if an individual is suspected of being at risk. This includes ensuring effective information sharing arrangements.



## **b. SEND Reforms**

The Children and Families Act 2014 introduced improved support for children and young people with special educational needs and disability (SEND). The reforms will have an impact on many young people involved in the youth justice system. In addition to the general provisions, Sections 70-75 of the Act and the Special Educational Needs and Disability (Detained Persons) Regulations 2015 set out specific statutory provision for young people with SEND in youth custody. The aim of the legislation and guidance is to ensure that special educational needs are met in youth custody for young people under 18 and that provision set out in an Education and Health Care Plan (EHC Plan) continues to be made in custody and that there is timely planning to meet needs on release. These specific provisions come into force from 1 April 2015 and a local protocol has been agreed to ensure compliance with the legislation.

## **c. Changes to Curfew Only Youth Rehabilitation Orders**

From 1 June 2015, new arrangements come into effect which relate to the management of Youth Rehabilitation Orders (YROs) with just an electronically monitored curfew as a requirement. The new arrangements relate primarily to Court enforcement activity and requires Youth Offending Services to undertake some case management responsibilities in relation to the Order such as initial liaison with the Electronic Monitoring Service, consider the allocation of a case worker for voluntary support and intervention and present the case in court and provide advice to the court in instances of non-compliance.

## 7. Plan for 2015-2016

### 7.1 Governance, Leadership and Partnership Arrangements

Bath and North East Somerset Council, as the relevant Local Authority, is the lead partner for youth justice. It has the primary responsibility to the Secretary of State for ensuring that the Youth Offending Service fulfils requirements and delivers services required under the Crime and Disorder Act 1998, and any subsequent criminal justice legislation and that it meets the requirements of all relevant legislation applicable to young people. The statutory partners (Social Care, Police, Probation, Education and Health) have a duty to ensure that statutory requirements are met, through the provision of resources and other support.

Governance of the Youth Offending Service rests with the Community Safety Partnership's Responsible Authorities Group, and immediate oversight and accountability is provided by the Youth Offending Service Management Board, with representation from the key statutory partners. The Board, chaired by the Head of Service at Oxford Health NHS Trust for a second year, has a Partnership Agreement in place, setting out its responsibilities for the strategic direction, resourcing and operational delivery of youth justice services. Membership of the Youth Offending Service Management Board has remained under review and Sirona Health and Care has now joined; at the same time, stronger links are now being made with Housing. A number of members of the Board also sit as members of the Local Safeguarding Children Board. The Management Board has two sub-groups – the Youth Crime Prevention Board that oversees work to reduce the rate of first time entrants and the Custody Review Panel that oversees work to reduce the rate of custody. Both groups are chaired by the 11-19 Prevention Service Manager and report annually to the Youth Offending Service Management Board. The Youth Offending Service is managed within the People and Communities Department of the Council. Strategic responsibility for the Youth Offending Service is allocated to the 11-19 Prevention Service Manager who is also responsible for the Youth Connect Service and is line managed by the Divisional Director. The Operational Manager has oversight of all services delivered and is supported by the Partnership and Intervention Manager and a part-time Senior Practitioner. The wider staff structure can be found summarised in an organisational chart in the appendices.

This Youth Justice Plan will be monitored by the Youth Offending Service Management Board which meets quarterly and there will continue to be a level of support and oversight from the Youth Justice Board. Progress on the work plan will also be reported to the relevant Development and Scrutiny Panel in the Council. The Youth Offending Service is very well established within the Authority and makes a substantial contribution to the work of a range of other partnerships and work streams. It regards these as opportunities to learn and share good practice and to influence other strategies to ensure they take account of the interests of young people at risk of offending and re-offending, their parents/carers and victims.

## Membership of the Youth Offending Service Management Board

Management Board Member	Role and Agency Represented
Michelle Maguire – Chair	Head of Service, Oxford Health NHS Foundation Trust
Mike Bowden – Deputy Chair	Deputy Director, Children and Young People’s Strategy and Commissioning, Bath and North East Somerset Council
Philip Jones	Detective Chief Inspector – Avon and Somerset Constabulary
Richard Baldwin	Divisional Director, Children and Young People’s Specialist and Targeted Services, Bath and North East Somerset Council
Elizabeth Spencer	National Probation Service, Avon and Somerset
Chrissie Hardman	Sirona Care and Health
Catherine Fisher	Youth Champion and Health and Wellbeing Officer, Avon and Somerset Police and Crime Commissioner’s Office
Pauline Kinton	South West Local Performance Adviser, Youth Justice Board for England and Wales
Sally Churchyard	11-19 Prevention Service Manager, Bath and North East Somerset Council

## **7.2 Local policy context**

### **1. Children and Young People's Plan 2014-2017**

This Plan sets out the vision and priorities that Bath and North East Somerset has for children and young people. The vision is that “we want all children and young people to enjoy childhood and be well prepared for adult life.” The three priority key outcomes are:

- Children and young people are safe
- Children and young people are healthy
- Children and young people have equal life chances

The Plan states that Bath and North East Somerset will continue to offer support to young people who offend or who at risk of offending.

### **2. Police and Crime Commissioner's Plan**

This has retained last year's four priorities, plus an additional priority on road safety

### **3. Local Safeguarding Children Board Work Programme 2015-16**

The Youth Offending Service has a statutory duty under Section 11 of the Children's Act to safeguard and promote the welfare of children. The Youth Offending Service is a member of the Local Safeguarding Children Board and sits on the Training, Professional Practice and Child Sexual Exploitation sub-groups. It is actively involved in work to address the needs of young people who are sexually exploited, including co-chairing the Child Sexual Exploitation Multi-Agency Risk Assessment Conference and 'seconding' a member of staff on a part-time basis to Willow, to undertake direct work with young people to reduce their risk. It is also about to lead a fixed life group on children of prisoners, to promote awareness, improve identification and enhance support available.

What will be done	Lead	Timescale
<b>Priority Area 1: Service Development</b>		
1. Introduce a continuing professional development process to keep the team abreast of learning in risk management, safeguarding, effective practice and lessons from serious case reviews	Operational Manager	September 2015
2. Implement a database upgrade to ChildView version 2, including training all staff	Systems and Information Manager	September 2015
3. Introduce youth justice competencies into practitioner and manager Person Specifications and review how these are tested in staff recruitment and supported through Performance Reviews	Service Manager	March 2016
4. Implement the new AssetPlus assessment tool, including co-ordinating training for all staff	Operational Manager	March 2016
<b>Priority Area 2: Youth Crime Prevention Work</b>		
1. Work with other preventative services to align referral processes and ensure young people have prompt access into the best service to meet their needs	Senior Practitioner	December 2015
2. Use the forthcoming audit of National Standards to strengthen the quality of preventative provision	Service Manager	December 2015
3. Complete and commission external evaluation of the Cannabis Diversion pilot and support partners in considering its wider roll out	Partnership and Intervention Manager	March 2016
4. Lead a 'task and finish' group to raise awareness, improve identification and promote effective support to children of prisoners, including youth crime prevention services where appropriate	Service Manager	March 2016
5. Promote referral of girls at risk of offending into youth crime prevention services	Senior Practitioner	March 2016
<b>Priority Area 3: Work with young people including managing risk of harm and safeguarding</b>		
1. Provide a member of staff from the Youth Offending Service to join the Willow Project, (Child Sexual Exploitation Virtual Team) and supervise their work as a member of a network of managers.	Operational Manager	June 2015
2. Ensure effective liaison and co-operation between the Youth Offending Service and other agencies working to safeguard young people at risk of sexual exploitation	Service Manager	June 2015
3. Ensure that all assessments of likelihood of re-offending, risk of harm and vulnerability take into account the impact of gender	Operational Manager	September 2015
4. Ensure the Youth Offending Service takes a person-centred approach to assessment and planning with all young people and monitor this through case audits and feedback	Operational Manager	September 2015

What will be done	Lead	Timescale
5. Review current reparation placements and ensure future placements provide specific, relevant opportunities for young people to repair the harm caused by their offending to the community.	Partnership and Intervention Manager	September 2015
6. Ensure the processes for feedback and planning meetings with young people focus reparation placements as closely as possible to their offence(s), interesting and skills-based	Partnership and Intervention Manager	September 2015
7. Embed delivery of effective resettlement practice amongst all Youth Offending Service staff by: <ul style="list-style-type: none"> <li>• refreshing practitioners' understanding of their role when a young person is sent to custody</li> <li>• demonstrating that provision is based on lessons from research</li> <li>• addressing the emotional impact of custody on all concerned</li> </ul>	Partnership and Intervention Manager	September 2015
8. Review arrangements for provision of Appropriate Adult services to young people being interviewed by Police	Partnership and Intervention Manager	September 2015
9. Introduce regular review of data by gender to understand the trends of offending by girls and the needs they present	Systems and Information Manager	September 2015
10. Review ASSET assessments to understand the specific needs of girls in the youth justice system and ensure that appropriate interventions are available and are offered to meet their needs	Partnership and Intervention Manager	December 2015
11. Develop exit strategies to ensure that girls have access to appropriate ongoing support when their involvement with the Youth Offending Service ends	Partnership and Intervention Manager	December 2015
12. Introduce Speech and Language Therapy communication cards for young people with these needs to support communication during meeting with Courts, Police, or other official agencies.	Partnership and Intervention Manager	December 2015
13. Work with the Community Involvement Worker to recruit and train a small cohort of new volunteer Community Panel Members	Partnership and Intervention Manager	December 2016
14. Incorporate young people's feedback into the review of offending behaviour resources by membership of the monthly Creative Resources Group	Partnership and Intervention Manager	March 2016
15. Pilot the recruitment of volunteers to work alongside and supervise young people on reparation activities and to continue their involvement with young people as mentors.	Partnership and Intervention Manager	March 2016
16. Participate in the working group to promote understanding of risk factors leading to young people becoming perpetrators of child sexual exploitation and the development of work to address this	Operational Manager	March 2016
17. Analyse local data about young people's re-offending and use this to identify how the Service can support reductions in the level and frequency	Service Manager	March 2016

What will be done	Lead	Timescale
18. Review processes and protocols to support the work of the Service in promoting the full engagement of young people in education, training and employment	Partnership and Intervention Manager	March 2016
19. Work with partners in Social Care to learn from Laming's national review of offending by Looked after Children and identify how to apply the learning locally	Operational Manager	March 2016
<b>Priority Area 3: Work with Victims</b>		
1. Develop effective partnership working practice with new victim services - Lighthouse, the integrated victim care service, and the Young Victims' Service.	Partnership and Intervention Manager	December 2015
2. Achieve the Restorative Justice Council's Restorative Service Quality Mark and introduce service improvements identified through this work.	Partnership and Intervention Manager	March 2016
<b>Priority Area 4: Work with Parents/Carers and Families</b>		
1. Re-design parent support plans in consultation with parents/carers to ensure that they give a clearer description of specific planned work.	Partnership and Intervention Manager	September 2015
2. Introduce regular case reviews to focus on young people and families achieving positive outcomes	Operational Manager	December 2015
3. Ensure that quality assurance and management oversight arrangements support achieving both Connecting Families and Youth Offending Service outcomes	Operational Manager	March 2016
4. Ensure that the Youth Offending Service provides lead practitioners to work with whole families within the Connecting Families programme and audit work undertaken	Operational Manager	March 2016
<b>Priority Area 6: National Initiatives</b>		
1. Ensure that the Youth to Adult transition process is supported by a clear local protocol and a positive interface with Working Links (the local Community Rehabilitation Company) to ensure smooth and safe transitions of young people when they become 18 years old.	Operational Manager	December 2015
2. Participate in the national review of self-assessment tools for Youth Offending Services	Service Manager	December 2015
3. Nominate a champion for the Prevent / Channel initiative to prevent extremism, and ensure all staff participate in awareness training	Operational Manager	March 2016
4. Participate fully in the YJB Reducing Re-offending initiative, including use of the live tracking tool	Systems and Information Manager	March 2016



## 7.4 Budget Summary 2015 - 2016

Source	Pooled budget	Staffing costs	Non-staffing costs	Comments	Total
Police (staff costs based on 2013/14)	26,442	82,472	0	Seconded Police on-site access to Police National Computer is also provided but not costed	108,914
Probation (based on 2013/14 costs)	0	43,378	0		43,378
Health	14,885	31,109	0	CAMHS consultation is delivered through a separate contract and not costed	45,994
Local Authority	18,685	334,823	31,369	Office base, Financial and Human Resources services are also provided but not costed	384,877
Police and Crime Commissioner	0	11,750	0	Additionally, £9,435 is paid and towards the commissioning of Project 28, a substance misuse service	11,750
Youth Justice Board	0	169,382	59,669	This funding is used to develop Good Practice and effectiveness, also Restorative Justice and Unpaid Work	229,051
<b>Total</b>	<b>60,012</b>	<b>672,914</b>	<b>91,038</b>		<b>823,964</b>



## 7.5 Partner Agency Commitment

Partner Organisation	Name of Chief Officer	Signature	Date
Local Authority	Jo Farrar, Chief Executive, Bath and North East Somerset Council		
Local Authority	Ashley Ayre, Strategic Director, People and Communities		
People and Communities Department	Richard Baldwin, Divisional Director Children and Young People's Services		
Health Service and Education	Mike Bowden, Deputy Director, Children and Young People's Strategy and Commissioning		
Avon and Somerset Police Service	Caroline Peters, District Commander		
National Probation Service	Elizabeth Spencer Assistant Chief Officer		
Chair of the Youth Offending Service Management Board	Michelle Maguire, Head of Service, Oxford Health NHS Foundation Trust		

## 8. Appendices

### Appendix A: Review of Work Plan 2014-2015

Priority Area 1: Strategic Development	Progress
1. Review the delivery model for youth justice work within the changing context for young people and the Service's statutory partners and set.	<b>Completed</b> Visits have been made to North Somerset and Dorset Youth Offending Services to learn from their experience. The Management Board reviewed this on 24 June and again at its development day in November. There are currently no proposals to make any significant changes to the model.
2. In the light of new national guidance and findings from HMI Probation, consolidate the role of the Management Board in overseeing the effectiveness of youth justice services.	<b>Completed</b> The Board has expanded its membership to include commissioners and the Cabinet member and has an independent chair. Stronger links are being made with the Housing Department and Sirona. All new members are offered an induction and champions have been identified for the main priorities in the Youth Justice Plan. The Youth Offending Service is presenting more detailed assurance information and case studies to meetings to improve understanding of youth justice work. The Board has assessed itself against qualities identified by the Youth Justice Board as indicators of effective oversight.
3. Participate in the development of a local Early Help Strategy, ensuring that it addresses principles and ambitions for working with young people at risk of offending.	<b>Ongoing</b> The Service Manager was involved in the initial drafting of the Strategy and helped lead a workshop for all staff in the autumn. She is now leading on a refresh of the parenting strategy, due to be completed in June 2015.
4. In line with the Police Operating Model, agree a new role and job description for the seconded Youth Offending Service Police Officers.	<b>Completed</b> The new job description has been completed and agreed. The Youth Offending Service retained its complement of seconded Police Constables following the Police review (1.6 fte).
5. Ensure the Youth Offending Service continues to involve the community in its work by recruiting a Community Involvement Worker to work with volunteers and reparation in the community.	<b>Completed</b> This Youth Justice Board-funded post has now been filled and the focus of work is currently the reparation projects that many young people known to the Youth Offending Service are required to undertake,

6. Seek the establishment of a forum to bring together training providers and those services working with post 16 young people who are not in employment, education or training.	<b>Progressing</b> Two members of the Board agreed to raise the issue strategically. It has now been agreed that Bath and North East Somerset should have a single strategy incorporating 14-19, Not in Education, Training and Employment and Raising the Participation Age. The Service Manager is part of a '14-19 group' that is looking at how to take this agenda forward and also of a pan-Directorate group seeking to address accommodation and employment issues.
<b>Priority Area 2: Assessment, Planning, Intervention and Supervision</b>	
1. In preparation for Asset Plus and National Standards Audits, strengthen assessment skills of practitioners by reviewing the service's audit framework, and introducing joint assessments and live observations.	<b>Progressing and Ongoing into 2015/16</b> The audit framework has been reviewed and regular audits are being undertaken. Joint working and joint assessments are being undertaken in a number of cases to enhance skills. Observations in the form of attending meetings together and providing feedback have taken place. More formal observations of practice are being planned.
2. Support young people to participate in their supervision and own their assessment, by ensuring that, in every case, the young person's views are included in their assessment and that One Page Profiles are used as a tool with young people.	<b>Progressing</b> Staff have been trained in aspects of Person Centred Planning and a number of young people now have One Page Profiles.
3. Ensure that young people participate in the development of the service by reviewing the processes used to seek feedback from young people and parents/ carers, including introduction of the HMI Probation tool, Viewpoint.	<b>Completed</b> The feedback options have been reviewed and refined. We are participating in HMP Inspectorate of Probation's Viewpoint scheme for gathering feedback. We have also trialled telephone feedback with young people who are still in contact with the Youth Offending Service, with some positive feedback and early opportunities to address any issues arising.
4. Promote young people participate in the development of the service by inviting young people to be part of staff interviews, inductions and reviews of the service. This will include creating young person friendly formats of feedback, collating the feedback and using it to improve the work of the Youth Offending Service.	<b>Completed</b> It is now established practice for young people to be directly involved in the recruitment of practitioner and managerial staff. Recent examples have been a Social Worker, the Community Involvement Worker and Sessional Workers. Young people have been on interview panels and created their own interview questions.

<p>5. Ensure the interventions delivered by the Youth Offending Service meet the learning and communication needs of young people, by reviewing and updating all interventions materials in consultation with the Speech and Language Therapist and monitor this through completion of communication screens and learning style assessments.</p>	<p><b>Completed</b></p> <p>Communication screening is undertaken by practitioners, following training from the Speech and Language Therapist, and this directly informs the way we work with young people. New materials produced are routinely reviewed by the Speech and Language Therapist, who has also joined the SLT creative resources group which works to adapt resources so that they are suitable for an experiential/kinetic learning style. This area of work is featured in the Youth Justice Board's Effective Practice section of its website.</p>
<p>6. Increase the level of compliance with Court Orders by introducing Compliance Panels when a young person is at risk of going into breach to reduce the number of Breaches from 21 in 2013-2014.</p>	<p><b>Completed</b></p> <p>7 Compliance Panels have been undertaken since April 2014 of which 5 have prevented Breach action. 1 Compliance Panel led to increased compliance for a period of 2 months before the young person missed further sessions and went into Breach. 1 young person went into Breach a week after the Compliance meeting. In the first three quarters of 2014-2015, there have been 10 Breaches in Court which is a marked decrease on 2013-2014. Compliance Panels are now part of regular practice in Bath and North East Somerset Youth Offending Service.</p>
<p><b>Priority Area 3: Work with Victims</b></p>	
<p>1. Improve the Victim Liaison Service at the Youth Offending Service, review the way feedback is sought from victims and create a user friendly / postcard feedback form. This feedback will then be collated and reviewed on a quarterly basis to inform how we offer support to victims.</p>	<p><b>Completed</b></p> <p>Evaluation of victim feedback takes place on a quarterly basis, and dates for this have been set for 2015-2016. Evaluations done so far indicate a very high satisfaction rate reported by victims we are supporting. A postcard for feedback has been developed and is used to encourage more feedback through a more streamlined feedback process.</p>
<p>2. Ensure victims and young people are able to reflect upon and feedback about restorative justice meetings, by creating a debrief template for all young people and victims. This feedback will be reviewed on a quarterly basis to inform practice relating to restorative meetings.</p>	<p><b>Completed</b></p> <p>A feedback form has been designed and is in use for participants of restorative meetings facilitated by the Youth Offending Service. These will be reviewed at the same meetings as victim feedback reviews.</p>

3. Build upon the restorative justice skills within the team with team training in Family Mediation and use these skills where there is conflict in the young person's home environment.	<b>Completed</b> 10 team members have been trained in Family Mediation. The training is based on restorative justice principles and practitioners have gain skills to hold mediation sessions with families. These skills are particularly useful when working with young people who have offended at home and where there is a risk of family breakdown.
<b>Priority Area 4: Work with Families</b>	
1. Develop and implement the use of Assessment and Screening Tools for Case Managers to use with Parents and Families.	<b>Completed</b> During a team development morning we added to the YJB Self-Assessment tool for Parents and Carers. This is now used with new cases. The new tool has been passed to the YJB for their Effective Practice Website.
2. Select suitable families throughout 2014-2015 where the Youth Offending Service, including Compass, will work with the family as a whole as part of the Connecting Families Matrix Team.	<b>Completed</b> Three families have been identified and offered whole family work. The Youth Offending Service case manager in each case is co-ordinating work with the young person and their parent, taking into account the needs of siblings and other family members. A written protocol has been agreed between the two services to support this work.
3. Develop the role of the Youth Offending Service Parenting Worker to ensure that work with parents/carers is integrated into a Family Plan and that joint work with families is delivered where appropriate.	<b>Completed</b> Development work with team on whole family work has been undertaken. Joint work has been taking place with the Parenting Worker and case manager or Compass Keyworker, and also as part of wider Team Around the Family meetings.
4. Review the referral process to the Youth Offending Service Parenting Worker to ensure that referrals are appropriate, timely, focussed and integrated into the wider plan with the family.	<b>Completed</b> Referral form amended to link with the new YJB parenting self-assessment tool. This form was amended to include a parenting confidence scale to enable evaluation of distance travelled between start and completion of intervention.
5. Ensure practitioners are able to undertake the family work as part of the matrix team, create resources that can be used to support the work such as Consent Forms, Written Agreements, and templates for a Whole Family Plan.	<b>Completed</b> These resources have now been completed and are available to support family work.

6. Ensure continued delivery of the Strengthening Families, Strengthening Communities parenting programme, by writing job description for SFSC sessional facilitators, consolidating the group of Local Authority employed facilitators and gaining approval for them to deliver the course, creating a rolling timetable for group work programmes and strengthening referral processes, participation and evaluation.	<b>On hold</b> The Job Description for sessional facilitators has been reviewed and the last group delivered received very positive feedback from the parents/carers involved. However, the co-ordinator did not wish to continue in the role beyond the end of the contract period and recruitment has been delayed pending the completion of work on the Parenting Strategy.
7. Ensure continued use of Team Around the Child and Team Around the Family approaches and audit this in supervision.	<b>Completed</b> This process has now become integrated into youth justice work. Team around the Child meetings are held within 28 days of a Court Order being made if there are a number of agencies involved with the young person. The use of this approach is monitored through the Case Audit Framework.
<b>Priority Area 5: Preventative Work</b>	
1. Increase referrals to Compass from the Police by using the Guardian database to identify young people at risk of re-offending and supporting Police Community Support Officers to make referrals	<b>Completed</b> A more proactive approach is now taken, drawing on Police intelligence, and referrals from the Police have increased this year.
2. Target earlier support for children at risk of offending by screening all Youth Restorative Disposals on those aged 10-14 years and sending a Keyworker appointment when considered a high concern and information about the Compass Project when a lower concern.	<b>Completed</b> Youth Restorative Disposals notified to the Youth Offending Service are screened by the Senior Practitioner. This has resulted in those young people and families considered likely to benefit from Compass work being sent information, and where a professional is linked to the young person, they are also contacted.
3. Compass Keyworkers will include a measurable intervention to strengthen relationships between children and parent in plans when the family and relationships section in the ONSET assessment indicates an issue (2+).	<b>Completed</b> Onsets and support plans are quality assured by the senior practitioner to ensure this intervention is included where assessed as needed. Compass monitoring also measures increasing in parenting confidence which is measured using a parenting self-assessment tool at the start and completion of intervention.



4. Improve parenting skills of all parents and carers of children working with Compass, by setting an expectation that parents complete the Strengthening Families, Strengthening Communities programme as part of their support plan, engage in work with the Parenting Worker or receive informal support and advice from their Keyworker.	<b>Completed</b> Joint work between the Compass key worker and the Parenting Worker is taking place in those cases that require this approach. The parenting programme has also been promoted to parents.
5. Work with Local Safeguarding Children Board partners to identify children of adult offenders who could be referred to Compass.	<b>Progressing</b> This action is still being pursued with Probation as a means of encouraging referrals from this service. The Youth Offending Service Management Board is planning a half-day conference to focus on this issue.
<b>Priority Area 6: National Initiatives</b>	
1. Use the YJB Learning Matrix as a pilot in PDRs for practitioners.	<b>Completed</b> This has been trialled with the Seconded Probation Officer and the Operational Manager and has proved very helpful in evaluating specific youth justice competencies. On the basis of this, it will now be used with all practitioner and managerial staff
2. Introduce and manage the delivery of the Unpaid Work Requirement in Court orders for 16 and 17 year olds.	<b>Progressing</b> The Community Involvement Worker, who took up post in January 2015, now leads on finding placements for the Unpaid Work Requirement, but it is anticipated that the Court will continue to make more requests for Reparation than for Unpaid Work. It has not been necessary for an Unpaid Work Requirement to be made in 2014-2015 to date.
3. As per the Offender Rehabilitation Act 2014, extend the supervision requirement for young people who will turn 18 during the custodial phase of their Detention and Training Order so that they all serve 12 months' supervision in the community.	<b>Completed</b> Staff have been briefed about the changes introduced and supervision will be extended where appropriate.

## Appendix B: Youth Offending Service Values and Behaviours Framework

The following represents our shared view and approach to our service users and each other:-

1. Respect young people for who they are and take their needs and wishes seriously
2. Listen to young people and take any action necessary to keep them safe
3. Recognise the damaging impact of crime on individuals and communities and uphold the importance of preventing it
4. View diversity positively
5. Believe in the possibility and desirability of change
6. Want the best for young people and their families
7. Work restoratively
8. Work in an integrated and multi-agency way
9. Have a drive for results and courage when things don't go to plan

Locally, everyone who works with and on behalf of children and young people, and their parents/carers will collectively and individually:-

1. Expect the best of our children and young people across Bath and North East Somerset
2. Shows respect for all
3. Uses help/services that are evidenced based
4. Ensures transparency in decision making
5. Has energy and purpose
6. Does not "assume" without thinking
7. Is positively disposed to deliver the best outcomes for each individual child
8. Recognises that young people's participation in cultural, sports, play and leisure opportunities is valuable and is to be encouraged.

To support these values, there is an agreed set of behaviours that everyone is expected to embrace:

1. Young people are central to any discussions of their needs
2. Young people are involved in any meetings/discussions about their individual needs and plans
3. All staff front –line staff /Head Teachers /managers/volunteers across the workforce will take responsibility for looking at the young people's needs and assessments holistically- look at the big picture : will join up their work with that of other colleagues and or the family and develop one plan of support/intervention
4. The young person will know who is the lead person for their plan and how to contact them
5. Staff will be accountable to the young person in delivering the plan
6. Line managers will make it happen

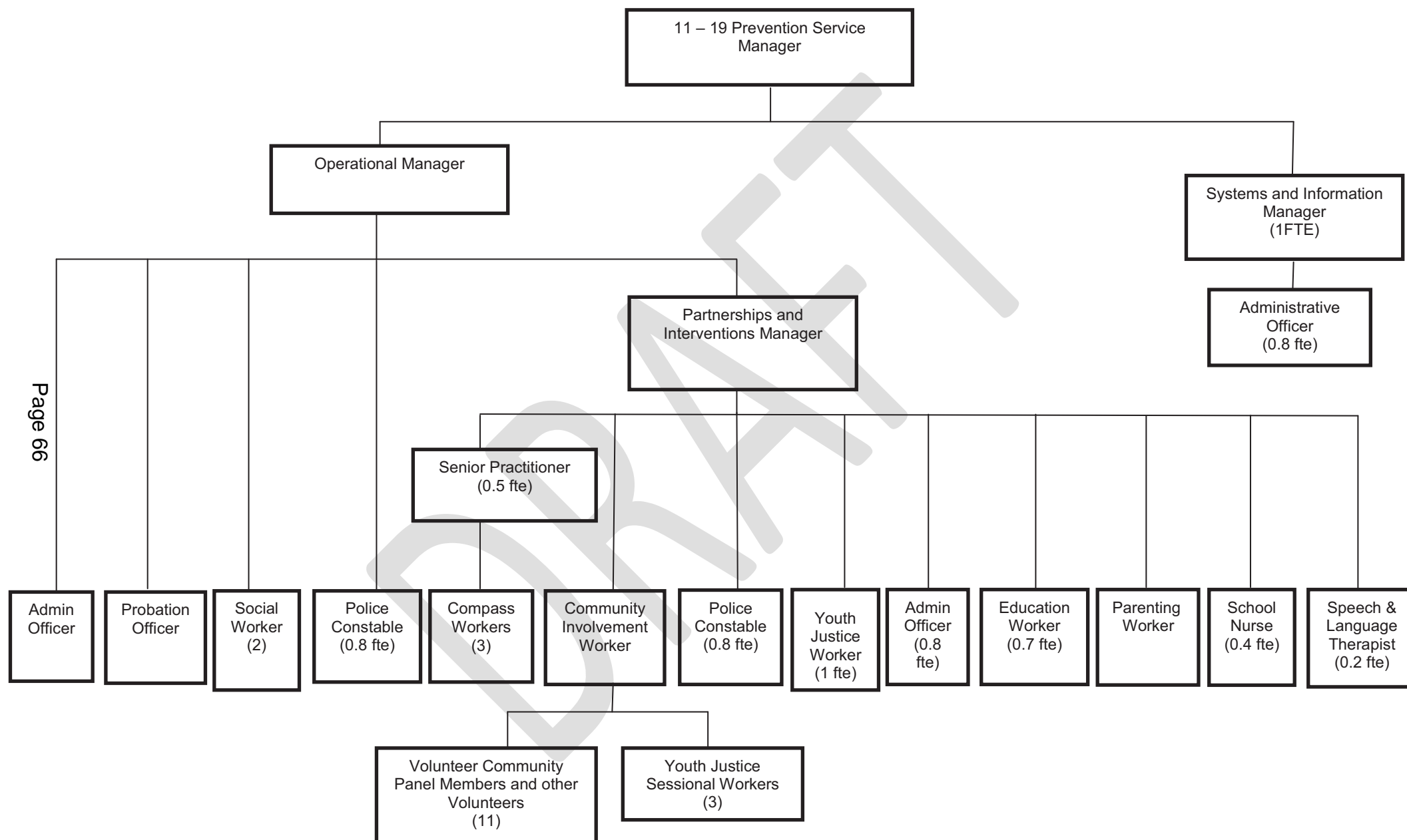


Young people across Bath and North East Somerset have identified the following as important behaviours and therefore we will provide workers who are:

1. Honest
2. Responsible
3. Arrive on time
4. Non-judgemental
5. Show a caring attitude towards the young people
6. Start at the point the young person wants them to
7. Empower young people to take control of their lives
8. Involve young people in all decisions/ panels/ meetings
9. Do what they say they will do
10. Communicate clearly and keeps young people up to date
11. Committed to the principles of equity and diversity
12. Safeguard the welfare of young people

Parents/carers want the same from the workforce, together with an active consideration with the young person of the right level of support from the parent/carer in planning for the young person. Taken together, these values and behaviours support the development of a person centred approach to supporting young people's critical involvement in decisions about the design, delivery and effectiveness of services, and they are all adopted by the Youth Offending Service.

## Appendix C: Youth Offending Service Organisational Chart (B&NES continues to comply with statutory minimum staffing requirements)



## Appendix D: Youth Offending Service staff by gender and ethnicity

The work of the Youth Offending Service would not be possible without its volunteers. We thank them again for their time and commitment.

Staff in the Youth Offending Team by gender and ethnicity based on census 2001 categories																
	Strategic Manager		Team Manager		Practitioner		Administrator		Sessional		Student		Volunteers		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
White British		1		2	3	8		5		1			3	3	6	20
White Irish														1		1
White Other																
Black Caribbean																
White and Black African																
British Black Caribbean						1										1
White and Asian																
Pakistani																
Anglo Indian																
Preferred not to say					1					2			1	3	2	5
Total	0	1	0	2	4	9	0	5	0	3	0	0	4	7	8	27

## Appendix E: Glossary of terms

<b>Appropriate Adults</b>	Adults who safeguard a young person's interests under the Police and Criminal Evidence Act 1984 when they are being questioned by the Police and a parent/carer cannot attend. The service is now commissioned from Bristol Youth Offending Service
<b>ASSET and Asset Plus</b>	A structured assessment tool used to consider how a range of factors, such as engagement with education or mental health issues contribute to a young person's risk of offending. AssetPlus is a new assessment and planning interventions framework developed by the Youth Justice Board (YJB) to replace Asset and its associated tools. AssetPlus provides a holistic end-to-end assessment and intervention plan, allowing one record to follow a young person throughout their time in the youth justice system. It will be implemented in B&NES between January and March 2016
<b>ChildView</b>	This is a standard database used by the Youth Offending Service for case management, monitoring and reporting. B&NES is upgrading to ChildView version 2 in July 2015
<b>Community Panel Members</b>	Volunteer representatives of the local community, selected and trained to chair panels which meet with young people and their victims to agree how young people can make amends and address their offending behaviour.
<b>Connecting Families</b>	A local initiative in response to the national Troubled Families agenda, to engage with and help improve outcomes for a small number of families with children who are involved in crime and/or anti-social behaviour, have children not engaged in education and have a history of adult worklessness. Typically, a large number of agencies may be working with these families and this initiative seeks to integrate the planning and support available so that families can make better use of it.
<b>Early Help offer</b>	The Local Authority's commitment to work with vulnerable young people 'early on' to reduce need for specialist services
<b>HMI Probation</b>	Her Majesty's Inspectorate of Probation is an independent Inspectorate, funded by the Ministry of Justice, and reporting directly to the Secretary of State on the effectiveness of work with adults; children and young people who have offended aimed at reducing reoffending and protecting the public.
<b>Local Safeguarding Children's Board</b>	The Local Safeguarding Children Board (LSCB) brings together local agencies working with children and families. LSCB is responsible for policy, procedures and services to support children and families in need to prevent significant harm.
<b>Multi-Agency Public Protection Arrangements (MAPPA)</b>	The Youth Offending Service has a legal duty to co-operate with arrangements, led by Police, Probation and Prisons, to safeguard the public from the threat posed by sexual and violent offenders, whilst also attending to the needs of the victim.

<b>Parenting Orders</b>	Parents whose children offend or persistently truant from school can be made the subject of Court Orders, requiring them to attend parenting support, and sometimes, to exercise specific control over their child's behaviour.
<b>Referral Order</b>	These are mandatory sentences for all young people appearing in Court for a first offence and pleading guilty. They refer a young person to a Community Panel, led by trained members of the public and attended by their parents and the victim(s) of their offence(s). The Panel agrees a contract for the young person is to make amends for their behaviour.
<b>Reparation</b>	Making amends to someone harmed. This can be doing something of direct benefit to the victim of an offence or could be undertaking work that benefits the wider community, ideally suggested by the victim.
<b>Responsible Authorities Group (RAG)</b>	This Group oversees the delivery of the creating and maintaining safer communities. It is comprised of senior managers from the statutory agencies, an elected Council Member and other partners who together pool their combined knowledge to identify the key issues within the community and understand clearly how best to tackle them.
<b>Restorative Justice</b>	Restorative Justice describes a range of approaches to resolving a situation where harm, often an offence, has been caused. It focuses on victim satisfaction, offering a range of services by which the victim can gain an understanding of the offence, have a chance to be fully heard, and agree to and even participate in any suitable reparation. Where the victim does not wish to be involved in any way, then the Youth Offending Service will work with a young person to raise awareness of the likely impact of their offending on others and will plan for them to take on some indirect reparation.
<b>Team Around the Child (TAC)</b>	A multi-agency planning meeting with the child and parent/carer(s) present. The young person can help decide the agenda and should be enabled to fully participate in the meetings and the planning.
<b>Unpaid Work Orders</b>	Unpaid Work is a requirement available to the Court as part of a Youth Rehabilitation Order. Individuals aged 16 and over carry out work that will benefit the community in order to repay the harm caused by their offending. The responsibility for managing these Orders for 16-17 year olds has now passed to Youth Offending Services.
<b>Victim Liaison Officer</b>	Member of the Youth Offending Service who makes contact with the victims of crimes we are notified about. They discuss the impact of the crime with the victim and enable them to consider a restorative approach.
<b>Youth Rehabilitation Order (YRO)</b>	The Youth Rehabilitation Order is a generic community sentence for young offenders and can combines a number of requirements into one generic sentence. It is the standard community sentence used for the majority of children and young people who offend. It simplifies sentencing for young people, while improving the flexibility of interventions.
<b>Youth Justice Board (YJB)</b>	The Youth Justice Board for England and Wales is now linked to the Ministry of Justice and is responsible for overseeing the youth justice system, including performance monitoring, providing advice and disseminating good practice.

This page is intentionally left blank

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	08 July 2015	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2757
TITLE:	Bath and North East Somerset Joint Health and Wellbeing Strategy	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix One: Bath and North East Somerset Joint Health and Wellbeing Strategy		

## **1 THE ISSUE**

- 1.1 The first Bath and North East Somerset Joint Health and Wellbeing Strategy (JHWS) was published in November 2013.

The approval of the CCG 5 year strategic plan, publication of NHS England's 'The 5 Year Forward View', publication of the first Health and Wellbeing Board annual report and work on a new Council vision and corporate plan means a lot has changed since November 2013. The Strategy needed to be refreshed in order to reflect this change.

## **2 RECOMMENDATION**

The Cabinet:

- 2.1 To adopt the refreshed Bath and North East Somerset Joint Health and Wellbeing Strategy.
- 2.2 To note that a final Joint Health and Wellbeing Strategy will be submitted to Council for approval as forms part of our policy and budget framework.

## **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 There are no direct financial implications arising from the publication of the Bath and North East Somerset Joint Health and Wellbeing Strategy. However, the priorities of the Strategy should form a key consideration in the commissioning and allocation of health, social care and wellbeing resources.

## **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 The Health and Social Care Act 2012 requires that local authorities, through the Health and Wellbeing Board, develop a Joint Health and Wellbeing Strategy which meets the needs identified in the Joint Strategic Needs Assessment.

## 5 THE REPORT

### Purpose

- 5.1 The Health and Social Care Act 2012 requires that local authorities, through the Health and Wellbeing Board, develop a Joint Health and Wellbeing Strategy which meets the needs identified in the Joint Strategic Needs Assessment. The first Bath and North East Somerset Joint Health and Wellbeing Strategy (JHWS) was published in November 2013.
- 5.2 The approval of the CCG 5 year strategic plan in 2014, publication of the NHS 'The 5 Year Forward View', publication of the first Health and Wellbeing Board annual report and work on a new Council vision and corporate plan meant that it was timely to refresh the Joint Health and Wellbeing Strategy.

### Scope of the refresh

- 5.3 The 3 themes and 11 priorities of the Joint Health and Wellbeing Strategy were still considered to be relevant; the Health and Wellbeing Board remains confident that the 3 themes and 11 priorities are the right ones to reduce health inequality and improve health and wellbeing in Bath and North East Somerset. The 3 themes and 11 priorities are:

**Theme one: Preventing ill health by helping people to stay healthy**

Priority one: Helping children to be a healthy weight

Priority two: Improved support for families with complex needs

Priority three: Reduced rates of alcohol misuse

Priority four: Create health and sustainable places

**Theme two: Improving the quality of people's lives**

Priority five: Improved support for people with long term conditions

Priority six: Promoting mental wellbeing and supporting recovery

Priority seven: Enhanced quality of life for people with dementia

Priority eight: Improved services for older people

**Theme three: Tackling health inequality by creating fairer life chances**

Priority nine: Improved skills and employment

Priority ten: Reduce the health and wellbeing consequences of domestic abuse

Priority eleven: Take action on loneliness

- 5.4 The focus of the refresh therefore was:

- To be clearer on outcomes
- To set out our expectations for the health and wellbeing system in the future (including investing in prevention)
- To be clearer on how we are tackling health inequalities
- To strengthen the relationship between the Joint Health and Wellbeing Strategy and CCG 5 year plan 'Seizing Opportunities'



- To strengthen the relationship between the Joint Health and Wellbeing Strategy and Council vision / emerging corporate plan
- To update needs evidence

5.5 The refresh of the Joint Health and Wellbeing Strategy also considered recommendations made by the Local Government Associations Health and Wellbeing Board peer review which took place in January 2014. One of these recommendations was for the Health and Wellbeing Board to better articulate what the local health and wellbeing system should look like in 5 years' time. This recommendation has been addressed in the refreshed Strategy.

5.6 The refreshed Joint Health and Wellbeing Strategy adopts the Council's '*beautifully inventive*' vision:

*'Bath and North East Somerset will be internationally renowned as a beautifully inventive and entrepreneurial 21<sup>st</sup> century place with a strong social purpose and a spirit of wellbeing, where everyone is invited to think big – a 'connected' area ready to create an extraordinary legacy for future generations'.*

5.7 It states that '*the strategy will help us to work towards this vision; by reducing health inequality and improving health and wellbeing in Bath and North East Somerset.*' The Joint Health and Wellbeing Strategy is a key strategy in the Council's Policy and Budget framework.

5.8 As the priorities of the Joint Health and Wellbeing Strategy have not changed, it has been a simple review and refresh exercise and a full public consultation has not been carried out. Full public consultation on the original Joint Health and Wellbeing Strategy took place in the spring of 2013. Comments have been sought however from a wide range of internal stakeholders including officers from across the Council and CCG, the Public Services Board and the Joint Commissioning Committee.

5.9 The refreshed strategy was presented and agreed at the Health and Wellbeing Board on 25<sup>th</sup> March 2015.

## **6 RATIONALE**

6.1 As set out above, a number of recent developments including the approval of the CCG 5 Year Plan, publication of NHS England's 5 Year Forward View and the LGA Health and Wellbeing Board peer review held in 2014 mean that it is timely to undertake a light touch refresh of the Joint Health and Wellbeing Strategy.

## **7 OTHER OPTIONS CONSIDERED**

7.1 None

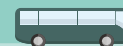
## **8 CONSULTATION**

8.1 As part of the light touch refresh of the Joint Health and Wellbeing Strategy, internal consultation has been undertaken with the Council Senior Management Team, HWS priority leads as well as key Council and CCG officers. Consultation has also been undertaken with the Joint Commissioning Committee, B&NES Public Services Board and the Voluntary, Community and Social Enterprise Sector Reference Group.

## 9 RISK MANAGEMENT

9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

<b>Contact person</b>	Helen Edelstyn (01225 477951)
<b>Background papers</b>	<ul style="list-style-type: none"><li>• CCG 5 Year Plan 'Seizing Opportunities' - <a href="http://www.bathandnortheastsomersetccg.nhs.uk/assets/uploads/2015/06/BaNES-CCG-5-year-plan.pdf">http://www.bathandnortheastsomersetccg.nhs.uk/assets/uploads/2015/06/BaNES-CCG-5-year-plan.pdf</a></li><li>• NHS England 5 Year Forward View – <a href="http://www.england.nhs.uk/wp-content/uploads/2014/10/5yfv-web.pdf">http://www.england.nhs.uk/wp-content/uploads/2014/10/5yfv-web.pdf</a></li><li>• Health and Wellbeing Board Joint Annual Account 2014 <a href="http://democracy.bathnes.gov.uk/documents/s30368/Appendix%201%20HWB%20Joint%20Annual%20Account.pdf">http://democracy.bathnes.gov.uk/documents/s30368/Appendix%201%20HWB%20Joint%20Annual%20Account.pdf</a></li></ul>
<b>Please contact the report author if you need to access this report in an alternative format</b>	



# Our vision for 2020

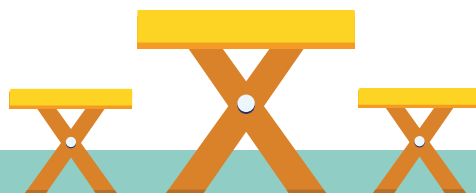
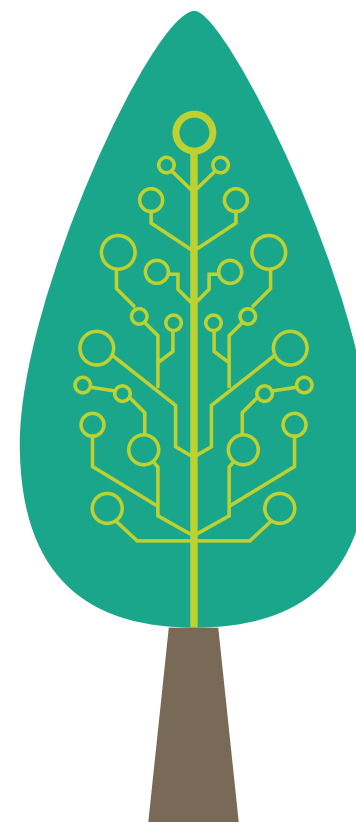
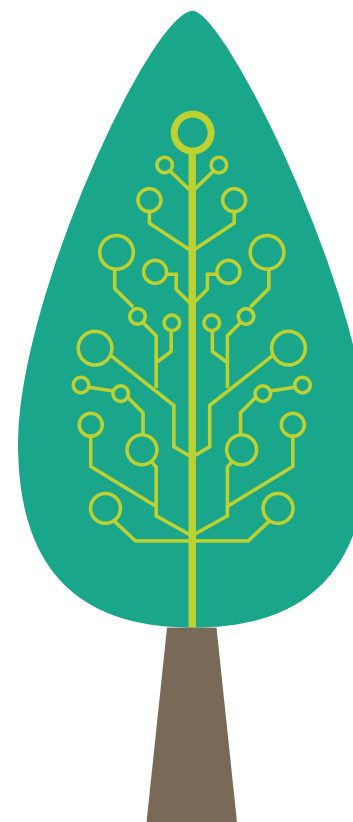
'Bath and North East Somerset will be internationally renowned as a beautifully inventive and entrepreneurial 21st century place with a strong social purpose and a spirit of wellbeing, where everyone is invited to think big – a 'connected' area ready to create an extraordinary legacy for future generations'.

**"B&NES will be internationally renowned as a beautifully inventive and entrepreneurial 21st century place with a strong social purpose and a spirit of wellbeing."**

This vision was developed by the Bath and North East Somerset Public Service Board; a partnership made up of leading public, business and voluntary sector organisations in Bath and North East Somerset including the Council and the Clinical Commissioning Group.

This strategy will help the Health and Wellbeing Board work towards the delivery of this vision; by reducing health inequality and improving health and wellbeing in Bath and North East Somerset.

This builds on an extraordinary history of partnership between the Council and local NHS stretching back over 20 years.



Three themes and eleven priorities set the framework for action:



## Theme 1

Preventing ill health by helping people to stay healthy

### Priority 1

Helping children to be a healthy weight

### Priority 2

Improved support for families with complex needs

### Priority 3

Reduced rates of alcohol misuse

### Priority 4

Create healthy and sustainable places



## Theme 2

Improving the quality of people's lives

### Priority 5

Improved support for people with long term conditions

### Priority 6

Promoting mental wellbeing and supporting recovery

### Priority 7

Enhanced quality of life for people with dementia

### Priority 8

Improved services for older people



## Theme 3

Tackling health inequality by creating fairer life chances

### Priority 9

Improved skills and employment

### Priority 10

Reduce the health and wellbeing consequences of domestic abuse

### Priority 11

Take action on loneliness

# Foreword by Councillor Vic Pritchard

I have been a Councillor for Bath and North East Somerset for nearly 20 years. During this time I have met many local people and organisations and listened to the views and experiences of patients and carers. This experience has helped me to understand what works well and the importance of involving people in the decisions about the care that they receive.

The Bath and North East Somerset Health and Wellbeing Board has a significant role to play in developing a local health and wellbeing service that delivers high quality care for all and supports us to lead healthy, sustainable lives.

Page 78 To achieve this, our health and care services will need to adapt to meet new challenges; we live longer, nearly a quarter of people who live in Bath and North East Somerset drink too much and we are increasingly overweight or obese.

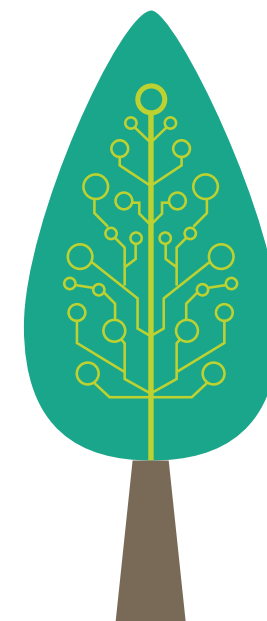
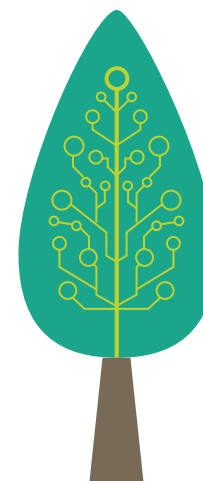
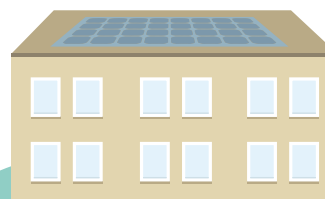
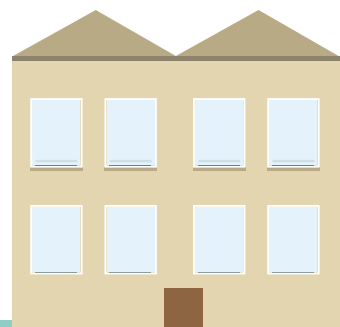
I am fully committed to building a sustainable local health service and to addressing the challenges we face. To do this we need to get serious about preventing avoidable disease which is putting pressure on our local health system and support people to take more responsibility for their health and care.

This is the second Health and Wellbeing Strategy. It sets out the Health and Wellbeing Boards aspirations for the future and how it will be better. This includes greater choice and independence for older people, ill health prevention, integrated health and social care services and care tailored to meet the needs of the individual.

As Co-Chair of the Health and Wellbeing Board I am determined to make a difference and deliver on these aspirations. This Health and Wellbeing Strategy will not only help people who are unwell but will work to create a sustainable and healthy future for the people of Bath and North East Somerset.

## Councillor Vic Pritchard

Co-Chair, B&NES Health and Wellbeing Board



# Foreword by Doctor Ian Orpen

5

NHS Bath and North East Somerset Clinical Commissioning Group is an equal partner in the Bath and North East Somerset Health and Wellbeing Board. We play a pivotal role in bringing front line clinical expertise to the Board and in helping to realise joined up health and social care services and person centred care.

Together with Bath & North East Somerset Council and through the Health and Wellbeing Board we provide leadership to make innovation and change happen locally. Our aspiration is to have an even higher performing local care system.

Page 79  
To do this we will need to implement new models of care that support people and organisations to innovate, set and adopt national best practice, recognise the potential of providers as an important source of innovation and create a culture that values learning.

The Health and Wellbeing Board plays a unique role at the heart of our local health system that can make this change happen. It offers us the opportunity to think differently about health and social care in the future. It also provides us a powerful voice to influence broader 'wellbeing' services such as leisure, housing and the economy, which are an important part of preventing poor health.

I am fully committed to the Health and Wellbeing Board, and to turning our aspirations into practice. Through this Joint Health and Wellbeing Strategy, and the Clinical Commissioning Group's five year Strategic Plan we will put in place services which improve the health of local people and communities.

## Doctor Ian Orpen

Co-Chair, B&NES Health and Wellbeing Board



Bath & North East Somerset Council and NHS Bath and North East Somerset Clinical Commissioning Group have a shared legal duty to have a Health and Wellbeing Board and to publish a Joint Health and Wellbeing Strategy (JHWS).

The Health and Wellbeing Board is the body responsible for improving the health and wellbeing of people in Bath and North East Somerset. It provides strong and shared leadership and is the centre point of our local health and social care system.

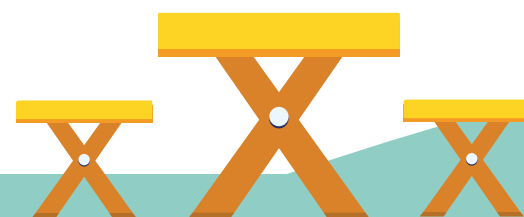
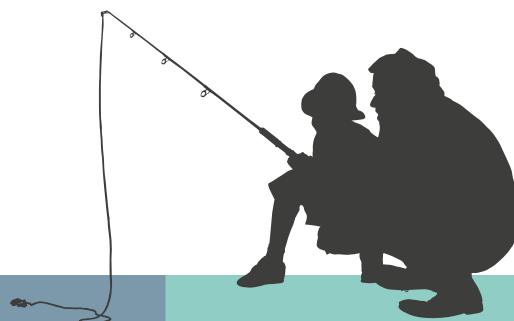
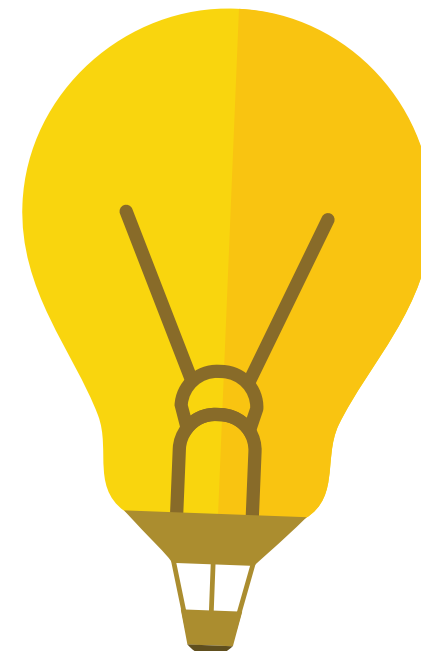
Page 80  
The Joint Health and Wellbeing Strategy sets out how the Health and Wellbeing Board will improve local health; by assessing the evidence, setting the strategic direction and deciding how to make the best use of collective resources. It also ensures that local commissioning plans are coordinated and coherent and that we work together with our communities to deliver outstanding care and health services to local people.

Three themes and 11 priorities set the framework for targeted action in the Strategy. They are not an exhaustive list of everything that the Council and NHS are doing; but rather a set of priorities for the Health and Wellbeing Board to really focus on and make a difference over the next few years.

The Joint Health and Wellbeing Strategy sits collaboratively alongside the NHS Bath and North East Somerset Clinical Commissioning Group's 5 Year Strategy 'Seizing Opportunities'.

## Seizing Opportunities

"To lead our health system collaboratively through the commissioning of high quality, affordable, person centred care which harnesses the strength of the clinician led commissioning and empowers and encourages individuals to improve their health and wellbeing."  
*NHS Bath and North East Somerset Clinical Commissioning Group 5 Year Strategy: Seizing Opportunities.*





# Our Successes

7

## Bath and North East Somerset Health and Wellbeing Board is already making a difference through:

- Strong leadership of the local health and social care system
- Supporting health and care organisations to invest in preventative services such as the new re-ablement and rehabilitation service reducing unplanned hospital admissions.
- Building relationships that are delivering innovative services such as the IRIS Project which is helping GPs identify and help victims of domestic abuse
- Influencing plans for transport, housing and business growth to ensure the environment around us helps us to live well. For the first time health and wellbeing is a cross cutting theme in the Bath and North East Somerset Economic Strategy and also the Core Strategy which guides the council's future housing development plans.

- Promoting the need to focus on groups with the worst health outcomes
- Giving health and care organisations the space to think differently about system change and new models of delivery
- Working to ensure our local care and health service is fit for the future through the Transformation Group (a group of health and social care providers).

There is already a great deal of work underway which is helping to change lives. We will build on this work, learn from others nationally and internationally and use the Joint Health and Wellbeing Strategy to drive forward improvements in our local health and social care system.



## A patient centred approach to heart failure care

**Heart failure is the most common cause of readmission to the Royal United Hospital in Bath.** In the past professionals treated specific aspects of care but often in isolation from each other. A heart failure group was set up to develop a patient owned 'Heart Failure Passport'. The passport includes all the key information about a patient's condition including their treatment plans, all medications and end of life planning where appropriate. So, if a patient sees a healthcare professional who isn't part of the heart failure team all their vital information is easily available.

In addition to this, an investment has been made in telehealth technology so that patients can monitor their weight and better monitor their heart condition. Community heart failure nurses have also been given greater access to a consultant cardiologist and other cardiology professionals. This has enabled the team to share valuable lessons which has enhanced the care experience and improved the outcome for patients.



# Building on a strong partnership

**There is a strong history of partnership between the Council and NHS which has led to the integration of many local health and social care services.**

In October 2011 Sirona Care and Health was created to provide integrated health and social care; it was one of the first independent organisations in the country to include both health and social care professionals. It continues to provide a wide range of care and support services, including community care and community health services, mental health support and children's health care.

The Health and Wellbeing Board is committed to extending and further developing integration arrangements - where these create better outcomes for local people - over time and through funding sources such as the Better Care Fund.

Over the next year the Health and Wellbeing Boards partnership with health and social care providers and Healthwatch will be further developed. The newly formed Transformation Group will be one way this is achieved. The Group will build on the energy and expertise of major health and social care providers, involving them in decisions about the future of health and social care services, and achieving local health and social care goals together.



## Improving GPs identification of domestic abuse

IRIS is a domestic abuse training and referral programme that provides support for patients in General Practices, who have lived with, or are still living with domestic abuse. The project provides domestic abuse awareness raising training to a range of practice staff, from GPs to receptionists and helps them to deal proactively with victims of domestic abuse. Research by Healthwatch Bath and North East Somerset suggested that improved support for victims of domestic abuse in General Practices would be welcomed locally.

Page 84

‘A complete revelation. By becoming more aware of the signs and symptoms that suggest abuse – long term anxiety and depression, repeat visits to the surgery for minor symptoms, unexplained gynaecological problems – I become much more aware of patients who were living with abuse and the negative impact that this was having on their health outcomes.’ (GP national IRIS programme).

(IRIS is commissioned in partnership between Bath and North East Somerset Clinical Commissioning Group and the Office of the Police and Crime Commissioner)



# Reducing health inequalities

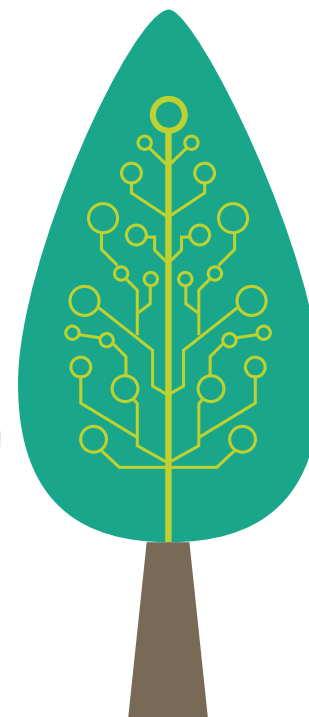
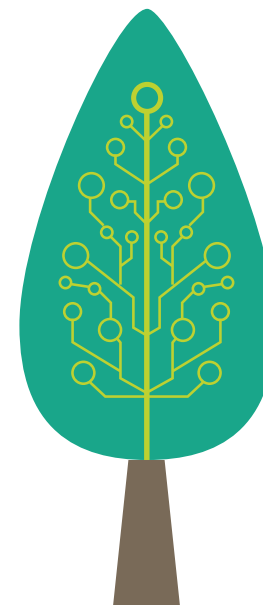
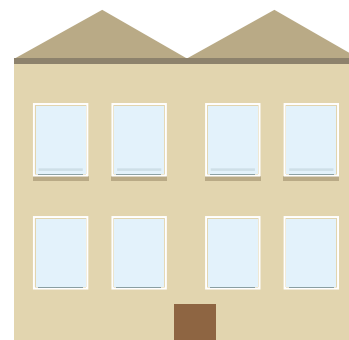
11

**The World Health Organisation defines health as “a state of complete physical, mental and social wellbeing”. People with good health are able to have control of their lives, live life to the full and participate in their communities.**

Unfortunately people and communities experience inequality in health. This can be due to differences in where they live, social group, gender and other biological factors. These differences have a huge impact, because they result in some people experiencing poorer health and shorter lives.

Page 85  
Health inequality exists in Bath and North East Somerset. The Joint Strategic Needs Assessment shows that good health is unequally shared and inequalities exist between different geographical areas, communities, social and economic groups in Bath and North East Somerset. For instance we know that, for men, life expectancy varies by up to 8 years along the stops of the number 20a/c bus route in Bath. People living in Twerton have a lower life expectancy than those who live just 5 bus stops away.

The Health and Wellbeing Board is committed, through this strategy, to tackling these health inequalities. In 2010 Sir Michael Marmot published ‘Fair Society Healthy Lives’ and set out an evidence based approach to reducing health inequalities in England. This Joint Health and Wellbeing Strategy is guided by the principles set out within the Marmot report.



## Helping families to eat healthily

'Cook It' is a free 6 week cooking skills course for parents and carers, with crèche facilities provided. M, a busy mum from Bath, joined the course because she wanted to cook healthy meals for her children but her lack of confidence in the kitchen meant she was frightened to try new recipes.

"I know so many mums complaining that they do not have time to cook because it takes a long time and it is too complicated and I totally understand them because I used to feel that way. Having the chance to have a practical lesson with all the ingredients and recipes ready for us to cook was great for me to see that if I get organised before I start cooking, then making a recipe can be a great experience. The best of all is that my family diet has changed a lot for the better. No doubt about this."

**"Having the chance to have a practical lesson with all the ingredients and recipes ready for us to cook was great for me to see that if I get organised before I start cooking, then making a recipe can be a great experience."**



# Getting serious about ill health prevention

13

**The failure to address increases in avoidable ill-health caused by obesity, alcohol misuse and smoking is putting a huge pressure on the future of our local health service.**

The UK performs poorly on several important health problems compared to our European peers including coronary heart disease, stroke and lung cancer. We need to do more to tackle the underlying risk factors of these conditions and help people to be healthy by stopping smoking, being more active, drinking less alcohol and becoming a healthy weight.

Page 87  
'If the nation fails to get serious about prevention then recent progress in healthy life expectancies will stall, health inequalities will widen, and our ability to fund beneficial new treatments will be crowded-out by the need to spend billions of pounds on wholly avoidable illness' (NHS 5 Year Forward View, October 2014)

Through the Health and Wellbeing Board we will develop a more coherent approach to public health that recognises that we all have a part to play in preventing ill-health. We need to refocus policies and services across a wide range of stakeholders from local community groups to schools to produce a whole system approach that gives priority to securing health and reducing health inequality.

NHS Bath and North East Somerset Clinical Commissioning Group is leading the development of a 'Prevention, including Self Care' work programme that will compliment a broader approach to ill health prevention. The programme focuses on areas of higher deprivation and enables people to take greater responsibility for their health.



# Where we are now

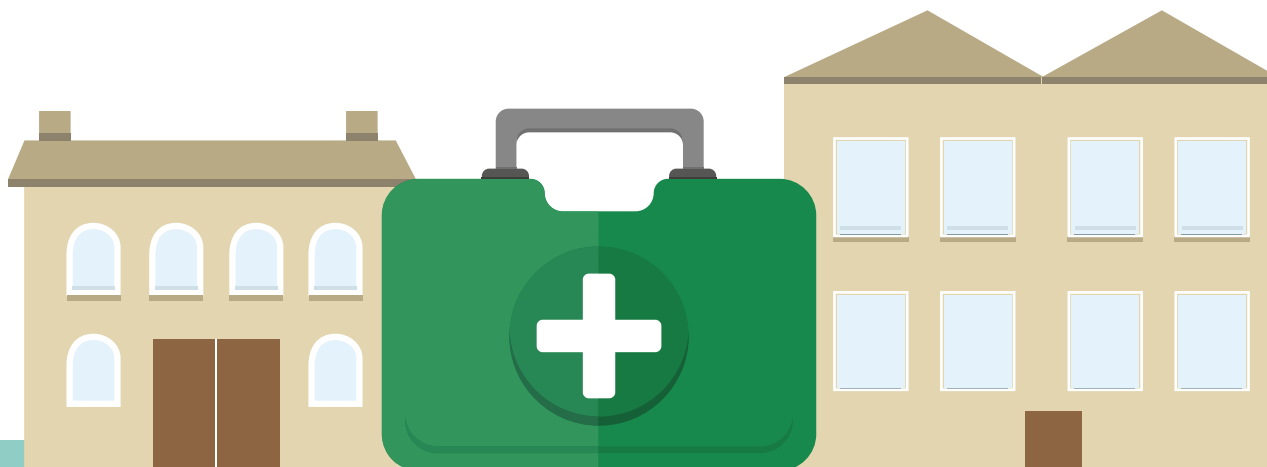
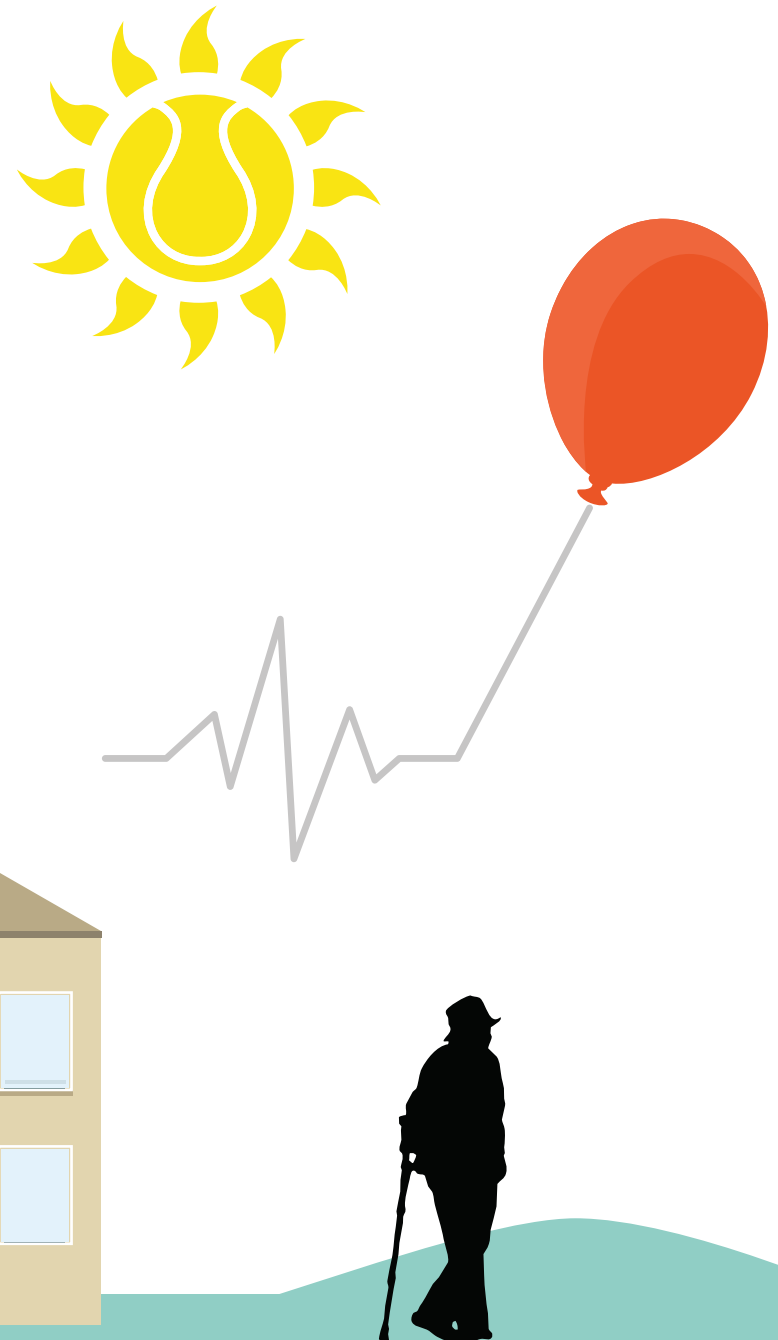
14

For many years the focus has been caring for people when they are ill, not keeping them healthy.

Changes in our local population - people are living longer with more complex and sometimes avoidable conditions - means that this is no longer a financially sustainable strategy.

We are beginning to think differently about how health and social care works locally. This includes a shift away from care in hospitals towards a more preventative approach that helps people to help themselves. We are investing in new care models that support and encourage people to be more informed and involved in their own care such as the new diabetes care pathway, but we need to do more to make our local health service really sustainable in the future.

Page 88





# Where we want to get to

15

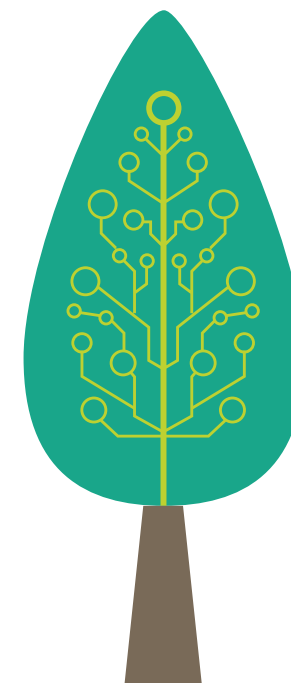
**A future that empowers people to take much more control over their own health and care.**

Numbers of coronary heart disease, stroke and lung cancers are down because we are helping people to be healthy through exercise, by eating healthy foods and drinking less alcohol. Our local public health system - from healthy eating programmes in schools to exercise clubs for the over 60's – supports health and wellbeing.

We are slowing disease progression and reducing demand for specialist services because more people are helped to get involved and take responsibility for their own care. This in turn reduces the demand on our urgent care system.

The divide between GPs and hospitals, between physical and mental health, and between health and social care is dissolved. 'A future that no longer sees expertise locked in too often out-dated buildings, with services fragmented, having to visit multiple professionals for multiple appointments and endlessly repeating details' (NHS Five Year Forward View).

We have strengthened the long term financial sustainability of the health and wellbeing system through a shift in investment to prevention, which over time has reduced the demand on more costly ill health treatment services. We have created financial efficiencies which mean we can take advantage of the new opportunities science and technology offers patients, service users and carers.



## Taking action on loneliness

JM is 66, his wife had just passed away, he was starting to feel a little lost, lonely and was beginning to drink more. He was at risk of depression, and an alcohol related condition. He was signed posted by a helpful neighbour to a local social group, which regularly invited care professionals to talk about health. Through the group and the information he received JM accessed a range of health and social care services. He also joined an over 60's exercise group and is got involved with a local community garden. These experiences have helped him to feel more positive. He is drinking less and his future is good.

Without investment in community programmes that intervene early and support people's wellbeing, JM would probably have needed a more costly health treatment for depression or alcohol related condition.

Page 90



# Children and young people

17

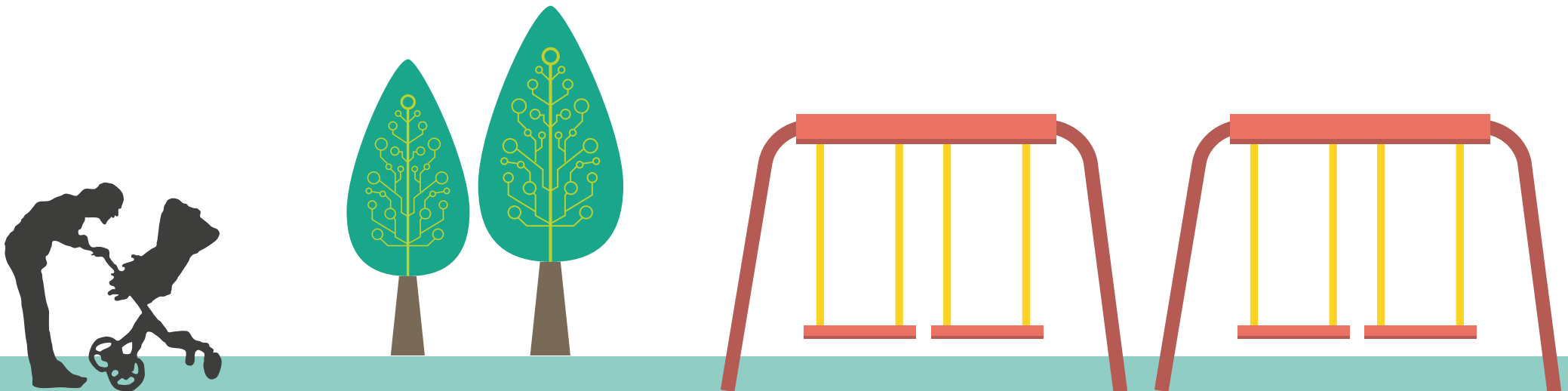
Children and young people are an important part of this Joint Health and Wellbeing Strategy and are included in each of the three themes and eleven priorities from the complex families programme to reducing alcohol misuse.

The Health and Wellbeing Board will continue to work in partnership with the Children's Trust Board and support the delivery of their plans for Children and Young People. The Children and Young People's Plan 2014-2017 is working to deliver 3 key outcomes:

- Children and young people are safe
- Children and young people are healthy
- Children and young people have equal life chances

These outcomes are aligned with the Health and Wellbeing Strategy and are reviewed on an annual basis by the Health and Wellbeing Board.

Page 91



## Promoting children's emotional health

### B&NES Children and Young People's Plan 2014-2017: 'All children and young people have good emotional wellbeing and resilience'

8 children from a Year One / Two class were chosen as having a particular emotional, behavioural or self-esteem issue. Bath & North East Somerset music service arranged for the pupils (with the rest of their class so there was no stigma of selection) to receive 15 weeks of high quality Djembe drumming tuition. Children were provided with a highly supportive environment to improve: creative exploration, confidence, concentration, self-esteem and teamwork.

The drumming lessons gave children a chance to work collectively to achieve something very special and memorable. The project has allowed some of the pupils with emotional issues to shine and raised the profile of music.

'It was amazing to see pupil X leading his class at Fun Day. A year ago this would be unthinkable'. Mr Stevens (Class Teacher).



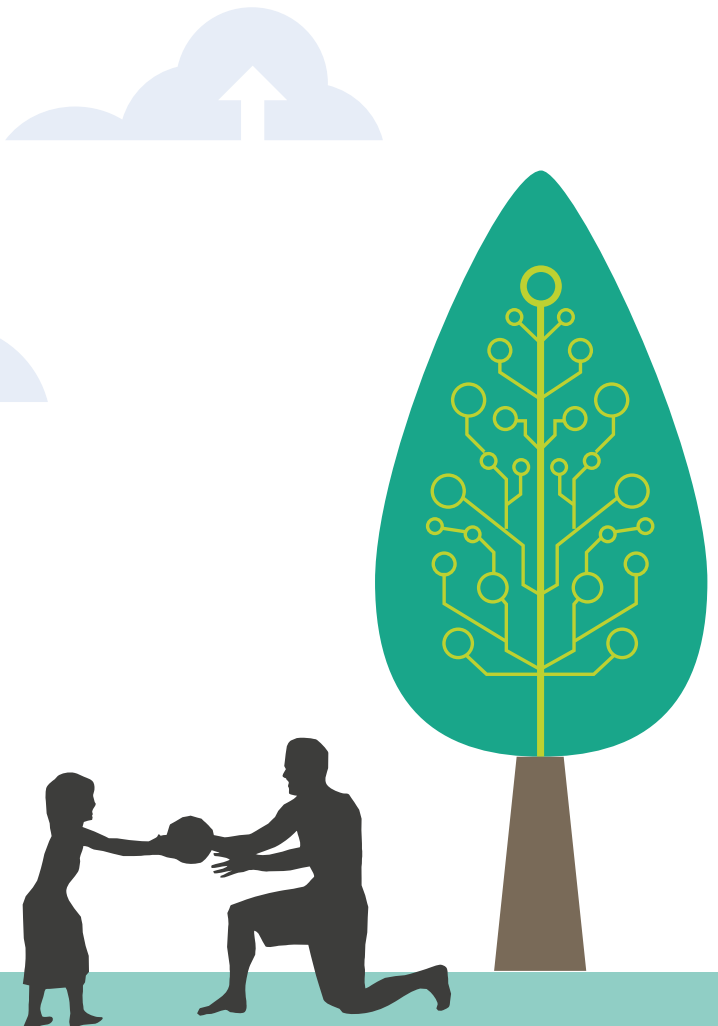
Delivering good quality care and keeping people safe is the business of the Health and Wellbeing Board. Protecting people's health, wellbeing and human rights and enabling them to live free from harm, abuse and neglect is vital.

The Health Wellbeing Board will work in partnership with the Local Safeguarding Adults Board and the Local Safeguarding Children Board to make sure that vulnerable children, young people and adults at risk of harm are protected and kept safe.

The Local Safeguarding Adults Board and the Local Safeguarding Children Board report their annual plans and performance reports to the Health and Wellbeing Board. There is also shared membership amongst the Boards which ensures a joint and seamless approach to delivering health and wellbeing and safeguarding priorities.

**“We will make sure that vulnerable children, young people and adults at risk of harm are protected and kept safe.”**

Page 93



## Getting active

NW is a local Mum who has had a lot on her plate in recent years including caring for her father in law, managing a part time job as well as a home and 3 children. Nw had started to feel low and didn't feel as though she was coping as well as she could, which in turn knocked her confidence and self-esteem. When N's doctor suggested referring her to the Lifestyle Service to help manage her weight and get more active she jumped at the chance.

N started the Passport to Health exercise programme in November 2012, using the gym 3 days a week with guidance and support.

Three months on and N's confidence and self-esteem have increased dramatically and her friends and family are glad to have the "old N" back. N has noticed she is less anxious and panicky and has stopped taking medication to help control her nerves.

"Passport to health was the best thing for me; I am pleased with the help that I have received from the team on controlling my weight and helping me with my fitness."



The local resident population is

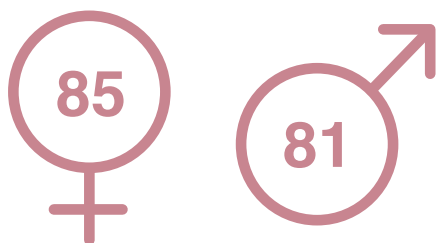
# 180,700

And there are **nearly 20,000 more registered patients** than residents.

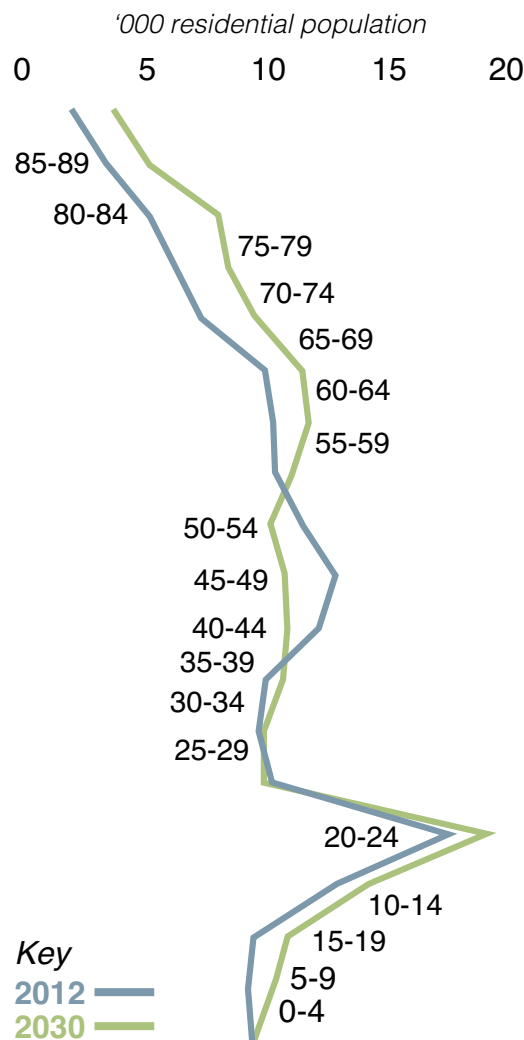
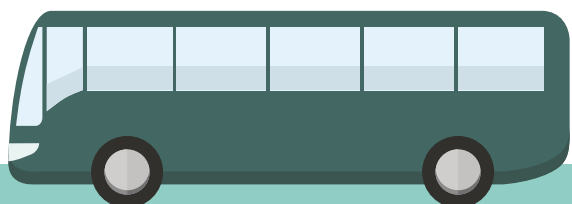
**Life expectancy is high,**

compared to national and regional rates.

Page 95



But there's life expectancy gaps of **over 8 years** (and increasing) exist for men living in different parts of B&NES. Just 5 stops on a local bus route.



B&NES has a **significant student population.**

And there will be **increases** in the number of children & young people.

There will be a **38% increase** in the 65+ population by 2030.



**36% of our population** live in rural areas without reasonable access to GP facilities by public transport



2014 estimates suggest there are:

**19,000** people with a common mental health condition

**2,500** with a severe physical disability

**2,500** people with a learning disability

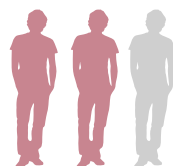
**1,500** with autism spectrum disorder

There are **~2000** deaths per year in B&NES. Of these, **67%** want to die at home, and **56%** die at their usual place of residence (home or care-home).

**The 2nd highest rate in the country.**



In 2011/12 **1 in 3** young people from a low income family achieved 5 or more GCSEs at A\*-C.



Compared to **2 in 3** for young people not on free school meals.



**30%** of people with a long term physical health condition have a mental health condition

and...



**46%** of people with a mental health condition have a long term health condition.

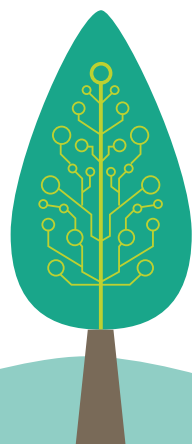
Suicide and undetermined deaths doubled between 2005-07 (26) and 2011-13 (54).

Self harm rates amongst males increased by 38% between 2010/11 and 2011/12.

**By 2030 5,000 more people** aged 65+ unable to manage at least one self-care activity on their own.

**1 in 10 people aged over 18** define themselves as a carer.

**155 young carers** known to services.





The following pages set out the three themes and eleven priorities of the Joint Health and Wellbeing Strategy. They are not an exhaustive list of everything that the Council and NHS are doing; but rather a set of priorities for the Health and Wellbeing Board to really focus on and make a difference over the next few years.





## Theme 1

Preventing ill health by helping people to stay healthy

### Priority 1

Helping children to be a healthy weight

### Priority 2

Improved support for families with complex needs

### Priority 3

Reduced rates of alcohol misuse

### Priority 4

Create healthy and sustainable places



## Theme 2

Improving the quality of people's lives

### Priority 5

Improved support for people with long term conditions

### Priority 6

Promoting mental wellbeing and supporting recovery

### Priority 7

Enhanced quality of life for people with dementia

### Priority 8

Improved services for older people



## Theme 3

Tackling health inequality by creating fairer life chances

### Priority 9

Improved skills and employment

### Priority 10

Reduce the health and wellbeing consequences of domestic abuse

### Priority 11

Take action on loneliness

Priority	Outcome	Examples of current service delivery	Measures
<b>Priority 1</b> Helping children to be a healthy weight	All pregnant women, children and young people are a healthy weight.	<ul style="list-style-type: none"> <li>• Integrated weight management pathway for the whole population.</li> <li>• Control exposure to and demand for consumption of excessive quantities of high calorific food and drinks.</li> <li>• Increase opportunities for uptake of walking, cycling, play and other physical activity.</li> <li>• Establish lifelong habits and skills for positive behaviour change through mental health and early life interventions.</li> <li>• Increase responsibilities of organisations for the health and wellbeing of their employees.</li> <li>• Develop a workforce that is competent, confident and effective in promoting healthy weight.</li> <li>• Influence decision and policy making to create healthy environments.</li> </ul>	<ul style="list-style-type: none"> <li>• Excess weight in 10-11 year olds.</li> <li>• Level of exercise undertaken (school health survey).</li> <li>• Number of people who start breastfeeding and who continue at 6-8 weeks.</li> <li>• Excess weight of pregnant women at 1st antenatal appointment.</li> </ul>
<b>Priority 2</b> Improved support for families with complex needs	Families with complex needs are enabled to turn their lives around by making positive changes.	<p>Work intensively with 700+ families, including:</p> <ul style="list-style-type: none"> <li>• A dedicated worker for families.</li> <li>• Practical hands on support.</li> <li>• Persistence backed up by sanctions.</li> <li>• An agreed outcome plan.</li> <li>• Working to address family issues using a whole family approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Criminal and anti-social behaviour rates.</li> <li>• Domestic violence rates.</li> <li>• School attendance rates.</li> <li>• Number of family members are helped on a pathway back to work.</li> <li>• Reduce the requirement of a child protection or child in need plan, keeping children safe.</li> <li>• Number of positive health and wellbeing outcomes.</li> </ul>
<b>Priority 3</b> Reduced rates of alcohol misuse	<p>Children grow up free from alcohol related harm.</p> <p>Communities are safe from alcohol related harm.</p> <p>People can enjoy alcohol in a way that minimises harm to themselves.</p> <p>People can access support that promotes and enables sustained recovery.</p>	<ul style="list-style-type: none"> <li>• Training programmes for frontline staff and screening introduced into the NHS Health Check Programme.</li> <li>• Holistic approach to promoting health and wellbeing across educational settings.</li> <li>• Resources developed for children and young people including an alcohol drama project for secondary schools.</li> <li>• Integrated commissioning model for Adult and children's treatment services.</li> <li>• Alcohol Liaison service at the Royal United Hospital.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of alcohol specific hospital admissions of under 18 year olds.</li> <li>• Number of alcohol related hospital admissions 18+.</li> <li>• Rate of night-time economy related crime and disorder.</li> <li>• Number of people successfully leaving treatment with no return within 6 months.</li> </ul>
<b>Priority 4</b> Create healthy and sustainable places	A built and natural environment which supports and enables people in our communities to lead healthy and sustainable lives.	<ul style="list-style-type: none"> <li>• Fit4Life – an active living strategy for B&amp;NES which delivers on leisure, travel and active environments.</li> <li>• Maximise health improving opportunities in our most deprived areas through the refresh of the Open and Green Spaces strategy.</li> <li>• Expansion of the B&amp;NES Energy@Home scheme.</li> <li>• Local food action plan to improve local food production, provision and access to good food, and healthy and sustainable food culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Rates of cycling and walking.</li> <li>• Access to high quality open and green spaces.</li> <li>• Local food production rates.</li> <li>• Numbers of energy-efficient, safe and affordable homes.</li> <li>• Number of mitigation measures to reduce the impacts of climate change and environmental hazards.</li> <li>• Influence of the local planning system.</li> </ul>

Priority	Outcome	Examples of current service delivery	Measures
<b>Priority 5</b> Improved support for people with long term conditions	Improved coordination of holistic, multi-disciplinary long term condition management (initially focused on a redesigned diabetes care pathway).	<ul style="list-style-type: none"> <li>The Community Cluster Team model – a model of care which facilitates the proactive case management of 'at risk' patients through improved partnership working between primary care and community teams.</li> <li>The community Bladder and Bowel Service - undertaking more preventative work and initiatives to raise awareness.</li> <li>The expansion of the Parkinson's Disease multi-disciplinary team at the Clara Cross Rehab Unit and the Early Supported Discharge service for Stroke patients.</li> </ul>	<ul style="list-style-type: none"> <li>Number of patients with diabetes receiving all care processes each year.</li> <li>The amputation rate per 1000 people with diabetes does not increase over the next 5 years.</li> <li>Number of patients with a diabetic foot care emergency referred to a multi-disciplinary team within 24 hrs.</li> <li>Ongoing monitoring of national indicators from NHS Outcomes Framework to improve quality of life for people with long term conditions.</li> </ul>
<b>Priority 6</b> Promoting mental wellbeing and supporting recovery	Emotional health and wellbeing is promoted and people are supported to talk about and seek help for mental health problems.	<ul style="list-style-type: none"> <li>Emotional health and wellbeing is being promoted through the Director of Public Health Award for schools and the Wellbeing College for adults as well as the Children and Young People's Emotional Health and Wellbeing Strategy.</li> <li>B&amp;NES Health and Wellbeing Board have signed a pledge committing to end discrimination against people who experience mental health problems and have developed an action plan for delivering this.</li> <li>Continued work to improve in-patient pathways of care .</li> <li>Multi-agency action plan delivering the Emotional Health and Wellbeing Strategy for children and young people .</li> <li>A range of actions to reduce the risk of self-harm or suicide.</li> </ul>	<ul style="list-style-type: none"> <li>Parity of Esteem embedded for physical and mental health</li> <li>Support for people in a mental health crisis is embedded across all sectors.</li> <li>Accommodation options for adults with serious mental health problems in B&amp;NES are improved.</li> <li>Employment options for adults with serious mental health problems in B&amp;NES are improved.</li> <li>Stigma about mental health is reduced and wellbeing is promoted.</li> </ul>
<b>Priority 7</b> Enhanced quality of life for people with dementia	Increased dementia diagnosis rates and improved post-diagnostic support for people with dementia.	<ul style="list-style-type: none"> <li>A Dementia Support Worker service for people who are diagnosed with dementia.</li> <li>Integrated hospital and community pathways for patients.</li> <li>Dementia Friends sessions for CCG and Council staff and now offered to other organisations including Bath Sainsbury's store.</li> <li>A Rural Independent Living Support Service to help people living in rural areas access services and a Home from Hospital service to support discharge from hospital.</li> <li>Care Home Support and Liaison to help care homes better care for residents with dementia.</li> </ul>	<ul style="list-style-type: none"> <li>Dementia diagnosis rate.</li> <li>Performance indicators for the Dementia Support Worker service including being offered an appointment date within 4 weeks, being provided with information and guidance and a survey of service user experiences.</li> </ul>
<b>Priority 8</b> Improved services for older people	Integrated, safe and compassionate pathways for older people.	<ul style="list-style-type: none"> <li>Re-design of adult community services (with more emphasis on supporting people to maintain and regain skills and independence, short term services which promote people's recovery and less emphasis on longer term packages of care which may create dependency).</li> <li>An integrated reablement and rehabilitation service.</li> <li>Personalised care planning supported by the Think Local Act Personal and Making It Real initiatives.</li> <li>End of life care planning and sharing of these wishes appropriately with all who care for the individual, recognising that this is an issue across the age range.</li> </ul>	Monitoring of a range of national indicators including: <ul style="list-style-type: none"> <li>Quality of life.</li> <li>Proportion of service users who have control over their daily life, receive self-directed support or payments and have as much social contact as they would like.</li> <li>Permanent admissions of older people to residential and nursing care homes.</li> <li>Delayed transfers of care from hospital.</li> <li>Satisfaction of service users with their care and support and proportion who feel safe and secure.</li> <li>Whether individuals are able to fulfil their wishes in terms of their location at end of life.</li> </ul>

Priority	Outcome	Examples of current service delivery	Measures
<b>Priority 9</b> Improved skills and employment	All residents have access to training and employment.	<ul style="list-style-type: none"> <li>• Apprenticeship schemes across the public sector.</li> <li>• A programme of work to support skills and employment in the core sectors including care, retail and hospitality.</li> <li>• Work experience placements in construction sites across Bath and North East Somerset.</li> <li>• A programme of work to support care leavers into employment training or education.</li> </ul>	<ul style="list-style-type: none"> <li>• JSA claimant count below 1% (including a reduction in long term claimants).</li> <li>• Reduction in Not in Education Employment or Training.</li> </ul>
<b>Priority 10</b> Reduce the health and wellbeing consequences of domestic abuse	People are free from domestic abuse.	<ul style="list-style-type: none"> <li>• A multi-agency approach to assessing and responding to high risk cases.</li> <li>• IRIS (Identification and Referral to Improve Safety) GP referral scheme.</li> <li>• Successful local projects including IDVAs and perpetrator programmes.</li> <li>• Innovative, high-quality local training on domestic abuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Development of local perpetrator programmes.</li> <li>• Extension of domestic abuse training to more front-line services, and inclusion in relevant commissioning.</li> <li>• More emphasis on preventative approaches, particularly for young people.</li> <li>• Improved and earlier reporting of domestic abuse.</li> </ul>
<b>Priority 11</b> Take action on loneliness	Everybody has a network.	<ul style="list-style-type: none"> <li>• Independent Living services delivered in local communities.</li> <li>• A wide range of locally-based projects including the Village Agent Scheme (operating in 20 parishes) and "The Hub in a Pub" in Chew Stoke (a joint initiative providing services and support to older people living in the Chew Valley).</li> </ul>	<ul style="list-style-type: none"> <li>• More "on the ground" projects to tackle loneliness in local areas, building on local community links and networks.</li> <li>• Addressing loneliness through key strategies, plans and commissions.</li> <li>• Better targeting of projects and support in areas of identified need.</li> </ul>

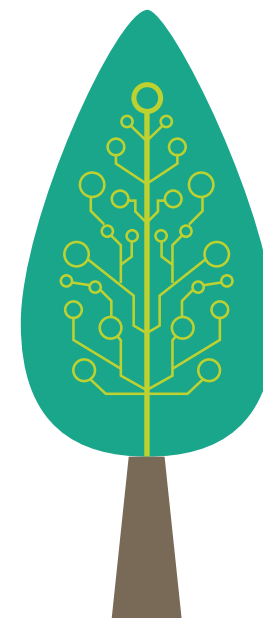
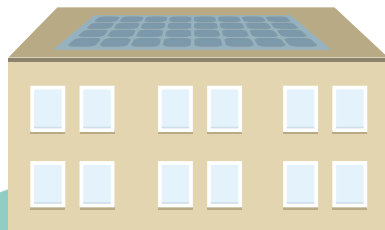
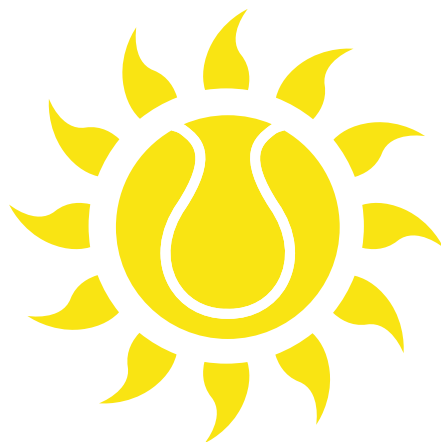
Wellbeing refers to the wider social, physical, psychological, environmental and economic factors which affect our lives and our health.

You can find out more about the Bath and North East Somerset Joint Strategic Needs Assessment at [www.bathnes.gov.uk/jsna](http://www.bathnes.gov.uk/jsna)

You can find out more the about the Bath and North East Somerset Children and Young People's Plan 2014-2017 at [www.bathnes.gov.uk/cypp](http://www.bathnes.gov.uk/cypp)

This document can be made available upon request in a range of languages, large print, Braille, on tape, electronic and accessible formats from Strategy and Performance:

**01225 396390** or **HWB@bathnes.gov.uk**



Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	08 July 2015	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2762
TITLE:	Revenue & Capital Outturn 2014/15	
WARD:	All	
AN OPEN PUBLIC ITEM		
<b>List of attachments to this report:</b> <b>Appendix 1:</b> Revenue & Capital Outturn 2014/15 information <b>Appendix 2:</b> Revenue Outturn by Directorate & Portfolio 2014/15 <b>Appendix 3:</b> Reasons for Revenue Budget Variances 2014/15 <b>Appendix 4:</b> Revenue Budget Items to be considered for carry forward/write-off <b>Appendix 5:</b> Corporate Earmarked Reserves <b>Appendix 6:</b> Revenue Virements 2014/15 <b>Appendix 7:</b> Capital Outturn Summary 2014/15 <b>Appendix 8:</b> Detailed Capital Variance & Rephasing Requests 2014/15 <b>Appendix 9:</b> Capital Programme by Portfolio 2014/15 <b>Appendix 10:</b> Capital Virements 2014/15		

## **1 THE ISSUE**

- 1.1 The report presents the revenue and capital outturn for 2014/15, highlighting an underspend of £54,000. This represents a significant achievement in the context of the government's public sector deficit recovery plan which resulted in a revenue savings requirement of over £10 million for 2014/15.
- 1.2 The report refers to requests to carry forward specific revenue budget items to 2015/16 and to write-off revenue overspends where recovery in future years would have an adverse impact on continuing service delivery.
- 1.3 The report also refers to requests to re-phase specific capital budget items to 2015/16 and to remove net capital underspends.

## **2 RECOMMENDATION**

The Cabinet agrees that:

- 2.1 The revenue budget outturn underspend of £54,000 for 2014/15 as set out in Appendix 2 is noted.

- 2.2 The revenue carry forward proposals and write-off requests listed in the tables in Appendix 4 are approved.
- 2.3 Transfers to Earmarked Reserves are agreed as set out in Appendix 1 paragraph 1.13.
- 2.4 The revenue virements for 2014/15 as listed in Appendix 6(i) are approved.
- 2.5 The resulting reserves position shown in Appendix 1 paragraph 1.12 is noted and that unearmarked reserves remain at the target level of £10.5m (excluding Invest to Save drawdowns).
- 2.6 The provisional outturn of the 2014/15 capital programme in Appendix 7, and the funding as laid out in the table in Appendix 1 Paragraph 1.22, is noted.
- 2.7 The capital rephasing and write-off of net underspends as listed in Appendix 8 are approved.
- 2.8 The adjustments to the 2014/15 to 2019/20 capital programme as detailed in Appendix 10, and the final capital programme for 2014/15 in Appendix 9 are noted.

### **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 These are contained throughout the report and appendices.

### **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 The Medium Term Finance & Planning process allocates scarce resources across services with alignment of these resources towards our priorities as set out in the Medium Term Service & Resource Plans. This report monitors how the Council has performed against the financial targets set in the budget as approved at the February 2014 budget setting meeting.

### **5 THE REPORT**

- 5.1 This report provides information about the Council's financial performance against its revenue and capital budgets in 2014/15.
- 5.2 This report enables Cabinet to review:
- Requests for write-off of overspends
  - Requests for carry forward of underspends
  - Suggested transfers to earmarked reserves
- 5.3 The report identifies that after carry forwards and transfers to reserves, the Council underspent by £54,000. This represents a significant achievement in the context of the government's public sector deficit recovery plan which resulted in a revenue savings requirement of over £10 million for 2014/15. The position reflects that the funding of some one-off costs relating to service transformation and the delivery of planned savings have been offset against underspends achieved during the year rather than using earmarked reserves.



5.4 The capital spend in 2014/15 was £62.56m against a budget of £83.37m giving a variance of £20.81m, primarily reflecting the delivery time to complete projects moving into future financial periods. Of this variance, £20.19m is requested for carry forward to 2015/16 to cover re-phased costs of capital projects.

5.5 Details of the outturn position for the revenue and capital budgets are provided in Appendices 1-10.

5.6 The Corporate Audit Committee will approve the audited statutory final accounts of the Council in September 2015. This report presents the 2014/15 outturn in the form that is routinely reported throughout the year as part of budget monitoring.

5.7 The Cabinet received financial reports throughout the year highlighting the known pressure areas, and identifying those actions that could be taken to reduce these to manageable proportions.

## **6 RATIONALE**

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

## **7 OTHER OPTIONS CONSIDERED**

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

## **8 CONSULTATION**

8.1 Consultation has been carried out with the Cabinet Member for Finance & Efficiency, Strategic Directors, Section 151 Finance Officer, Chief Executive and Monitoring Officer.

8.2 The provisional outturn position has been discussed at Senior Management Team and Divisional Directors' Group during May.

## **9 RISK MANAGEMENT**

9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

9.2 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.

<b>Contact person</b>	Tim Richens – 01225 477468; Gary Adams – 01225 477107 ; Tim_Richens@bathnes.gov.uk ; Gary_Adams@bathnes.gov.uk
<b>Sponsoring Cabinet Member</b>	<i>Councillor Charles Gerrish</i>
<b>Background papers</b>	<i>2014/15 Budget Monitoring reports to the Cabinet; Budget Management Scheme</i>

**Please contact the report author if you need to access this report in an alternative format**

**REVENUE OUTURN 2014/15**

- 1.1 Appendix 2 outlines the Council's budget outturn for the 2014/15 financial year at both Directorate and Portfolio level. The outturn shows the budget has been managed in total with a very small under spend. After carry forwards, the Council underspent by £54,000.
- 1.2 The position reflects that the funding of some one-off costs relating to service transformation and the delivery of planned savings have been offset against underspends achieved during the year rather than using earmarked reserves. This approach does result in some service areas showing an overspend position due to the non draw down of reserves that were previously anticipated.
- 1.3 Underlying the Council's "bottom line" figure, prior to carry forwards and after funding one-off costs related to savings delivery, are a number of variations (at a Directorate level):
- Service overspends of £2.046m
  - Service underspends / over achievement of income of £0.817m
  - A £1.705m underspend on Corporate and Agency budgets.
- 1.4 The explanations for the 2014/15 outturn variations are given in Appendix 3, and some are highlighted below.
- 1.5 The main areas contributing to the underspend and over achievement of income position occurred in the following areas:

**Heritage Services**

Overachievement of income of £512,000. There has been another good year for Heritage income. This is due to even higher visitor numbers than the previous year, and their additional retail spend.

**Parking**

Underspend of £582,000. The variance relates mainly to underspending, including staffing, rather than exceptional income performance.

**Development Management**

Over achievement of income of £444,000. This is due to additional planning income and underspends on water monitoring and staffing budgets.

**Learning & Inclusion**

Underspend of £580,000. Arising from management restructures and vacancy management across the service, plus early years savings from restructuring the service in preparation for the new model of delivery earlier than planned.

**IT Service**

Underspend of £476,000. The underspend arises mainly from further efficiencies against inherited budgets when the service was brought back in-house, and a better understanding of the IT estate.

**Corporate Items (Including Visitor Contribution Scheme)**

Underspend of £368,000. The budget included an additional income target of £500,000 from a Visitor Contribution Scheme which is not now achievable at the level anticipated due to recent government legislation changes. This impact has been offset by the receipt of higher than forecast Housing Subsidy Claim relating to 2013/14 which was identified following audit of the Council's accounts.

**Housing Benefit Subsidy**

The outturn for this cashlimit is an underspend of £387,000. This is linked to additional income arising from debts relating to eligible overpayments covering current and previous financial year recovered within this financial year.

**Corporate Budgets – Other**

Underspend of £1,560,000. This includes a £900,000 Pensions Deficit Recovery surplus, the £100,000 Carbon Reduction payments no longer being required as the Council is not part of the revised scheme, and a £185,000 saving in pension deficit costs following the Council's early payment of its share. There is also an external audit fee rebate and additional one-off income.

- 1.6 The main areas of overspending not relating to the non draw down of reserves have occurred in the following areas:

**Children Young People & Families**

Overspend of £1,061,000. The overspend relates to spend on direct placements for children in care, particularly in the Independent Fostering, and Parent & Baby Unit budgets, due to increased caseload in these volatile budgets.

**Children's Health, Commissioning & Planning**

Overspend of £441,000. Home to School Transport budget overspent due to increased SEN transport costs. Linked to difficulty in placing children with behaviour issues locally.

**Public Protection & Health Improvement – Active Lifestyles**

Overspend of £317,000. The overspend relates to leisure and other event costs.

**Neighbourhoods & Environment – Waste & Fleet Services**

Overspend of £521,000. This comprises an overspend due to waste tonnages being higher than budget, partly offset by underspends on waste treatment and disposal costs. There was also a shortfall in unachievable Fleet services income targets.

**Traded Services**

Overspend of £510,000. The majority of this overspend relates to Catering Services spending on provisions and staffing arising from the Universal Infant Free School Meals scheme and income from the scheme being below target.

- 1.7 The Council's net budget outturn position has accommodated non draw down of reserves that were planned totalling £1.9m, consisting £0.9m earmarked from the severance reserve and £1.0m from the transformation investment reserve.

## DECISIONS REQUIRED RELATING TO OVER AND UNDERSPENDS

- 1.8 Decisions are needed on some of the items in Appendix 4 relating to under and overspending in 2014/15. Each section of Appendix 4 is clearly marked for information or for decision. In particular, decisions are required in Tables 2 and 3 of Appendix 4. If all these items are approved this would give a final underspend of £54,000.
- 1.9 Table 3 of Appendix 4 contains requests to write off overspends as an exception to the Budget Management Scheme rules. The write off is requested as it is not considered practical to recover the overspend against the continuing financial pressures in 2015/16 and future years.
- 1.10 Appendix 5 provides details of corporately earmarked reserves reflecting the outturn revenue budget position.

## USE OF UNDERSPEND

- 1.11 It is proposed that the overall underspend is transferred to the Revenue Budget Contingency Reserve.

The proposed transfer to the Revenue Budget Contingency would increase the amount currently unallocated in the reserve to £1.1m.

## REVENUE RESERVES

- 1.12 If the requests shown in recommendations 2.2 and 2.3 are approved by the Cabinet, the overall situation would be as follows:

Description of the Revenue Reserves Movements	£'000
Estimated General Un-earmarked Reserves following February Budget Report 2014*	10,480
2014/15 Outturn position, including additional use in carry forward of underspends and write off of overspends	+54
Increase in earmarked Revenue Budget Contingency Reserve	-54
Remaining available reserves would then be *	10,480
<i>Recommended optimal level based on corporate risk assessment</i>	<b>10,480</b>

\*Excluding Invest to Save drawdowns which are repayable in future years. (Actual level of unearmarked reserves as at 31/3/15 is £8.9m reflecting the invest to save drawdowns)

- 1.13 As a result, the Council is meeting the reserves strategy outlined in the budget report to Council on 17<sup>th</sup> February 2015.
- 1.14 Appendix 5 provides details of corporately earmarked reserves reflecting the outturn revenue budget position.

## SCHOOLS

- 1.15 The bottom line out-turn position in relation to schools is an overspend of £286k. The centrally held elements of the Dedicated Schools Grant (DSG) have underspent by £1.465m. The DSG underspend results in a DSG balance to be carried forward of £5.924m up from £4.459m in 2013/14. The main reasons for the increase in the DSG balance is an underspend on early years funding reflecting the new requirements for 2 year olds which have yet to be fully implemented and the late allocation of DSG by the DFE, which cannot be incorporated into school budgets until the following financial year, in line with school funding regulations. These items are automatically carried forward under the DSG accounting arrangements, and budget adjustments have been made to reflect this.
- 1.16 The balances held by schools have decreased by £286k from £3.2m to £2.9m. This reduction reflects the conversion of schools to academies which reduces the balances held by the Local Authority by 3 schools. The schools balances are closely monitored by Schools Forum which has an excessive balances policy in line with DFE guidance. All schools with balances deemed to be excessive are challenged to explain their position. Most large balances are planned in preparation for capital projects in schools.

## COLLECTION FUND OUTTURN POSITION

- 1.17 As part of the 2015/16 Budget, an estimate was made on the position of the Collection Fund as at the 31<sup>st</sup> March 2015. The estimate is split into two elements, one relating to Council Tax and the other relating to Business Rates. The estimated and actual position for each is shown in the following table. The figures relate to the Council's share of the surplus / deficit, excluding preceptor and central government shares.

	<b>Estimated surplus / (deficit) £m</b>	<b>Actual surplus / (deficit) £m</b>	<b>Difference £m</b>
Council Tax	1.763	2.220	0.457
Business Rates	(0.185)	(1.090)	(0.905)
<b>Total</b>	<b>1.578</b>	<b>1.130</b>	<b>(0.448)</b>

- 1.18 The increase in the deficit on the Business Rates Collection Fund is mainly due to the need to increase the appeals provision following notification of a large number of appeals being lodged after the government set a 31<sup>st</sup> March 2015 deadline for certain appeals. The difference will be taken into consideration when estimating the closing 2015/16 Collection Fund position as part of the 2016/17 Budget process. The Council also holds an earmarked reserve to help manage the volatility in Business Rates income.

## **CAPITAL OUTTURN 2014/15**

1.19 The outturn capital spend of £62.56m was £20.81m less than the 2014/15 revised budget of £83.37m.

1.20 Services are requesting re-phasing of funding (project re-phasing) to 2015/16 of £20.19m, which includes:-

- £404k Seven Dials – Cycle City Ambition
- £695k Odd Down Playing Fields
- £1.2m Highways Structural Maintenance Programme (including Rossiter Road)
- £650k Leisure Dilapidations
- £477k Norton Radstock Regeneration - Infrastructure
- £347k London Road Regeneration
- £640k BWR – Relocation of Gas Holders (Revolving Infrastructure Fund (RIF) funded scheme)
- £921k BWR – Replacement of Destructor Bridge (Revolving Infrastructure Fund (RIF) funded scheme)
- £611k Gypsy & Travellers Site
- £338k Digital B&NES
- £624k Affordable Housing
- £1.3m Spend at School Level (devolved school budgets)
- £1.9m Other Children Services Projects
- £1.5m Keynsham Regeneration & New Build
- £1.6m Grand Parade & Undercroft
- £2.4m Other Property Schemes
- £774k Energy at Home Project
- £780k Corporate Capital Contingency

Details of the overall capital outturn position are given in Appendix 7, with further detail on the rephasing requests and over/underspends adjustments provided in Appendix 8.

## CAPITAL RESOURCES

1.21 The 2014/15 outturn expenditure of £62.56m was financed mainly through the use of capital grants, third party contributions and borrowing.

1.22 The 2014/15 outturn expenditure was financed as follows:

	£'000
Total Capital Spending:	62,560
<b>Funded by:</b>	
Capital Receipts	9,024
Capital Grants	19,010
3 <sup>rd</sup> Party Receipts (inc S106)	4,239
Revenue	1,005
Prudential Borrowing (Implied Need)	29,282
<b>Total</b>	<b>62,560</b>

1.23 The £1,005k of revenue funding is predominantly in respect of Disabled Facilities Grants, the Odd Down Playing Fields project and IT investment projects.

1.24 The Council's provisional Capital Financing Requirement (CFR) as at 31<sup>st</sup> March 2015 is £177.4 million. This represents the Council's requirement to borrow to finance capital expenditure, and demonstrates that total borrowing of £108.3 million remains well below this requirement as at 31<sup>st</sup> March 2015. This illustrates the extent to which the Council is currently cash-flowing capital projects in line with the Treasury Management Strategy.



# Financial Monitoring Statement (Revenue): All Directorates

APPENDIX 2 (i)

REVENUE SPENDING	YEAR END FINAL FIGURES			ADV/FAV	Carry forwards overspends under the BMS Rules (App 4 table 3) <b>Col 4</b> £'000	Requested by Strategic Directors		Net <b>Col 7</b> £'000
	Actual Spend or (Income) <b>Col 1</b> £'000	Budgeted Spend or (Income) <b>Col 2</b> £'000	Outturn over or (under) spend <b>Col 3</b> £'000			Requested carry forward Underspend (App 4 table 2) <b>Col 5</b> £'000	Write off overspend (App 4 table 3) <b>Col 6</b> £'000	
All Directorates For period to 31st March 2015								
Place	27,219	28,036	(817)	FAV		66		(751)
Children Services	23,406	22,483	923	ADV	(923)	121	923	1,044
Adult Social Services	55,689	55,689		FAV				
Resources	14,320	14,902	(582)	FAV		235		(347)
TOTAL	120,634	121,110	(476)	FAV	(923)	422	923	(54)
Note: "ADV" indicates an adverse variance, "FAV" a favourable variance, and a "(" in the over and under spend columns indicates an underspend or overachievement of income								

This page is intentionally left blank

APPENDIX 2 (ii)

Portfolio Summary Monitor REVENUE SPENDING For the Period APRIL 2014 to MARCH 2015	2014/15 YEAR END POSITION			ADVERSE / FAVOURABLE
	Net Actual	Annual Budget	Forecast over or (under) spend	
	£'000	£'000	£'000	
Leader	8,180	8,838	(658)	FAV
Community Resources	4,059	3,993	65	ADV
Wellbeing	55,689	55,689		
Early Years, Children & Youth	23,406	22,483	923	ADV
Homes & Planning	3,973	4,873	(900)	FAV
Sustainable Development	(2,436)	(2,009)	(427)	FAV
Neighbourhoods	21,608	20,425	1,183	ADV
Transport	6,155	6,817	(662)	FAV
<b>TOTAL COUNCIL</b>	<b>120,634</b>	<b>121,110</b>	<b>(476)</b>	<b>FAV</b>

Less: Carry Forward Requests

422

**REVISED OUTTURN POSITION**

**(54)**

This page is intentionally left blank

**APPENDIX 3 - Financial Monitoring Statement (Revenue): All Portfolios at Cashlimit level**

REVENUE SPENDING For the Period APRIL 2014 to MARCH 2015	YEAR END ACTUAL			ADV/ FAV	Notes on main areas of over / under spending
	Net Actual A £'000	Annual Current Budget B £'000	Forecast Over or (under) spend C £'000		
<b>Leader</b>					
Policy & Partnerships	1,940	2,027	(87)	FAV	Savings arising from staffing vacancies.
Councils Retained ICT Budgets	3,772	4,248	(476)	FAV	Underspend arising from further efficiencies against inherited budgets when the service was brought back in house and a better understanding of the IT estate.
People Services	677	677			
Corporate Items - (Tourism Levy, Procurement)	(1,068)	(700)	(368)	FAV	The savings target relating to introducing a Visitor Contribution Scheme not now achievable following government legislation changes. Impact offset by the receipt of higher than forecast Housing Subsidy Claim relating to 2013/14.
Council Solicitor & Democratic Services	1,621	1,508	113	ADV	Review of detailed savings proposals and lower than anticipated income.
Improvement & Performance	1,239	1,079	160	ADV	Transformation costs charged to service rather than drawing down from earmarked reserves.
<b>Sub Total</b>	<b>8,180</b>	<b>8,838</b>	<b>(658)</b>	<b>FAV</b>	
<b>Community Resources</b>					
Finance	2,417	1,728	688	ADV	Transformation costs mainly related to new payroll system project charged to service rather than drawing down from earmarked reserves.
Customer Services	2,614	2,441	173	ADV	Transformation costs for customer access charged to service rather than drawing down from earmarked reserves.
Risk & Assurance Services	1,027	917	111	ADV	Severance costs charged to service rather than drawing down from earmarked reserves.
Property Services	2,533	2,281	252	ADV	Lower than anticipated income and severance costs charged to service rather than drawing down from earmarked reserves.
Corporate Estate including R&M	5,813	5,798	15	ADV	
Commercial Estate	(13,562)	(13,651)	89	ADV	Shortfall in income relating to properties being developed.
Traded Services	444	(67)	511	ADV	The majority of this overspend relates to Catering Services spending on provisions and staffing arising from the Universal Infant Free School Meals scheme and income from the scheme being below target.
Strategic Director - Resources	194	(126)	320	ADV	Revised implementation plan related to cross resources admin and management savings.
Hsg / Council Tax Benefits Subsidy	(282)	105	(387)	FAV	Additional income from recovery of debts relating to eligible overpayments.
Capital Financing / Interest	2,940	3,078	(138)	FAV	Underspend on borrowing interest costs partly offset by reduced investment interest.
Unfunded Pensions	1,718	1,679	39	ADV	
Corporate Budgets including Capital, Audit and Bank Charges	(2,284)	(724)	(1,560)	FAV	Mainly relating to a Pension Deficit recovery surplus and early payment savings. Carbon Reduction scheme savings and additional income from the Spa profit share model.
Magistrates	13	17	(3)	FAV	
Coroners	262	305	(42)	FAV	
Environment Agency	212	212		ADV	
<b>Sub Total</b>	<b>4,059</b>	<b>3,993</b>	<b>65</b>	<b>ADV</b>	
<b>Wellbeing</b>					
Adult Services	55,142	55,142			Demand pressures in social care commissioning budget offset by use of s256 funding.
Adult Substance Misuse (DAT)	548	548			
<b>Sub Total</b>	<b>55,689</b>	<b>55,689</b>			

REVENUE SPENDING For the Period APRIL 2014 to MARCH 2015	YEAR END ACTUAL			ADV/ FAV	Notes on main areas of over / under spending
	Net Actual A £'000	Annual Current Budget B £'000	Forecast Over or (under) spend C £'000		
<b>Early Years, Children &amp; Youth</b>					
Children Young People & Families	12,582	11,520	1,062	ADV	Staffing and placement budgets under significant pressure. Childrens placement number holding steady but complexity and inflationary pressures increasing. Staffing costs increasing following use of agency staff.
Learning & Inclusion	7,739	8,320	(580)	FAV	Management restructures and vacancy management across the service, Plus early years savings from restructuring the service in preparation for the new model of delivery earlier than planned.
Health, Commissioning & Planning	(92,967)	(93,408)	441	ADV	Home to School transport budget overspent due to increased SEN transport costs. Linked to difficulty in placing children with behaviour issues locally.
Schools Budget	96,052	96,052			School Budgets are funded by the Dedicated school grant and under and over spends are contained within the grant totals.
<b>Sub Total</b>	<b>23,406</b>	<b>22,483</b>	<b>923</b>	<b>ADV</b>	
<b>Homes &amp; Planning</b>					
Development Management	2,049	2,494	(444)	FAV	Mainly relating to additional planning income.
Building Control & Land Charges	57	237	(180)	FAV	Underspends on Avon Act costs, staffing and other small variances.
Housing	1,867	2,142	(275)	FAV	Mainly due to favourable variance on Disabled Facilities Grant contribution to capital.
<b>Sub Total</b>	<b>3,973</b>	<b>4,873</b>	<b>(900)</b>	<b>FAV</b>	
<b>Sustainable Development</b>					
Economy & Culture	2,034	1,820	214	ADV	Destination Management savings target not achieved largely due to non-implementation of the Tourism Levy.
World Heritage	144	157	(14)	FAV	
Heritage including Archives	(5,293)	(4,781)	(512)	FAV	Additional Heritage Income following even higher visitor numbers than the previous year, and their additional retail spend.
Project Delivery	185	276	(91)	FAV	
Regeneration, Skills & Employment	493	518	(25)	FAV	
<b>Sub Total</b>	<b>(2,436)</b>	<b>(2,009)</b>	<b>(427)</b>	<b>FAV</b>	
<b>Neighbourhoods</b>					
Place - Overheads	1,220	1,245	(25)	FAV	
Public Protection & Health Improvement - Regulatory	1,154	1,238	(85)	FAV	
Neighbourhoods & Environment - Waste & Fleet Service	13,436	12,860	576	ADV	Overspend due to waste tonnages being higher than budget, partly offset by underspends on waste treatment and disposal costs. There was also a shortfall in unachievable fleet service income targets.
Neighbourhoods & Environment - Parks & Bereavement Services	2,303	2,000	303	ADV	Severance costs charged to service rather than drawing down from earmarked reserves and underachievement of Parks & Grounds income.
Libraries & Information	1,814	1,673	141	ADV	Severance costs charged to service rather than drawing down from earmarked reserves.
Public Protection & Health Improvement - Active Lifestyles	1,599	1,287	312	ADV	Costs related to leisure and other events spend.
Community Safety	81	121	(40)	FAV	
<b>Sub Total</b>	<b>21,608</b>	<b>20,425</b>	<b>1,183</b>	<b>ADV</b>	

REVENUE SPENDING For the Period APRIL 2014 to MARCH 2015	YEAR END ACTUAL			ADV/ FAV	Notes on main areas of over / under spending
	Net Actual A £'000	Annual Current Budget B £'000	Forecast Over or (under) spend C £'000		
<b>Transport</b>					
Transport - Planning & Policy	1,193	888	305	ADV	Severance costs charged to service rather than drawing down from earmarked reserves.
Highways & Traffic Management	7,470	7,615	(145)	FAV	Underspends in highways maintenance and traffic management partly offset by other service pressures.
Transport & Parking Services - Parking	(6,758)	(6,176)	(582)	FAV	Variance relates to underspending, including staffing, rather than exceptional income performance.
Transport & Parking Services - Public & Passenger Transport	4,250	4,490	(240)	FAV	Underspend on Public Transport, including concessionary fares, an unused contingency and increased Park & Ride advertising income. Partly offset by an overspend in Passenger Transport.
<b>Sub Total</b>	<b>6,155</b>	<b>6,817</b>	<b>(662)</b>	<b>FAV</b>	
<b>TOTAL</b>	<b>120,634</b>	<b>121,110</b>	<b>(476)</b>	<b>FAV</b>	
<b>Less: Carry Forward Requests</b>			422		
<b>Revised Outturn Position</b>			<b>(54)</b>		

This page is intentionally left blank



**Budget Items to be considered for carry forward to  
2015/16**

**TABLE 1: Over and under spends already approved under  
Budget Management scheme (BMS) and Statutory  
Requirements (SR)**

This table is for **information** - no decision is required

<b>Under spend Carry Forward Requests - approved under rules of BMS – 2014/15 to 2015/16 or already agreed by the Cabinet</b>	<b>Requested approval £</b>	<b>Already Approved under BMS/ SR £</b>	<b>Director</b>
<b><u>Children's Service Portfolio</u></b> The Dedicated Schools' Grant is ring-fenced, the under spend will be automatically carried forward into 2015/16.	5,924,321	5,924,321	AA
<b>Total (Net position)</b>	5,924,321	5,924,321	

**TABLE 2:**  
**For Decision** - Under spend carry forward requests not automatically approved

<b>Under spend Carry Forward Requests - those <u>not</u> approved under rules of BMS – 2014/15 to 2015/16</b>	<b>Requested approval £</b>	<b>Already Approved under BMS £</b>	<b>Dir</b>	<b>Reported by BMS Deadline (Jan'15)</b>
<b><u>Homes &amp; Planning Portfolio</u></b>				
<b>(H1) – Planning – LDF Allocation</b> – To fund work on the Local development Framework that will now take place in 2015/16	52,000		LF	Yes
<b>(H2) – Planning –Land Charges Software</b> - Purchase of Exacom (Land Charges) Software.	6,000		LF	Yes
<b>(H3) – Building Control – INSPIRE project</b> – to fund INSPIRE project for GIS to increase digital mapping services; funding received from DEFRA	8,000		LF	Yes
<b><u>Children's Service Portfolio</u></b>				
<b>(C1) - Early Years Capital Projects</b> - A set of early years capital projects have been presented to the capital project PID group, but have been delayed until the 2015/16 programme. The funding for the projects is revenue and therefore will need to be carried forward to 2015/16 to support the projects. (Radstock Library, Weston Kitchen Upgrade & Weston Canopy)	121,000		AA	Yes
<b><u>Resources Portfolio</u></b>				
<b>(R1) – IT</b> - To fund a Revenue Contribution to Capital (RCCO) to purchase additional PCs for VDI stations in Libraries, WAN Re-architecture, Edge Switch replacement & improved infrastructure monitoring for Asset Refresh project and to support rationalisation of council phones on home broad band for Microsoft Lync.	115,000		AP	No

<b>(R2) – Policy &amp; Partnerships – Energy at Home Project -</b> One-Off funding was approved allocating £250k to 2014/15 and £125k to 2015/16. £120k is left from current year budget to slip into 2015/16 to achieve original objectives of the project.	120,000		AP	No
<b>TABLE 2 TOTAL</b>	<b>422,000</b>			

**TABLE 3:**  
**For Decision - Requests for overspend write off from services in 2014/15**

<b>Requests to write off overspends</b>	<b>Request £</b>	<b>Already approved under BMS £</b>	<b>Director</b>
<b><u>Children's Services</u></b> Net position on Children's Services	923,000		AA
<b>Total</b>	<b>923,000</b>	0	

This column lists the figures requested

This column indicates where figures are approved within the rules of BMS. If no figure it will need decision to approve it

This page is intentionally left blank

## Appendix 5

<b>Corporate Earmarked Reserves</b>	<b>Current Position £'000</b>
Insurance Fund	1,620
Capital Financing / Service Supported Borrowing Reserve	6,013
Revenue Budget Contingency*	1,100
Transformation Investment Reserve	3,587
CCG Pooled Budget Reserve	2,125
Pensions Liability Reserve	471
Business Rates Reserve	1,704
City Deal Smoothing Reserve	470
Carbon Management Programme Reserve	42
Procurement Programme Reserve	60
Exceptional Risk Reserve	39
Affordable Housing & Capital Development Reserve	3,000
Restructuring Reserve	5,418
Financial Planning Reserve	6,783
Dedicated Schools Grant Carry Forward Reserve	5,924
Public Health Grant Reserve	270
Community Empowerment Fund	342
Development Fund Reserve	129
Revenue Grants Unapplied	2,376
Tax & Liabilities Reserve	560
Revenue Funding of Capital Reserve	454
Other	56
<b>Sub Total</b>	<b>42,543</b>
* Balance excludes any allocations agreed from the Revenue Budget Contingency	

This page is intentionally left blank

# Portfolio Cash Limits 2014/15 - Revenue Budgets

## Appendix 6(ii)

CABINET PORTFOLIO	Service	Feb'15 Revised Cash Limits £'000	Technical Adjustments, below BMS limits or already agreed - shown for information £'000	Total Virements for Approval £'000	Final 2014/15 Cash Limits £'000
Leader	Policy & Partnerships	1,867	159		2,027
	Council's Retained ICT Budgets	4,248			4,248
	Council Solicitor & Democratic Services	1,508			1,508
	People Services	598	79		677
	Improvement & Performance	1,079			1,079
	<b>PORTFOLIO SUB TOTAL</b>	<b>9,300</b>	<b>238</b>		<b>9,538</b>
Community Resources	Finance	1,743	(15)		1,728
	Support Services Change Programme	(4)			(4)
	Customer Services	2,445			2,445
	Risk & Assurance Services	917			917
	Property Services	2,274	7		2,281
	Corporate Estate Including R&M	4,687	1,111		5,798
	Commercial Estate	(13,819)	168		(13,651)
	Traded Services	(154)	87		(67)
	Strategic Director - Resources	(126)			(126)
	Corporate items (Tourism Levy, Trading Opps, Community Use of Assets & Corporate Travel Plan)	(700)			(700)
	Hsg / Council Tax Benefits Subsidy	105			105
	Capital Financing / Interest	3,078			3,078
	Unfunded Pensions	1,679			1,679
	Corporate Budgets incl. Capital, Audit & Bank Charges	1,799	142		1,941
	New Homes Bonus Grant	(2,665)			(2,665)
	Magistrates	17			17
	Coroners	305			305
	Environment Agency	212			212
	<b>PORTFOLIO SUB TOTAL</b>	<b>1,794</b>	<b>1,500</b>		<b>3,293</b>
Wellbeing	Adult Services	61,179	(6,037)		55,142
	Adult Substance Misuse (Drug Action Team)	548			548
	<b>PORTFOLIO SUB TOTAL</b>	<b>61,726</b>	<b>(6,037)</b>		<b>55,689</b>
Early Years, Children & Youth	Children, Young People & Families	11,507	13		11,520
	Learning & Inclusion	17,259	(8,939)		8,320
	Health, Commissioning & Planning	(108,614)	15,206		(93,408)
	Schools Budget	107,957	(11,906)		96,052
	<b>PORTFOLIO SUB TOTAL</b>	<b>28,109</b>	<b>(5,626)</b>		<b>22,483</b>
Homes & Planning	Development Management	2,486	8		2,494
	Building Control & Land Charges	237			237
	Housing	2,142			2,142
	<b>PORTFOLIO SUB TOTAL</b>	<b>4,865</b>	<b>8</b>		<b>4,873</b>
Sustainable Development	Arts				
	Tourism & Destination Management				
	Economy & Culture	1,804	16		1,820
	World Heritage	157			157
	Heritage including Archives	(4,781)			(4,781)
	Project Delivery	170	106		276
	Regeneration, Skills & Employment	420	98		518
	<b>PORTFOLIO SUB TOTAL</b>	<b>(2,229)</b>	<b>220</b>		<b>(2,009)</b>

## Portfolio Cash Limits 2014/15 - Revenue Budgets

## Appendix 6(ii)

CABINET PORTFOLIO	Service	Feb'15 Revised Cash Limits £'000	Technical Adjustments, below BMS limits or already agreed - shown for information £'000	Total Virements for Approval £'000	Final 2014/15 Cash Limits £'000
Neighbourhoods	Place Overheads	1,212	33		1,245
	Public Protection & Health Improvement - Regulatory	1,238			1,238
	Neighbourhoods & Environment - Waste & Fleet Services	14,005	(1,145)		12,860
	Neighbourhoods & Environment - Parks & Bereavement Services	1,990	10		2,000
	Libraries & Information	1,673			1,673
	Public Protection & Health Improvement - Active Leisure	1,046	241		1,287
	Community Safety	121			121
	<b>PORTFOLIO SUB TOTAL</b>	<b>21,286</b>	<b>(861)</b>		<b>20,425</b>
Transport	Transport - Planning & Policy	753	135		888
	Highways & Traffic Management	7,615			7,615
	Transport & Parking Services - Parking	(6,176)			(6,176)
	Transport & Parking Services - Public & Passenger Transport	4,486	4		4,490
	<b>PORTFOLIO SUB TOTAL</b>	<b>6,678</b>	<b>139</b>		<b>6,817</b>
	<b>NET BUDGET</b>	<b>131,529</b>	<b>(10,419)</b>		<b>121,110</b>

### Sources of Funding

Council Tax	72,632			72,632
Revenue Support Grant*	26,469			26,469
Retained Business Rates	20,954			20,954
Collection Fund Deficit (-) or Surplus (+)	1,011			1,011
Council Tax Freeze Grant	800			800
Balances	9,664	(10,419)		(755)
<b>Total</b>	<b>131,529</b>	<b>(10,419)</b>		<b>121,110</b>



# 2014/15 Revenue Virements for Information

Appendix 6(i)

REF NO	REASON/ EXPLANATION	CABINET MEMBER	TRANSFER FROM	Income (£'s)	Expenditure (£'s)	CABINET MEMBER	TRANSFER TO	Income (£'s)	Expenditure (£'s)	DESCRIPTION	ONGOING EFFECTS
			CASHLIM				CASHLIM				

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 14#49	Pension Increase Correction	Wellbeing	Adult Services		29,176	Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges		29,176	Correction of previous budget transfer Ref No: INFO#26	Budget virement is on- going.
INFO 14#50	Changes in CCG Contribution to LD Pooled Budget	Wellbeing	Adult Services	2,125,000		Community Resources	Balances	2,125,000		To reflect adjustment in the CCG's contribution to the pooled budget in 2015/16.	Budget virement is one- off.
INFO 14#51	CCG Better Care Fund Contribution & s256 Fund	Wellbeing	Adult Services	4,039,668		Community Resources	Balances	4,039,668		Transfer to reserves of Better Care Fund contribution and s256 funds received from the CCG in 2014/15 for use in 2015/16 .	Budget virement is one- off.
INFO 14#52	Revenue Grants Unapplied Accounting Adjustment	Neighbourhoods	Neighbourhoods & Environment - Waste & Fleet Services	1,145,231		Community Resources	Balances (Revenue Grants Unapplied)	1,343,753		Technical accounting adjustment to fully recognise unconditional revenue grants fully in year of receipt.	Budget virement is one- off.
		Sustainable Development	Economy & Culture	101,810							
		Leader	Policy & Partnerships	10,800							
		Wellbeing	Adult Services	85,912							
INFO 14#53	Financial Planning Reserve Drawdowns	Community Resources	Balances (Financial Planning Reserve)		12,930	Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges		12,930	Drawdowns from Financial Planning Reserve	Budget virement is one- off.
INFO 14#54	Transformation Investment Reserve Drawdowns	Community Resources	Balances (Transformation Investment Reserve)		142,401	Neighbourhoods	Place Overheads		4,500	Drawdowns from the Transformation Investment Reserve	Budget virement is one- off.
							Transport & Parking Services - Public & Passenger Transport		3,993		
							Economy & Culture		54,908		

**2014/15 Revenue Virements for Information**

**Appendix 6(i)**

REF NO	REASON/ EXPLANATION	CABINET MEMBER	TRANSFER FROM	Income	Expenditure	CABINET MEMBER	TRANSFER TO	Income	Expenditure	DESCRIPTION	ONGOING EFFECTS
			CASHLIM	(£'s)	(£'s)		CASHLIM	(£'s)	(£'s)		

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.

						Leader	People Services		79,000		
INFO 14#55	Revenue Budget Contingency Drawdowns	Community Resources	Council Balances (Revenue Budget Contingency)	432,948		Wellbeing	Adult Services		242,857	Drawdown from Revenue Budget Contingency Reserve	Budget virement is one- off.
						Early Years, Children & Youth	Children, Young People & Families		12,643		
						Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges		2,492		
							Neighbourhoods & Environment - Parks & Bereavement Services		10,000		
							Place Overheads		28,636		
							Public Protection & Health Improvement - Active Leisure		50,000		
						Transport	Transport - Planning & Policy		66,185		
						Sustainable Development	Regeneration, Skills & Employment		12,135		
						Homes & Planning	Development Management		8,000		
INFO 14#56	Employment Tax Settlement	Community Resources	Balances	97,194		Community Resources	Corporate Budgets incl. Capital, Audit & Bank Charges		97,194	Drawdown from Tax & Liabilities Reserve for tax advice & employment tax settlement to HMRC.	Budget virement is one- off.
INFO 14#57	Transport Strategy	Community Resources	Balances	68,579		Transport	Transport - Planning & Policy		68,579	Drawdown from Transport Strategy Reserve.	Budget virement is one- off.
INFO 14#58	Leisure Procurement	Community Resources	Balances	173,940		Neighbourhoods	Public Protection & Health Improvement - Active Leisure		173,940	Drawdown from Leisure Strategy & Dilapidations Reserves to cover new Leisure contract procurement.	Budget virement is one- off.
INFO 14#59	Active Leisure	Community Resources	Balances	17,193		Neighbourhoods	Public Protection & Health Improvement - Active Leisure		17,193	Drawdown of balance in Olympics Reserve.	Budget virement is one- off.
INFO 14#60	Development Fund Reserves - EA Masterplan	Community Resources	Balances	86,150		Sustainable Development	Regeneration, Skills & Employment		86,150	Drawdown from Development Reserves to cover EA Masterplan expenditure.	Budget virement is one- off.

# 2014/15 Revenue Virements for Information

Appendix 6(i)

REF NO	REASON/ EXPLANATION	CABINET MEMBER	TRANSFER FROM CASH/LIM	Income (£'s)	Expenditure (£'s)	CABINET MEMBER	TRANSFER TO CASH/LIM	Income (£'s)	Expenditure (£'s)	DESCRIPTION	ONGOING EFFECTS
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 14#61	Regional Issues Reserve	Community Resources	Balances		62,743	Sustainable Development	Economy & Culture		62,743	Drawdown from Development & Major Projects Regional Issues Reserve to cover associated expenditure.	Budget virement is one-off.
INFO 14#62	Workplaces Invest to Save Reserves Drawdown	Community Resources	Balances		1,233,000	Community Resources	Corporate Estate Including R&M		1,233,000	Invest to Save Reserve Drawdown to cover 2014/15 expenditure relating to the Workplaces Programme.	Budget virement is one-off.
INFO 14#63	Insurance Fund	Community Resources	Finance		50,000	Community Resources	Balances		50,000	Transfer into Insurance Fund.	Budget virement is one-off.
INFO 14#64	VAT Funding	Community Resources	Balances		35,000	Community Resources	Finance		35,000	Drawdown from VAT Reserve for VAT Advice costs.	Budget virement is one-off.
INFO 14#65	Community Meals VAT	Community Resources	Balances		87,000	Community Resources	Traded Services		87,000	Drawdown from VAT Reserve to cover VAT costs of Community Meals provision.	Budget virement is one-off.
INFO 14#66	Property Services Claim	Community Resources	Balances		53,000	Community Resources	Property Services		53,000	Drawdown from Tax & Liabilities Reserve for Property claim costs.	Budget virement is one-off.
INFO 14#67	Combe Down Stone Mines Reserve Drawdown	Community Resources	Balances		106,000	Sustainable Development	Project Delivery		106,000	Drawdown from Combe Down Stone Mines unapplied revenue grant reserve	Budget virement is one-off.
INFO 14#68	Performance Reward Grant	Community Resources	Balances		170,000		Policy & Partnerships		170,000	Drawdown from Community Enablement Fund of expenditure funded by Performance Reward Grant.	Budget virement is one-off.
INFO 14#69	DSG & Schools Reserves Transfers	Early Years, Children & Youth	Schools Budget		5,638,514	Community Resources	Balances & Reserves		5,638,514	Net transfer to reserves to reflect automatic carry forward of year end DSG underspend and transfers from school balances	Budget virement is one-off.
INFO 14#70	Workplaces	Community Resources	Corporate Estate Including R&M		178,000	Community Resources	Commercial Estate		178,000	This is an agreed budget virement by the Workplaces programme to provide the compensation to the commercial estates during the regeneration works.	Budget virement is one-off.
INFO 14#71	Workplaces Budget Adjustment	Community Resources	Property Services		45,752	Community Resources	Corporate Estate Including R&M		56,087	Year end adjustments to Property budgets to reflect Workplaces Programme adjustments.	Budget virement is one-off.
			Commercial Estate		10,335						

2014/15 Revenue Virements for Information											Appendix 6(i)
REF NO	REASON/ EXPLANATION	CABINET MEMBER	TRANSFER FROM	Income (£'s)	Expenditure (£'s)	CABINET MEMBER	TRANSFER TO	Income (£'s)	Expenditure (£'s)	DESCRIPTION	ONGOING EFFECTS
			CASHLIM				CASHLIM				
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 14#72	DSG Re-Profiling	Early Years, Children & Youth	Learning & Inclusion		8,939,055	Early Years, Children & Youth	Health, Commissioning & Planning		15,206,107	Re-Profiling of cash limits within Education to reflect the actual services' DSG spend in 2014/15.	Budget virement is one-off.
					6,267,052						
			Schools' Budgets								
OVERALL TOTALS				7,508,421	23,935,962 31,444,383			7,508,421	23,935,962 31,444,383		

FINANCIAL YEAR 2014-2015	Actuals £' 000's	Budget £' 000's	Variance £' 000's	Requested Re-phasing		Overspend / (Underspend) Adjustment to Programme	
				+ Over £' 000's	- Under £' 000's	+ Over £' 000's	- Under £' 000's
Place	32,788	42,469	(9,681)	499	(9,948)	3	(234)
Resources	24,062	31,174	(7,113)	3	(6,731)	0	(385)
People & Communities	5,711	8,945	(3,234)	431	(3,665)	0	0
<b>Total</b>	<b>62,560</b>	<b>82,589</b>	<b>(20,028)</b>	<b>933</b>	<b>(20,344)</b>	<b>3</b>	<b>(617)</b>
Capital Contingency	0	780	(780)	0	(780)	0	0
<b>GRAND TOTAL</b>	<b>62,560</b>	<b>83,369</b>	<b>(20,808)</b>	<b>933</b>	<b>(21,124)</b>	<b>3</b>	<b>(617)</b>

This page is intentionally left blank

FINANCIAL YEAR 2014-215	Requested Rephasing				Overspend/ (Underspend) Adjustment to programme	Commentary
	Variance	Over	Under	Total	Total	
	£'000	£'000	£'000	£'000	£'000	
<b>PLACE</b>						
<b>Environmental Services</b>						
Bath Transport Package - Main Scheme	(109)		(109)	(109)	0	Multi year project; the majority of works will complete within 15/16
Bath Transport Package - Pre Construction	3	3		3	0	Budget realignment requested with other elements of scheme
Rossiter Road	(65)		(65)	(65)	0	Scheme due to complete early 15/16
Local Sustainable Transport Fund	(111)		(111)	(111)	0	Grant funded scheme; continuing to 15/16
Batheaston Bridge	(36)		(36)	(36)	0	Project completion costs; due for finalisation by Dec15
MetroWest - the Greater Bristol Metro Project	(101)		(101)	(101)	0	Contribution to WoE project - will be spent in 15/16
Transport Improvement Programme	(257)		(257)	(257)	0	Multiple projects to be completed in 15/16; part of delay due to Kelston Road works
7 Dials - Cycle City Ambition	(404)		(404)	(404)	0	Project due to complete by end of June; fully grant funded project
20mph Schemes	(130)		(130)	(130)	0	Schemes due for completion early 15/16
Victoria Bridge	(77)		(77)	(77)	0	Project completion costs; due for finalisation by Dec15
Neighbourhood Services - Vehicles incl Tracking / Cleansing Equipment	(42)			0	(42)	Scheme Completed
Allotments	(24)			0	(24)	No plans to spend residual budget
Beechen Cliff Woodland & Other Open Spaces Improvements	(8)		(8)	(8)	0	Programme of works continuing into 15/16
Highways Maintenance - Vehicles	(64)			0	(64)	Scheme Completed
Cycle Schemes	(16)		(16)	(16)	0	Schemes due for completion early 15/16
Odd Down Playing Fields Development	(706)		(706)	(706)	0	Scheme will be completed in Apr-Jun 2015: Residual demolition including asbestos removal, works to car parks and minor finishing
Odd Down Playing Fields Cycle Track	11	11		11	0	Budget realignment requested with other elements of scheme
Neighbourhoods - Bin and Bench Replacement	(18)		(18)	(18)	0	Confirmation due in 15/16 of plans for residual budget
Royal Victoria Park Skate Park	(3)		(3)	(3)	0	This scheme is expected to complete early 15/16. (Likely overspend of £9k to fund drainage works.)
Royal Victoria Park Open Space Improvement	(2)		(2)	(2)	0	Scheme complete - Request underspend of £2k to be used towards Royal Victoria Skate Park drainage overspend
Queen Square Improvements	(8)		(8)	(8)	0	This scheme is expected to complete early 15/16. Request that the £2k underspend be used to fund the drainage works at RVP skatepark.
East of Bath Skate Park	(5)		(5)	(5)	0	Request budget of £5k to be used towards Royal Victoria Skate Park drainage overspend
Improvements at the Sandpits - Play Equipment	(24)		(24)	(24)	0	Request underspend be used towards similar schemes for Play Equipment
Play Equipment (including improvements at the sandpits)	(7)		(7)	(7)	0	Scheme due for completion early 15/16
Litter Bins	(12)		(12)	(12)	0	Confirmation due in 15/16 of plans for residual budget
Great Dell Walkway	(62)		(62)	(62)	0	Scheme due for completion 15/16
Public WC Conversions	16	16		16	0	Timing issue overspend funded by budget in 15/16
2 Tunnels Northern Link Cycle Scheme	122	122		122	0	Project completed - funding position to be finalised in 15/16
5 Arches	(23)			0	(23)	Project completed - funding position to be finalised in 15/16, s106 available
Greater Bristol Bus Network	3			0	3	Overspend grant funded in 13/14, budget carried forward in error not required
2 Tunnels	53	53		53	0	Project completed - funding position to be finalised in 15/16
Waste Services - Vehicles	(56)			0	(56)	Scheme Completed
Advertising in Car Parks	(25)			0	(25)	No plans to spend budget
River Safety	4	4		4	0	Project completed with minor overspend
A431 Kelston Road Stabilisation	(369)		(369)	(369)	0	Scheme due for completion 15/16
Highways Maintenance Programme	(1,242)		(1,242)	(1,242)	0	Significant delays to schemes following Kelston Rd & Rossiter Rd works, large part of this relates to works allocated towards Rossiter Rd
Park and Ride East of Bath Project Development	(59)		(59)	(59)	0	Ongoing strategy covering feasibility and preparation costs.
Haycombe Improvements (was Neighbourhoods - Haycombe Cemetery Florist/Café)	(13)		(13)	(13)	0	Scheme not yet complete
Sydney Gardens	(245)		(245)	(245)	0	Scheme not yet complete works to be carried out early 15/16
Wellow Sports Grant	(15)		(15)	(15)	0	Grant payment to parish not yet made - due Apr/May 2015
<b>Sub Total - Environmental Services</b>	<b>(4,126)</b>	<b>207</b>	<b>(4,103)</b>	<b>(3,895)</b>	<b>(231)</b>	
<b>Community Regeneration</b>						
Beau Street Coin Hoard	21	21		21	0	Overspend to be funded by Grant receipt in 15/16
Visitor & Till Management System	(14)		(14)	(14)	0	Request underspend be used towards Heritage Infrastructure Development scheme
Temple Precinct	(3)		(3)	(3)	0	Request underspend be used towards Heritage Infrastructure Development scheme
Heritage Infrastructure Development	29	29		29	0	Request overspend funded by underspends on similar Heritage schemes and balance to be funded from 15/16 infrastructure development programme
Leisure Dilapidations	(650)		(650)	(650)	0	Works being carried out in 15/16, due to be completed by August. Carry forward required to complete the project
BWR - Council Project Team	(127)		(127)	(127)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
BWR - Affordable Housing	221	221		221	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only; overspend reduces 15/16 budget.
BWR - Infrastructure	(384)		(384)	(384)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Public Realm High Street	(84)		(84)	(84)	0	This is delivered as part of Bath Transportation Package; carry forward requested to the BTP main scheme code.
NRR Infrastructure	(477)		(477)	(477)	0	Main infrastructure works completed end May and project expected completion by end 2015.
London Road Regeneration	(347)		(347)	(347)	0	Scheme due to complete in early 15/16
Enterprise Area - Flood Mitigation Phase 1	(63)		(63)	(63)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
BWR - Relocation of Gas Holders	(640)		(640)	(640)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
BWR - Replacement of Destructor Bridge	(921)		(921)	(921)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Gypsy & Traveller Sites	(611)		(611)	(611)	0	Rephasing required to cover legal, Hinton recovery & site clean-up before full completion and finalisation of project underspend.
Disabled Facilities Grant	(314)		(314)	(314)	0	Revenue contribution not required 14/15 to be transferred back to Revenue in 15/16
River Corridor & ROSPA safety works	(63)		(63)	(63)	0	Numerous schemes continuing into 15/16 in particular the Boat House refurbishment.

FINANCIAL YEAR 2014-215	Requested Rephasing				Overspend/ (Underspend) Adjustment to programme	Commentary
	Variance	Over	Under	Total	Total	
	£'000	£'000	£'000	£'000	£'000	
Digital B&NES	(338)		(338)	(338)	0	Multi year scheme; delivery phase starting in 15/16.
Midsomer Norton Business Centre	(38)		(38)	(38)	0	Scheme not yet complete, anticipated to be delivered in 15/16. Project name will change to "Somer Valley Business Centre" in 15/16
Affordable Housing	(624)		(624)	(624)	0	Some completions anticipated in 14/15 now expected in early 15/16; spend is largely developer driven.
Assembly Rooms Dilapidations	(4)		(4)	(4)	0	Request underspend be used towards Heritage Infrastructure Development scheme
PRMP Pattern Book	12	12		12	0	Funded by reduction in 15/16 budget.
Radstock Regeneration	(54)		(54)	(54)	0	Project near completion, rephasing required to fund drainage work related to transport/highways project awaiting confirmation of costs
Bath Quays South	(48)		(48)	(48)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Bath Quays North	8	8		8	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only, overspend to be funded from 15/16 budget.
Abbey Churchyard 11 & 12 - Refurb Restaurant	(6)		(6)	(6)	0	Request underspend be used towards Heritage Infrastructure Development scheme
Cattlemarket/Commarket	(36)		(36)	(36)	0	Development work continuing into 15/16
<b>Sub Total - Community Regeneration</b>	<b>(5,554)</b>	<b>291</b>	<b>(5,845)</b>	<b>(5,554)</b>	<b>0</b>	
<b>Total PLACE</b>	<b>(9,681)</b>	<b>499</b>	<b>(9,948)</b>	<b>(9,449)</b>	<b>(231)</b>	
<b>PEOPLE &amp; COMMUNITIES</b>						
<b>Children's Services</b>						
Schools Capital Maintenance Programme	(305)		(305)	(305)	0	Changes to the Repairs & Maintenance Programme have resulted in a revised expenditure profile.
Schools Devolved Capital	(1,190)		(1,190)	(1,190)	0	Devolved budgets are held by schools. Rephasing required to 2015-16
Weston All Saints Primary - Basic Need	(150)		(150)	(150)	0	Rephasing required as expenditure profile has changed
Castle Primary - Basic Need	(305)		(305)	(305)	0	Rephasing required as expenditure profile has changed
Paulton Infant School - Basic Need	(108)		(108)	(108)	0	Rephasing required as expenditure profile has changed
St Saviour's Junior - Basic Need	385	385		385	0	Budget previously rephased to 2015-16 but slippage lower than anticipated, will be funded from 15/16 budget
Saltford Primary - Basic Need	(275)		(275)	(275)	0	Rephasing required as expenditure profile has changed
Short Breaks for Disabled Children	(30)		(30)	(30)	0	Budget allocated to projects which will be completed shortly
School Energy Invest to Save Fund	23	23		23	0	Budget previously rephased to 2015-16 but slippage lower than anticipated, will be funded from 15/16 budget
Early Years - 2yr Olds Funding / S106	(3)		(3)	(3)	0	s106 funding - to be rephased and allocated to EY projects
Universal Infant Free School Meals	21	21		21	0	Expenditure higher than anticipated, will be met through savings in 2015-16 and funded by Capital Maintenance grant
Basic Needs Feasibility / Option Appraisal	(10)		(10)	(10)	0	To be reallocated to 2015-16 BN Feasibility once rephased
Schools LA Contribution to Capital / Private Capital / Seed Challenge / Travel Plans	(49)		(49)	(49)	0	Devolved budgets are held by schools. Rephasing required to 2015-16
Ralph Allen ALC	(51)		(51)	(51)	0	Project complete, underspend to be rephased and reallocated
Writhlington BSF	(31)		(31)	(31)	0	Project complete, underspend to be rephased and reallocated
Writhlington ALC	(25)		(25)	(25)	0	Project complete, underspend to be rephased and reallocated
Moorlands Junior IT Suite	(1)		(1)	(1)	0	Project complete, underspend to be rephased and reallocated
Paulton Junior School - Basic Need	(28)		(28)	(28)	0	Rephasing required as expenditure profile has changed
Chew Magna Primary - Flooding works	(113)		(113)	(113)	0	Project to be finalised in early 2015-16
Wellsway Sports Hall	(42)		(42)	(42)	0	Project complete, underspend to be rephased and reallocated
Oldfield Co-Ed Improvements	(26)		(26)	(26)	0	Project complete, underspend to be rephased and reallocated
Youth Projects	(3)		(3)	(3)	0	s106 funding - to be rephased and allocated to Youth projects
Children's Services Capital Schemes	(2)		(2)	(2)	0	To be rephased
Children's Services Capital Schemes Managed by Property Services	(5)		(5)	(5)	0	Minor scheme underspends to be rephased and reallocated
Southdown Infant / Junior Schools	(199)		(199)	(199)	0	Rephasing required as expenditure profile has changed
Peasedown St John Primary	(36)		(36)	(36)	0	Rephasing required as expenditure profile has changed
Client Data System for Children's Social Services	(219)		(219)	(219)	0	Rephasing required as expenditure profile has changed
Bishop Sutton Primary School - Basic Need	(33)		(33)	(33)	0	Rephasing required as expenditure profile has changed
St Mary's Writhlington Replace Classroom Block	1	1		1	0	Minor expenditure in 2014-15 to be met from 2015-16 budget
St Saviours Infant School - Basic Need	(66)		(66)	(66)	0	Rephasing required as expenditure profile has changed
Chandag Infants UIFSM	(29)		(29)	(29)	0	Rephasing required as expenditure profile has changed
Ensleigh - New Primary School Feasibility Study	(12)		(12)	(12)	0	Rephasing required as expenditure profile has changed
Farnborough Primary BN Feasibility Study	(11)		(11)	(11)	0	Rephasing required as expenditure profile has changed
St Marys Writhlington BN Feasibility Study	(15)		(15)	(15)	0	Rephasing required as expenditure profile has changed
Southdown Schools (Roundhill Primary Sch) BN Feasibility Study	(15)		(15)	(15)	0	Rephasing required as expenditure profile has changed
Westfield Primary BN Feasibility Study	(13)		(13)	(13)	0	Rephasing required as expenditure profile has changed
Castle Primary BN Phase 2 Feasibility Study	(15)		(15)	(15)	0	Rephasing required as expenditure profile has changed
Whitchurch Primary BN Feasibility Study	(20)		(20)	(20)	0	Rephasing required as expenditure profile has changed
<b>Sub Total - Children's Services</b>	<b>(3,005)</b>	<b>431</b>	<b>(3,435)</b>	<b>(3,005)</b>	<b>0</b>	
<b>Adult Social Care</b>						
Adult Social Care Database replacement	(230)		(230)	(230)	0	Rephasing required as expenditure profile has changed
<b>Sub Total - Adult Social Care</b>	<b>(230)</b>	<b>0</b>	<b>(230)</b>	<b>(230)</b>	<b>0</b>	
<b>Total PEOPLE &amp; COMMUNITIES</b>	<b>(3,234)</b>	<b>431</b>	<b>(3,665)</b>	<b>(3,234)</b>	<b>0</b>	
<b>RESOURCES &amp; SUPPORT SERVICES</b>						
<b>Property Services</b>						
Workplaces Programme Delivery	(315)		(315)	(315)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Keynsham Regeneration & New Build	(1,454)		(1,454)	(1,454)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Lewis House (Inc Comms Hub & OSS)	(122)		(122)	(122)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
The Hollies	(86)		(86)	(86)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Corporate Estate Planned Maintenance	(781)		(781)	(781)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Disposals Programme (Minor)	(31)		(31)	(31)	0	Minor disposals coming forward in 2015/16
Saw Close Development	(202)		(70)	(70)	(132)	Underspend on scheme declared, with light monitoring touch during development period only required.
South Road Car Park MSN	(155)		(155)	(155)	0	Funding to be carried forward to support refreshed business case; this will be managed by Regeneration within the Place Directorate.



FINANCIAL YEAR 2014-215		Requested Rephasing			Overspend/ (Underspend) Adjustment to programme	Commentary
	Variance	Over	Under	Total	Total	
	£'000	£'000	£'000	£'000	£'000	
Grand Parade & Undercroft	(1,599)		(1,599)	(1,599)	0	The business case is being refreshed with a new a planning application to be progressed in 2015/16
Equality Act Works	(597)		(597)	(597)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Englishcombe Lane	(7)		(7)	(7)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Roseberry Place	(33)		(33)	(33)	0	Awaiting prospective developer to be in a position to make an offer. The Council, with only a minority interest in the site cannot accelerate the project.
1 - 3 James Street West	(94)		(94)	(94)	0	Lease agreement now signed and waiting for progression of developer planning application.
7 - 9 Lower Borough Walls	(53)		(53)	(53)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Victoria Hall	(12)		(12)	(12)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Paulton Library Relocation	(5)		(5)	(5)	0	Project underspend to be carried forward and returned to Contingency
Bathampton Farmhouse	(40)		(40)	(40)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Acquisitions - Future Revenue Generation	(77)			0	(77)	Budget underspent, to be allocated to new acquisitions following full Business Plan
Manvers street - Acquisition of land and rights	(57)		(57)	(57)	0	Funding to be carried forward to support development work; this will be managed by Regeneration within the Place Directorate.
Key Disposal - Keynsham K2 Charlton Road	3	3		3	(1)	Will be funded by approved budget 2015/16 and revenue contribution.
Cleveland Pools	(100)		(100)	(100)	0	Grant funded and 2nd payment subject to meeting tests set out in grant conditions
<b>Sub Total - Property Services</b>	<b>(5,818)</b>	<b>3</b>	<b>(5,612)</b>	<b>(5,609)</b>	<b>(210)</b>	
<b>Support Services</b>						
Desktop As a Service - VDI Technology	(169)				(169)	Underspend to be released by project as sufficient budget in future years
Customer Services System	(118)		(118)	(118)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
IT Asset Refresh (Servers and Network)	(61)		(61)	(61)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
Windows 7 Upgrade	(66)		(66)	(66)	0	Multi year scheme; scheme not yet complete, rephasing due to timing difference only
IT Public Service Network	(6)			0	(6)	
New Customer Payments & Library Kiosks	(78)		(78)	(78)	0	Technical advancements required as standard, with supplier to provide.
<b>Sub Total - Support Services</b>	<b>(499)</b>	<b>0</b>	<b>(323)</b>	<b>(323)</b>	<b>(175)</b>	
<b>Strategy &amp; Performance</b>						
LAA Performance Reward Grant	(21)		(21)	(21)	0	Grant approved in principle subject to conditions being met.
Energy at Home	(774)		(774)	(774)	0	Delivery partner now in place providing improved customer journey.
<b>Sub Total - Strategy &amp; Performance</b>	<b>(795)</b>	<b>0</b>	<b>(795)</b>	<b>(795)</b>	<b>0</b>	
<b>Total RESOURCES &amp; SUPPORT SERVICES</b>	<b>(7,113)</b>	<b>3</b>	<b>(6,731)</b>	<b>(6,727)</b>	<b>(385)</b>	
Capital Contingency	(780)		(780)	(780)	0	Unallocated contingency to be re-phased to allow an adequate resource for unforeseen capital commitments in future years.
<b>Grand Total</b>	<b>(20,808)</b>	<b>933</b>	<b>(21,124)</b>	<b>(20,191)</b>	<b>(617)</b>	

This page is intentionally left blank

	Revised Budget after February 2015 Cabinet	Approvals to Outturn	Final Budget at Outturn
CAPITAL SCHEME	£'000	£'000	£'000
<b><u>Transport</u></b>			
BTP - Main Scheme	4,784	79	4,863
BTP - Pre Construction	-0	0	-0
BTP - Property	25	0	25
Rossiter Road	1,278	30	1,308
SWIEP E-Purse	256	-256	0
Local Sustainable Transport Fund	799	45	844
Batheaston Bridge	92	0	92
MetroWest - the Greater Bristol Metro Project	73	188	261
Transport Improvement Programme	1,541	110	1,650
Cycle City Ambition	840	12	852
Highways Maintenance Programme	6,925	0	6,925
Cycling and Walking Schemes	468	35	503
2 Tunnels Northern Link Cycle Scheme	-115	0	-115
5 Arches	23	0	23
Greater Bristol Bus Network	-3	0	-3
2 Tunnels	-60	0	-60
A431 Kelston Road Stabilisation	2,660	0	2,660
20mph Schemes	260	32	292
Victoria Bridge	2,027	0	2,027
Highways Maintenance - Vehicles	325	0	325
Better Bus Fund	18	1	20
Advertising in Car Parks	25	0	25
Park and Ride East of Bath	350	0	350
	22,589	276	22,865
<b><u>Neighbourhoods</u></b>			
Neighbourhood Services - Vehicles incl Tracking / Cleansing Equipment	315	0	315
Allotments	54	0	54
Beechen Cliff Woodland & Other Open Spaces Improvements	240	0	240
Neighbourhoods - Bin and Bench Replacement	100	0	100
Royal Victoria Park Skate Park	50	-10	40
Royal Victoria Park Open Space Improvement	50	-25	25
Queen Square Improvements	100	0	100
East of Bath Skate Park	3	10	13
Improvements at the Sandpits	40	0	40
Litter Bins	20	0	20
Play Equipment	296	-35	261
Great Dell Walkway	11	60	71
Public WC Conversions	75	20	95
Waste Vehicle Replacement	211	0	211
Haycombe Crematorium Chapel Refurbishment	3	0	3
Haycombe Improvements	85	-70	15
Flood Repair & Renew Grant - Defra	0	5	5
River Safety	37	0	37
Paulton Library Relocation	5	0	5
Sydney Gardens	0	250	250

	Revised Budget after February 2015 Cabinet	Approvals to Outturn	Final Budget at Outturn
<b>CAPITAL SCHEME</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Wellow Sports Grant	0	15	15
	1,695	220	1,915
<b><u>Sustainable Development</u></b>			
Odd Down Playing Fields Development	2,442	290	2,732
Beau Street Coin Hoard	204	0	204
Visitor & Till Management System	40	0	40
Temple Precinct	454	0	454
Heritage Infrastructure Development	290	0	290
Odd Down Cycle Track	12	0	12
Assembly Rooms Dilapidations	24	0	24
BWR - Council Project Team	527	8	535
BWR - Affordable Housing	1,166	0	1,166
BWR - Infrastructure	432	0	432
BDUK	0	0	0
NRR Infrastructure	1,900	0	1,900
London Road Regeneration	930	10	940
Strategic Flooding Solution / BEA Flood Mitigation	550	0	550
BWR - Relocation of Gas Holders	1,355	0	1,355
BWR - Replacement of Destructor Bridge	922	0	922
River Corridor Fund	361	0	361
Digital B&NES	350	0	350
Midsomer Norton Business Centre	50	0	50
Radstock Regeneration	173	0	173
Abbey Churchyard 11 & 12 - Refurb Restaurant	25	0	25
Energy at Home	804	0	804
Cattlemarket/Cornmarket	82	0	82
Green Investment & Job Opportunities Fund	500	0	500
Leisure Dilapidations	0	650	650
Guildhall Co-Working Hub	0	12	12
	13,594	969	14,563
<b><u>Early Years, Children &amp; Youth</u></b>			
St Gregs, St Marks 6th Form	85	1	87
Schools Capital Maintenance Programme	1,359	0	1,359
Schools Devolved Capital	1,596	-0	1,596
Weston All Saints Primary - Basic Need	1,133	0	1,133
Bishop Sutton - Basic Need	93	30	123
Castle Primary - Basic Need	706	0	706
Paulton Infant - Basic Need	570	0	570
St Saviour's Junior - Basic Need	234	0	234
Short Breaks for Disabled Children	79	0	79
School Energy Invest to Save Fund	46	-9	37
Two Year Old Provision	127	-3	124
Universal Infant Free School Meals	523	0	523
Basic Needs Feasibility / Option Appraisal	130	-120	10
Saltford Primary - Basic Need	400	0	400
Schools LA Contribution to Capital / Private Capital / Seed	65		65
Challenge / Travel Plans		0	
Early Years S106 Twerton	0	0	0
Ralph Allen ALC	14	0	14

	Revised Budget after February 2015 Cabinet	Approvals to Outturn	Final Budget at Outturn
<b>CAPITAL SCHEME</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Writhlington BSF	31	0	31
Writhlington ALC	21	0	21
Farrington Gurney Primary - Basic Need	7	-6	2
Paulton Junior - Basic Need	30	0	30
Chew Magna Primary - Flooding works	323	0	323
Bathampton Primary	2	-2	0
St Michael's Primary - BESD	67	-67	0
Moorlands Junior	59	0	59
Margaret Coates Centre	0	0	0
Wellsway Sports Hall	77	0	77
Oldfield Co-Ed Improvements	26	0	26
Children's Services Capital Schemes	3	1	4
Children's Services Capital Schemes Managed by Property Services	-62	74	13
Youth Projects	4	0	4
DDA Works	27	-27	0
Southdown Infant / Junior Schools	154	253	407
Peasedown St John Primary	50	0	50
Client Data System for Children's Social Services	275	0	275
Chandag Infants UIFSM	90	0	90
Southdown Primary Phase 2	250	-250	0
St Saviours Infant School - Basic Need	74	-8	66
Schools DDA Schemes 14/15	0	28	28
Farmborough Primary BN Feasibility Study	0	15	15
St Marys Writhlington BN Feasibility Study	0	15	15
Southdown Schools (Roundhill Primary Sch) BN Feasibility Study	0	15	15
Westfield Primary BN Feasibility Study	0	13	13
Castle Primary BN Phase 2 Feasibility Study	0	15	15
Whitchurch Primary BN Feasibility Study	0	20	20
Ensleigh - New Primary School Feasibility Study	0	25	25
MOD Foxhill Mulberry Park - New School Feasibility Study	0	1	1
MOD Warminster Road - New School Feasibility Study	0	1	1
Primary Capital Programme Midsomer Norton	0	2	2
	8,670	17	8,687
<b><u>Community Resources</u></b>			
Public Realm High Street	63	0	63
PRMP Northumberland Place	0	-0	0
PRMP Pattern Book	8	0	8
PRMP Street Furniture	0	-0	0
PRMP Team Costs	5	0	5
City Information Scheme Corporate Project	20	0	20
Bath Quays South	247	0	247
Bath Quays North	200	0	200
Workplaces Programme Delivery	1,045	202	1,247
Keynsham Regeneration & New Build	11,799	-123	11,675
Lewis House (Inc Comms Hub & OSS)	253	0	253
The Hollies	94	0	94
Corporate Estate Planned Maintenance	1,266	3	1,270
Disposals Programme (Minor)	59	0	59
Key Disposal Programme	0	0	0
Commercial Estate Investment Fund	0	0	0

	Revised Budget after February 2015 Cabinet	Approvals to Outturn	Final Budget at Outturn
<b>CAPITAL SCHEME</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Saw Close Development	226	0	226
South Road Car Park MSN	54	0	54
Grand Parade & Undercroft	1,769	0	1,769
Equality Act Works	596	0	596
Englishcombe Lane	20	0	20
Cattlemarket/Cornmarket	1	-1	0
Roseberry Place	36	0	36
1 - 3 James Street West	114	0	114
7 - 9 Lower Borough Walls	89	0	89
Victoria Hall	64	0	64
Bathampton Farmhouse	1,000	0	1,000
Manvers street - Acquisition of land and rights	800	0	800
Acquisitions - Future Revenue Generation	8,728	0	8,728
Capital Contingency	780	0	780
Key Disposal - Keynsham K2 Charlton Road	66	0	66
Cleveland Pools	0	200	200
	29,403	281	29,684
<b><u>Leader</u></b>			
Desktop As a Service - VDI Technology	520	0	520
Customer Services System	336	0	336
IT Asset Refresh (Servers and Network)	218	0	218
Windows 7 Upgrade	180	0	180
IT Public Service Network	-2	22	21
New Customer Payments & Library Kiosks	78	130	208
LAA Performance Reward Grant	21	0	21
	1,352	153	1,505
<b><u>Homes and Planning</u></b>			
Gypsy & Traveller Sites	1,735	0	1,735
Affordable Housing	933	0	933
Supported Housing Development	4	0	4
Housing Association Grant	19	0	19
	2,691	0	2,691
<b><u>Wellbeing</u></b>			
Disabled Facilities Grant	1,200	0	1,200
PSS Grant Unallocated	297	-297	0
Occupational Therapy Equipment	0	0	0
Adult Social Care Database replacement	0	239	239
Autism Capital Grant	0	19	19
	1,497	-39	1,458
<b>TOTAL CAPITAL SCHEME BUDGET</b>	<b>81,492</b>	<b>1,877</b>	<b>83,369</b>

	<b>Revised Budget after February 2015 Cabinet</b>	<b>Approvals to Outturn</b>	<b>Final Budget at Outturn</b>
<b>CAPITAL SCHEME</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b><u>Sources of Funding (£'000)</u></b>			
EU/Government Grant	12,359	11,184	23,543
Revenue	1,044	384	1,428
Other Council Support including Borrowing and Capital Receipts	62,115	-10,694	51,422
s106 Contribution	3,994	272	4,266
Other 3rd Party	1,979	731	2,709
<b>Total Sources of Funding (£'000)</b>	<b>81,492</b>	<b>1,877</b>	<b>83,369</b>

This page is intentionally left blank



# Capital Virements - Additions & Reductions 2014/2015

## Appendix 10

REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM		Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP14#90-2014	Funding of MetroWest Phase 1	Place - Environmental Services	Place - Environmental Services	188,000		Place - Environmental Services		188,000	To approve the release of £188k of capital from the Integrated Transport Block (ITB) grant to provide continued support for the Phase 1 MetroWest project. Approved by Single Member Decision 2nd Jan 2015
CAP14#91-2014	Haycombe Cemetery Improvements Florist Café	Service Supported Borrowing	Service Supported Borrowing	100,000		Place - Environmental Services		100,000	Haycombe Cemetery Improvements including Florist and Café approved by Cabinet November 2014
CAP14#92-2014	Underspend within Neighbourhoods transferred to Great Dell Walkway	Place - Environmental Services	Place - Environmental Services	60,000		Place - Environmental Services		60,000	Reallocation of budget to fund gap of £60k Great Dell project approved by Technical Adjustment Jan 2015
CAP14#93-2014	East of Bath Skatepark	Place - Environmental Services	Place - Environmental Services	10,000		Place - Environmental Services		10,000	Reallocation from Royal Victoria Park skatepark to fund East of Bath skatepark project approved by Technical Adjustment Jan 2015
CAP14#94-2014	BTP - Main Scheme	Corporate Supported Borrowing	Corporate Supported Borrowing	79,000		Place - Environmental Services		79,000	To align BTP projects to whole scheme reconciliation approved by Technical Adjustment Jan 2015
CAP14#95-2014	Flood Repair & Renew Grant - Defra	3rd Party Contribution	3rd Party Contribution	5,000		Place - Environmental Services		5,000	Claim 1 made to Defra re Flood Repair & Renew Grant approved by Technical Adjustment Jan 2015
CAP14#96-2014	Cleveland Pools Grant	Corporate Supported Borrowing	Corporate Supported Borrowing	200,000		Resources - Property		200,000	Grant to enable Cleveland Pools Trust to secure external funding to restore historic building. Approved by Single Member Decision 31st Jan 2015
CAP14#97-2014	Adult Social Care Database	Government Grant	Government Grant	239,200		People & Communities - Adults		239,200	Use of Community Capacity Grant to fund new Adult Social Care Database. Approved Cabinet Feb 2015
CAP14#99-2014	Leisure Dilapidations	3rd Party Contribution	3rd Party Contribution	650,000		Place - Environmental Services		650,000	Leisure Dilapidations works financed by Aquaterra. Approved by Single Member Decision Feb 2015
CAP14#100-2014	Sydney Gardens Refurbishment	Corporate Supported Borrowing	Corporate Supported Borrowing	250,000		Place - Environmental Services		250,000	Sydney Gardens refurbishment approved by Single Member Decision Feb 2015
CAP14#101-2014	Keynsham New Build	3rd Party Contribution	3rd Party Contribution	68,550		Resources - Property		68,550	Capital contribution fit out costs for police occupation in Keynsham Civic centre. Invoice raised. Approved by Technical Adjustment Feb 2015
CAP14#102-2014	Keynsham New Build Arts Timeline	Revenue	Revenue	10,000		Resources - Property		10,000	Contribution from service for the Arts Timeline landscaping project for Keynsham New Build. Approved by Technical Adjustment Feb 2015
CAP14#103-2014	Guildhall Co-Working Hub	Revenue	Revenue	11,592		Place - Community Regeneration		11,592	Contribution from Economy & Culture to fund 2014/2015 project expenditure. Approved by Technical Adjustment Feb 2015
CAP14#104-2014	London Road Public Realm Scheme	Revenue	Revenue	5,000		Place - Community Regeneration		5,000	Contribution from Arts Development towards artwork on the side of planters. Approved by Technical Adjustment Feb 2015
CAP14#105-2014	Public Conveniences - Refurbishment works	Revenue	Revenue	20,000		Place - Environmental Services		20,000	Contribution from Waste & Fleet Services to fund additional capital expenditure on the PC refurbishment programme
CAP14#106-2014	Salford Brassmill ( part of CCPM)	Revenue	Revenue	3,467		Resources - Property		3,467	Agreed underspend in 2013/14 would be Clwd into 2014/15 for revenue to fund capital works for Salford Brassmill. Approved by Technical Adjustment Feb 2015
CAP14#107-2014	Various Basic Needs Feasibility Studies	Government Grant	Government Grant	105,000		People & Communities - Children's Services		105,000	Allocations of Schools Basic Need Feasibility Studies £05k budget to various projects, approved by Technical Adjustment Feb 2015

# Capital Virements - Additions & Reductions 2014/2015

## Appendix 10

REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP14#108-2014	Autism Capital Grant - Percy Community Centre	Government Grant	18,500		People & Communities - Adults		18,500	Grant towards creation of autism-friendly environment at Percy Community Centre, approved by Technical Approval Feb 2015
CAP14#109-2014	Transport Improvement Block - Minor Works	Revenue	6,000		Place - Environmental Services		6,000	Ward Councillors contribution for specific minor capital works. Approved by Technical Approval Feb 2015
CAP14#110-2014	SWIEP Smartcard Project	Government Grant	-256,000		Place - Environmental Services		-256,000	Project has now been disbanded no further expenditure is to be incurred. Approved by Technical Adjustment Feb 2015
CAP14#111-2014	Wellow Sports	Revenue	15,000		Place - Environmental Services		15,000	Grant towards sports facilities, approved by Technical Adjustment Feb 2015
CAP14#112-2014	20 mph schemes-ITB	S106	22,000		Place - Environmental Services		22,000	S106 funding for 20 mph schemes. Approved by Technical Adjustment Mar 2015
CAP14#113-2014	Silver Street Toucan Crossing-ITB Scheme	S106	3,000		Place - Environmental Services		3,000	Adjustment to reflect revised spend. Approved by Technical Adjustment Mar 2015
CAP14#114-2014	Lime Grove Pedestrian Improvement - ITB Scheme	S106	8,000		Place - Environmental Services		8,000	Adjustment to reflect revised spend. Approved by Technical Adjustment Mar 2015
CAP14#115-2014	Whiteway Road- Jubilee Inn Pedestrian Facilities	S106	16,000		Place - Environmental Services		16,000	s106 funding for Pedestrian facilities. Approved by Technical Adjustment Mar 2015
CAP14#116-2014	Surface Treatment - Keynsham	S106	20,000		Place - Environmental Services		20,000	s106 funding for Road Improvement. Approved by Technical Adjustment Mar 2015
CAP14#117-2014	L.T. Public Service Network	Revenue	22,477		Resources - Business Support		22,477	IT revenue to fund overspend on capital project. Approved by Technical Adjustment Mar 2015
CAP14#118-2014	Pauliton Bus Stop Infrastructure -ITB Scheme	S106	63,356		Place - Environmental Services		63,356	s106 funding for Bus stop infrastructure. Approved by Technical Adjustment Mar 2015
CAP14#119-2014	BWR Team Costs	3rd Party Contribution	7,672		Place - Community Regeneration		7,672	Additional costs relating to Public Procurement Exercise and Destructor Bridge Easement recoverable from the Developer. Approved by Technical Adjustment Mar 2015
CAP14#120-2014	London Road Public Realm Scheme	Place - Community Regeneration		-5,000	Place - Community Regeneration		5,000	Contribution from Arts Development in February 2015 Technical Adjustment request was coded against Public Realm Scheme but relates to Grant Scheme. Approved by Technical Adjustment Mar 2015
CAP14#121-2014	London Road Grant Scheme	3rd Party Contribution	1,000		Place - Community Regeneration		1,000	Contribution from World Heritage Enhancement Fund / Bath Preservation Trust towards the restoration of Kensington Place Railings. Approved by Technical Adjustment Mar 2015
CAP14#122-2014	London Road Grant Scheme	3rd Party Contribution	3,560		Place - Community Regeneration		3,560	Contribution from Bath Preservation Trust towards the restoration of street signs. Approved by Technical Adjustment Mar 2015
CAP14#123-2014	Odd Down Playing Fields additional budget	Revenue	290,000		Place - Environmental Services		290,000	To cover the additional scope of works, funded by a Revenue Contribution to Capital from the Outturn underspend for 2014/15. Approved by Officer Delegated Decision
CAP14#124-2014	Southdown Infant School provision of 2YO accommodation	Government Grant	3,000		People & Communities - Children's Services		3,000	Reallocate underspend on Castle Primary 2YO accommodation project to upgrade Elliot Building. Approved by Technical Adjustment Outturn 2015

**Capital Virements - Additions & Reductions 2014/2015**

**Appendix 10**

REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP14#125-2014	Midsomer Norton PCP	Government Grant	2,000		People & Communities - Children's Services		2,000	Reallocate underspend on Bathampton Primary Land Purchase to cover minor overspend. Approved by Technical Adjustment Outturn 2015
CAP14#126-2014	High Littleton Roof Works	Government Grant	815		People & Communities - Children's Services		815	Reallocate underspend on St Martin's Garden DDA works to cover minor overspend. Approved by Technical Adjustment Outturn 2015
CAP14#127-2014	Longvernal Primary School DDA Works	Government Grant	1,487		People & Communities - Children's Services		1,487	Reallocate underspend on Culverhay Co-Ed Works to cover minor overspend. Approved by Technical Adjustment Outturn 2015
CAP14#128-2014	St Nicholas Nursery 3-4yo accommodation	Government Grant	2,446		People & Communities - Children's Services		2,446	Reallocate underspend on Culverhay Co-Ed works to cover minor overspend (retention). Approved by Technical Adjustment Outturn 2015
CAP14#129-2014	MOD Foxhill Mulberry Park Feasibility Study	Government Grant	1,044		People & Communities - Children's Services		1,044	Reallocation of unspent BN Feasibility Studies budget re Westfield Primary. Approved by Technical Adjustment Outturn 2015
CAP14#130-2014	MOD Warminster Road New School Feasibility Study	Government Grant	1,091		People & Communities - Children's Services		1,091	Reallocation of unspent BN Feasibility Studies budget re Westfield Primary. Approved by Technical Adjustment Outturn 2015
CAP14#131-2014	St Gregory's Post 16 Block	Government Grant	1,417		People & Communities - Children's Services		1,417	Reallocate underspend on Culverhay Co-Ed Works to cover minor overspend. Approved by Technical Approval Outturn 2015
CAP14#132-2014	Workplaces capital project	SSB/Revenue Contribution	200,000		Resources - Property		200,000	Partial switch in funding of £200k from SSB to Revenue Contribution from IT approved by SMT 16th April
CAP14#133-2014	PSS Unallocated Grant	Government Grant	-297,000		People & Communities - Adults		-297,000	This funding is to be used for Adult Social Care Database as and should have been removed when Database project established
CAP14#134-2014	Better Bus Area Fund	Government Grant - DfT	1,200		Place - Environmental Services		1,200	Allocation of budget related to Better Bus Area Fund 2, administered by Bristol City and funded by capital grant. Approved by Technical Adjustment Outturn 2015
CAP14#135-2014	Broadmoor Lane S106 - 20mph schemes	S106 contribution towards traffic safety	10,000		Place - Environmental Services		10,000	S106 funding for 20 mph schemes. Approved by Technical Adjustment Outturn 2015
CAP14#136-2014	ITB allocations - Rossiter Rd	Government Grant - part of ITB	30,000		Place - Environmental Services		30,000	To reflect previously agreed allocation. Approved by Technical Adjustment Outturn 2015
CAP14#137-2014	Withies Park/Caulletts Close S106 deposit - GBBN supplement (added to ITB schemes)	S106 contribution	33,631		Place - Environmental Services		33,631	S106 contribution towards highway and transportation improvements. Approved by Technical Adjustment Outturn 2015
CAP14#138-2014	Paulton Polestar site S106 deposit (added to ITB schemes)	S106 contribution	52,000		Place - Environmental Services		52,000	S106 contribution towards highway and transportation improvements. Approved by Technical Adjustment Outturn 2015
CAP14#139-2014	Library Kiosk Equipment	SSB	130,330		Resources - Support Services		130,330	To fund purchase of Library self-service kiosk equipment, £67k provisionally approved as part of 14-15 Budget, £63k increase in budget required due to increased cost of purchase. Approved by Technical Adjustment Outturn 2015
<b>OVERALL TOTALS</b>			<b>2,418,835</b>	<b>-5,000</b>		<b>0</b>	<b>2,423,835</b>	
				<b>2,423,835</b>			<b>-2,423,835</b>	

**Capital Virements - Additions & Reductions 2014/2015**

**Appendix 10**

REF NO REASON / EXPLANATION TRANSFER / FUNDING FROM

**Capital Virements - Additions & Reductions Future Years**

REF NO REASON / EXPLANATION TRANSFER / FUNDING FROM

REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income	Expenditure	TRANSFER TO	Income	Expenditure	Notes
CAP14FY#6	Bishop Sutton School Basic Needs	Government Grant	1,861,000		People & Communities - Children's Services		1,861,000	Approved by Cabinet December 2014
CAP14FY#7	St Marys School Basic Needs	Government Grant	100,000		People & Communities - Children's Services		100,000	Approved by Cabinet December 2014
CAP14FY#8	Adult Social Care Database	Government Grant	703,000		People & Communities - Adults		703,000	Use of Community Capacity Grant to fund new Adult Social Care Database. Approved Cabinet Feb 2015
CAP14FY#9	Capital 2014/15 Re-phasing requests	Various	33,639,026		Various		33,639,026	Capital re-phasing requests from 14/15 into 15/16 approved Cabinet Feb 2015
CAP14FY#10	River Corridor Fund	3rd Party Contribution	82,364		Place - Community Regeneration		82,364	Contribution from the Environment Agency in respect of Bath River Avon Partnership January 2015 – May 2015. Approved by Technical Adjustment Feb 2015
CAP14FY#11	River Corridor Fund	3rd Party Contribution	77,000		Place - Community Regeneration		77,000	Contribution from the Environment Agency in respect of Riverbank Greening Trial (invoice 5225587 refers). Approved by Technical Adjustment Feb 2015
CAP14FY#12	River Corridor Fund	3rd Party Contribution	50,000		Place - Community Regeneration		50,000	Contribution from Kennet & Avon Waterways in respect of safety improvements (invoice 522678X refers). Approved by Technical Adjustment Feb 2015
CAP14FY#13	St Saviours Junior School Basic Need	S106 Contribution	54,446		People & Communities - Children's Services		54,446	Use s106 receipts to fund additional IT costs and reinstate contingency approved by Technical Approval Feb 2015
CAP14FY#14	Chew Magna School Basic Need	S106 Contribution	17,004		People & Communities - Children's Services		17,004	Use s106 receipt to reinstate contingency approved by Technical Adjustment Feb 2015
CAP14FY#15	Salford School Basic Need	S106 Contribution	42,345		People & Communities - Children's Services		42,345	Use s106 receipts to fund enabling workings for Basic Need scheme, approved by Technical Approval Feb 2015
CAP14FY#16	Better Bus Area Fund	Government Grant - DfT	30,800		Place - Environmental Services		30,800	Allocation of budget related to Better Bus Area Fund 2, administered by Bristol City and funded by capital grant. Approved by Technical Adjustment Outturn 2015
<b>OVERALL TOTALS</b>			<b>36,656,985</b>	<b>0</b>		<b>0</b>	<b>36,656,985</b>	
				<b>36,656,985</b>			<b>-36,656,985</b>	

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	8 <sup>th</sup> July 2015	
TITLE:	Treasury Management Outturn Report 2014/15	AGENDA ITEM NUMBER:  E 2766
WARD:	All	
AN OPEN PUBLIC ITEM		
<b>List of attachments to this report:</b> <b>Appendix 1</b> – Performance Against Prudential Indicators <b>Appendix 2</b> – The Council's Investment Position at 31 <sup>st</sup> March 2015 <b>Appendix 3</b> – Average monthly rate of return for 2014/15 <b>Appendix 4</b> – The Council's External Borrowing Position at 31 <sup>st</sup> March 2015 <b>Appendix 5</b> – Counterparty Update <b>Appendix 6</b> – Arlingclose's Economic & Market Review of 2014/15 <b>Appendix 7</b> – Interest & Capital Financing Budget Monitoring 2014/15 <b>Appendix 8</b> – Summary Guide to Credit Ratings		

## **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 for 2014/15.

## **2 RECOMMENDATION**

The Cabinet agrees that:

- 2.1 the 2014/15 Treasury Management Report to 31<sup>st</sup> March 2015, prepared in accordance with the CIPFA Treasury Code of Practice, is noted.
- 2.2 the 2014/15 Treasury Management Indicators are noted.

## **3 RESOURCE IMPLICATIONS**

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

## 4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

4.1 This report is for information only.

## 5 THE REPORT

### Summary

- 5.1 The average rate of investment return for the 2014/15 financial year is 0.42%, which is 0.02% above the benchmark rate.
- 5.2 Performance against the Treasury Management & Prudential Indicators agreed as part of the annual Treasury Management Strategy is provided in Appendix 1. The outturn position and all treasury activity undertaken during the financial year is within the limits agreed by Council in February 2014 (as amended at its meeting on 13<sup>th</sup> November 2014), as shown in **Appendix 1**, as well as the CIPFA Code of Practice and the relevant legislative provisions.

### Summary of Returns

- 5.3 The Council's investment position as at 31<sup>st</sup> March 2015 is given in **Appendix 2**. In line with the Annual Investment Strategy, investments were mainly temporary short term investments made with reference to the core balance and cash flow requirements.
- 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 2011/12 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 all figures given in this report. The value of the fund at the end of 2014/15 was £41.9 million.
- 5.5 Gross interest earned on investments for 2014/15 totalled £132k. Net interest, after deduction of amounts due to Schools, the West of England Growth Points, CHC and other internal balances, is £23k. **Appendix 3** details the investment performance, showing the average rate of interest earned over this period was 0.42%, which was 0.02% above the benchmark rate of average 7 day LIBID +0.05% (0.40%).

### Summary of Borrowings

- 5.6 The Council's external borrowing as at 31<sup>st</sup> March 2015 is detailed in **Appendix 4**. £38.3 million of borrowing was arranged in 2014/15, with the Public Works Loan Board (PWLb) (£10.3m for periods of between 19.5 and 50 years) and five different Local Authorities, (£28m for periods of between one and five years). The majority of the borrowing was undertaken to maintain appropriate working cash balances with part related to funding a specific commercial estate investment opportunity. The Council's total borrowing was £108.3 million as at 31<sup>st</sup> March 2015.
- 5.7 The Council's Capital Financing Requirement (CFR) as at 31<sup>st</sup> March 2015 was £177 million. This represents the Council's underlying need to borrow to finance

capital expenditure, and demonstrates that the borrowing taken to date relates to funding historical capital spend.

- 5.8 The Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective. In total £38.3m of new fixed rate loans with an average rate of 1.68% and an average life of ten years were raised. The PWLB was the Authority's preferred source of long term borrowing given the transparency and control that its facilities continue to provide. Short-dated loans borrowed from the markets, predominantly from other local authorities, have also remained affordable and attractive.
- 5.9 The premium charge for early repayment of PWLB debt remained relatively expensive for the loans in the Authority's portfolio and therefore unattractive for debt rescheduling activity. No rescheduling activity was undertaken as a consequence.
- 5.10 In January 2015 the Department of Communities and Local Government (DCLG) confirmed that HM Treasury (HMT) would be taking the necessary steps to abolish the PWLB. HMT has confirmed however that its lending function will continue unaffected and local authorities will retain access to borrowing rates which offer good value for money. The authority intends to use the PWLB's replacement as a potential source of borrowing if required.
- 5.11 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 2015 apportioned to Bath & North East Somerset Council is £13.95m. 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 5.6.

### **Strategic & Tactical Decisions**

- 5.12 **Appendix 5** provides further information on issues impacting on investment counterparties, including the implementation of bail-in provisions as highlighted in the mid-year treasury management monitoring report.
- 5.13 To increase diversification, throughout 2014/15 the Council invested in AAA rated Money Market funds, UK Banks and very highly rated Foreign Bank counterparties (AA-).
- 5.14 The Council continues to not hold any direct investments with banks in countries within the Eurozone reflecting both on the underlying debt issues in some Eurozone countries and the low levels of interest rates. The Council's investment counterparty list does not currently include any banks from Portugal, Ireland, Greece, Spain and Italy.
- 5.15 The Council's average investment return is running slightly above the budgeted level of 0.35%, although the impact is offset by the lower than budgeted investment balances held.

## **Future Strategic & Tactical Issues**

- 5.16 Our treasury management advisors economic and market review for 2014/15 is included in **Appendix 6**.
- 5.17 The Bank of England base rate has remained constant at 0.50% since March 2009.
- 5.18 Following the February Inflation Report and latest economic data, the Council's treasury advisors, Arlingclose, moved their forecast of the possible path of the Bank Rate. Their central case is now for a rise in Bank Rate in Q2 2016, although the risks to this forecast remain weighted to the downside. They reiterate their view that the pace of interest rate rises will be gradual and the extent of rises limited, projecting gilt yields on a shallow upward path in the medium term.
- 5.19 The benefits of the Council's current policy of internal borrowing are monitored regularly against the likelihood that long term borrowing rates are forecast to rise in future years. The focus is now on the rate of increase and the medium-term peak and, in this respect, the current forecast is that rates will rise slowly and to a lower level than in the past.
- 5.20 The borrowing that has taken place in 2014/15 is therefore driven by a need to maintain an appropriate working cash balance rather than any immediate changes to interest rates.

## **Budget Implications**

- 5.21 A breakdown of the revenue budget for interest and capital financing and the actual year end position based on the period April to December is included in **Appendix 7**. This shows an overall underspend of £138k in 2014/15, resulting from the debt charges relating to new borrowing being less than forecast, partly offset by lower investment interest received due to holding lower cash balances.
- 5.22 This position will be kept under review during the new financial year, taking into account the Council's cash-flow position and the timing of any new borrowing required.

## **Payment of LGF Grant**

- 5.23 The Local Growth Fund (LGF) letter from Tom Walker (Director Cities & Local Growth Unit) DCLG in February 2015 stated that 'DCLG will release a LGF capital grant payment of £16.6m in a single instalment on 1<sup>st</sup> April 2015'.
- 5.24 The Council checked with the department on 1<sup>st</sup> April 2015 and payment was confirmed as being due to arrive that day. On this basis payments were released for corresponding investments on that date to the equivalent value of £16.6m.
- 5.25 However DCLG failed to make the payment as expected, and the actual payment was not received until 10<sup>th</sup> April 2015. The Council therefore had to meet the committed investments from its own cash-flow over this period.



5.26 This is brought to the attention of Council given the size of the transactions and the technical exposure that resulted to the Council, even though not directly falling within the timeframe of the report.

## 6 RATIONALE

6.1 The Prudential Code and CIPFA's Code of Practice on Treasury Management requires regular monitoring and reporting of Treasury Management activities.

## 7 OTHER OPTIONS CONSIDERED

7.1 None.

## 8 CONSULTATION

8.1 Consultation has been carried out with the Cabinet Member for Finance and Efficiency, Section 151 Finance Officer and Monitoring Officer.

## 9 RISK MANAGEMENT

9.1 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 and borrowing advice is provided by our Treasury Management consultants Arlingclose.

9.2 The CIPFA Treasury Management in the Public Services: Code of Practice requires the Council nominate a committee to be responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies. The Corporate Audit Committee carries out this scrutiny.

9.3 In addition, the Council maintains a risk register for Treasury Management activities, which is regularly reviewed and updated where applicable during the year.

<b>Contact person</b>	<i>Tim Richens - 01225 477468 ; Mark Angus - 01225 477180</i> <a href="mailto:Tim_Richens@bathnes.gov.uk">Tim_Richens@bathnes.gov.uk</a> <a href="mailto:Mark_Angus@bathnes.gov.uk">Mark_Angus@bathnes.gov.uk</a>
<b>Background papers</b>	<i>2014/15 Treasury Management &amp; Investment Strategy</i> <i>1<sup>st</sup> &amp; 3<sup>rd</sup> Quarter Treasury Performance Reports (Cabinet)</i> <i>Half yearly Treasury Performance Report (Cabinet &amp; Council)</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

## APPENDIX 1

### Performance against Treasury Management Indicators agreed in Treasury Management Strategy Statement

#### 1. Authorised limit for external debt

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

	<b>2014/15 Prudential Indicator</b>	<b>2014/15 Actual as at 31<sup>st</sup> Mar. 2015</b>
	£'000	£'000
Borrowing	215,000	108,300
Other long term liabilities	2,000	0
<b>Cumulative Total</b>	<b>217,000</b>	<b>108,300</b>

#### 2. Operational limit for external debt

The operational boundary for external debt is based on the same estimates as the authorised limit but without the additional headroom for unusual cash movements.

	<b>2014/15 Prudential Indicator</b>	<b>2014/15 Actual as at 31<sup>st</sup> Mar. 2015</b>
	£'000	£'000
Borrowing	177,000	108,300
Other long term liabilities	2,000	0
<b>Cumulative Total</b>	<b>179,000</b>	<b>108,300</b>

#### 3. Upper limit for fixed interest rate exposure

This is the maximum amount of total borrowing which can be at fixed interest rate, less any investments for a period greater than 12 months which has a fixed interest rate.

	<b>2014/15 Prudential Indicator</b>	<b>2014/15 Actual as at 31<sup>st</sup> Mar. 2015</b>
	£'000	£'000
<b>Fixed interest rate exposure</b>	<b>177,000</b>	<b>88,300</b>

#### 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.

	<b>2014/15 Prudential Indicator</b>	<b>2014/15 Actual as at 31<sup>st</sup> Mar. 2015</b>
	£'000	£'000
<b>Variable interest rate exposure</b>	<b>127,000</b>	<b>20,000*</b>

\* The £20m of LOBO's are quoted as variable rate in this analysis as the Lender has the option to change the rate at 6 monthly intervals (the Council has the option to repay the loan should the rate increase).

## 5. Upper limit for total principal sums invested for over 364 days

This is the maximum amount 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.

	<b>2014/15 Prudential Indicator</b>	<b>2014/15 Actual as at 31<sup>st</sup> Mar. 2015</b>
	£'000	£'000
<b>Investments over 364 days</b>	<b>50,000</b>	<b>0</b>

## 6. Maturity Structure of borrowing

This indicator is set to control the Council's exposure to refinancing risk.

	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>2014/15 Actual as at 31<sup>st</sup> Mar. 2015</b>
	%	%	%
Under 12 months	50	Nil	28*
12 months and within 24 months	50	Nil	7
24 months and within 5 years	75	Nil	9
5 years and within 10 years	100	Nil	0
10 years and above	100	Nil	56

\* The CIPFA Treasury management Code now requires the prudential indicator relating to Maturity of Fixed Rate Borrowing to reference the maturity of LOBO loans to the earliest date on which the lender can require payment, i.e. the next call date (which are at 6 monthly intervals for the £20m of LOBO's). However, the Council would only consider repaying these loans if the Lenders exercised their options to alter the interest rate.

## 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**. The Council agreed a reduction to the minimum portfolio average credit rating from A to A- at its meeting on 13<sup>th</sup> November 2014 in order to be able to respond to any changes to UK banks credit ratings resulting from implementation of the bail-in provisions of the EU Bank Recovery and Resolution Directive.

	<b>2014/15 Prudential Indicator</b>	<b>2014/15 Actual as at 31<sup>st</sup> Mar. 2015</b>
	Rating	Rating
<b>Minimum Portfolio Average Credit Rating</b>	<b>A-</b>	<b>A-</b>

## 8. Liquidity

The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three month period, without additional borrowing.

	<b>2014/15 Prudential Indicator</b>	<b>2014/15 Actual as at 31<sup>st</sup> Mar. 2015</b>
<b>Total cash available within 3 months</b>	<b>£15m</b>	<b>£16m</b>

## APPENDIX 2

### The Council's Investment position at 31<sup>st</sup> March 2015

The term of investments, from the original date of the deal, are as follows:

	<b>Balance at 31<sup>st</sup> Mar. 2015</b>
	£'000's
Notice (instant access funds)	16,000
Up to 1 month	0
1 month to 3 months	0
Over 3 months	0
<b>Total</b>	<b>16,000</b>

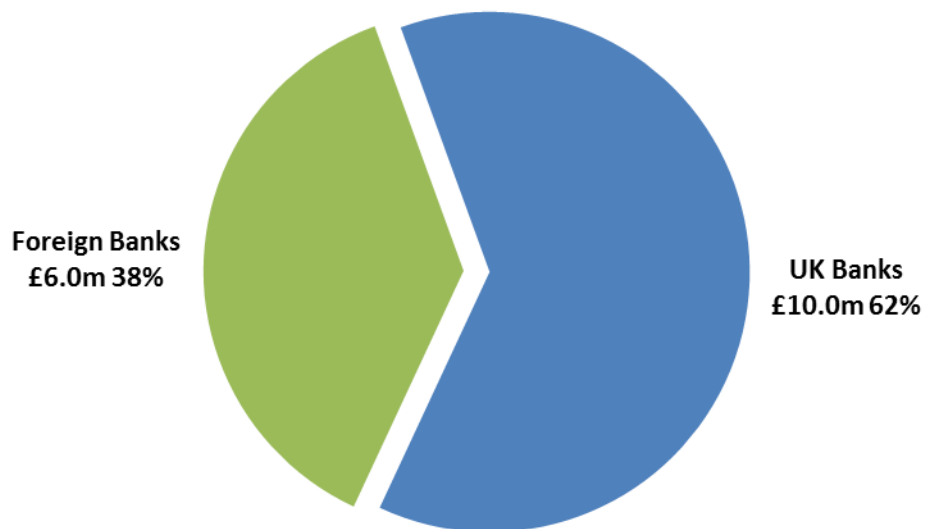
The investment figure of £16.0 million is made up as follows:

	<b>Balance at 31<sup>st</sup> Mar. 2015</b>
	£'000's
B&NES Council	1,320
B&NES CHC	7,347
West Of England Growth Points	688
Schools	6,645
<b>Total</b>	<b>16,000</b>

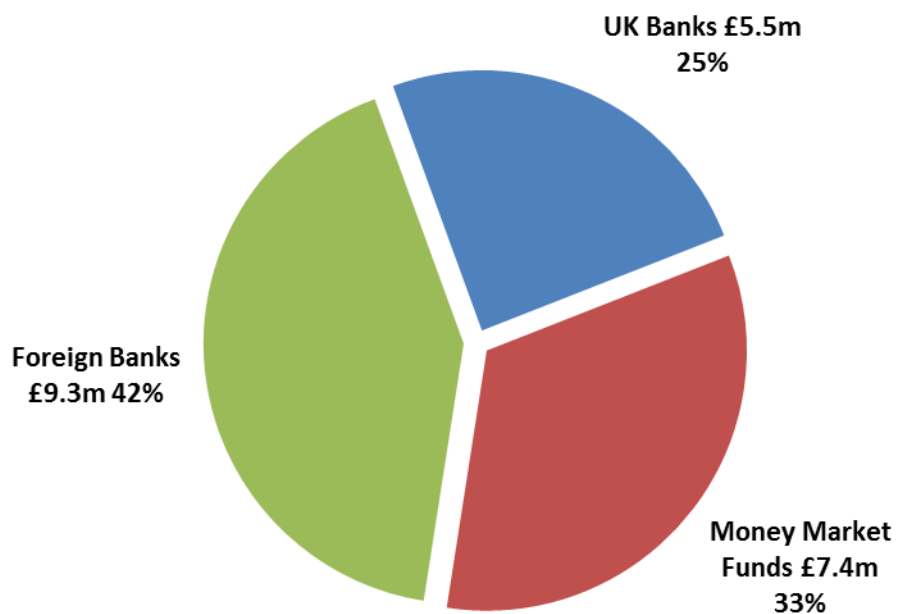
The Council had an average net positive balance of £31.8m (including Growth Points & B&NES CHC Funding) during the period April 2014 to March 2015.

No fixed term investments were undertaken during 2014/15 with a maturity date in the following financial year. The balance of £16.0m was held in call accounts as at 31<sup>st</sup> March 2015.

**Chart 1: Council Investments (£16.0m) as  
at 31<sup>st</sup> Mar. 2015**



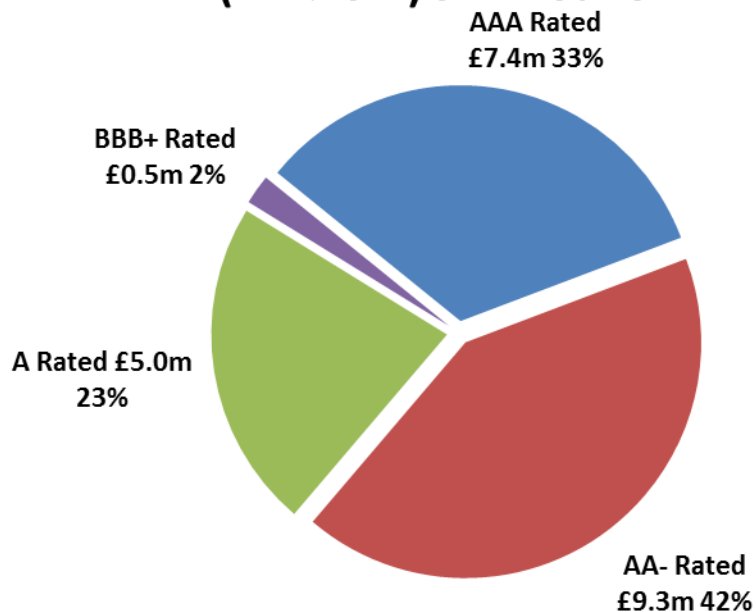
**Chart 2: Council Investments (£22.15m) as  
at 31<sup>st</sup> Dec. 2014**



**Chart 3: Council Investments per Lowest Equivalent Long-term Credit Ratings (£16.0m) 31<sup>st</sup> Mar. 2015**



**Chart 4: Council Investments per Lowest Equivalent Long-term Credit Ratings (£22.15m) 31<sup>st</sup> Dec 2014**



## APPENDIX 3

### Average rate of return on investments for 2014/15

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Average for Period
	%	%	%	%	%	%	%	%	%	%	%	%	
Average rate of interest earned	0.40	0.43	0.44	0.47	0.42	0.42	0.44	0.45	0.44	0.40	0.38	0.33	0.42%
Benchmark = Average 7 Day LIBID rate +0.05% (source: Arlingclose)	0.39	0.39	0.40	0.39	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40%
Performance against Benchmark %	0.01	0.04	0.04	0.08	0.02	0.02	0.04	0.05	0.04	0.00	-0.02	-0.07	0.02%

## APPENDIX 4

### Councils External Borrowing at 31<sup>st</sup> March 2015

LONG TERM	Amount	Start Date	Maturity Date	Interest Rate
PWLB	10,000,000	15/10/04	15/10/35	4.75%
PWLB	5,000,000	12/05/10	15/08/35	4.55%
PWLB	5,000,000	12/05/10	15/08/60	4.53%
PWLB	5,000,000	05/08/11	15/02/31	4.86%
PWLB	10,000,000	05/08/11	15/08/29	4.80%
PWLB	15,000,000	05/08/11	15/02/61	4.96%
KBC Bank N.V*	5,000,000	08/10/04	08/10/54	4.50%
KBC Bank N.V*	5,000,000	08/10/04	08/10/54	4.50%
Eurohypo Bank*	10,000,000	27/04/05	27/04/55	4.50%
West Midland Police Authority	5,000,000	08/10/14	10/10/16	1.10%
Portsmouth City Council	3,000,000	15/10/14	17/10/16	1.08%
Wirral Metropolitan Borough Council	5,000,000	07/11/14	06/11/15	0.65%
Gloucestershire County Council	5,000,000	25/11/14	25/11/19	2.05%
Derbyshire County Council	5,000,000	28/11/14	27/11/15	0.65%
Gloucestershire County Council	5,000,000	19/12/14	19/12/19	2.05%
PWLB	5,300,000	29/01/15	15/08/29	2.62%
PWLB	5,000,000	29/01/15	15/02/61	2.92%
<b>TOTAL</b>	<b>108,300,000</b>			
<b>TEMPORARY</b>	<b>Nil</b>			
<b>TOTAL</b>	<b>108,300,000</b>			<b>3.64%</b>

\*All LOBO's (Lender Option / Borrower Option) have reached the end of their fixed interest period and have reverted to the variable rate of 4.50%. 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**

### **Counterparty Update**

The European Parliament approved the EU Bank Recovery and Resolution Directive (BRRD) on April 15, 2014. Taking the view that potential extraordinary government support available to banks' senior unsecured bondholders will likely diminish, over 2014-15 Moody's revised the Outlook of several UK and EU banks from Stable to Negative (note, this is not the same as a rating review negative) and S&P placed the ratings of UK and German banks on Credit Watch with negative implications, following these countries' early adoption of the bail-in regime in the BRRD.

S&P also revised the Outlook for major Canadian banks to negative following the government's announcement of a potential bail-in policy framework.

The Bank of England published its approach to bank resolution which gave an indication of how the reduction of a failing bank's liabilities might work in practice. The Bank of England will act if, in its opinion, a bank is failing, or is likely to fail, and there is not likely to be a successful private sector solution such as a takeover or share issue; a bank does not need to be technically insolvent (with liabilities exceeding assets) before regulatory intervention such as a bail-in takes place.

The combined effect of the BRRD and the UK's Deposit Guarantee Scheme Directive (DGSD) is to promote deposits of individuals and SMEs above those of public authorities, large corporates and financial institutions. Other EU countries, and eventually all other developed countries, are expected to adopt similar approaches in due course.

In December the Bank's Prudential Regulation Authority (PRA) stress tested eight UK financial institutions to assess their resilience to a very severe housing market shock and to a sharp rise in interest rates and address the risks to the UK's financial stability. Institutions which 'passed' the tests but would be at risk in the event of a 'severe economic downturn' were Lloyds Banking Group and Royal Bank of Scotland. Lloyds Banking Group, is taking measures to augment capital and the PRA does not require the group to submit a revised capital plan. RBS has updated plans to issue additional Tier 1 capital. The Co-operative Bank failed the test.

The European Central Bank also published the results of the Asset Quality Review (AQR) and stress tests, based on December 2013 data. 25 European banks failed the test, falling short of the required threshold capital by approximately €25bn (£20bn) in total – none of the failed banks featured on the Authority's lending list.



## APPENDIX 6

### Annual Economic Review 2014/15 (provided by Arlingclose)

**Growth and Inflation:** The robust pace of GDP growth of 3% in 2014 was underpinned by a buoyant services sector, supplemented by positive contributions from the production and construction sectors. Resurgent house prices, improved consumer confidence and healthy retail sales added to the positive outlook for the UK economy given the important role of the consumer in economic activity.

Annual CPI inflation fell to zero for the year to March 2015, down from 1.6% a year earlier. The key driver was the fall in the oil price (which fell to \$44.35 a barrel a level not seen since March 2009) and a steep drop in wholesale energy prices with extra downward momentum coming from supermarket competition resulting in lower food prices. Bank of England Governor Mark Carney wrote an open letter to the Chancellor in February, explaining that the Bank expected CPI to temporarily turn negative but rebound around the end of 2015 as the lower prices dropped out of the annual rate calculation.

**Labour Market:** The UK labour market continued to improve and remains resilient across a broad base of measures including real rates of wage growth. January 2015 showed a headline employment rate of 73.3%, while the rate of unemployment fell to 5.7% from 7.2% a year earlier. Comparing the three months to January 2015 with a year earlier, employee pay increased by 1.8% including bonuses and by 1.6% excluding bonuses.

**UK Monetary Policy:** The Bank of England's MPC maintained interest rates at 0.5% and asset purchases (QE) at £375bn. Its members held a wide range of views on the response to zero CPI inflation, but just as the MPC was prepared to look past the temporary spikes in inflation to nearly 5% a few years ago, they felt it appropriate not to get panicked into response to the current low rate of inflation. The minutes of the MPC meetings reiterated the Committee's stance that the economic headwinds for the UK economy and the legacy of the financial crisis meant that increases in the Bank Rate would be gradual and limited, and below average historical levels.

Political uncertainty had a large bearing on market confidence this year. The possibility of Scottish independence was of concern to the financial markets, however this dissipated following the outcome of September's referendum. The risk of upheaval (the pledge to devolve extensive new powers to the Scottish parliament; English MPs in turn demanding separate laws for England) lingers on. The highly politicised March Budget heralded the start of a closely contested general election campaign and markets braced for yet another hung parliament.

On the continent, the European Central Bank lowered its official benchmark interest rate from 0.15% to 0.05% in September and the rate paid on commercial bank balances held with it was from -0.10% to -0.20%. The much-anticipated quantitative easing, which will expand the ECB's balance sheet by €1.1 trillion was finally announced by the central bank at its January meeting in an effort to steer the euro area away from deflation and invigorate its moribund economies. The size was at the high end of market expectations and it will involve buying €60bn of sovereign bonds, asset-backed securities and covered bonds a month commencing March 2015 through to September 2016. The possibility of a Greek exit from the Eurozone refused to subside given the clear frustrations that remained between its new government and its creditors.

The US economy rebounded strongly in 2014, employment growth was robust and there were early signs of wage pressures building, albeit from a low level. The Federal Reserve made no change to US policy rates. The central bank however continued with 'tapering', i.e. a reduction in asset purchases by \$10 billion per month, and ended them altogether in October 2014. With the US economy resilient enough to weather the weakness of key trading partners and a strong US dollar, in March 2015 the Fed removed the word "patient" from its statement accompanying its rates decisions, effectively leaving the door open for a rise in rates later in the year.

**Market reaction:** From July, gilt yields were driven lower by a combination of factors: geo-political risks emanating from the Middle East and Ukraine, the slide towards deflation within the Eurozone and the big slide in the price of oil and its transmission through into lower prices globally. 5-, 10- and 20-year gilt yields fell to their lows in January (0.88%, 1.33% and 1.86% respectively) before ending the year higher at 1.19%, 1.57% and 2.14% respectively.

## APPENDIX 7

### Interest & Capital Financing Costs – Budget Monitoring 2014/15 (Outturn)

April 2014 to March 2015	YEAR END POSITION			ADV/FAV
	Budgeted Spend or (Income) £'000	Actual Spend or (Income) £'000	Actual over or (under) spend £'000	
<b>Interest &amp; Capital Financing</b>				
- Debt Costs	3,862	3,685	(177)	FAV
- Internal Repayment of Loan Charges	(8,182)	(6,985)	1,197	ADV
- Ex Avon Debt Costs	1,388	1,340	(48)	FAV
- Minimum Revenue Provision (MRP)	6,120	4,923	(1,197)	FAV
- Interest on Balances	(110)	(23)	87	ADV
<b>Sub Total - Capital Financing</b>	<b>3,078</b>	<b>2,940</b>	<b>(138)</b>	<b>FAV</b>

## APPENDIX 8

### 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 san 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	8 <sup>th</sup> July 2015	
		E 2761
TITLE:	Update to the Getting Around Bath Transport Strategy and proposals for a Park & Ride east of Bath	
WARD:	Bath Avon North	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
None		

## **1 THE ISSUE**

- 1.1 The Council adopted the Getting Around Bath Transport Strategy in November 2014. This report provides an update to some of the key issues within the Strategy and how they are being taken forward. A key recommendation of the Strategy included the need to develop a new Park and Ride (P&R) to the east of Bath. This report recommends that a public consultation be undertaken on the options for the delivery of this facility.

## **2 RECOMMENDATION**

- 2.1 The Cabinet notes the progress being made on the Getting Around Bath Transport Strategy, and agrees the additional measures proposed within paragraphs 5.3 to 5.7 to support the delivery of this Strategy.
- 2.2 The Cabinet agree to undertake a public consultation on the options to help identify a preferred location for a new P&R east of Bath.

## **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 The Capital programme has £500k approved budget for the development of the P&R to the east of Bath, of which £291k was spent in 2014/15. There is an additional provisionally approved budget for 2016/17 of £4.7m for delivery of the project; these budgets are funded by Corporate borrowing. The cost of the public consultation will be approximately £5k funded from the approved capital budget.
- 3.2 There is a small revenue reversion risk in the case that a capital project does not go ahead.
- 3.3 The approval of the £4.7m will form part of a future formal decision and will consider all financial and non-financial impacts, revenue and capital at that point.

## 4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 Statutory considerations regarding Sustainability and Planning have been taken into account in preparing this report.

## 5 THE REPORT

- 5.1 **Background:** The Getting Around Bath Transport Strategy set out a range of policies and initiatives to manage transport within the city. The Strategy also proposed ways to manage the growth in transport which result from the Council's Core Strategy. This report highlights a number of areas where further work is required in taking this strategy forward and provides an update on the work undertaken to date.

- 5.2 The five key areas where this report expands upon the policies contained within the Getting Around Bath Transport Strategy, and which the Cabinet view as priority areas for the years ahead, are set out below:

- 5.3 **Supporting sustainable transport:** Investment in sustainable transport initiatives have continued within Bath. In particular the Bath Transport Package is nearing completion and has improved 375 bus stops and 197 new bus shelters. The improvements in Stall Street and Seven Dials aim to make the city more attractive to pedestrians and cyclists. The Council will continue to be at the forefront of bidding for Government funding for projects which make cycling and walking safe and attractive transport options, and will continue to work with other West of England authorities and local bus companies on measures to make bus travel as reliable, affordable and attractive as possible.

- 5.4 **Investing in infrastructure:** The Council will shortly undertake a public consultation on the options for a preferred location for a new P&R east of Bath, further details of which are set out in paragraphs 5.9 to 5.16 below. In addition, officers will continue to hold discussions with Wiltshire Council and other partners to investigate the potential of additional projects to address the impact of through traffic from the A46/A36 on Bath.

- 5.5 **Cutting congestion and pollution:** The completion of traffic counters at all the off-street car parks and our Park and Ride sites now allows drivers to know, in real time, where they can park. Advice is given through new Variable Message Displays or on the web at [www.bathcarparks.co.uk](http://www.bathcarparks.co.uk). This will help keep traffic out of the core of the city as it finds its way quickly to the best car park. A review of the timing of bus lanes and their operation is possible to see if any changes would help traffic more easily, for example whether allowing high occupancy vehicles to use bus lanes could be beneficial. In addition, the Council will be open to looking at ways in which traffic flow in the city can be improved, and will continue to investigate innovative measures, such as the creation of a Low Emission Zone, to address air quality management issues within the city.

- 5.6 **Promoting local rail:** The Council is committed to supporting improvements to local rail services, including working with neighbouring authorities to promote the MetroWest rail project, supporting the electrification of the Great Western Mainline, and investigating the possibility of reopening nearby stations such as Corsham and Saltford.

**5.7 Improving parking provision:** Whilst this is an issue not explicitly considered within the Strategy, management of parking provision within the city supports the wider aims of the Strategy. Therefore, in addition to progressing work on an east of Bath Park & Ride, a review of the following parking issues is also being undertaken:

- (1) the extent and consistency of resident's parking zones within central Bath;
- (2) the charging structure in some locations particularly in relation to evening charges; and
- (3) the operation of the parking changes in Royal Victoria Park and parking in the vicinity of the RUH.

**5.8** The actions set out above will be underpinned by increased joint working with partner authorities and neighbouring Councils, in particular those within the West of England and Wiltshire. The review of transport problems east of Bath will have implications for Wiltshire Council. The problems of accessing Bath from the east and the unacceptable impacts of through traffic from the A46/A36 on Bath are well known and understood. Solving these problems will not only benefit residents of Bath but also residents of Wiltshire. The Council is committed to developing a partnership with Wiltshire which will help develop a joint understanding of these problems and how they might be addressed. To put this into effect leading members of both authorities have recently met to begin this partnership and will be meeting with other key national agencies in the near future. In the past the Council has supported proposals to re-open Corsham Station and cross authority working will continue to help implement the Getting Around Bath Transport Strategy.

**5.9 East of Bath Park and Ride:** The Council has a long established policy of developing a new Park and Ride to the east of Bath. This was a key element of the Bath Transport Package, which was adopted by the Council in October 2006. The Getting Around Bath Transport Strategy recommended that the need for a P&R to the east should be established in the light of a wider review of parking within the city. This review has now been completed and is discussed below.

**5.10** The existing Park and Ride sites run by the Council are very successful and have recently been expanded through the Bath Transportation Package. They are a critical tool with which to effectively manage the City's traffic and continue to be very popular with the public.

**5.11** The Getting Around Bath Transport Strategy assessed the likely impact on transport of the proposed housing and jobs growth identified in the Council's Core Strategy and in particular within the Enterprise Area. The Strategy proposes that a range of measures should be implemented in a co-ordinated manner to reduce the impact of traffic growth and support the economy of the city. In particular the Strategy identifies specific measures, including maintaining sufficient off-street parking, more walking and cycling routes and infrastructure and better access for those with mobility difficulties. More widely the Strategy demonstrates how a combination of better rail services, both regional and local, and improved bus services will be key to helping those from further afield get into and out of the city.

5.12 Finally, the strategy supported the continued expansion of Park and Ride sites and in particular the creation of a new site to the east of Bath. The Council's consultants CH2MHill have recently completed a detailed transport modelling exercise that looked at the likely levels of traffic to be generated by the Bath Riverside Enterprise Area. The conclusion of this analysis is that an additional Park and Ride site to the east will be critical in managing and reducing the growth in traffic in the future and offers the largest potential for removing car trips into the historic core of the City centre.

5.13 Much work has been undertaken over recent years on those sites which might support a new Park and Ride, including the potential for using improved rail services instead of, or in combination with, a more traditional bus based service. The Getting Around Bath Transport Strategy recognised that any rail-based Park and Ride service would take some years to develop and deliver and that an interim bus based site should be brought forward.

5.14 In selecting any site for this new facility a number of factors will have to be considered. For example:

- Capacity;
- Safe access;
- Usage;
- Environmental;
- Distance;
- Number of buses;
- Bus priority;
- Frequency of service;
- Pricing;
- Site cost; and
- Ownership.

5.15 These and other factors will provide guidance on the selection of the preferred or optimum site. Community views will be sought as part of this process with a period of public consultation involving residents, Councillors and Parish Councils particularly to the east of the City.

5.16 Once a preferred site has been selected by Cabinet it will be included in the Placemaking Plan later this year.

## **6 RATIONALE**

6.1 A period of public engagement will help inform the Cabinet and gauge public support for these proposals.

## **7 OTHER OPTIONS CONSIDERED**

7.1 The Cabinet could indicate a preference for a site without further public engagement but this would not be an open or a transparent process.

## **8 CONSULTATION**

8.1 Monitoring Officer, Section 151 Officer and Strategic Director Place.

## **9 RISK MANAGEMENT**



9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

<b>Contact person</b>	<i>Peter Dawson 01225-395181</i>
<b>Background papers</b>	
<b>Please contact the report author if you need to access this report in an alternative format</b>	

This page is intentionally left blank

Bath & North East Somerset Council		
MEETING	Cabinet	
MEETING	8 <sup>th</sup> July 2015	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2720
TITLE:	Getting Around Keynsham Transport Strategy	
WARD:	Keynsham wards	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1 - Getting Around Keynsham Transport Strategy		
Appendix 2 – Keynsham Transport Strategy Consultation Report		

## 1 THE ISSUE

- 1.1 The Council's Adopted Core Strategy identifies Keynsham for growth of more than 2,000 dwellings together with over 1,000 new jobs. This represents a significant increase in the size of the town which at peak times suffers from delays and congestion. Although the Council has an overall Transport Strategy in 3<sup>rd</sup> Joint Local Transport Plan 2011 to 2026, a more detailed Transport Strategy for the town is required to ensure the growth proposed can be accommodated.

## 2 RECOMMENDATION

- 2.1 The Cabinet note the responses to the consultation process and the amendments made and approve the adoption of the 'Getting around Keynsham Transport Strategy'.
- 2.2 The Cabinet agrees the Strategy be subject to a period of engagement within Keynsham to allow the public a further opportunity to understand the proposals (as set out in paragraph 5.9 below) within the Strategy.
- 2.3 The Cabinet delegated any further minor changes to the Getting Around Keynsham Transport Strategy to the Divisional Director Environmental Services, or the Strategic Director Place, in consultation with the Cabinet Member for Transport.

### 3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 The 'Getting Around Keynsham' Transport Strategy will support the growth proposed in the Council's Adopted Core Strategy, in particular for Somerdale and South West Keynsham. Its implementation will draw on a number of funding sources and decisions on individual projects will be subject to the Council's annual budget process. In addition the development of individual sites will contribute to the Strategy by being part of a coordinated development to reduce the effect of traffic on the town and, where appropriate, making financial contributions to particular infrastructure needs.
- 3.2 The key funding source will principally be, but not exclusively, the Integrated Transport Capital grant (received annually from government). Funding associated with other key strategies which support the actions within the Keynsham Transport Strategy may also be targeted, if approved through the annual budget process.
- 3.3 This report does not seek to make financial commitments, individual projects arising from the implementation and delivery of the strategy would require further approval. This strategy however outlines the direction that these projects would take.

### 4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 Statutory requirements of Equalities, Sustainability, Planning, Human Rights and Public Health have been considered.

### 5 THE REPORT

- 5.1 The strategy is needed to support the extensive housing and employment growth proposed for Keynsham within the Council's Adopted Core Strategy. The transport strategy has emerged following research and consultation. Building on the policies contained within the 3<sup>rd</sup> Joint Local Transport Plan the strategy sets out a vision covering both short and long term actions. The transport strategy is being prepared in parallel with the Placemaking Plan to ensure that the initiatives within that plan are fully supported. Key stakeholder views have been taken into account.
- 5.2 **Problems:** The Strategy recognises that the road network through Keynsham is particularly constrained due to the proximity of both the river and the railway line to the north. As a result traffic is funnelled through the town from a wide geographic area. In order to address some of the problems this creates the Strategy recommends a range of measures.
- 5.3 The Vision for the proposed strategy is *"to minimise the negative effects of traffic congestion in and around Keynsham and ensuring it retains its independence and its separate identity within an attractive rural setting by becoming a more sustainable, desirable and well connected place in which to live and work"*. This vision aligns with the Core Strategy Vision for Keynsham.
- 5.4 The objectives of the strategy are:
- minimising the future increase in traffic congestion;
  - supporting and enabling the local economy;

- promoting sustainable mobility;
- widening travel choice;
- improving connections, particularly to improved rail services and the town centre;
- widening access to opportunities: jobs, learning, training, leisure and other local facilities;
- improving air quality and reducing vehicle carbon emissions;
- improving the quality of life for residents; and
- ensuring that all traffic management and pedestrian schemes are designed to take mobility need into account.

5.5 The key issue highlighted by the Strategy is that two thirds of trips in Keynsham are made by car, that this percentage is increasing adding to traffic volumes and congestion which are already a problem. If no measures are undertaken the traffic demand will increase in the future as the new housing is developed and new jobs created.

5.6 Other key issues identified are the need to improve:

- conditions for walking through improved public realm, clearer routes and better crossing, surfacing and lighting;
- bus services to improve overall usage; and.
- car parking provision and management.

5.7 Initial consultation last year with the Keynsham Development Advisory Group, Chamber of Commerce and others identified a desire to improve the public realm within the town centre and particularly along the High Street. The strategy has assessed the potential for introducing one way traffic working on the High Street which might allow public realm improvements to follow.

5.8 The transport modelling undertaken identified other key junctions which require attention including Hick's Gate on the A4, A4175 Avon Mill Lane and the Bath Hill/ Bath Road / Wellsway junction. These should reduce the amount of traffic using the centre of Keynsham and therefore supporting public realm improvements.

5.9 Key actions identified within the Strategy are outlined below and can be elaborated in the public engagement recommended in paragraph 2.2.

- A trial to introduce one-way operation in the High Street.
- Undertake a study of Hick's Gate to determine a suitable scheme to increase its capacity (a study has now been commissioned with our term consultant)
- Provide two southbound lanes at the proposed A4175 Keynsham Road/ Avon Mill Lane signalised junction
- Convert the existing Bath Hill/ Wellsway/ Bath Road mini roundabout to a signalised junction to increase its capacity
- Investigate other strategic improvements that could reduce the volume of through traffic in the town centre, allowing future one way operation of the High Street to be achieved.
- In partnership with Sustrans, Bristol and South Gloucestershire, identify priority cycling routes to and from Keynsham to establish and build a cycling culture for people of all abilities. Appropriate opportunities to fund these schemes to be targeted.

- Following parking surveys there is currently sufficient parking within Keynsham although this will need to be kept under review.
- Ensure that all new developments have good accessibility by non car modes, backed up effective travel plans enforced through effective section 106 agreements.
- Growth in rail services as part of MetroWest and other schemes will support significantly more rail journeys to/from Keynsham. Access to the station has to be improved if the take up of these services is to be maximised.
- Produce a Delivery Plan with a five year profile against which continuous improvement can be demonstrated through an annual review.
- Strong emphasis on reducing the impact of vehicles by supporting trips that are made by means other than car, by more people using rail and bus, travel planning and increasing levels of cycling and walking.
- Undertake an audit of pedestrian facilities in the town centre and on the main routes used for walking to and from the town centre and railway station, taking into account particularly the needs of the mobility impaired.

5.10 The headline target for the strategy recommended by Strategy is to reduce the proportion of Keynsham residents driving to work to below 60% by 2021.

5.11 The achievement of the strategy objectives and the key actions outlined above can only be achieved if the local community are fully engaged in their development and implementation.

5.12 **Consultation:** An extensive consultation with key stakeholders and the public has been held. Presentations have been made to Keynsham Town Council, the Connecting Communities meeting (which included neighbouring Parish Councils), the Chamber of Commerce and the Keynsham Development Advisory Group. In addition two public exhibitions/events have been held at Keynsham rugby club. The consultation questionnaire is available on the Council website with the “Developing a Strategy for Keynsham” document. This consultation finished on 12<sup>th</sup> November 2015.

5.13 **Summary of Consultation:** A report of the consultation has been prepared. The main comments raised were:

- most people in Keynsham use the car and that the strategy does not include enough proposals to reduce congestion;
- the strategy is too orientated towards cycling;
- better bus access to the station is needed;
- a circular bus service around Keynsham is needed in particular serving east Keynsham;
- Keynsham should have a Park & Ride service;
- Keynsham needs a cycle network based on a central spine route running through the town park (there was also strong objection to this);
- improvements to the High Street are required with a preference for making it one way;
- the zebra crossings on Rock Road and Charlton Road (between the High Street and Ashton Way) should be signalised (the Rock Road zebra is now to be signalised as part of the Civic Centre improvements); and
- through traffic is the main problem and solutions to this should be found including looking at the A4 Hick’s Gate to A37 route.

- 5.14 The strategy has been amended as follows to taken into the consultation responses.

## **6 RATIONALE**

- 6.1 The draft strategy has emerged following research and consultation with stakeholders throughout the last year. The proposals are based on current policies and the approach contained within the 3rd Joint Local Transport Plan 2011 to 2026. The authority now wishes to approve the strategy to inform and support the council's Adopted Core Strategy and other key initiatives to regenerate Keynsham.

## **7 OTHER OPTIONS CONSIDERED**

- 7.1 The strategy has emerged following research and consultation which has considered a wide range of options. The strategy itself makes clear that further more detailed analysis of individual proposals is required. A report on consultation is attached.

## **8 CONSULTATION**

- 8.1 Strategic Management Team, Section 151 Officer, Cabinet Member for Transport, PTE Scrutiny, Keynsham Town Council and other Stakeholders have been consulted. In addition there was a period of public consultation in October and November last year.

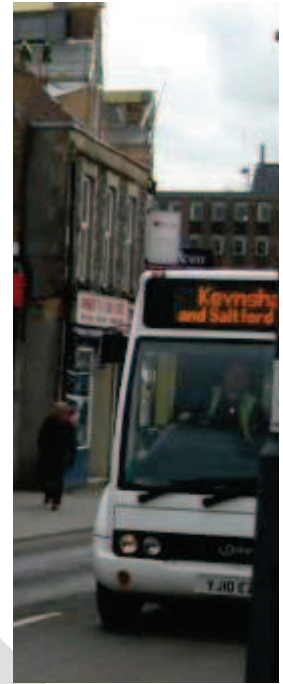
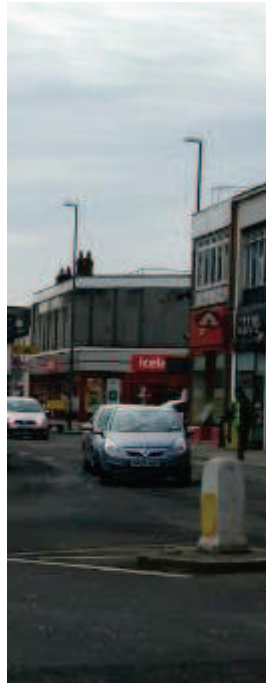
## **9 RISK MANAGEMENT**

- 9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

<b>Contact person</b>	Peter Dawson 01225 395181
<b>Sponsoring Cabinet Member</b>	Councillor Anthony Clarke
<b>Background papers</b>	a) Getting Around Keynsham Transport Strategy 2015 b) Keynsham Transport Strategy Consultation Report
<b>Please contact the report author if you need to access this report in an alternative format</b>	

This page is intentionally left blank





## Getting Around Keynsham Transport Strategy



# Getting Around Keynsham Transport Strategy

July 2015

Bath and North East Somerset Council

Civic Centre  
Market Walk  
Keynsham  
BS31 1FS



# Issue and revision record

Revision	Date	Originator	Checker	Approver	Description	Standard
A	April 2014	C Brisley	S Finney	S Finney	Draft	
B	June 2014	S Finney	N Richardson	N Richardson	1 <sup>st</sup> revision	
C	July 2014	S Finney	P Rapa	N Richardson	2 <sup>nd</sup> revision	
D	October 2014	R Smith	R Smith	P Dawson	3 <sup>rd</sup> revision	
E	December 2014	R Smith	R Smith	P Dawson	4 <sup>th</sup> revision	
F	December 2014	R Smith	R Smith	P Dawson	5 <sup>th</sup> revision	
G	January 2015	R Smith	R Smith	P Dawson	6 <sup>th</sup> revision	
H	January 2015	R Smith	R Smith	P Dawson	7 <sup>th</sup> revision	
I	February 2015	R Smith	R Smith	P Dawson	8 <sup>th</sup> revision	
J	February 2015	R Smith	R Smith	P Dawson	9 <sup>th</sup> revision	
K	July 2015	N Simons/ J Lovatt	P Dawson	P Dawson	Final	

This document is issued for the party which commissioned it and for specific purposes connected with the above-captioned project only. It should not be relied upon by any other party or used for any other purpose.

We accept no responsibility for the consequences of this document being relied upon by any other party, or being used for any other purpose, or containing any error or omission which is due to an error or omission in data supplied to us by other parties.

This document contains confidential information and proprietary intellectual property. It should not be shown to other parties without consent from us and from the party which commissioned it..



# Contents

Chapter	Title	Page
1	Vision	1
1.1	Context	1
1.2	A Proposed Vision	1
1.3	Objectives	2
1.4	Coverage	3
2	Adopting a Structured Approach	4
2.1	Key Issues	4
2.1.1	Reducing the Impact of Vehicles	4
2.1.2	Rail – New Services and Opportunities	9
2.1.3	Bus Services – Making Better Use of Services	10
2.1.4	Car Parking – Managing Supply	13
2.1.5	Walking and Access for All	25
2.1.6	Cycling – Building on Potential	28
2.1.7	Development Requirements – Promoting Sustainable Development	30
2.1.8	Travel Plans	31
2.1.9	Town Centre and Junction Improvements	32
3	Delivering the Strategy	39
3.1	Community Engagement	39
3.2	Priorities	Error! Bookmark not defined.
3.3	Monitoring and Key Performance Indicators	39
3.4	Outcomes	40
3.5	Targets	40
3.6	Next Steps	41

# 1 Vision

## 1.1 Context

- 1.1 Transport is fundamental to the successful economy and wellbeing of Keynsham, its residents and employees. It provides access to the town centre and its retail and leisure facilities, as well as to employment for those living or working in Keynsham.
- 1.2 However, traffic congestion today is causing delays; both in the town and for traffic using the A4, affecting the quality of life for residents in some parts of the town and making the town centre a less attractive place to visit. Traffic travelling through the town to wider destinations exacerbates these problems. This situation will only worsen with increases in traffic demand from new developments proposed within the town.
- 1.3 A Transport Strategy is needed to provide the framework within which individual proposals to mitigate these negative impacts can be considered and assessed against the objectives. A number of initiatives have already been delivered including 20mph speed limits and improvements to bus services through the Greater Bristol Bus Network project.
- 1.4 Therefore, the strategy will look to reduce the existing problems caused by congestion and support delivery of the Core Strategy, enabling growth. It will also build on the policies and measures included in successive Joint Local Transport Plans.
- 1.5 This report outlines the proposed strategy. .

## 1.2 A Proposed Vision

- 1.6 There are some strong views that are shared by the key stakeholders in that they all recognise the importance of transport to the local economy and the wellbeing of the town, its residents and employees. It is also evident that traffic volumes and congestion are having a negative effect on the town.
- 1.7 In developing a vision, it is important to set it in the context of progress made to date through various initiatives promoted through successive Joint Local Transport Plans and other funding sources. In addition, the Council's Adopted Core Strategy reflects the changes in the planning system manifest through the National Planning Policy Framework that supports the principles of sustainable development.



- 1.8 A strategy needs a vision, in effect a statement that outlines the main aims. In this context, the proposed transport vision reflects the wider vision for Keynsham as an attractive place to live and work, with a thriving retail centre:

**To minimise the negative effects of traffic congestion in and around Keynsham and ensuring it retains its independence and its separate identity within an attractive rural setting by becoming a more sustainable, desirable and well-connected place in which to live and work.**

- 1.9 This aligns with the Core Strategy Vision for Keynsham and what the spatial strategy seeks to achieve:

*“Keynsham is a historic town that occupies a strategically important location between Bristol and Bath and is therefore well placed to improve and attract investment. It will continue to act as a market town and service centre for the surrounding area. In responding to the loss of a major employer, it will evolve as a more significant business location. Keynsham will expand to accommodate a growing population, ensuring it retains its independence and its separate identity within an attractive rural setting. It will become a more sustainable, desirable and well-connected place in which to live and work, with an enhanced town centre inspired by its heritage, cherished rivers, park and green spaces.”*

Respondents to the public consultation expressed a high level of support for the draft vision, with four out of five people endorsing the proposed approach.

### 1.3 Objectives

- 1.10 Based on the documentation available and discussions with Stakeholders, the following objectives are proposed:

- Minimising the future increase in traffic congestion;
- Supporting and enabling the local economy;
- Promoting sustainable mobility;
- Widening travel choice;
- Improving connections, particularly to improved rail services and the town centre;
- Widening access to opportunities: jobs, learning, training, leisure and other local facilities;
- Improving air quality and reducing vehicle carbon emissions;
- Improving the quality of life for residents;
- Ensuring that all traffic management and pedestrian schemes are designed to take mobility needs in to account.
- Maximising safety for all transport users

## 1.4 Coverage

- 1.11 The strategy covers the town of Keynsham and its immediate environs, including the A4 Keynsham Bypass, as shown below (see **Figure 1.1**). However, although not able to identify potential strategic road or junction improvements the development of detailed design proposals, for example the Hick's Gate junction, will form part of the implementation programme resulting from the strategy.

Figure 1.1: Keynsham Area



Source: <http://www.openstreetmap.org>

## 2 Adopting a Structured Approach

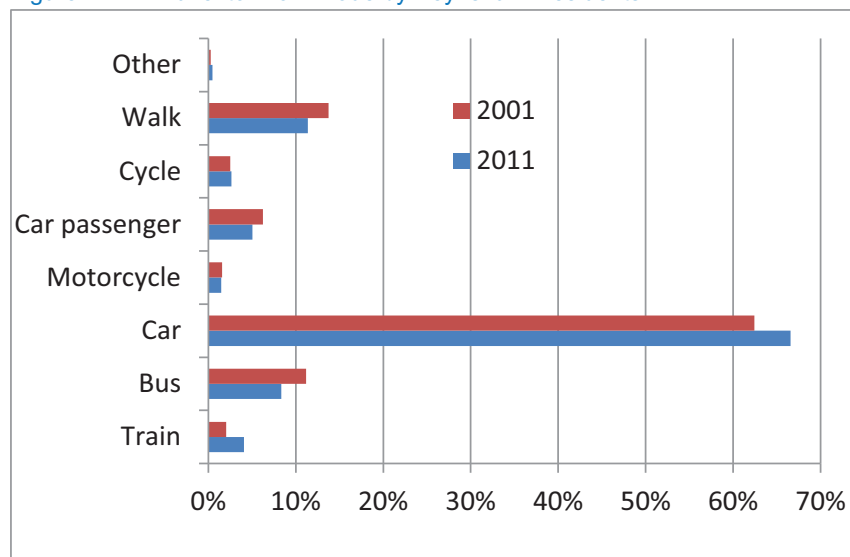
### 2.1 Key Issues

- 2.1 A number of key issues have been identified; these have complex inter-relationships but some common strands have been used for a transport strategy that will enhance the town and maintain its attractiveness as a local retail and employment centre. Each of the key strands is set out below together with an indication of the data sources. A large amount of data has been compiled as part of the process of developing the strategy and this has been used as supporting evidence.
- 2.2 Car use will continue to be the main option for transport, and in some cases the only option, but containing the number of journeys made by car will benefit everyone in terms of congestion, environment and local economic activity. Promoting sustainable transport options must play a part in seeking to manage traffic levels more effectively. This does not mean that the strategy is anti-car but instead looks to make non-car modes more attractive, so they can offer a realistic alternative to a proportion of Keynsham's residents and employees. A range of measures are proposed which, in combination, will address the objectives of the strategy.
- 2.3 The strategy needs to be durable in that delivering some measures will involve long term commitments and the strategy is required in order to support and secure the delivery of the future developments identified in the Council's Core Strategy up to 2029. A total of 2,150 new houses are expected to be built between 2011-2029, representing a 30% increase in number of houses in Keynsham.

#### 2.1.1 Reducing the Impact of Vehicles

- 2.4 Keynsham town centre has a highly constrained road network that it is not conducive to high volumes of through traffic. Nevertheless, for the majority of trips from Keynsham to the west, north and east, the natural route choice takes in at least part of the main east-west route through Keynsham (comprising Bath Road, Bath Hill, High Street and Bristol Road). This results in high volumes converging on the High Street and Ashton Way.
- 2.5 A good starting point in assessing travel patterns is the mode share – how many people move by which means. Data is available on this from Census travel to work figures for Keynsham residents as shown in **Figure 2.1**. Car is the dominant mode and its share of all trips has increased from 2001 to a level where two thirds of trips to work in 2011 were made by car.
- 2.6 The increase in car mode share is shown to be at the expense of walking and bus; the closure of Somerdale in early 2011 is likely to have contributed to this. One positive change is a doubling in rail use, albeit from a low starting point of 2.0% in 2001.

Figure 2.1: Travel to Work Mode by Keynsham Residents



Source: NOMIS data, Table QS701EW (2011) and Table T203 (2001)

2.7 Traffic demand will increase in the future as a result of new developments. The Adopted Core Strategy<sup>1</sup> gives details of the developments which are either committed or planned to go ahead up to 2029, and includes the following:

- K2A (266 residential units), K2B (285 residential units) and KE4 (200 residential units);
- Keynsham East (south of A4) (250 residential units);
- Somerdale (700 residential units and 11,125 sqm employment);
- The New Town Hall now complete;
- Employment area at Pixash Lane (30,000 sqm employment);
- The possible redevelopment of Riverside offices as dwellings or retirement flats

2.8 Other potential developments which may affect traffic demand are

- Fire Station converted to the new Headquarters for the Avon & Somerset Fire & Rescue Service
- The possibility of a new leisure centre in Ashton Way

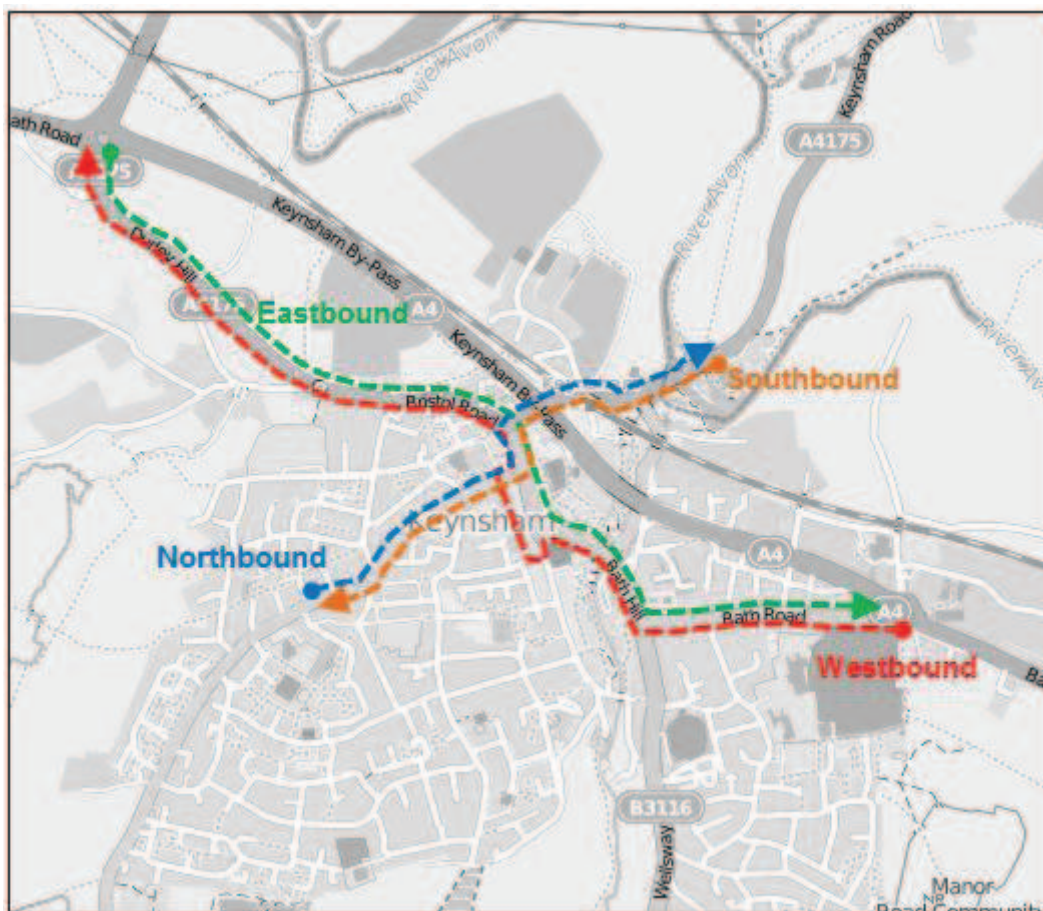
2.9 A PARAMICS Microsimulation traffic model has been developed for Keynsham and it has been used to assess the impact of increases in demand from these new developments between 2012 (model base year) and 2022, assuming all of the developments are in place by

<sup>1</sup> Core Strategy (July 2014), formally approved and adopted by the Council following the examination by the Planning Inspectorate

then. The road network in 2022 takes into account the proposed Somerdale access and new signalised junction on Keynsham Road, with the Avon Mill Lane junction also signalised and the Avon Mill Lane/ Bath Hill junction improved.

- 2.10 Not surprisingly, congestion is predicted to worsen, as demonstrated by increases in journey times through Keynsham on the main east-west and north-south routes (see **Figure 2.2**).

Figure 2.2: Journey Times routes for Through Traffic



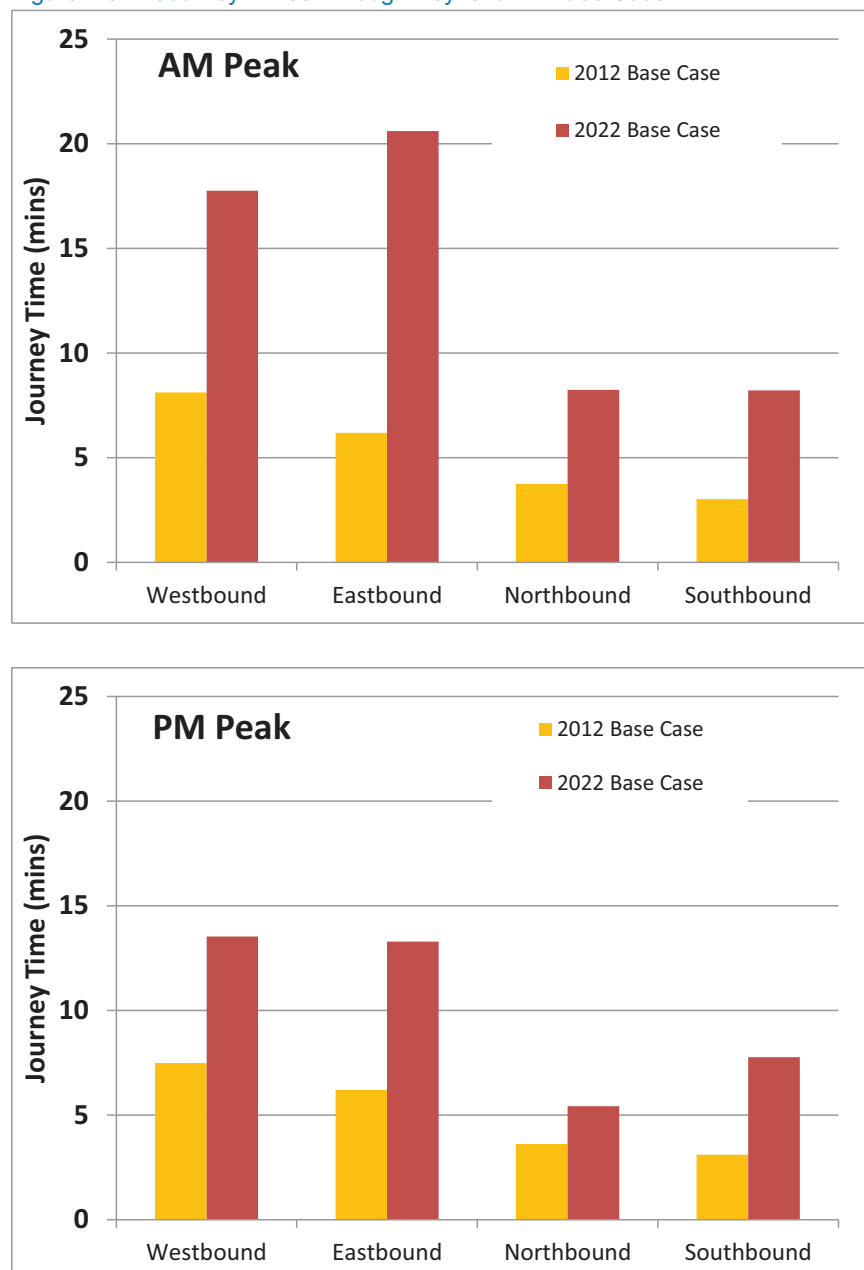
Source: <http://www.openstreetmap.org>

- 2.11 **Figure 2.3** shows large increases in journey times on all four through routes, particularly the eastbound and westbound routes, with increases of 10 minutes or more in the average time during the AM and PM peak hours. This will adversely affect journeys starting or finishing in Keynsham itself. In addition Keynsham is an important service centre for the surrounding rural



hinterland, and indeed parts of south Bristol, and therefore this through traffic may undermine the reliability of rural bus services on which many people rely.

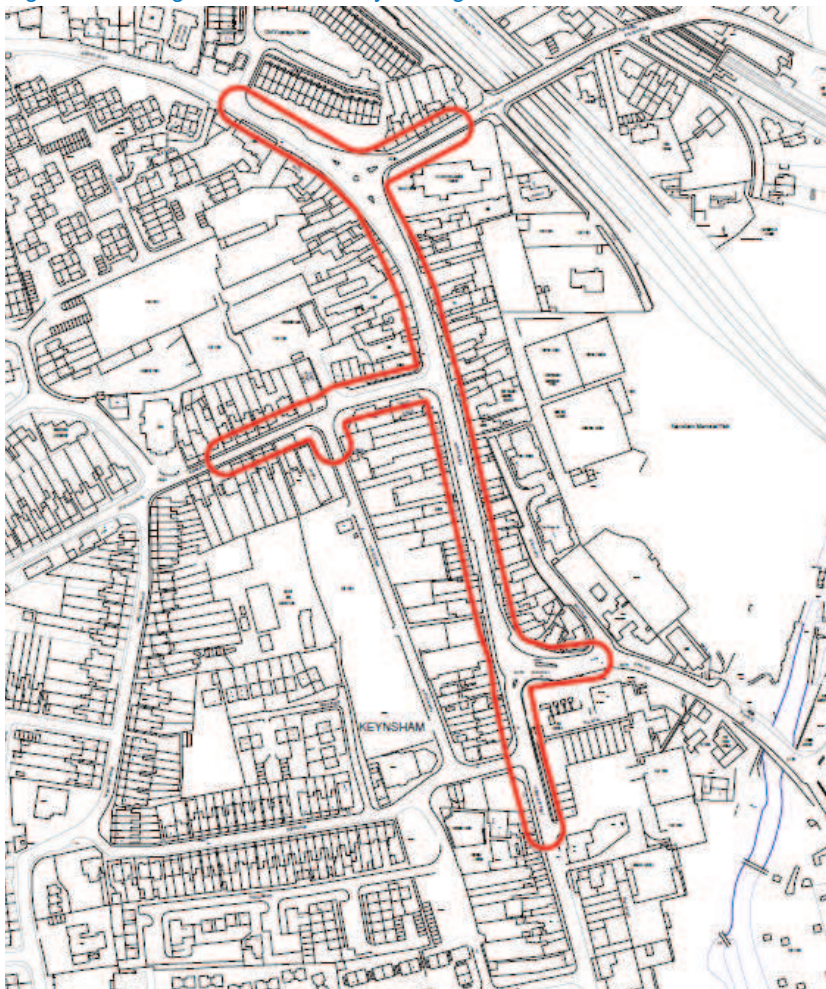
Figure 2.3: Journey Times Through Keynsham - Base Case



Source: Paramics model, average times 08:00-09:00 and 17:00-18:00

- 2.12 Good air quality is important for health, with poor air quality having particular impacts on respiration-related illnesses. It is well understood that most air quality problems are caused by vehicle emissions. An Air Quality Management Area (AQMA) was declared along the High Street and Charlton Road in July 2010, due to levels of nitrogen dioxide exceeding the National Air Quality Objectives (see **Figure 2.4**). The deterioration of air quality may be linked to the increased use of diesel engines in private cars.

Figure 2.4: High Street Air Quality Management Area



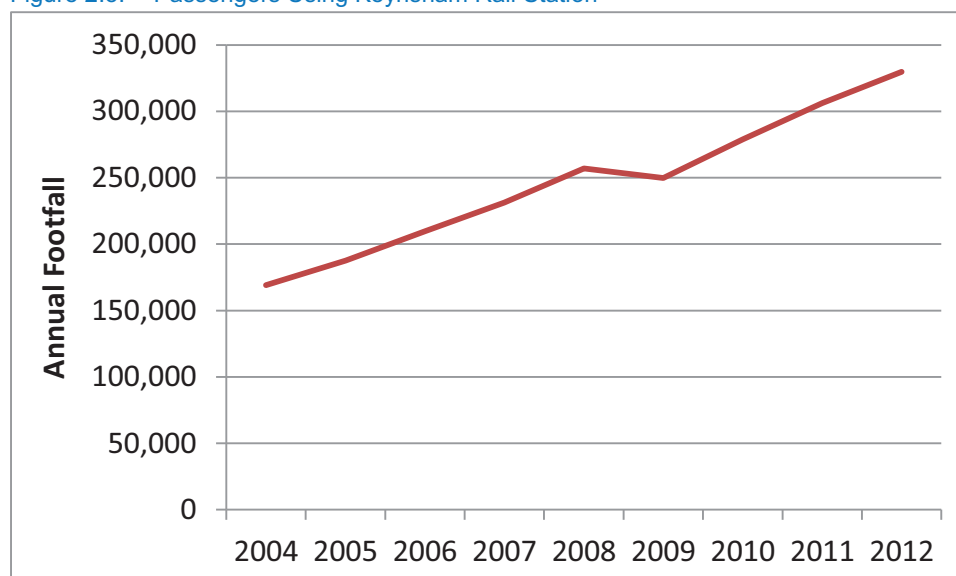
Source: <http://www.bathnes.gov.uk/services/environment/pollution/air-quality/air-quality-management-area-keynsham>

- 2.13 **Key Action: Place a strong emphasis on reducing the effect of vehicles by supporting trips that are made by means other than car, by more people using improved rail and bus networks, and by increasing levels of walking and cycling.**

### 2.1.2 Rail – New Services and Opportunities

- 2.14 The number of rail users is at an all-time high in the UK and this is mirrored at Keynsham according to the annual record of passengers boarding/alighting at the station. **Figure 2.5** shows that rail use has doubled since 2004, with around 330,000 passengers using the station in 2012. More people can be expected to use the local rail network as wider and better journey options become available.

Figure 2.5: Passengers Using Keynsham Rail Station



Source: Data from B&NES

- 2.15 The Bath & North East Somerset with other West of England authorities have prioritised plans through its MetroWest major scheme for improvements to rail infrastructure and services that will make them more attractive for journeys to Bristol, Bath, the Wiltshire towns and beyond. Improved access to the station will therefore become more important.
- 2.16 The MetroWest project proposes upgrading services across a wide area with more frequent trains between Bath Spa and the Bristol area. As part of Phase 1 of the project, regular half hourly train services would be introduced from Keynsham to Bristol and Bath by 2019. By effectively doubling the number of trains stopping at Keynsham, it is forecast that more people will travel by train for both work related and retail/leisure trips. So improved rail services will help in addressing peak hour traffic congestion, particularly if Keynsham residents walk, cycle or catch the bus to the station..
- 2.17 The electrification of the Great Western Mainline, due for completion in 2016, will increase the capacity available from Bath Spa to London Paddington via Chippenham, Swindon and Reading. The intercity services will have new rolling stock increasing the capacity of trains in



the Bristol/Bath area with the imminent cascade downwards of the Thames Turbo Class 165 units. MetroWest also includes the re-opening of the Portishead line, with a direct route between Bath, Keynsham and Severn Beach.

2.18 Co-operation between local authorities will help maximise the benefits of these substantial changes to the rail network.

2.19 To encourage the use of rail, local improvements are proposed for access to Keynsham station, including:

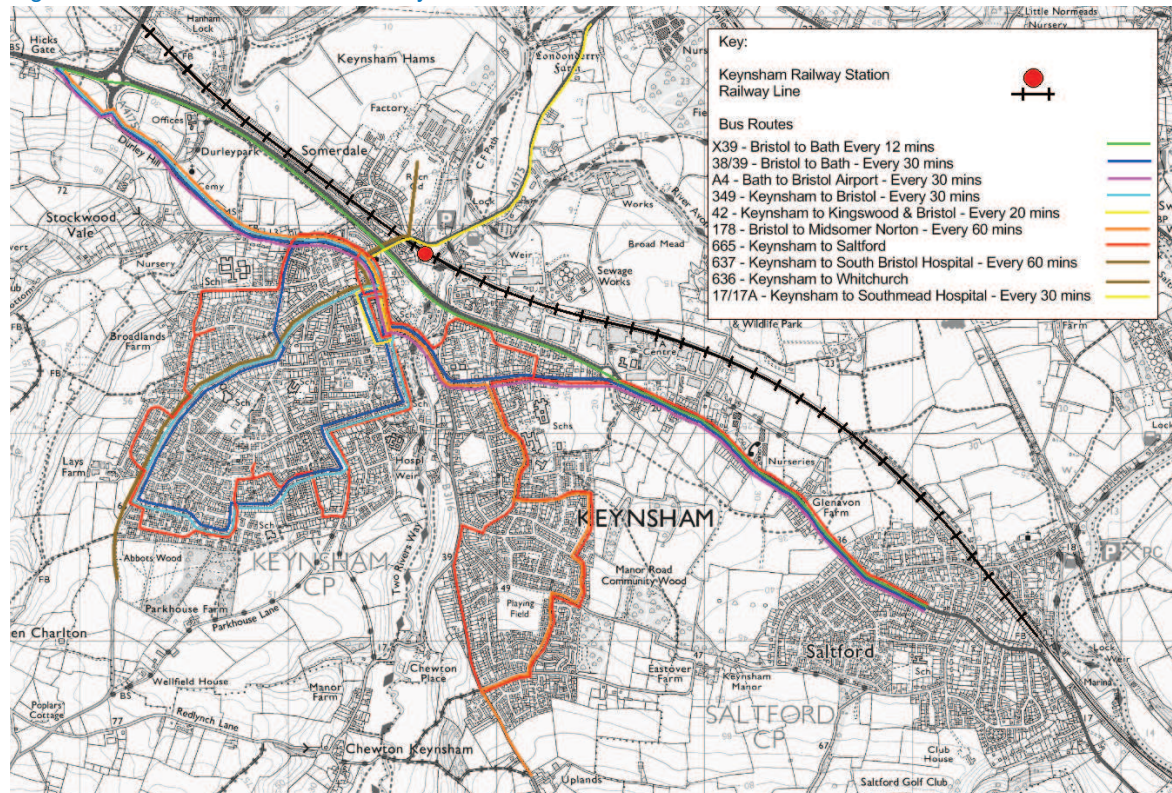
- An around Keynsham bus service with links especially from east Keynsham;
- Incorporating a new bus stop in the vicinity of the station;
- Links into a wider cycle route network;
- Improved and more secure cycle parking facilities;
- New pedestrian crossing on Keynsham Road for improved access from Somerdale site;
- Pedestrian routes assessed (and improved) as part of a non-motorised users audit;
- Improved waiting facilities for passengers;
- Provision of real time service information in the town centre, such as in the Town Hall to supplement that recently introduced on the station platforms;
- Provision of CCTV cameras for improved security;
- An increase in capacity in the over-flow car park which should be opened by July 2015
- Marketing to 'relaunch' Keynsham station once the main improvements are in place.

2.20 **Key Action: The growth in rail capacity and the range of services available as part of the MetroWest and other schemes will support significantly more rail journeys to/from Keynsham. Access provision to the station has to be improved if the take up of these enhanced services is to be maximised.**

### **2.1.3 Bus Services – Making Better Use of Services**

2.21 Parts of Keynsham are well served by local buses, whilst others are not. Bus routes and their weekday frequency are shown below in **Figure 2.6**.

Figure 2.6: Local buses routes in Keynsham



Source: Bath and North East Somerset Council

- 2.22 The west part of Keynsham has a 15-minute service to Bristol (services 38 & 349) and 30-minute service to Bath (Services A4 and 338). In contrast, the east part of Keynsham only has an hourly service to Bristol and Midsomer Norton (178) and those wishing to get a bus to Bath have to walk to the stop on Bath Road (around one mile from the southern-most part of the built-up area).
- 2.23 The number of bus users within the B&NES area has remained relatively constant in recent years but the number of concessionary users has increased. This indicates that the number of regular fare-paying users has declined, despite the improvements to services and infrastructure introduced for routes to/from Bristol and Bath.
- 2.24 The declining core market for buses is a concern which will need to be addressed given that bus is the most realistic option for many journeys beyond reasonable walking or cycling distance, or for those people who are unable or unwilling to walk or cycle. A number of initiatives have aimed to improve the quality of bus services in terms of journey reliability and punctuality but problems of unpredictable traffic conditions, such as in the town centre,

- alongside negative perceptions of the bus offer, will need to be overcome if demand is to be stimulated.
- 2.25 Keynsham Dial a Ride provides a successful weekday service for residents. Patronage has been showing significant growth rising from 14,737 in 2011/2012 to 24,465 in 2013/14. Figures for the first three quarters of 2014/15 indicate that the growth is continuing to be exceptional.
- 2.26 The Council will continue to work with bus operators to determine the most appropriate ways to build the market through better ticketing, new information provision and services that meet the needs of local people during the day and into the evenings. B&NES Council support the rationalisation of fares and improved ticketing, as recently implemented for the Greater Bristol area as part of First Group's 'Fairer Fares for All' initiative. This has resulted in reduced fares between Keynsham and Bristol, at £4 for a day ticket with unlimited use, as Keynsham is in the Bristol 'Inner Zone'. Coupled with the extensive bus priority measures on this route, bus is an attractive option for travel into Bristol.
- 2.27 First has also completed their review of the whole West of England area, giving a cost of £3.50 for a single ticket between Keynsham and Bath (or £7 per day for unlimited use in the West of England Zone). Such initiatives have to come from the operators as the majority of bus routes are not subsidised, so the Council cannot dictate terms but they should continue to work pro-actively with the operators and suggest best practice initiatives.
- 2.28 In terms of recent changes to services, the Somerdale development has provided a new hourly bus service through the Section 106 agreement. Service 636 has been in operation since the end of March 2015. All parts of the Somerdale development will be within a reasonable distance of the nearest on-site bus stop, and the new service provides a weekday/Saturday bus service from Keynsham along Charlton Road to Whitchurch and then onto South Bristol. Therefore, residents of the west side of Keynsham, including those at the K2A and KE4 housing development sites, will also benefit from the new service with a direct service to Keynsham station.
- 2.29 The new Airport Bus is been an important new service particularly improvement frequencies to and from Bath.
- 2.30 Considering the potential opportunities in relation to enhanced rail services, it is essential that bus services and bus stop locations are improved in order to maximise take up of rail journeys. The effective combination of bus and rail services is crucial if car usage is to decline, therefore it's imperative that the Somerdale service is marketed as providing a good link to the rail station (e.g. through travel packs in the new housing developments). Bus stops in the Somerdale site will be immediately opposite the rail station and a new toucan crossing will be provided.

- 2.31 The potential for linking other bus services to the station to take advantage of the doubled rail services has been investigated. An initial view suggests that it should be possible to extend the local 665 service to loop via Somerdale on route to the town centre. However, there is insufficient room for buses to turn around at the station, so diverting any of the Bristol/Bath services to the station would not be possible. They could loop around the Somerdale development but this would be a significant diversion that would make the service much less attractive for those heading to Bristol and Bath.
- 2.32 The other developments in Keynsham are unlikely to justify any other new routes or increased frequency to existing services. Therefore, it will be essential that a good pedestrian route is provided between the new developments and the nearby bus stops.
- 2.33 Specific measures will include:
- Better multi-media service information, including the [TravelWest.info](http://TravelWest.info) website giving service information for the whole sub-region (joint initiative between operators, the Council and users);
  - Improved linkages between bus and rail services;
  - Smart ticketing, as being introduced currently, and mobile phone ticketing;
  - Revised fare structure, especially for inter-urban services; and
  - Measures to reduce delays to buses e.g. as part of capacity improvements at key junctions.
- 2.34 **Key Action: Improve bus services, with ticketing and other measures, in order to improve reliability and create better linkages between bus and rail services. This will provide viable alternative travel options to car use, promoted through travel plans and comprehensive marketing. Continued support for Community Transport as not everyone can use conventional public transport.**

#### 2.1.4 Car Parking – Managing Supply

- 2.35 Keynsham has a substantial parking stock, of which the majority is managed by the Council, as detailed in **Table 2.1**. The locations of the car parks are shown in **Figure 2.7**.

Table 2.1: Existing Off-Street Parking Provision update charging schedule to show bands

Car Park Type	Car Park	Capacity* (Vehicles)	Charge
Council Short Stay	Ashton Way	241	40p for 2 hours
	Ashton Way East	39	80p for 4 hours
	Town Hall Upper Levels*	120	
	The Labott North	30	Free for 2 hours
	<b>All Short Stay</b>	<b>410</b>	
Council Long Stay	Town Hall Lower Level*	currently closed	

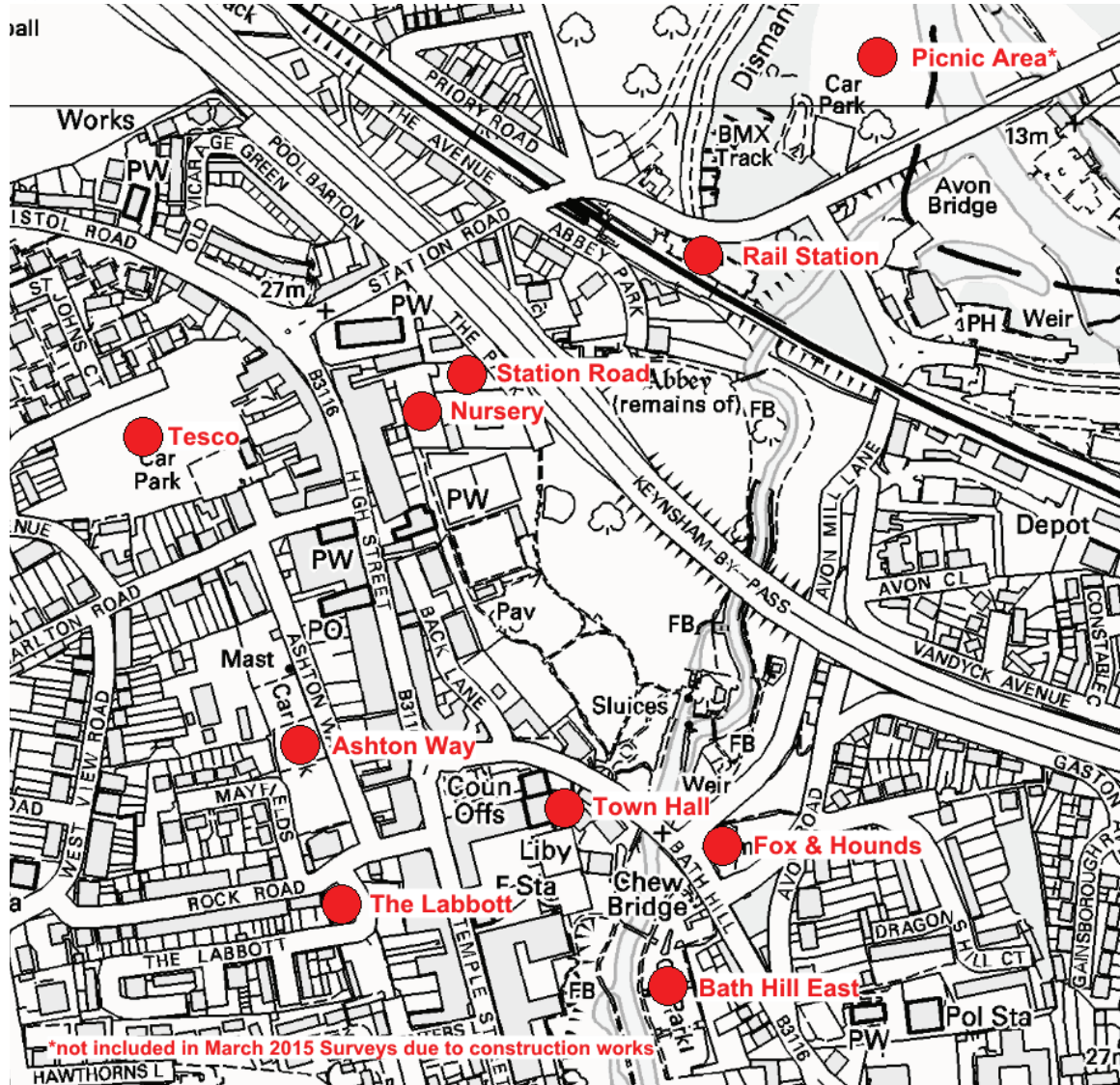
Car Park Type	Car Park	Capacity* (Vehicles)	Charge
	The Labotts South	39	80p for 4 hours
	Fox and Hounds	27	£1.30 for 8 hours
	Bath Hill East	154	£1.70 per day
	Station Road	40	
	<b>All Long Stay</b>	<b>327</b>	
Other	Tesco	191	Free for shoppers 2 hours max
	Keynsham Railway Station	53	£2.30 per day
	Nursery	Informal	Free
	Picnic area	100	Free
	<b>All Other</b>	<b>244</b>	

\*There is some variation with capacities observed during the 2015 surveys

Source: [www.bathnes.gov.uk/services/parking-and-travel/car-parking/parking-keynsham/](http://www.bathnes.gov.uk/services/parking-and-travel/car-parking/parking-keynsham/);  
<http://en.parkopedia.co.uk/parking/keynsham/>



Figure 2.7: Location of off street car parks in Keynsham

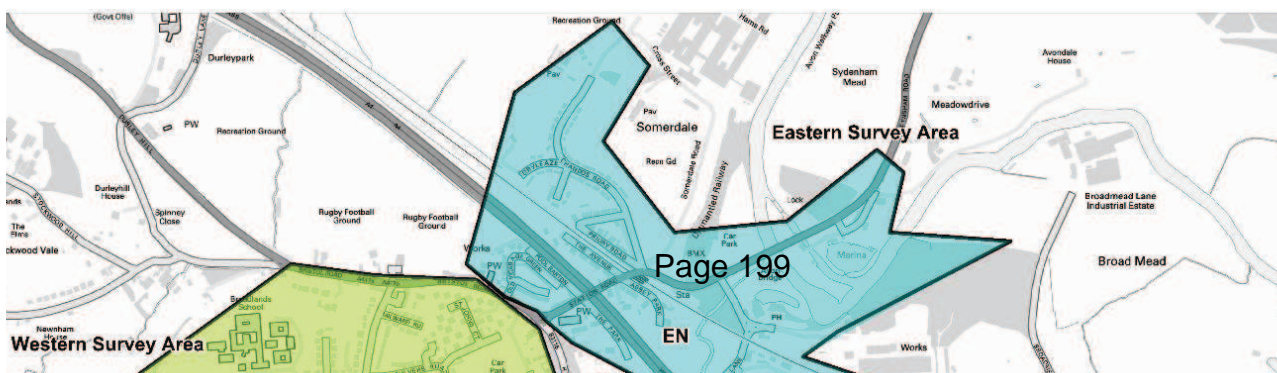


Source: Contains Ordnance Survey data © Crown copyright and database right [2014]

Source: Keynsham Parking Survey Report, October 2009, B&NES

- 2.37 The Somerdale Planning Statement states that 'the existing station overspill car park, located in the picnic area, will be extended to provide an additional 100 parking spaces for users of the rail station. This will be laid out to the same standard as the existing car park.' Therefore, there is likely to be sufficient rail parking to meet future needs.

- 2.38 The new Civic Centre will re-provide the spaces that were temporarily lost during its construction. However the lower section of the car park is currently closed. There are no other committed changes to car parking provision as part of other developments.
- 2.39 With the construction of over 2,000 new houses in Keynsham, as identified in the Core Strategy, the demand for parking spaces in the town centre will increase. However, the increase in parking demand should be less than the 30% increase in number of households, as both existing and new parking demand should reduce with measures to encourage other modes. As detailed later the new Civic Centre has a Travel Plan for staff and visitors which, coupled with new working arrangements for staff, has reduced the demand for parking and has changed demand patterns. Allowing for the above changes, there could be an increase in parking demand of up to 20% for the Council-run car parks which is equivalent to 147 spaces.
- 2.40 As part of the Keynsham Transport Strategy, comprehensive new surveys of car parking supply and demand were carried out in March 2015. Survey details including dates, times and area coverage were agreed in advance with relevant stakeholders. Surveys were carried out as follows:
- Off street public car parking, Keynsham town centre.
  - Private non-residential (PNR) car parking, Keynsham town centre.
  - On street public parking, Keynsham town centre and areas adjoining town centre.
- 2.41 The off street surveys were undertaken in each of the public long and short stay car parks in Keynsham identified earlier in Figure 2.7. Both the off street and private non-residential parking surveys were undertaken on 12<sup>th</sup> and 14<sup>th</sup> March 2015 with registration plates being manually recorded periodically throughout the day.
- 2.42 Whilst primarily focussing on residential areas close to the town centre, the on street parking surveys included both the town centre itself and areas further afield.
- 2.43 The on street parking surveys in the town centre were undertaken manually on Thursday 12<sup>th</sup> March and Saturday 14<sup>th</sup> March 2015. The surveys were undertaken manually with registration plate details being recorded on a half hourly basis.
- 2.44 The on street parking surveys in the areas adjoining the town centre were undertaken on 12<sup>th</sup> and 19<sup>th</sup> March as well as the 14<sup>th</sup> and 21<sup>st</sup> March 2015. The surveys took place over consecutive weeks, with each road within a zone surveyed for one Thursday, and one Saturday. A map of the zones can be seen in Figure 2.8 below.



- 2.45 The survey was undertaken using a car fitted with Automatic Number Plate Recognition (ANPR) equipment. The car was driven around a set route, and noted the number plates, or Vehicle Registration Marks (VRMs) of each observed vehicle, providing a count of parked vehicles in every location.
- 2.46 The survey route was repeated four times each day. The observed VRMs have been compared between each survey run in order to identify parking patterns, and measure how long each vehicle was parked in that location on the survey day. The survey routes and beat timings were set following a trial run which established how long was required to survey different areas of the town.
- 2.47 In order to establish a comprehensive understanding of parking patterns in the town, the parking surveys were undertaken on both a weekday and a weekend in March. To ensure that the surveys captured the optimum number of vehicles potentially parking in Keynsham at the weekend the parking surveys were undertaken to coincide with the Farmers Market in Keynsham.
- 2.48 The results of the weekday off street car parking surveys are included in Table 2.3 below:

Table 2.3: Weekday Off-Street Parking Survey Results 2015

Car Park Type	Car Park	Capacity (Vehicles)	Maximum no. of Vehicles Counted	Maximum Utilisation %	Time
Short Stay	Ashton Way	224	174	78%	12:00
	Civic Centre Upper Levels	127	113	89%	13:30
	<b>All Short Stay</b>	<b>351</b>	<b>287</b>	<b>82%</b>	-
Long Stay	The Labott	69	58	84%	10:00
	Fox and Hounds	27	23	85%	10:00 and 13:00
	Bath Hill East	154	126	82%	11:00



Car Park Type	Car Park	Capacity (Vehicles)	Maximum no. of Vehicles Counted	Maximum Utilisation %	Time
	Station Road	40	41	103%	08:30
	Nursery	43	44	102%	08:30 – 11:00
	Keynsham Railway Station	53	49	92%	08:00 to 12:00
	<b>All Long Stay</b>	<b>386</b>	<b>341</b>	<b>88%</b>	-

2.49 Table 2.3 shows that short stay public off street car parking operates close to capacity at times on weekdays with just over 85% of parking spaces being utilised at the busiest period of the day. When combined the peak usage for short stay parking in Keynsham occurs at 12:30 in the afternoon. Peak occupancies for short stay parking were significantly lower on Saturdays with a maximum of 38% of the parking spaces utilised. This can be seen in Figure 2.9 below.

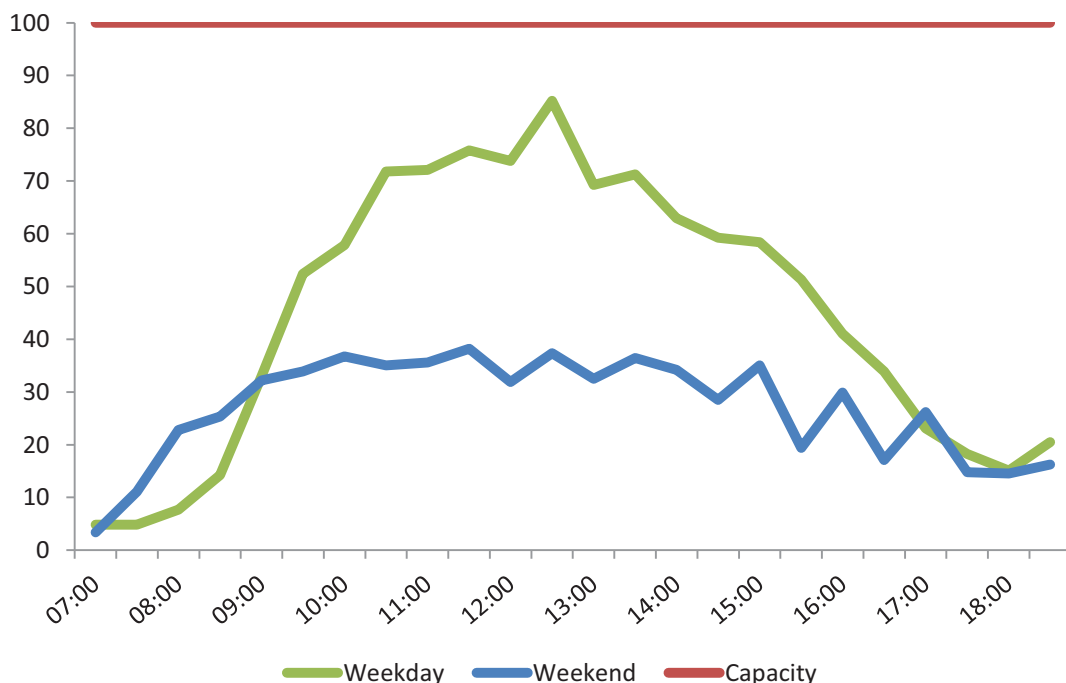


Figure 2.9 - Keynsham Short Stay Parking Accumulation, B&NES 2015 parking Surveys

2.50 The graphs on Figure 2.9 do not include those parking in Tesco's car park as this is privately owned. However when included the peak occupancy decreases both in the weekday and on Saturdays due to the number of parking spaces available.

- 2.51 Similarly to short stay parking, table 2.3 indicates that long stay public off street parking operates close to capacity during the weekday with both Station Road and the nursery car parks operating over capacity at peak times. When combined the peak usage for long stay parking occurs at 10:00 and 12:00 during a weekday with just under 85% of long stay parking spaces being utilised. Figure 2.10 below shows parking accumulations for public off street car parks both during the weekday and on Saturdays.

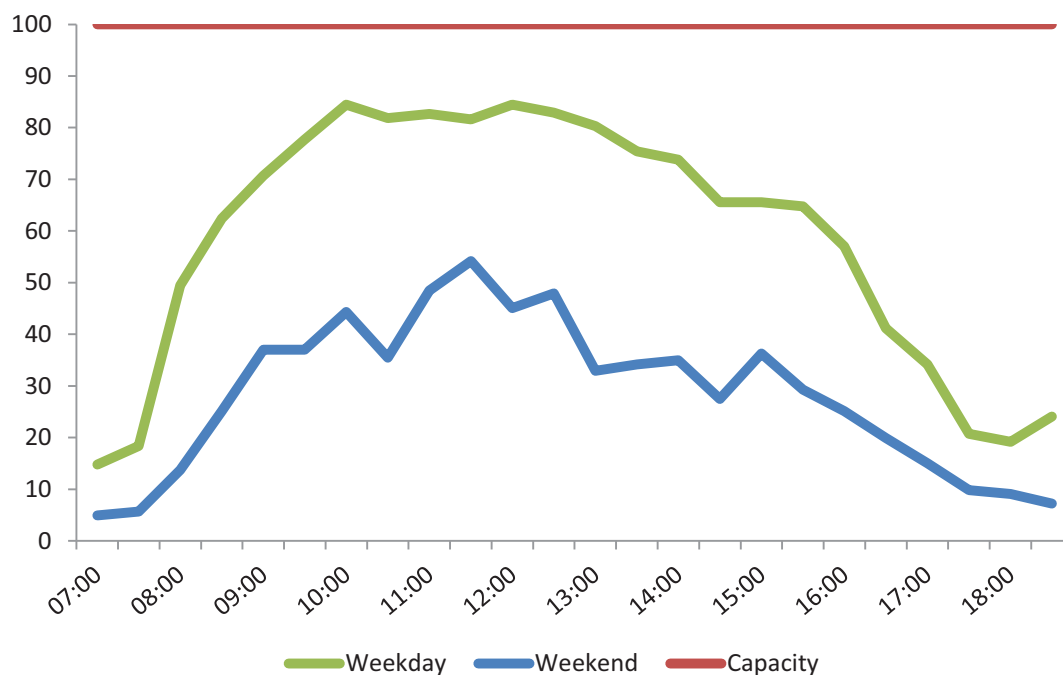


Figure 2.10 - Keynsham Long Stay Parking Accumulation, B&NES 2015 parking Surveys

2.52 As well as the utilisation of parking spaces in Keynsham the survey also set out to examine how long individuals were parking for in both the short stay and long stay car parks in Keynsham. Figures 2.11 and 2.12 below shows the aggregated duration of stay for those vehicles parking in both short stay and long stay car parks.

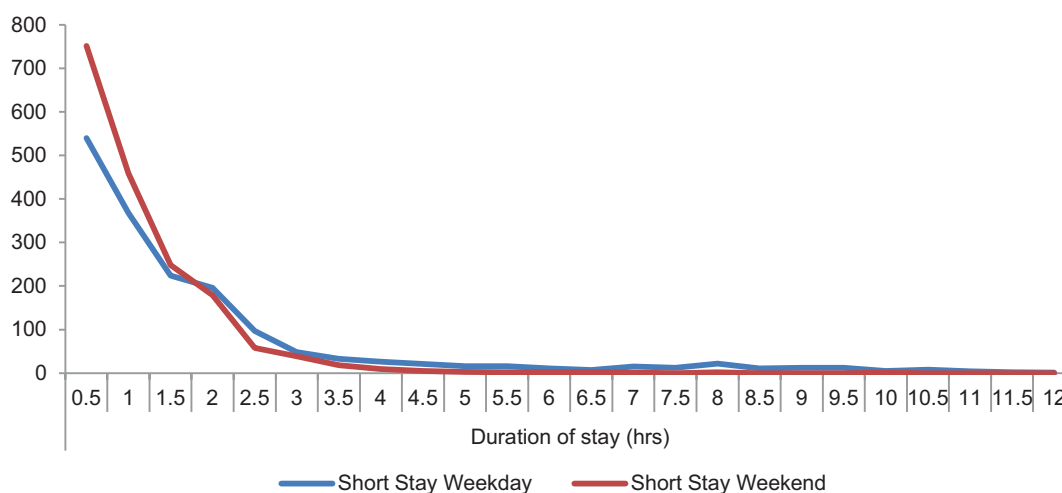


Figure 2.11 - Keynsham Short Stay Parking Duration, B&NES 2015 parking Surveys

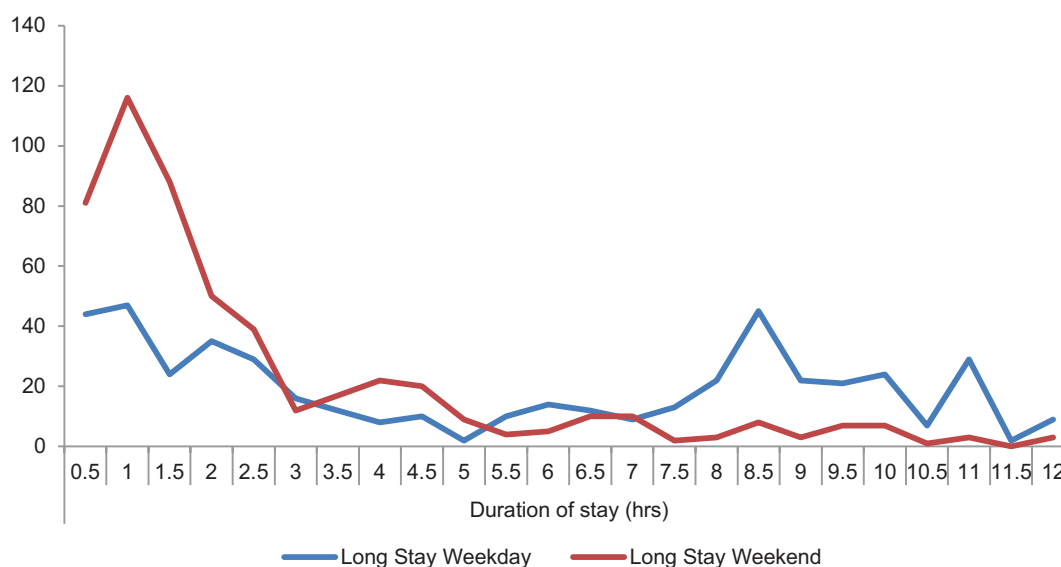


Figure 2.12 - Keynsham Long Stay Parking Duration, B&NES 2015 parking Surveys

- 2.53 Figure 2.11 shows that the majority of those parking in short stay car parks stay up to half an hour or one hour. When combining weekday and weekend data the survey shows that 37% of those individuals parking in short stay car parks in the town stayed for half an hour or less, whilst 61% stayed for an hour or less. This results in a high turnover of short stay parking spaces. Interestingly 1% of those parking in short stay car parks on a weekday have stayed up to eight hours, despite the maximum length of stay being limited to only 2 hours in short stay car parks. This could indicate that people are parking in short stay car parks unwittingly, believing them to be long stay or it could indicate that enforcement of car parks needs.
- 2.54 Interestingly, as per the short stay car parks, Figure 2.12 shows that the majority of those parking in long stay car parks at the weekend are staying for a short period of time. This is true to a lesser degree of weekdays where fewer people stay for such a short period. When looking at Saturdays 38% of drivers stay in long stay car parks for an hour or less whilst 64% stay for 2 hours or less. This is potentially due to some of the long stay car parks in Keynsham being free to users at the weekend, including Bath Hill East, resulting in them being used as short term car parks.
- 2.55 As expected there is a peak in the number of people parking for eight to eight and a half hours in the long stay car parks during the weekday which accounts for those who commute to Keynsham for work. However there also appears to be a lesser peak in the number of those staying up to 11 hours in long stay car parks. This may be due to a number of individuals

choosing to park in Keynsham and car share with a colleague into either Bristol or Bath due to the cheaper parking charges in Keynsham.

- 2.56 The results of the weekday private and non-residential (PNR) car parking surveys are included in Table 2.4 below:

Table 2.4: Weekday PNR Parking Survey Results 2015

Car Park Survey areas	Car Park	Capacity (Vehicles)	Maximum no. of Vehicles Counted	Maximum Utilisation %	Time
-	Tesco	191	158	83%	11:00
area 1	Ashton Way & east of Tesco	75	37	49%	11:00
area 2	Ashton Way, Back Lane	81	42	52%	12:00
area 3	East of the Labott	87	71	82%	14:00
	<b>All PNR</b>	<b>434</b>	<b>308</b>	<b>71%</b>	<b>-</b>

- 2.57 Table 2.4 shows that Private Non Residential parking provision amounts to some 434 spaces in Keynsham town centre, however this is not fully utilised. Saturday peak occupancies were lower than weekday use, as would be expected for employee parking. Peak observed occupancy at Tesco on Saturday was 123 spaces (64% of capacity).

- 2.58 The results of the on street car parking surveys are included in the following Tables 2.5 and 2.6, for the town centre and out of centre parking respectively:

Table 2.5: Weekday Town Centre On Street Parking Survey Results 2015

Area/Zone	Streets	Capacity (Vehicles)	Maximum no. of Vehicles Counted	Maximum Utilisation %	Time
Town Centre	High Street, Temple Street and Carpenters Lane	44	34	77	10:00

Table 2.6: Weekday Out of Centre On Street Parking Survey Results 2015

Area/Zone	Sub Area	Max Short Stay	Max Medium Stay	Max Long Stay	Minimum capacity available	Time Period
Keynsham East	East 1	18	9	26	47	PM1
	East 2	17	10	19	54	PM1
	East 3	22	5	11	62	PM1
	West 1	11	5	10	73	PM2

Area/Zone	Sub Area	Max Short Stay	Max Medium Stay	Max Long Stay	Minimum capacity available	Time Period
Keynsham West	West 2	18	11	19	52	PM1
	West 3	18	10	9	64	PM2

- 2.59 Table 2.5 shows that the small amount of town centre on street parking provision operates within capacity, including on Saturdays when the peak occupancy recorded by the survey was slightly higher than the weekday (37 spaces = 84%).
- 2.60 Table 2.6 shows that on street parking in areas outside the town centre on a weekday operates well within capacity, with a significant number of spaces remaining available. Generally similar results were evident from the surveyed Saturday. Some variation between zones was noted, with on street parking being more strongly utilised in areas east of the town centre compared to areas west. Certain individual roads were noted to be relatively heavily used for on street parking -Rock Road, Culvers Street/St John's Court, and Chandos Road for example- however significant capacity remains overall. Figure 2.13 below shows graphically the availability of on street parking in Keynsham.

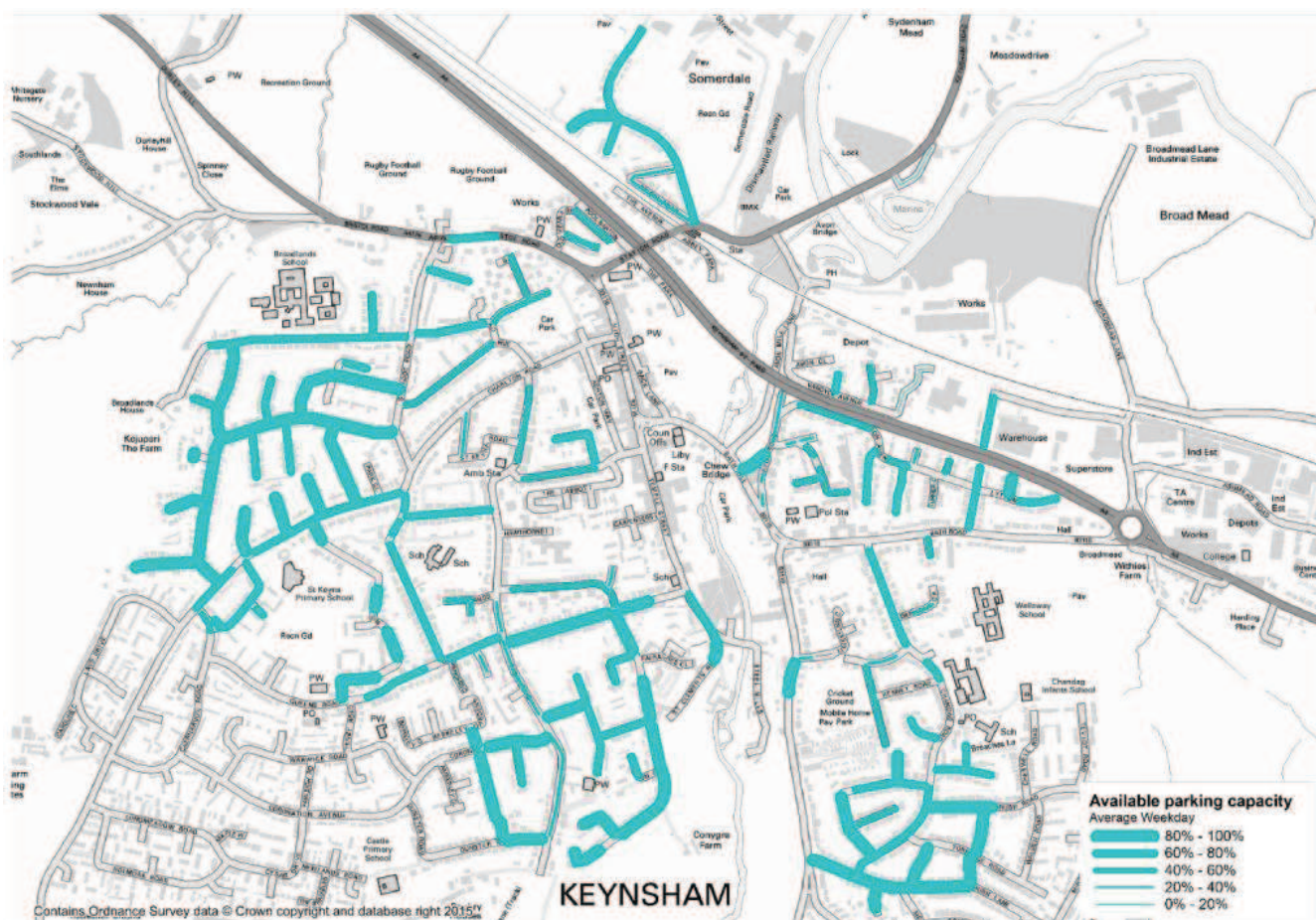


Figure 2.13 – Proportion of available parking spaces (unoccupied) in the survey area.

- 2.61 The results of the new parking surveys undertaken to inform the Keynsham Transport Strategy indicate that, while there is considerable variation between individual locations, overall supply is sufficient to meet current levels of demand. Equally however, the level of demand for Council-managed parking is strong enough to suggest that this should not be reduced further without re-providing more parking elsewhere or introducing other suitable measures.
- 2.62 One development that will have an effect on parking stock and demand is the possibility of relocation of the Leisure Centre from its present location at Temple Street to Ashton Way. It is proposed that it could be sited on the existing Ashton Way car park, and would require approximately half of the land currently utilised by the car park. The car parking spaces lost would then be relocated to a one storey deck on the remaining half of the car park. It is also recommended that the opportunity should be taken as part of this process to increase the



short stay capacity to match the overall predicted demand for the town centre created by the planned developments around the town.

- 2.63 Given the pressure on the short stay car parks, use of car parks further away from the centre, such as Bath Hill East which is only 200m away from the High Street, should be promoted. The 'Long Stay' car parks have the same charges as the short stay car parks for up to two or four hours. In addition consideration to managing commuter parking in residential streets is essential to manage parking demand.

**Key Action: the Strategy recognises the importance of maintaining the supply of off-street parking within the Town. The current supply would appear to be sufficient to meet demands at the moment but this will be kept under review.**

#### **2.1.5 Walking and Access for All**

- 2.64 Walking journeys is generally reliable, promote healthier living, reduce traffic levels (many car journeys are short enough for walking to substitute) and promote social interaction and vibrant communities.
- 2.65 Possible pedestrian and public realm improvements to the High Street have been raised, in relation to the potential for the High Street to be made one way, and this is discussed later. Even if the existing layout is maintained, it should be possible to improve the pedestrian environment on the High Street by widening the footway which will also help to keep traffic speeds down.
- 2.66 An improved walking network will support a shift towards walking and will help to encourage more active lifestyles. Already Keynsham has become part of the Walkers are Welcome national initiative. The Council has recently approved a 'Fit for Life Strategy' which has an overall vision of getting '**more people, more active, more often**'. Of particular relevance is the section on Active Travel which has the objective that in the future '**more people are walking or cycling as a means of getting around as part of everyday life**'. This will be achieved through improved walking and cycling conditions by:
- Safe, attractive walking and cycling networks linking every day destinations;
  - Develop a coordinated pack of individualised travel marketing;
  - Develop school and work travel plans;
  - Provide high quality cycle training;
  - Support the delivery of walking programmes.
- 2.67 To achieve a walking-friendly town, the strategy will:
- Encourage increased levels of walking to schools, the town centre and rail station;
  - Define a walking network of utility and leisure routes;



- Contribute to the health agenda, by promoting the benefits of walking (and cycling);
- Engender a cultural shift to walk as the first choice for many journeys.

- 2.68 A significant proportion of people have some form of mobility impairment (walking difficulties, visual or hearing impediment) and others may encounter difficulties walking around the town, such as those with shopping or pre-school children. Access to the centre from the east is particularly difficult due to the topography of the Chew valley.
- 2.69 2011 Census data indicates that Keynsham has an older population (see **Table 2.2**), with 50% of residents aged over 44, compared to 43% for the whole of B&NES and 41% as the UK average. 23% are over the age of 65 in Keynsham, compared to only 16% as the UK average. Therefore, Keynsham is likely to have a higher proportion of residents with mobility problems, compared to the rest of the UK.

Table 2.2: Comparison of Age Ranges

Age Range	Keynsham	Whole of B&NES	UK
0-16	18%	17%	19%
16-24	10%	15%	12%
25-44	22%	24%	27%
45-64	27%	25%	25%
65+	23%	18%	16%

Source: <http://www.nomisweb.co.uk/>

- 2.70 Accessibility for people with mobility impairments should feature when walking routes are considered.
- 2.71 In order to identify deficiencies within the walking network in Keynsham a pedestrian audit was commissioned as part of the Keynsham Transport Strategy. The audit sought to identify issues that may be affecting the quality of footways and routes for pedestrians and therefore may be acting as a barrier preventing individuals from making more of their short trips on foot.
- 2.72 The audit was underpinned by the following principles that any pedestrian route should:
- not give rise to road safety or personal safety concerns;
  - directly facilitate the desired journey without undue deviation or difficulty;
  - link origins and destinations;
  - be attractive and comfortable to use;
  - be accessible to disabled users and people with children and pushchairs; and

- be continuous and not subject to severance or fragmentation.

2.73 Throughout, the emphasis of the pedestrian audit was on:

- Desire line, the ease and continuity of the route;
- Physical layout of route;
- Relative safety of route;
- Sensitivity to distance;
- Ease of crossing points;
- Ease of those with visual impairment; and
- Ease of those with physical impairment.

2.74 The pedestrian audit identified a programme of works to improve the pedestrian network. The audit identified the following key pedestrian routes to and from:

- The town centre;
- The rail station;
- Around primary and secondary schools;
- Keynsham health centre;
- Towards Willbridge (boundary with South Gloucestershire Council);
- Towards Stockwood; and
- The new Council offices at Market Walk

2.75 The audit confirmed that the main junctions in the town centre are critical interaction points between pedestrian and vehicle traffic as evidenced by the sample pedestrian counts. Improvements to crossing points at these junctions – in addition to another crossing point along High Street – have been ranked high as part of a potential future works programme. It is recognised that some of the outlined measures will require significant expenditure, for example, to the junction of Station Road, High Street and Bristol Road. In addition any works here would have to consider the need to include the Tesco junction onto Bristol Road. However, there are some more modest interventions, such as improving way finder signage

or buff surfacing treatment that could bring some important benefits to the pedestrian environment and make movement easier.

- 2.76 Outside the town centre, the audit has principally identified enhancements to crossing points along the principal roads and to local services such as schools as the priority. The majority of these are uncontrolled crossing points and would have beneficial effect of directing pedestrians to safer crossing points in the immediate location. A further advantage is that these measures could reinforce the speed limits and zones that exist in the town.

In conclusion, the audit confirms that there are good opportunities to enhance the level of walking within Keynsham. There is generally good permeability within residential areas but there are specific areas where traffic flows coupled with existing highway layouts create a poor sense of personal safety and to a certain degree, severance.

- 2.77 **Key Action: To review and take into consideration the results of the pedestrian audit, including the suggested programme of future improvement works, when considering future Capital expenditure**

### 2.1.6 Cycling – Building on Potential

- 2.78 Cycling is having a huge resurgence across the country but Keynsham is currently poorly served by cycle infrastructure, with no cycle paths or routes from the south of the town to the town centre, nor to the rail station. There are cycling parking facilities, including at the rail station (see **Figure 2.8**). However availability of these could be expanded

Figure 2.8: Cycling parking facilities at Keynsham rail station



Source: MM photo

- 2.79 Sustrans have completed a draft review of potential cycling. Also the Council is working with South Gloucestershire and Bristol Councils to develop a route alongside the River Avon, connecting into the National Cycle Network Route 4 (NCN4) between Bath and Bristol and the

improved route to the Bristol Temple Quarter Enterprise Area (see **Figure 2.9**). The Somerdale development will provide key elements of this route with £1.1 million secured through a section 106 agreement for the provision of a bridge over the River Avon. Another potential scheme is the Keynsham Spine Route along the River Chew to give an off-road route linking the rail station and town centre (see **Figure 2.10**) and continuing along the Chew Valley to the south.

2.80 An extension of the existing Bath Road shared route linking to Saltford has recently been completed. Other possible improvements include:

- Access to the schools, through traffic calming and improvements on existing roads and footpaths;
- A 'quietway' along Chandag Road with shared space and traffic calming;
- Improved east-west routes linking into the Spine Route.

2.81 In relation to the proposed development at East Keynsham, the Adopted Core Strategy states that "key requirements include:....provision of cycle and pedestrian links through the site connecting to the existing network particularly towards Keynsham town centre, Clay Lane Bridge and NCN4."

Figure 2.9: Proposed Cycle Routes Alongside the River Avon and Through Somerdale (UPDATE TO SHOW CORRECT LOCATION OF BRIDGE)



Source: B&NES Council

Figure 2.10: Northern Section of Potential Spine Route from Station Road to Town Centre



Source: B&NES Council

2.82 Specific measures will include:

- Developing a basic network of high quality routes in the short term to further improve access to schools. These routes would be developed through consultation with local cycle groups and schools;
- Developing the network in the medium to long term, taking into account the recent review undertaken by Sustrans;
- Introducing traffic calming on certain routes to create an environment that is conducive to cycling;
- Improving and creating more secure cycle parking at the rail station, workplaces, residential developments, leisure facilities and town centre;
- Promotion of the new cycle routes through leaflets, route maps, school liaison etc.

2.83 **Key Action: In partnership with Bristol and South Gloucestershire, local cycle groups, the Town Council and Sustrans identify priority cycling routes to/from Bath, Bristol, east/ north Bristol and within Keynsham in order to build a cycling culture for people of all abilities. Target appropriate opportunities to fund these schemes.**

#### **2.1.7 Development Requirements – Promoting Sustainable Development**

2.84 A number of new developments are currently being built, with others planned as detailed in section 2.1.1 earlier. New developments give the opportunity to promote sustainable transport by design, and to provide high quality walking and cycling routes and bus links from the start.



As part of this, it is essential that developers consult the bus operators to plan bus access from an early stage, rather than trying to retro-fit bus links through a fixed development layout.

- 2.85 All new developments will be required to produce a Transport Assessment that details how the developer plans to promote non-car use at each site and how any additional traffic demand will be mitigated. A Travel Plan for each site will be required showing targets for sustainable travel, commitments to monitor the effectiveness of the plan and penalties if any agreed actions are not completed in the specified timeframe.
- 2.86 The Council must ensure that sufficient funding is provided by the developer to cover the costs of any off-site mitigation works required.
- 2.87 The implementation of these measures should reduce car use by these new developments by 10%, similar to that proposed by the Somerdale developments.
- 2.88 Specific measures will include:
- Ensuring that development sites have sustainable transport options through design and planning conditions, including on-site cycle parking, and that non-essential car use is discouraged;
  - Integrating new sites within the town by incorporating pedestrian and cycle links to established routes and destinations;
  - Requirements for Travel Plans, the effectiveness of which are monitored over time.
  - Review routes between Keynsham and Whitchurch
- 2.89 **Key Action: Ensure that new developments have good accessibility by non-car modes, which is backed up by active and effective Travel Plans that are enforceable through a Section 106 agreement.**

#### **2.1.8 Travel Plans**

- 2.90 Travel plans should also be used for existing trip generators, as well as for new developments. They can contribute by giving people a better understanding of their travel options and encourage a move towards sustainable modes. For Keynsham, school travel plans should be fully implemented and regularly reviewed. Also workplace travel plans for major employers should be progressed. This can be in conjunction with improvements being made for walking and cycling which can act as a catalyst for a change in behaviour of travel patterns.
- 2.91 Commitments in such 'voluntary' travel plans by employers cannot be enforced by the Council except when subject to planning conditions; progressing measures, monitoring, etc. is reliant on the employer (who will hopefully recognise the benefits) but the Council can help by providing advice.

- 2.92 As B&NES Council is one of the main employers in Keynsham it will take the lead in implementing an effective Travel Plan, particularly when new working practices are being put in place for the new Civic Centre. It is estimated that B&NES Council staff undertake a total of 348 journeys per day between Bath and Keynsham by car. The Council are aiming to reduce unnecessary work trips through telephone and video-conferencing, whilst a 'hot desk' policy may also help to promote working at home by staff for part of the week. Real-time information of and train departures should also be provided in the Civic Centre for staff and visitors.
- 2.93 The effect of travel plans can be demonstrated by lasting changes in travel behaviour, supporting sustainable travel choices and reducing peak time car travel. Evidence is available from other parts of the country that indicates how travel plan initiatives can be successful in reducing car dependency. For example, the University of Bath's travel plans show a reduction of 7.5% in staff sole occupant car trips in two years.
- 2.94 **Key Action: Ensure that travel plans are promoted for all major trip generators in the town to support a move from car to other means of travel.**

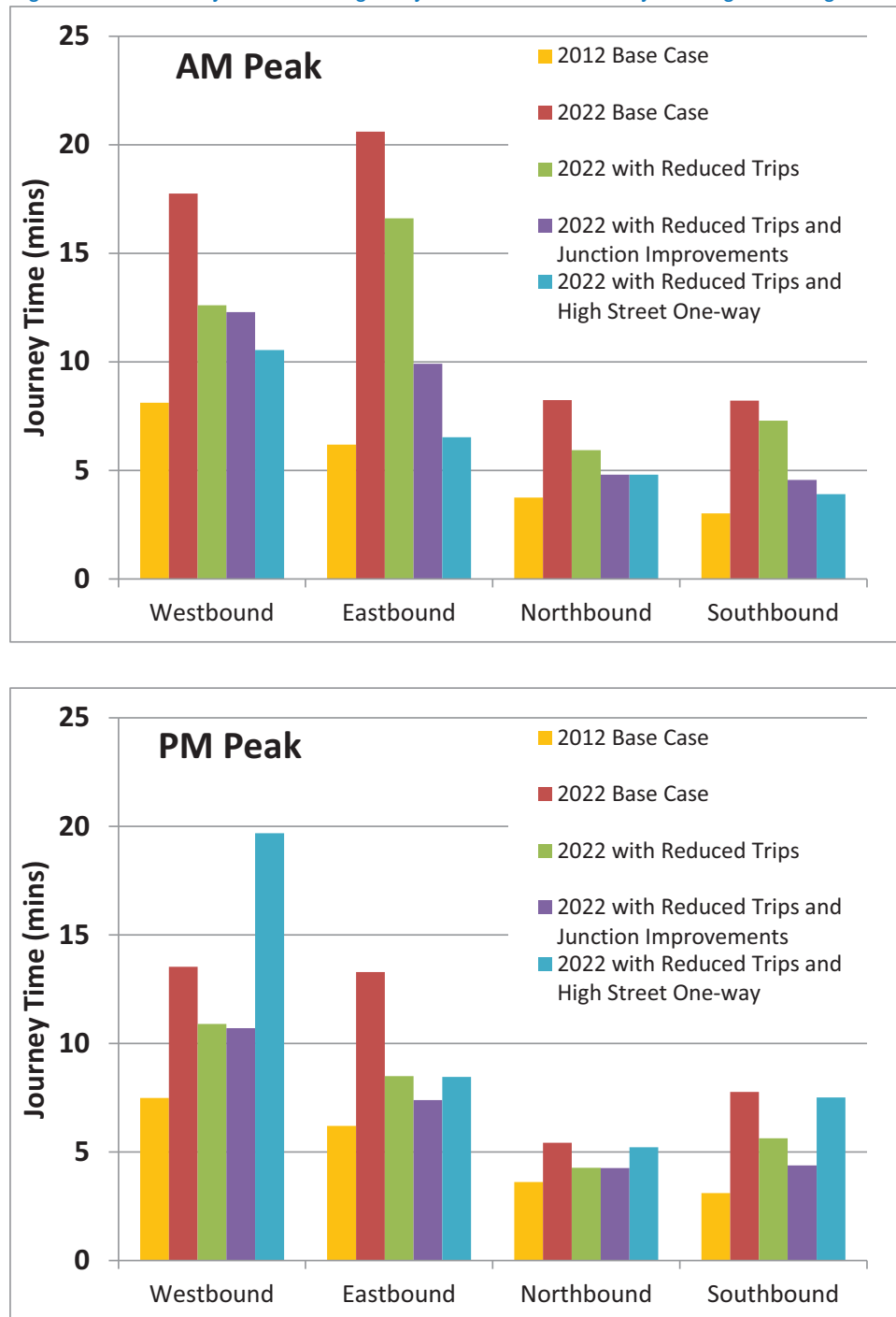
### **2.1.9 Town Centre and Junction Improvements**

- 2.95 The traffic model mentioned above shows that by 2022, the existing arrangement of a mini roundabout at the junction of B3116 Wellsway, Bath Hill and Bath Road is likely to be over-capacity, leading to queuing that blocks back and affects other parts of the network. Modelling has shown that converting this to a signal controlled junction will help to relieve the predicted congestion and will also be beneficial in maintaining journey time reliability for bus services. Converting the junction to signal control is therefore recommended.
- 2.96 Long queues are also predicted at the proposed Avon Mill Lane / Keynsham Road signalised junction, particularly southbound in the PM peak. It is understood that there is a potential scheme to provide two southbound lanes at the signals (one lane for the left turn, one lane straight ahead). Such a scheme will help to relieve the congestion here so should be pursued.
- 2.97 Many stakeholders and initial public consultation wished to see improvements to the public realm the town centre, to make it a more attractive place to shop. If the High Street were to be made one-way, it would reduce the impact of traffic and allow footways to be widened improving the pedestrian environment. Two potential layouts were considered with the High Street as one-way:
- High Street as one-way in the southbound direction but with Ashton Way retained as two-way.
  - High Street as one-way in the southbound direction and Ashton Way one-way northbound to create a new gyratory system.

- 2.98 Traffic modelling showed that although traffic was generally kept moving around the gyratory, it caused very long delays for traffic on northbound Charlton Road due to the constraint of the junction with Ashton Way. Keeping Ashton Way as two-way was shown to work better overall. **Figure 2.11** shows the effect of changes to the road layout on journey times through the town centre.



Figure 2.11: Journey Times Through Keynsham – With one way working in the High Street



Source: Paramics model, average times 08:00-09:00 and 17:00-18:00

- 2.99 The 2022 Base Case has been re-run allowing for some switch from car trips to other modes. With improved rail services and access to the station, the on-going growth in rail use is expected to continue which could reduce existing trips from Keynsham to Bristol and Bath by around 280 in the AM peak period of 07:00-10:00 (and a similar level returning in the PM peak period). Investment in walking and cycling improvements, together with Travel Plans, should encourage a switch from car for existing short trips within Keynsham. This was assumed to be 9% of 'internal' trips in line with research from successful travel plans elsewhere in the UK (equivalent to a 1% reduction in the total trips in the model). With these allowances for reduced car trips in place, reduced journey times are shown compared to the 2022 Base Case. However, some large increases from the 2012 results are still evident.
- 2.100 With the two junction improvements at Wellsway and Avon Mill Lane, journey times are reduced further, particularly for the eastbound route in the AM peak.
- 2.101 In the AM peak, the introduction of the High Street as one-way is shown to be beneficial. However, in the PM peak, westbound trips are predicted to see an increase in journey time of 10 minutes as a result of this scheme, with smaller increase on the other three routes. The conclusion of this testing is that the predicted volumes of through traffic in the 2022 PM peak are too high to allow the High Street to be made one-way.
- 2.102 Given the outcome of the initial modelling of the High Street and the concerns regarding the operation of a one way, especially in the PM peak, additional traffic modelling was commissioned. The purpose of the additional modelling was is was to:
- a) Find the best solution for a possible experimental test of a one-way system on-street in the current situation, i.e. 2015, and
  - b) Find a possible workable solution for making the High Street one-way in the forecast year of 2022.

The different options were tested using traffic flows for 2015 and 2022 which includes additional traffic flows associated with committed development in Keynsham. The best performing option was converting the High Street one-way in a southbound direction with Ashton Way two way as per figure 2.12 below:



Figure 2.12: One-way High Street southbound

- 2.103 The modelling results for the High Street indicate that in 2015 the one-way High Street southbound layout (with Ashton Way two-way) would result in journey times that are lower than the 2015 reference case in the AM peak hour, and comparable with the 2015 base case in the PM peak hour, with the highest increase in the PM (just over two minutes) shown on the westbound route via Ashton Way northbound. The introduction of a controlled crossing on Ashton Way to the car park may be needed to if the existing Zebra restricts the flow of traffic.
- 2.104 The modelling results for the High Street indicate that in 2022 the one-way High Street southbound layout (with Ashton Way two way) would provide a satisfactory network performance with journey times that are comparable (and sometimes lower) than the corresponding 2022 base case ones. However in the PM peak hour, the High Street one-way southbound scheme would increase westbound journey times (via Ashton Way northbound) by more than 7 minutes due to the operation of the Rock Road/Temple Street mini roundabout.

- 2.105 In order to operate satisfactorily, both the Wellsway/Bath Road and Bath Road/Chandag Road junctions would need to be signalised and coordinated, with pedestrian crossings via central islands. This applies to the base case, as well as with the one-way options
- 2.106 Other, more strategic, schemes could reduce the volume of through traffic in the town centre. One such scheme is for a new link road to connect the A4 east of Broadmead (either via Pixash Lane or Broadmead Lane) to Avon Mill Lane. This would mean that traffic between the A4 in the east, including the proposed new development in this area, and the A4175 to the north would not have to pass through the town centre as at present.
- 2.107 The results of the traffic modelling of the wider area show that the A4 Hick's Gate junction will be significantly over-capacity in the future, leading to much longer queues and delays than at present, even with the reduced trips due to a switch to rail for some trips. This junction is already over capacity during peak periods. A major improvement scheme is likely to be required to mitigate these problems. However the difficulties occurring at Hick's Gate are caused by problems elsewhere on the road network most notably at the A4/ Callington Road junction within Bristol. This problem is recognised within the current Joint Local Transport Plan 2011 to 2026 in which Callington Road is included in the major scheme list. Bristol's Core Strategy Review due in 2016 has presented the opportunity to further assess the strategic transport needs of the sub region (Bristol, South Gloucestershire and North Somerset Councils) and a joint transport study to undertake this review is currently being commissioned. Strategic links in the Keynsham area will form part of this study. This would include routes used currently to circumnavigate the south east of Bristol including via Charlton Road/ Woollard Lane to the A37 and also Stockwood Lane/ Staunton Lane to the A37.
- 2.108 However, it should to be noted that such strategic schemes will be very costly and are likely to take a long time to deliver, due to planning processes and possibly the need for external funding and to demonstrate a valid business case. The need for continued joint working with Bristol City Council is essential to deliver these solutions.
- 2.109 During the consultation process the potential of Park & Ride to alleviate traffic problems in the centre of Keynsham was raised. Therefore it is recommended an assessment of the potential for Park & Ride be undertaken.
- 2.110 Similarly during the consultation process comments were received about the consistency and appropriateness of 20 mph speed limits e.g. Wellsway. In addition comments were received about Wellsway being subject to three different speed (20mph, 30mph and 40mph) limits over its length. A review of the speed limits on those distributor roads over which 20mph limits have been introduced is recommended covering their length to the town boundary.
- 2.111 **Key Action: Pursue specific junction improvements and investigate other measures further:**

- The existing Wellsway, Bath Road, Bath Hill mini-roundabout is converted to a signalised junction to increase its capacity;
- Two southbound lanes are provided at the proposed Keynsham Road / Avon Mill Lane signalised junction;
- Work to continue on the options for an junction improvement at Hick's Gate junction to increase its capacity in the short to medium term;
- Trial the introduction of a one-way operation on the High Street in the short term.
- Investigate Broadmead junction to establish whether any improvements are possible particularly for vulnerable road users
- Investigate other strategic improvements that could reduce the volume of through traffic in the town centre, allowing one-way operation of the High Street to cater for the predicted increases in future traffic demand.
- Assessment of potential for Park & Ride to alleviate traffic problems in Keynsham town centre
- Review of distributor road speed limits
- Consider the introduction of a loading bay 'off-line' west of the junction of Charlton Road and High Street
- Investigate the feasibility of creating a loading bay off of the highway at the northern end of the High Street.

## 3 Delivering the Strategy

### 3.1 Community Engagement

- 3.1 The strategy will be successful only if local people are engaged in its development. This emerging strategy has involved dialogue with Keynsham Town Council; Connecting Communities; the Keynsham Development Advisory Group and Chamber of Commerce and also a public consultation through public events and a web based questionnaire. This involved a wide range of stakeholders from transport operators and users, the business community, local residents and interest groups. A separate report regarding the consultation process and responses received has been produced.
- 3.2 Ideally all the proposed measures should be progressed together, however, it is recognised that this will not be possible due to funding constraints and reliance on other schemes coming forward, such as MetroWest and cycle links into Bristol. Other proposals may have long lead times requiring extensive planning procedures.
- 3.3 It is recognised that Keynsham already experiences traffic and transport problems and that certain schemes could provide immediate benefits if implemented in the short term. Therefore, the following measures are put forward as having the highest priority in the short term:
- An improvement at Wellsway, Bath Hill, Bath Road junction
  - Further assessment of the potential to introduce a one way scheme on the High Street in the short term to identify an option suitable for introduction as a trial scheme during 2015.
  - Improved cycle routes to the main schools;
  - Audit of pedestrian facilities in the town centre and to/from the centre and rail station, with identification of improvements required;
  - Continue to work with the bus operators on improved ticketing and simplified fare structure;
  - The Council to actively progress and monitor their Corporate Travel Plan at the new Town Hall;
  - A study of Hick's Gate is commissioned.

### 3.3 Monitoring and Key Performance Indicators

- 3.4 A set of base data are available from the traffic model that will allow detailed before and after studies to be undertaken. The effects of the strategy will need to be measured on a regular basis and assessed for their contribution towards the objectives. Key issues will include traffic volumes and congestion on the main roads in Keynsham and car park occupancy levels (for which a new set of base data need to be collected). More specific assessments may be needed in response to particular measures.

Specific Key Performance Indicators could include:



- Traffic volumes;
- Average peak hour journey times;
- Parking demand and distribution;
- Cycle counts;
- Footfall on Keynsham High Street;
- Number of road traffic accidents;
- User satisfaction;
- Air quality;
- Successful delivery of development sites.

3.5 **Key Action: Produce a Delivery Plan with a five year profile against which continuous improvement can be demonstrated through an annual review.**

### 3.4 Outcomes

3.6 Delivering this strategy will address the defined objectives through improved travel choice to reduce the number of car journeys, hence reducing the impact of traffic and improving air quality. In particular the strategy will focus on alleviating the existing traffic problems affecting the town. The local economy will be enhanced through easier access on foot and cycle to the town centre. Quality of life will be improved with a more attractive town to live in and to visit, supporting a culture of sustainable travel enabled by a comprehensive programme of community engagement. This will enable investment and development to take place, building on sustainable travel throughout the town.

3.7 All of the measures outlined above need to be delivered in combination to address the strategy objectives – there are no individual or simple solutions.

3.8 If delivered effectively, the strategy will achieve the following:

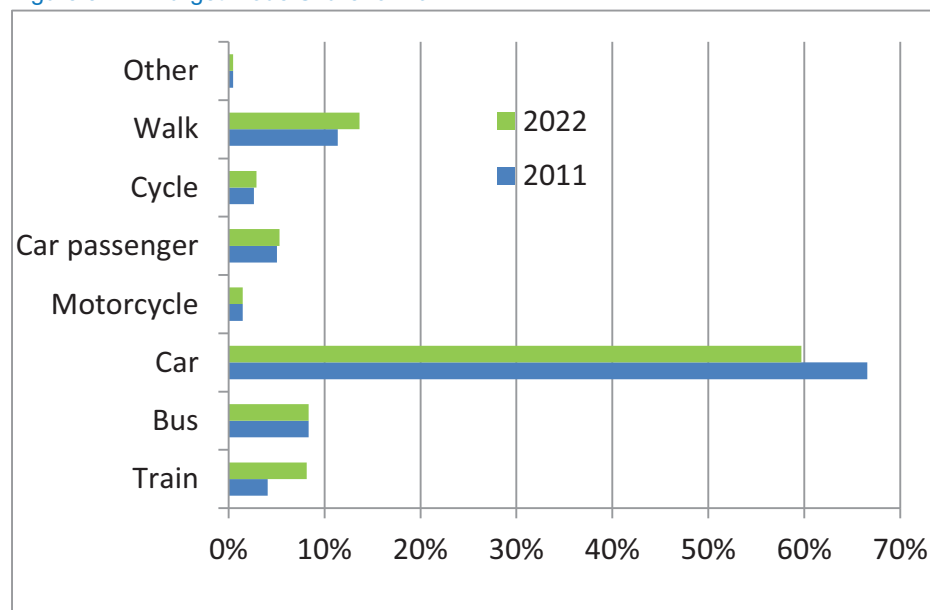
- Better management of existing traffic problems, particularly in the town centre;
- Minimise the future increase in traffic congestion;
- Support the local economy;
- Promote sustainable mobility;
- Widen travel choice;
- Widen access to opportunities: jobs, learning, training, leisure and other local facilities;
- Improve air quality and reducing vehicle carbon emissions;
- Improve the quality of life for residents.

### 3.5 Targets

3.9 Based on realistic ambitions to increase rail use, walking and cycling, the headline target is to reduce the proportion of Keynsham residents driving to work to below 60% by 2021 (when the next Census will be held).

- 3.10 To achieve this, the proportion of rail users would need to increase by 100%, walking by 20%, cycling by 10% and car sharing by 5%, for example, as shown in **Figure 3.1**.

Figure 3.1: Target Mode Share for 2022



Source: 2011 Census Data

### 3.6 Next Steps

- 3.11 The development of a Five Year Delivery Programme for delivery of the key actions identified within the strategy.
- 3.12 For the measures adopted in the strategy, refinement will be necessary both to define the technical requirements and to programme the necessary processes and approvals. Individual measures will be subject to appropriate detailed consultation as they are progressed.



Bath & North East Somerset Council		
MEETING/	Cabinet	
MEETING/ DATE:	8 <sup>th</sup> July 2015	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2774
TITLE:	Community Infrastructure Levy Strategic Spend Protocol	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Attachment 1: The B&NES Community Infrastructure Levy (CIL) Strategic Spend Protocol (June 2015)		

## **1 THE ISSUE**

- 1.1 The B&NES CIL Charging Schedule was adopted by the Council on 17th February 2015 and came into effect on 6th April 2015. Following the adoption, it is necessary to agree the process for allocating and releasing funds raised through CIL. The CIL Strategic Spend Protocol proposed in this report sets out the process, timetable and infrastructure prioritisation criteria.

## **2 RECOMMENDATION**

- 2.1 That Cabinet agrees that;

- a) the B&NES Community Infrastructure Levy (CIL) Strategic Spend Protocol (June 2015) (Attachment 1) is approved,
- b) responsibility is delegated to the Divisional Director for Development, in consultation with the Cabinet Member for Homes and Planning, to make any minor amendments and to correct any errors to the documentation.

## **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 The CIL Regulations allow the Council to keep up to 5 % of CIL funds to cover the administration costs to provide a resource for managing and monitoring CIL Funds.
- 3.2 The preparation of the Protocol has been undertaken by officers in the Planning Policy Team and cost of this is within existing approved budgets.
- 3.3 The allocation of Community Infrastructure Levy (CIL) funds will be made through an annual programming process that aligns with the Council's annual capital programme and budget setting process, with a final decision on the release of funds being made by B&NES Council's Cabinet. Decisions on the release of these

funds will not be made outside this process except in very exceptional circumstances.

## 4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The CIL Charging Schedule must comply with relevant legislation, and the National Planning Policy Framework (2012). The Planning Act 2008 (Part 11) made provision for the introduction of the CIL. Regulations governing the preparation and operation of CIL Charging Schedule were first introduced in April 2010, and have subsequently been amended in 2011, 2012, 2013 and 2015.
- 4.2 The Regulations state that a charging authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. It also allows Charging Authorities to pass money to bodies outside their area to deliver infrastructure that will benefit the development of the area.
- 4.3 To ensure that the levy is open and transparent, charging authorities must publish a monitoring report on their website by 31 December each year, for the previous financial year. The Council also need to ensure that it is using funding from CIL in the most effective way to help ensure that new development is properly aligned with the necessary infrastructure.
- 4.4 Therefore it is important to set out a clear accountable framework to engage with all key service providers and to prioritise CIL spending.

## 5 THE REPORT

- 5.1 The purpose of CIL is to contribute to the funding of the infrastructure needed to support the District's growth aspirations as set out in the Council's Core Strategy.
- 5.2 The use of income generated through CIL will need to be spent on infrastructure.
  - **Local Funds:** A proportion of CIL will be passed on to local communities. 15% (capped) or 25% with adopted Neighbourhood Plans.
  - **Administration Costs:** up to 5% of CIL receipts will be used within Planning Services to provide a dedicated resource for the annual monitoring and management and costs associated with collection of CIL required by the CIL regulations.
  - **Strategic Funds:** The remaining CIL receipts will be allocated by the Council in accordance with the CIL Strategic Spend Protocol.
- 5.3 It is estimated that CIL could raise about £6.8 million in the next 5 years for infrastructure, essentially replacing that part of Section 106 funding which the council could no longer secure after April 2015. The projections based on the Strategic Housing Land Availability Assessment (SHLAA) are shown below. However this is based on anticipated housing development therefore it is just an indication only and must be treated with caution.

### CIL projection based on the SHLAA Housing May 2015

	For Strategic Infrastructure	For Local Fund/ infrastructure	Administration	Total
<b>2015/16</b>	£923,000	£173,000	£57,000	<b>£1,153,000</b>
<b>2016/17</b>	£1,500,000	£281,000	£93,000	<b>£1,874,000</b>
<b>2017/18</b>	£1,700,000	£320,000	£106,000	<b>£2,126,000</b>
<b>2018/19</b>	£786,000	£147,000	£49,000	<b>£982,000</b>
<b>2019/20</b>	£568,000	£106,000	£35,000	<b>£709,000</b>
<b>Total</b>	<b>£5,477,000</b>	<b>£1,027,000</b>	<b>£340,000</b>	<b>£6,844,000</b>

- 5.4 The types of infrastructure for CIL Strategic Fund are listed in the B&NES Regulations 123 list guided by the Infrastructure Delivery Programme (IDP) (see background papers). The IDP identifies the infrastructure required across a broad range of Service Providers and statutory undertakers to deliver the District's plans for growth as set out in the Core Strategy.
- 5.5 Under CIL regulations the Council, as the charging authority, will need to prioritise and agree allocations of available CIL funding towards these infrastructure needs. The IDP confirms that there is a funding gap to which CIL will need to make a contribution. However CIL will not be the sole funding source. It will supplement other potential funding streams such as Business Rate Growth, the Revolving Infrastructure Fund, HCA funding and site specific Section 106 developer contributions. Each of these will need to be considered by the Council as part of its medium term service and resource planning process and the Capital programme. The IDP lists all infrastructure requirements to support new growth, including provision to be provided by developers and other organisations such as utility companies and other public bodies.
- 5.6 The allocation of CIL will be made through an annual programming process that aligns with the Council's annual capital programme and budget setting process, with a final decision on the release of funds being made by B&NES Council's Cabinet. Decisions on the release of these funds will not be made outside this process except in very exceptional circumstances.
- 5.7 The aim of the CIL Strategic Spend Protocol is to ensure transparent decision making in the process leading the allocation of strategic funds. Through this protocol the Council will identify and agree priorities for the use of CIL funding.
- 5.8 The Protocol sets out;
- The decision making process and time table
  - Infrastructure Prioritisation Criteria
  - Local Funding for Town and Parish Councils.

5.9 However the timetable for updating the IDP and bidding process will run slightly later this year following Cabinet agreement to the Protocol in July.

5.10 The Advisory Note is currently being prepared to assist Town and Parish Councils with the use and administration of the CIL. In the unparished Bath area of the district, B&NES Council will hold the funds until an appropriate framework is developed.

## **6 RATIONALE**

6.1 The CIL Strategic Spend Protocol ensures transparent decision making in the process leading the allocation of funding. Through the Protocol the Council will identify and agree priorities for the use of CIL funding.

## **7 OTHER OPTIONS CONSIDERED**

7.1 The option not to implement a CIL Strategic Spend Protocol has been considered, however associated risks for this would be that funding decisions are made without strategic coordination resulting in a lack of appropriate infrastructure undermining the delivery of the District's growth aspirations as set out in the Core Strategy.

## **8 CONSULTATION**

8.1 The CIL Strategic Spend Protocol was prepared in consultation with the s.151 Officer, Monitoring Officer and the CIL Officers Working Group (a cross service working group).

## **9 RISK MANAGEMENT**

9.1 A risk assessment related to the issue and recommendations has been undertaken in compliance with the Council's decision making risk management guidance.

<b>Contact person</b>	<i>Lisa Bartlett – 01225 477281, Simon de Beer - 01225 477616, Kaoru Jacques 01225 477288</i>
<b>Background papers</b>	<a href="http://www.bathnes.gov.uk/cil">www.bathnes.gov.uk/cil</a> CIL Charging Schedule <a href="http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Apply-for-Planning-Permission/bnes_charging_schedule_25_feb_2015.pdf">http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Apply-for-Planning-Permission/bnes_charging_schedule_25_feb_2015.pdf</a>  CIL Regulation 123 <a href="http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Apply-for-Planning-Permission/bnes_reg_123.pdf">http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Apply-for-Planning-Permission/bnes_reg_123.pdf</a>  Infrastructure Delivery Programme <a href="http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/Evidence-Base/Infrastructure/draft_idp_2014.pdf">http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/Evidence-Base/Infrastructure/draft_idp_2014.pdf</a>

	<p><i>CIL Developers' Guide</i></p> <p><a href="http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Apply-for-Planning-Permission/cil_guide_to_developers_v9june15.pdf">http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Apply-for-Planning-Permission/cil_guide_to_developers_v9june15.pdf</a></p>
<p><b>Please contact the report author if you need to access this report in an alternative format</b></p>	

This page is intentionally left blank

## ATTACHEMENT 1

**B&NES**

**DRAFT**

### **Community Infrastructure Levy (CIL) Strategic Spend Protocol (June 2015)**

#### **1. Introduction**

- 1.1. Decisions on how Community Infrastructure Levy (CIL) income should be spent will be made through an annual process that aligns with the Council's annual capital programme and budget setting process, with a final decision on the release of funds being made by B&NES Council's Cabinet. Decisions on the release of these funds will not be made outside this process except in very exceptional circumstances.
- 1.2. The aim of the Protocol is to ensure transparent decision making in the process leading the allocation of funding. Through this protocol the Council will identify and agree priorities for the use of CIL income.

#### **2. Key Principles**

- 2.1. All of the CIL collected will be used to support infrastructure for the communities within the District.
  - i. **Local Funds:** A proportion of CIL will be passed directly to local communities. 15% (up to £100 per Council tax dwelling per annum) or 25% with adopted Neighbourhood Plans. See section 5.
  - ii. **Administration Costs:** Up to 5% of CIL receipts will be used within Planning Services for the costs associated with monitoring, managing and collection of CIL required by the CIL regulations.
  - iii. **Strategic Funds:** The remaining CIL receipts will be allocated by the B&NES Council in accordance with this CIL Strategic Spend Protocol.
- 2.2. Other key principles:
  - Funds will be targeted to address infrastructure priorities identified in the Infrastructure Delivery Programme/Core Strategy.
  - The procedures and timetable will run on an annual basis and will be aligned with the annual budget decision making process including a review of the Regulation 123 List if necessary.
  - The Regulation 123 list is the list of those projects or types of infrastructure that the Council intends to fund, or may fund, through the levy.
  - The allocation decisions will be based on funds actually available and risk assessed projection of the future funding.

#### **3. Summary of Process and Timetable for Strategic Fund allocation**

- 3.1. The process begins with updating the Infrastructure Delivery Programme (IDP) and a review of the projections of the likely amount of CIL available for infrastructure projects.

- 3.2. Whilst the key infrastructure is identified in the IDP, the various Service and Infrastructure providers will be invited each year to submit bids and programmes for the use of available CIL funds. Given the role of the Council as the statutory provider for a number of key infrastructures, it is expected that B&NES services will be the main bidders. The bids applications will be initially assessed by Planning Services and reported to Divisional Directors Group (DDG), taking into account the infrastructure requirements and funding gap to provide infrastructure projects.
- 3.3. The DDG, supported by Planning Services, will prepare a draft Spending Priority Programme that will be presented to the Cabinet for their decision. The Cabinet will be asked to agree the allocation of funding for the identified projects in year one, noting potential projects for funding in years two and three.

Table 1 Timetable for agreeing CIL spend priorities

<b>Date</b>	<b>Task</b>
By 30 <sup>th</sup> June*	Update and publish B&NES IDP.
From 1 <sup>st</sup> to 31 <sup>st</sup> July	Service / Infrastructure Providers to submit the CIL Bid forms
August	Planning Services to assess the CIL Bid forms and prepare a summary report.
Aug/Sep	Divisional Directors Group (DDG) to prepare a draft Spending Priority Programme
Oct/Nov	DDG to finalise the draft Spending Priority Programme and make an recommendation to the Cabinet
December	CIL Spending Priority Programme to be agreed by the Cabinet

\* Except the first year of the CIL operation in 2015.

#### **4. Prioritisation of CIL funds**

- 4.1. The levy must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure needed to support the development of the area. It is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies unless they will be made more severe by new development.
- 4.2. It is important to recognise that CIL receipts can only be spent on capital projects, although capital spending to improve or extend the life of existing assets is also permissible. For example, it can be used to increase the capacity of existing infrastructure or to repair failing infrastructure if necessary to support development.



- 4.3. In addition to understanding the infrastructure needs informed by the IDP, it will be important to understand the phasing of development as well as the need for phased funding and delivery of infrastructure. The Council's housing development trajectory (B&NES Strategic Housing Land Availability Assessment) will therefore be key evidence to assist with prioritisation. The trajectory updated at least annually in conjunction with the Council's Monitoring Report (AMR) so that the anticipated levels of growth can be fed into the CIL spending review process.
- 4.4. Bids for the funding of schemes and projects should be supported by robust evidence of the cost and practicality of delivering the scheme or project, including an exploration of alternative sources of funding.
- 4.5. Bids should include evidence of existing demands (including demands from permitted developments), additional demands likely to arise from the proposed development, the extent to which relevant existing infrastructure or services are capable, in terms of location, capacity and suitability, of meeting those additional demands and the estimated costs of providing new infrastructure or improving existing infrastructure to meet these additional demands. The bid (see Appendix 1) should set out the full costs of the scheme, and the time scales for implementation.
- 4.6. To be given consideration schemes should meet a number of criteria, as follows:

**Table 2: Infrastructure Prioritisation Criteria**

<b>Criteria</b>
Be included in the Regulation 123 List
Be included in the Infrastructure Delivery Plan
Contribute to the delivery of key development sites in the district to realise the Core Strategy proposals
Enable other funds that would not otherwise be available or offer a financial return on investment, e.g. needed to match or draw grant funding
Address a specific impact of new development beyond that which has been secured through a S106 obligation or S278 agreement

- 4.7. The Regulation 123 List refers to the types of infrastructure but does not specify particular schemes or projects. Reference back to the Infrastructure Delivery Plan will therefore be necessary. The IDP categorises which projects are critical to enable development, and those that will mitigate the effects of the development compared to those that are important to deliver place making benefits. The IDP also sets out the time frames as short term (within five years by 2019), medium term (by 2024) or long term (by 2029) projects.

- 4.8. The Bids will be initially assessed by Planning Services and reported to DDG.
- 4.9. Following the assessments, the DDG will make a recommendation to Cabinet. A detailed report will be brought to Cabinet outlining the process undertaken and presenting the rolling three year programmes. Cabinet will be asked to;
- Agree the Spending Priority Programme for a three year period (subject to review annually);
  - Agree release of funding for the identified projects in year one of the programme;
  - Agree intent to release funding for projects in year two of the programmes subject to sufficient funds being available, adherence to the programme and any other relevant factors;
  - Note and have regard to projects listed in year three of the programme.

## **5. Local funds**

- 5.1. The Council is required to pass 15% of CIL funds directly to the relevant parish or Town council raised from developments in their areas. This rises to 25% in areas which have an adopted Neighbourhood Development Plan.
- 5.2. The Regulations state that this proportion of funds must be used 'to support the development of the local area by funding  
(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or  
(b) anything else that is concerned with addressing the demands that development places on an area.'
- 5.3. This is a wider definition of how the local funds may be used compared to how B&NES Council can use CIL funds (being restricted to funding infrastructure to support the development of the area).
- 5.4. B&NES and Parish/Town Councils may consider contributing funds to projects where there are shared priorities.
- 5.5. Local Funds will be passed on twice a year on 28<sup>th</sup> April and 28<sup>th</sup> October. Parish/Town Councils are required to report to B&NES Council how much of the funds they have spent by 30<sup>th</sup> April.
- 5.6. Further guidance, please see the Advisory Note for Town and Parish Councils (*currently being prepared*).
- 5.7. In the unparished Bath area of the district, B&NES Council will hold the funds until an appropriate framework is developed.

## **6. Monitoring**

- 6.1. Details of charges, receipts and spending will be monitored. The Council will set out in the Council's Monitoring Report the amount of CIL that has been received, spent (and on what) and remains in the fund in the reporting year, 'April to March'.

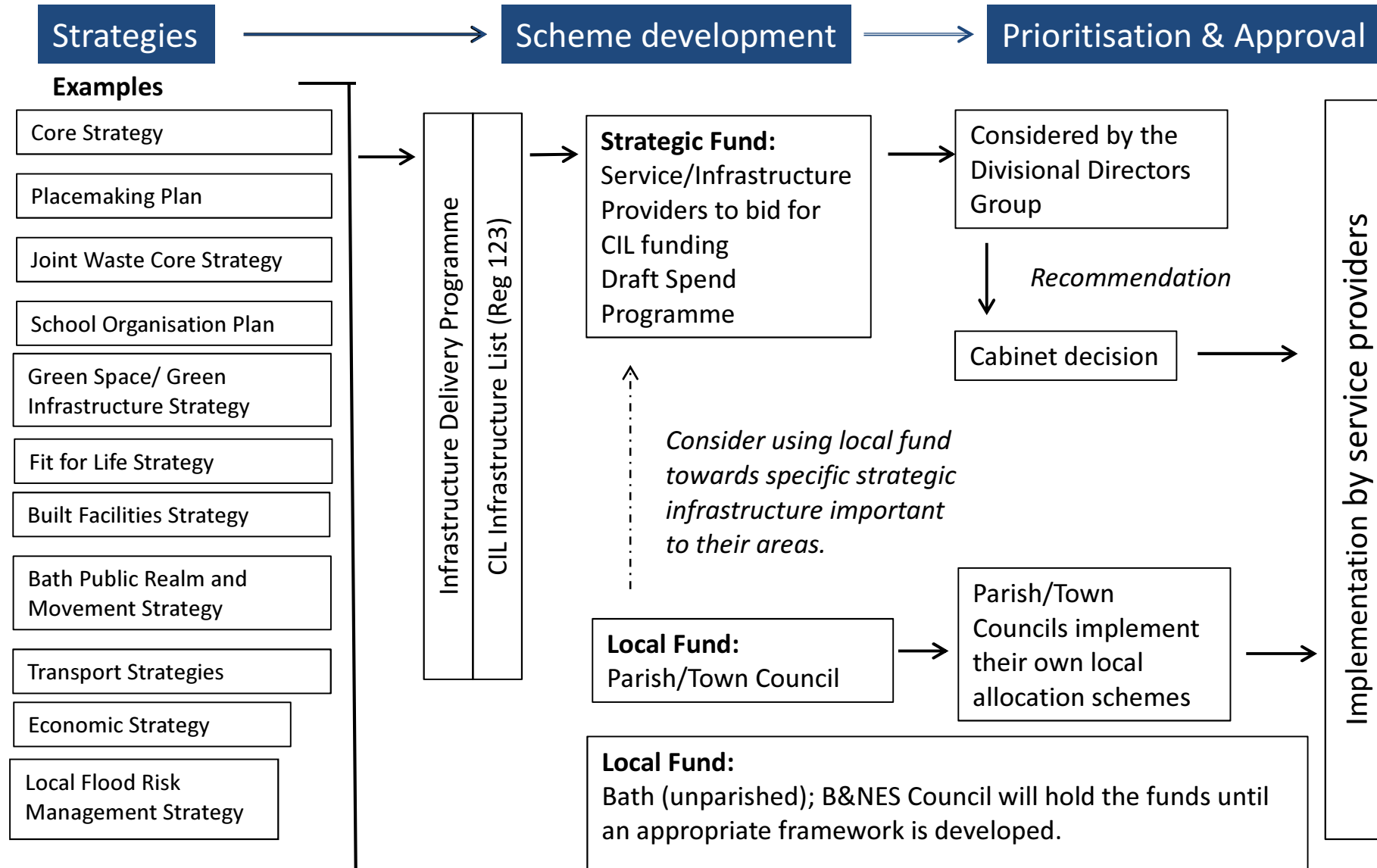
### **Useful links**

B&NES CIL Charging Schedule and Reg 123 list

[www.bathnes.gov.uk/cil](http://www.bathnes.gov.uk/cil)

## CIL Funding Decision Process Protocol - Summary

Page 236



**Appendix 1**

**DRAFT**

**Bid for Funding from Community Infrastructure Levy**

*Please Note: When preparing your submission, please ensure that your proposal is in conformity with criteria set out in the Protocol and:*

- ✓ *is supported by robust evidence;*
- ✓ *includes evidence of existing and additional demands and the extent to which existing infrastructure can meet those demands;*
- ✓ *includes estimated costs for the scheme and timing for delivery of the scheme;*
- ✓ *includes a reasonable assessment of alternative funding mechanisms available.*

**1. Infrastructure Provider/Service/Body making the bid:**

**2. Project Lead Officer/Person and contact details:**

**3. Project Title:**

**4. Project Summary:**

**5. Who will the project be delivered by?**

**6. Is it included in B&NES Infrastructure Delivery Programme?**

**7. Is it included in B&NES Regulation 123 list?**

**8. What are the consequences of not carrying out the project?**

**9. How will the scheme help support the ongoing development in B&NES, taking account of where development has or is proposed to take place and the capacity of existing infrastructure to meet those additional demands?**

**10. Funding summary: please explain the costs of the project, how much CIL funded is needed and when.**

**11. What other funding sources have been identified/explored?**

**a. If CIL funding is not available what is the likelihood of funding from these sources within next 5/10 years?**

**b. Does this lever in other funds that would not otherwise be available, e.g. needed to match or draw grant funding**

**c. Is the project likely to be directly linked to and necessary as a result of foreseeable development and therefore a separate S106 contribution or s278 may be justified?**

**12. Please provide an outline of the implementation timetable, including key milestones:**

**13. Please specify responsibility for on-going maintenance costs:**

**Please return this form to Planning Services, by 31<sup>st</sup> July.**