

Swindon Borough Council

Cabinet

Wednesday, 2 December 2020

In Public Virtual Meeting - LiveStream

At 6.00 p.m.

Conservative Councillors

David Renard (Chair)

Brian Ford

Dale Heenan

Russell Holland

Robert Jandy

Mary Martin

Cathy Martyn

Maureen Penny

Gary Sumner

Keith Williams

Committee Officer: Douglas Campbell (Telephone 07779 413886)

email: committeeservices@swindon.gov.uk

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 445500)

AGENDA

NOTE:

There is no Cabinet Open Forum at this time but members of the public are invited to submit public questions two days in advance as set out on this agenda.

To watch the meeting, follow this link from 18:00 on [Cabinet Meeting \(press and public\)](#). You do not need to register.

1. Apologies for Absence.

2. Declarations of Interest.

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered and during the meeting if it becomes apparent that they have an interest in the matters being discussed.

3. Minutes. (Pages 5 - 10)

To receive the minutes of the meeting held on 21st October 2020.

4. Public Question Time (Pages 11 - 12)

See the explanatory note on the full agenda pack (pdf). Please contact the Committee Officer whose details appear at the top of this agenda if you need further guidance.

During Covid-19, questions must be submitted to CommitteeServices@swindon.gov.uk by 15:00 on Monday 30th November 2020.

5. Swindon Borough Council Covid-19 Response Update CE, DPH (CM: DR) **All Wards** (Pages 13 - 28)

6. Swindon's Country Parks Strategic Improvement Plan DSD (CM: DH) **All Wards** (Pages 29 - 40)

7. Budget Management Update (December) and Draft Budget 2021/22 CDFA (CM: RH) **All Wards** (Pages 41 - 58)

8. Capital Monitoring Quarter 2 Update CDFA (CM: RH) **All Wards** (Pages 59 - 102)

9. Treasury Management - mid-year update report CDFA (CM: RH) **All Wards** (Pages 103 - 108)

10. Sheltered Housing Staffing Review DH (CM: CM) **All Wards** (Pages 109 - 130)

11. Accelerated Tree Planting in the Great Western Community Forest DSD, HPA (CM: GS, KW) **All Wards** (Pages 131 - 138)

Date of Despatch: 03 February 2021

Key:

Officers:

CE	-	Chief Executive
CDFA	-	Corporate Director of Finance and Assets (Section 151 Officer)
DH	-	Director of Housing
DPH	-	Director of Public Health
DSD	-	Director of Strategic Development
HPA	-	Head of Property Assets

Wards

All

Cabinet Members Responsible for the Service Area concerned:

DR	-	David Renard	Leader of the Council and Chair of Cabinet
RH	-	Russell Holland	Deputy Leader of the Council, Vice-Chair of Cabinet, and Cabinet Member for Commercialisation, Education and Skills
BF	-	Brian Ford	Cabinet Member for Adults and Health
DH	-	Dale Heenan	Cabinet Member for the Town Centre, Culture and Heritage
RJ	-	Robert Jandy	Cabinet Member for Organisational Excellence
MM	-	Mary Martin	Cabinet Member for Children's Services
CM	-	Cathy Martyn	Cabinet Member for Housing and Public Safety
MP	-	Maureen Penny	Cabinet Member for Highways, Maintenance and Waste Services

GS	Gary Sumner	Cabinet Member for Strategic Infrastructure, Transport & Planning
KW	Keith Williams	Cabinet Member for Climate Change

Quorum: The quorum for this meeting is 3 (one of whom shall be the Leader, the Deputy Leader, or a person nominated by the Leader to deputise in her/his absence).

Diversity Impact Assessments Diversity Impact Assessments (DIA's) are important to ensure the services we deliver are helping us to meet our vision to make Swindon an equal society ; we are also required by the Equality Act 2010 to demonstrate the equality analysis we have undertaken to support decision making, DIAs are our method of doing this.

Diversity Impact Assessments produced in respect of items to be considered at this meeting can be inspected via the following link: [Diversity impact assessments](#)

Public Question Time - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

The deadline for public questions is: 15:00 on Monday 30th November 2020

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Chief Legal Officer, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the [Public Question Time at Council Meetings Protocol and Guidance](#), which is available on the Council website or from the Committee Officer named above. A privacy note about how we record Public Questions is available here: [Publication of public questions and questioners](#)

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CABINET

WEDNESDAY, 21 OCTOBER 2020

PRESENT:- Councillors David Renard (Chair), Brian Ford, Dale Heenan, Russell Holland, Robert Jandy, Cathy Martyn, Maureen Penny, Gary Sumner and Keith Williams

Apologies for absence were received from Councillor Mary Martin

Councillor Jim Grant attended the meeting in respect of Minutes 25 and 28. Councillor Jane Milner-Barry attended the meeting in respect of Minutes 28 and 29.

22. Declarations of Interest.

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. The following declarations were made:

Councillor Russell Holland made a personal but non-prejudicial declaration regarding Minute 28 – The Future of Swindon's Cultural Offer- in that his wife was a Trustee of Swindon Dance.

Councillor Robert Jandy made a personal but non-prejudicial declaration of interest regarding Minute 28 - The Future of Swindon's Cultural Offer - in that he is Chair of Swindon Dance.

23. Minutes.

Resolved – That the minutes of the meeting held on 9th September 2020 be confirmed and signed as a correct record.

At the Chair's invitation, the Director of Public Health informed Cabinet about the latest local outbreak and the steps the Council and its partners were taking to manage it. Councillor Brian Ford, the Cabinet Member for Adults and Health, reported how officers briefed him on a daily basis. In response to a question from Councillor Grant, the Director of Public Health confirmed how the Council was accounting for cases in its data.

24. Public Question Time.

Mr Roy Worman, Swindon resident, submitted a question about the response to questions at September's meeting. The Leader and Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety had provided written responses. Mr Worman asked supplementary questions regarding which officers had Covid-19 related enforcement powers, which source of statistics was the Council using, and if the government funding for Covid-19 was not sufficient, how this would affect the Council's finances. The Leader, Councillor Russell Holland, Deputy Leader of the Council and Cabinet Member for Commercialisation, Education, and Skills along with the Director of Public Health responded at the meeting.

The Director of Public Health undertook to provide a written response to Mr Worman with a) the public link to the government data source and b) further details of which Council officers had enforcement powers.

Luke Tremblin submitted a question about the benefits in reducing carbon emissions from the provision of dedicated cycle path from Highworth to Swindon. Councillor Keith Williams, Cabinet Member for Climate Change, had provided a written response. Luke Tremblin asked a supplementary question about how to be involved in the consultation on any cycle route from an early stage and a request for information as well as how the Council accounted for the carbon impact of incinerating waste. Councillor Williams responded at the meeting and invited Luke Tremblin to send his question about where to find information by email as the internet connection had not been clear.

25. Budget Management Update (October)

Councillor Russell Holland, the Deputy Leader of the Council and Cabinet Member for Commercialisation, Education and Skills along with the Corporate Director of Finance and Assets submitted a joint report providing Cabinet with the 2020/21 revenue budget forecast out-turn. Councillor Holland reminded Cabinet that while the gap had reduced slightly for 2020/21, there was still uncertainty about future financial years and the Council would still have to make some difficult decisions.

Councillor Jim Grant asked a number of questions to which the Leader, Councillor Holland and the Corporate Director of Finance and Assets responded at the meeting covering:

- Had the Secretary of State responded to the letter the Leader had sent subsequent to July's Council Resolution (Council Minute 24, 2020/21)? The Leader had not received a reply.
- Was the government's funding in-line with the projected income shortfall and how would the finances be affected by a second wave? The shortfall projections had been accurate so far but the process was to claim lost income a quarter in arrears. There would be additional loss of income and increased spending for the Council to manage as well as seeking additional support from government.
- Would there still be a draft Council budget in December 2020? That was the intention, as well as awaiting the outcome of the government's comprehensive spending review.

Resolved: (1) That the 2020/21 revenue budget forecast out-turn for each service area set out in Table 1 and Appendix 1 to the main report be noted;

(2) That it be noted that the Corporate Management Team will continue to mitigate the current forecast overspend;

(3) That the update on the financial outlook for future years be noted;

(4) That the virements set out in Appendix 2 to the main report be noted; and

(5) That the allocation of section 106 funding as set out in paragraph 3.16 be approved.

The reasons for the decision and alternative options are as set out in the report to the meeting.

26. Housing Revenue Account Medium Term Financial Plan

The Councillor Cathy Martyn, Cabinet Member Housing and Public Safety along with the Director of Housing submitted a joint report setting out the Housing Revenue Account Medium Term Financial Plan 'MTFP' over the next 30 years. Councillor Martyn drew Cabinet's attention to the details in the report, in particular the £104m remaining debt, the impact of the government's four-year rent reductions, the projected shortfall over five years for capital works and the borrowing requirement to fund the affordable development programme.

Resolved: (1) That the Medium Term Financial Plan set out at Appendix 1 to the main report be endorsed and.

(2) That it be noted that the plan will be updated annually to take into account Central Government policies that have an impact of the Housing Revenue Account as well as the Council's annual budget setting process.

The reasons for the decision and alternative options are as set out in the report to the meeting.

27. Annual Review of Local Ombudsman Complaints

The Leader of the Council and the Chief Legal Officer (Monitoring Officer) submitted a joint report following the receipt of the Local Government and Social Care Ombudsman's (LGO) Annual Review for 2019/20, which gives the total number of complaints and enquiries received by the LGO with regard to Swindon Borough Council. The joint report also highlighted the annual summary of statistics on the complaints made to the LGO regarding the Authority for the year ended 31st March 2020.

Councillor Renard informed Cabinet of the Council's performance in relation to some other unitary councils as well as the measures set out in the report that the Council was taking to ensure ongoing improvement to ensure the Authority addresses complaints effectively. The Leader highlighted the greater role that the Corporate Management Team would be taking while Councillor Brian Ford, Cabinet Member for Adults and Health, set out the steps officers in his service area had taken to address complaints.

Resolved: (1) That the LGO's Annual Review 2019/20, including the summary of National Statistics and the trends across service areas in Swindon 2010-2020, attached at Appendix 1 to the main report be noted.

(2) That Cabinet's thanks to all officers for their efforts in dealing with complaints effectively be recorded.

(3) That the Chief Executive, Corporate Directors, Directors and Heads of Service be authorised to take appropriate actions to continue to ensure that, where possible, complaints are resolved internally before such matters are referred to the LGO and that requests for information from the LGO are dealt with promptly.

The reasons for the decision and alternative options are as set out in the report to the meeting.

28. The Future of Swindon's Cultural Offer

Councillor Dale Heenan, the Cabinet Member for the Town Centre, Heritage, and Culture,

along with the Director for the Economy, Growth and Place submitted a joint report to update Cabinet on the progress being made on the Cultural Quarter feasibility study and to see support for the recommendations for taking the project forward. The report also seeks Cabinet's support for recommendations on the location of cultural assets to maximise the social and economic benefit of the project. Councillor Heenan summarised the proposal and emphasised to Cabinet that, if approved, this would be the basis to seek the funding.

Councillors Jim Grant and Jane Milner-Barry spoke or asked questions, to which the Leader, Councillor Heenan, and Councillor Gary Sumner – Cabinet Member for Strategic Initiatives, Transport and Planning - responded, covering:

- What is the plan for the Regents Street/Princess Street site? It will be a modular plan to allow for a new theatre and other elements to be added as funding is available.
- Would the projects be delivered and how? The emphasis was on securing private and public partners along with government grants and examples were given of existing work including the new Zurich Office and the plans for Signal Point and the Tri-Centre.
- How does this related to the 2013 Town Centre Masterplan? This is currently being refreshed alongside the Local Plan Review, with a significant programme of stakeholder engagement including developers and landowners.
- How bids for funding were better with cross-party support and how would Cabinet seek to engage with the Opposition group as it did for the 2013 Masterplan? The Cabinet would engage with the other party political groups.

Resolved: (1) That the preferred approach of pursuing four cultural projects consisting of a new theatre, a renewed Swindon Museum and Art Gallery, Media Production Centre and Dance Centre as set out in the Feasibility Study and 3.25 in the main body of the report to enhance cultural provision in the town centre be approved.

(2) That the preferred location of the new cultural quarter offer to be Kimmerfields, a mixed-use area of office, residential and culture, be approved.

(3) That it be approved that the preferred option for a new build theatre rather than a refurbishment of the existing Wyvern Theatre as set out in the Feasibility Study.

(4) That the delivery of an Investment Prospectus by March 2021 to set out potential funding options as detailed at 3.43 in the main body of the report be approved.

(5) That it be approved that the Swindon Museum & Art Gallery remain closed until social distancing is no longer required and that re-provision options are developed during the time that it is closed, noting that this is whilst work on the longer-term potential for relocation to a new venue is pursued.

(6) That the work on a masterplanning exercise for Princes Street be approved.

The reasons for the decision and alternative options are as set out in the report to the meeting.

29. Carbon Neutral Strategy

Councillor Keith Williams, the Cabinet Member for Climate Change and the Director of Economy, Growth, and Place submitted a joint report setting out Swindon Borough Council's draft Carbon Reduction Strategy and seeking support for the measures proposed to reduce SBC's carbon emissions and to influence those of the wider borough. Councillor

Williams set out the cross-party approach that had been used to produce this draft, which would enter an extended consultation period and he welcomed contributions to help improve or strengthen it. The Director of Economy, Growth, and Place added how officers would be developing an implementation plan incorporating contributions from the consultation.

Councillor Jane Milner-Barry asked a series of questions, to which the Leader and Councillor Williams and officers responded, concerning:

- How could the proposals support the ambition for carbon reduction across the whole Borough for 2030, as set out in Council's January 2020 resolution (Council Minute 67, 2019/20)? Officers would be asked to examine the viability of the wider target. The Council was supporting the bus companies with electric vehicles as well as securing money for new charging points for residential areas in the town centre wards.
- How does the data account for the whole borough as well vehicles leased to parish councils? The Council's share of the borough carbon is quite low and the data only took into account vehicles based at the Waterside facility.
- Could there be a clear, early deadline for bringing the implementation plan to Members for approval? The intention was to bring the item for decision in January or February 2021.

Resolved: (1) That the objectives and content of the draft Carbon Reduction Strategy be approved for release for wider consultation. The draft strategy is summarised in the body of the report and contained in full in appendix 1.

(2) That the Cabinet Member be requested to bring back the amended Strategy for approval by Cabinet and Council in February 2021.

(3) That the Director of Economy, Growth and Place be authorised to be the lead officer for the delivery of this strategy.

The reasons for the decision and alternative options are as set out in the report to the meeting.

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Public Question Time

Cabinet

2nd December 2020

Mr Roy Worman, Swindon resident, has asked the Cabinet Member for Commercialisation, Education and Skills along with the Cabinet Member for Highways, Maintenance, and Waste Services.

Agenda 7 Appendix 3

1)...waste disposal removal of management fees, could you explain and break down the figures?

Response: This relates to shifts of projected income received from the sale of recyclable materials due to changes in current market conditions. SBC is simplifying the arrangements between the Council and PPS, along with recognising other cost pressures faced by the company.

2)....service improvement plans and Waste and recycling could you explain further?

Response: 'The end to end review of waste collection and disposal services and any changes to collection and disposal methodology the review may recommend.'

3)....waste Disposal of additional waste by Parishes, again could you be more specific?

Response: 'There has been an increase in the tonnage of waste generated by Parishes, potentially as a result Covid related tonnage movements.'

Appendix 1

4) What are the green waste disposal costs?

Response: 'This financial year to date c.£185k.'

5) What is the total extra income from the increased take up of green bins?

Response: 'This year to date compared to last full year an additional c. £205k.'

6) Has the Green Waste scheme ever shown a profit, if not when do you anticipate to break even?

Response: 'Garden Waste is currently showing an overall surplus of c. £245k once operating costs have been met (including staff, vehicles, disposal costs, fuel, container purchases and distribution, Christmas tree collection and disposal etc.). However any surplus created is being used to support other parts of the waste and recycling service.'

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Covid-19 Update

Cabinet

Date: 2nd December 2020

Author:	Leader of the Council Chief Executive and Director of Public Health
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 This report seeks to introduce an update to Cabinet about the reintroduction of lockdown measures in England on 5th November 2020. There will be an oral update at the Cabinet meeting to allow Members to receive the most up-to-date information.

2. Recommendations

Cabinet is recommended to:

- 2.1 Note the steps taken by the Council to respond to the ongoing Covid-19 pandemic and any additional briefing provided by the Director of Public Health.

3. Detail

- 3.1 On Saturday 31st October 2020, the government announced proposal for a second 'lockdown' in England from Thursday 5th November 2020. Additional statutory measures were considered by Parliament on Wednesday 4th November 2020 while the new restrictions are available on the Gov.uk website [via this link](#).
- 3.2 Following the announcement, the Chief Executive having consulted Leader and the Corporate Management Team has 'stood up' the 'silver' and 'gold' management teams to coordinate the Council and to enable rapid operational decisions to be made to enable the Council to comply with new guidance and regulations. The Council's decision-making processes will be followed with Cabinet Members, ward members and other councillors as appropriate being consulted in accordance with the Constitution.
- 3.3 These teams have concentrated on preserving those front-line services, especially to vulnerable children and adults, along with the regular kerb-side domestic waste and recycling collections. All services have had a risk assessment in order that both staff and residents are protected from transmission.
- 3.4 At the time of producing this report, the Government was still anticipating that the lockdown would end on 2nd December 2020. Nevertheless, given that this is a dynamic situation, the Director of Public Health will provide an oral update to Cabinet (and subsequently to the Scrutiny Committee) so that Members and the public are kept fully informed of any developments after the Cabinet agenda has been published.

Further information on the subject of this report can be obtained from Steve Maddern, smaddern@swindon.gov.uk.

Covid-19 Update

Cabinet

Date: 2nd December 2020

4. Alternative Options

- 4.1 There are no alternative options in this report, as its intention is to inform Members rather than seek a decision.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no specific implications from this report. The wider financial impact of Covid-19 will continue to be reported through the Budget Management reports as well as addressed in any specific Cabinet Member Decision Notes or Cabinet Member Briefing Notes.

Legal and Human Rights Implications

- 5.2 As there are no specific recommendations, there are no legal or human rights implications at this time. These will be taken into account as part of any formal Cabinet Member delegated decisions.

Climate Change Impact

- 5.3 There are no climate change implications from this report.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.4 None.

Diversity Impact Assessment

- 5.5 No Diversity Impact Assessment (DIA) has been undertaken as no changes in services are being proposed.

Risk Management

- 5.6 None.

6. Consultees

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

Further information on the subject of this report can be obtained from Steve Maddern, smaddern@swindon.gov.uk.

Covid-19 Update

Cabinet

Date: 2nd December 2020

8. Appendices

8.1 None

9. Key Decision/Decision in Cabinet Work Programme and Forward Plan

9.1 This is not a Key Decision and is not in the Cabinet Work Programme and Forward Plan.

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Public Health Update

02 December 2020

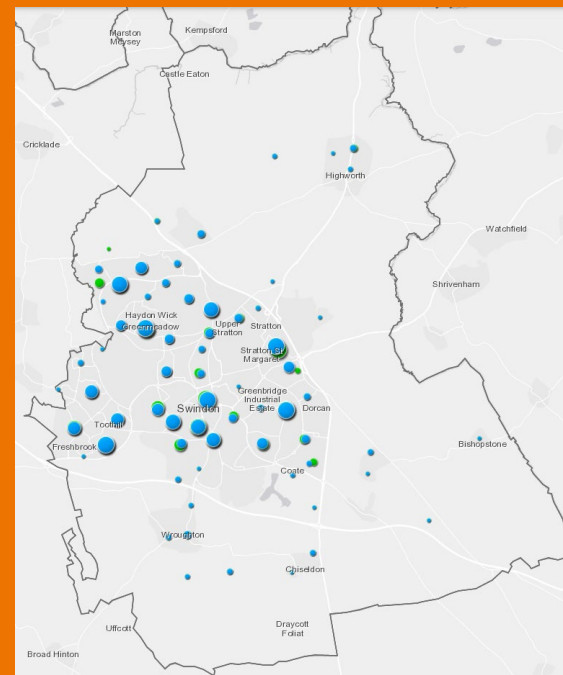
Steve Maddern

Director of Public Health

Current Covid-19 Position – Swindon

- Total cases: 3998
- Total deaths: 122 (new criteria)
- Current case rate: 133.2 per 100,000

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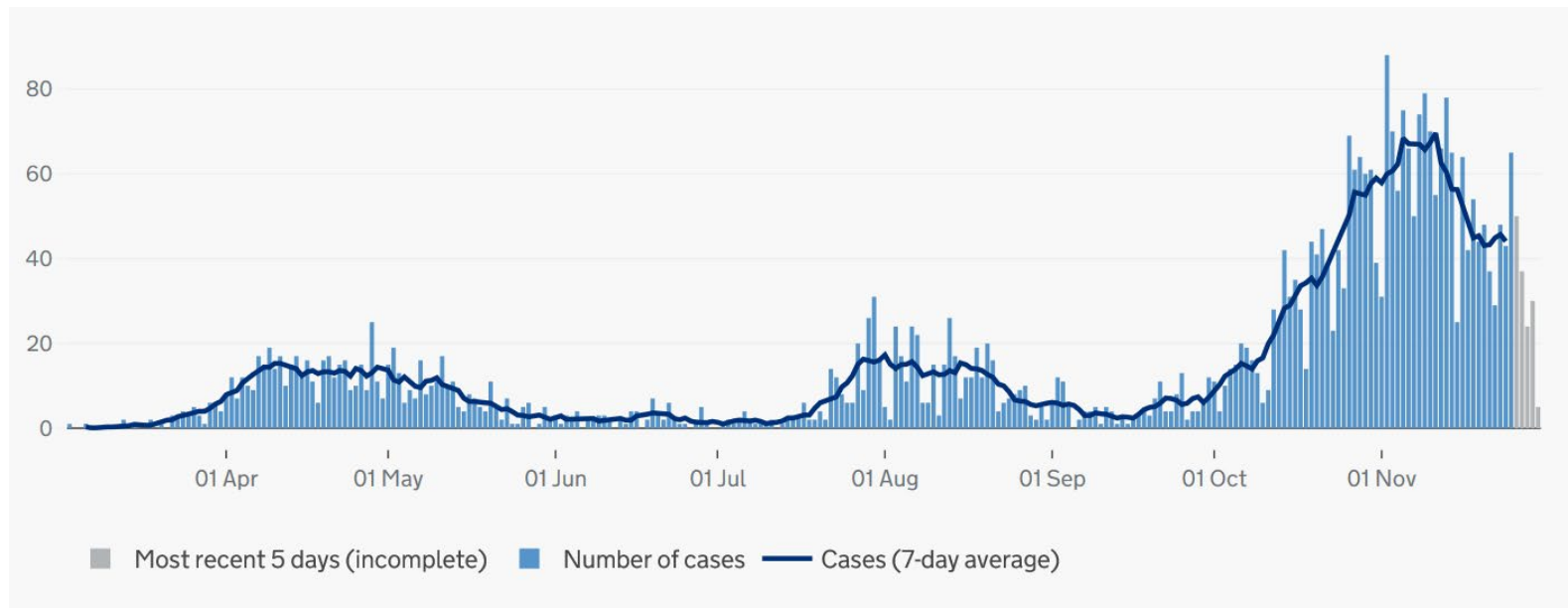
Data as of 02 December 2020

Public Health



Number of people with lab-confirmed C19

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National Restriction Progress

	7-day case rate per 100k	Cases reported previous day	7-day rolling case number	% change compared to previous 7-days)
05-Nov	172.8	55	384	+38.1
10-Nov	186.8	64	415	+4.5
15-Nov	212.9	89	473	+18.5
20-Nov	189.5	57	421	-10.2
25-Nov	142.7	46	317	-34.9
30-Nov	144.5	23	321	-13.5
02-Dec	133.2	43	296	-5.7

Testing Update

- RTS Wroughton: 1799
- LTS Broadgreen 299
- MTU Civic: 866
- Postal kits: 400
- Total: 3364



Swindon Test and Trace Programme

- National team contacts approximately c80% of cases
- Total number of cases deferred to council: 341
- Number of completed cases – 283 (83% contacted)
- Number of follow up fail cases – 53 (plus 5 out of area)
- Also carrying out Stage 1 checks for Self Isolation Payments - of which to-date 109 payments have been made

Live Well Hub – Update 1/2

All Clinically Extremely Vulnerable (CEV) residents (8000) sent a letter with information and advice and how to contact us if they need to

74 CEV residents have since requested support to access shopping and wellbeing support

336 calls into the Live Well Hub asking for information, advice and support

159 bespoke shopping and delivery trips for those isolating or vulnerable with no other support network

Live Well Hub – Update 2/2

46 practical tasks which facilitated a Hospital Discharge

176 practical tasks supporting clients working with Adult Social Care

626 hours of volunteering

377 Follow Up Fail Calls (Test and Trace pilot)

Over 300 calls made to Positive Contacts to provide reassurance and key messages

Various Community Engagement activity inclusive of 'feet on the street' and community reference groups

Covid-19 Situations/Outbreaks

- Total 33 situations (52 cases)
- Situations include education and workplaces but also health and social care settings.



Data as of 19-26 November 2020

Public Health



Christmas (between 23-27 December)

- You can form an exclusive 'Christmas bubble' composed of people from no more than three households
- you can only be in one Christmas bubble and you cannot change your Christmas bubble
- you can travel between tiers and UK nations for the purposes of meeting your Christmas bubble
- you can only meet your Christmas bubble in private homes or in your garden, places of worship, or public outdoor spaces
- you can continue to meet people who are not in your Christmas bubble outside your home according to [the rules in the tier where you are staying](#)
- you cannot meet someone in a private dwelling who is not part of your household or Christmas bubble

Christmas Preparations



- Communications plans
- Community engagement focus on retail
 - Town centre
 - Orbital
 - Green bridge
 - West Swindon
 - Outlet

Route back to normality

- Vaccines
- Testing and Isolate
- Hands, Face, Space
- Ventilate



Swindon's Country Parks Strategic Improvement Plan

Cabinet

Date: 2nd December 2020

Author: Cabinet Member for the Town Centre, Culture and Heritage
Director of Strategic Development

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report seeks to set out Swindon's ambition for the Council-owned Country Parks, and to create a sustainable operating model in order to provide long-term enjoyment of these facilities for the residents of and visitors to Swindon.
- 1.2 It is important to understand what is required in terms of resource to create an effective and successful proposition for our strategically important Country Parks and this report seeks the support to develop our proposition.
- 1.3 The focus of a Country Parks' Strategic Improvement Plan would primarily focus on the Council's two largest and most visited Country Parks of Lydiard Park and Coate Water, but will also include the other strategic parks. Coate Water and Lydiard Park are critical in contributing to the health and wellbeing of residents and Swindon's overall recreational offer.
- 1.4 The activity supports Swindon's Priority Three: "Ensure clean and safe streets and improve our public spaces and local culture" and Pledges 12: "Work with partners to promote healthy lifestyles for the population of Swindon" and 15: "The Council is committed to safeguarding Swindon's heritage and making the best use of our assets by working to secure a viable and sustainable future for our key heritage assets".

2. Recommendations

Cabinet is recommended to:

- 2.1 Authorise the Director of Strategic Development,
 - 2.1.1 In consultation with the Cabinet Member for Town Centre, Culture and Heritage, to develop a four year Strategic Improvement Plan for Swindon's Country Parks by summer 2021, which will, when approved, incorporate the priorities set out at recommendation 2.2 of this report, and which will preserve them as viable and financially sustainable assets that contribute to the health and wellbeing of residents and Swindon's overall recreational offer.
 - 2.1.2 In agreement with the Corporate Director of Finance and Assets, to allocate a budget of up to £50K from the Council's feasibility funding to secure investigative reports to support the development of the Parks Strategic Delivery Plan, business

Further information on the subject of this report can be obtained from Richard Bell, 07769 281712, rbell@swindon.gov.uk.

Swindon's Country Parks Strategic Improvement Plan

Cabinet

Date: 2nd December 2020

cases and any required activities, for the future of Swindon's Council-owned Country Parks.

- 2.1.3 To hold a four-week consultation during spring 2021 to allow local residents to provide feedback on, and assist in identifying, the key improvements to be included within the Parks Strategic Improvement Plan.
- 2.2 Agree that in addition to the Parks Strategic Improvement Plan consultation, the three priorities for the Council at Coate Water are:
 - 2.2.1 the cleaning of the Diving Board,
 - 2.2.2 an exemplar inclusive and accessible play area and,
 - 2.2.3 a new waterside Restaurant and Café.
- 2.3 Agree that Lydiard House and Hotel will focus on Events and Weddings, and will not re-open until further notice due to the operational cost incurred by current Covid-19 requirements.
- 2.4 Agree that income from Lydiard and Coate Water parking will be ring-fenced to those parklands for their future maintenance and improvements.

3. Detail

Background

- 3.1 Swindon has an opportunity to make significant improvements to its popular Country Parks, and the Cabinet Member has requested the development of Swindon's first four-year Country Parks strategy (the Country Parks Strategic Improvement Plan). This would seek to ensure that the ambition of the administration is delivered in a co-ordinated, and integrated way across the Council for the benefit of the strategic Country Parks and local residents.
- 3.2 The Country Parks matter greatly to the health and wellbeing of those who use these facilities and to the visitor offer of Swindon, through the enrichment of the recreational, cultural and heritage facilities. Over the last six months, some early work has been undertaken on the operational, financial and end-user aspects of Swindon's Council owned Country Parks in order to improve the quality of the offer, ensure viability and financial sustainability, and draw together the correct group of partners.
- 3.3 In scope would be the Council-owned Country Parks, which include Coate Water, Lydiard Park, Stanton Park, Mouldon Hill, Shaw Forest and Barbury Castle.
- 3.4 Improvement works that are already scheduled, or under discussion, will continue, these are outlined at Annex A. The projects include a range of projects covering

Further information on the subject of this report can be obtained from Richard Bell, 07769 281712, rbell@swindon.gov.uk.

Swindon's Country Parks Strategic Improvement Plan

Cabinet

Date: 2nd December 2020

maintenance, repairs and new areas of development. However it may be necessary, in working up the full propositions for the Country Parks, to change these works following consultation with stakeholders, users and volunteers, to create a quality sustainable offer and then to maintain it.

- 3.5 It will also be necessary to identify and organise officer support to bring together the existing funded works and to develop an affordable, effective and efficient programme of additional improvement works – setting out operational responsibilities, requirements for future investment and commercial opportunities. Recognising the importance of the Council-owned Country Parks to economic, environmental and social wellbeing and subject to Cabinet authorisation, a Project Board sponsored by the Council's Chief Executive will be established to monitor the delivery of all agreed work-streams.

Lydiard Park, House, Conference Centre and Hotel

- 3.6 Lydiard Park, House, Conference Centre and Hotel is set within a historic property, parkland and garden of national interest. It is a significant asset, drawing large amounts of visitors and enriching Swindon's heritage offer. The majority of those who visit Lydiard do so to use the parkland and gardens, and to participate in the events that take place there.
- 3.7 Lydiard House, Conference Centre and Hotel have all been directly operated by the Council since April 2018. The operations have not covered costs and the hotel in particular has required backlog investment to ensure that it is appropriate for paying guests. Covid-19 has placed significant additional burdens on the hotel, where the buildings' configuration makes it extremely difficult to operate in a socially distanced manner. Moreover, demand for hotel accommodation has declined markedly because of Covid-19 restrictions. This is particularly true of Lydiard Hotel, which served principally as a destination for contract or mobile workers engaged in Swindon on a temporary basis. Much of this demand has now gone. Similarly, demand for the Conference Centre facilities from corporate organisations and as a wedding venue has reduced as a result of Covid-19. Lydiard House, Hotel and Conference Centre will therefore not re-open for the foreseeable future, except for a small number of already-booked private events. A review of operations will occur in spring 2021 to consider the latest Covid-19 situation.
- 3.8 Lydiard Park Forest Café and Tea Room are both currently open as catering takeaway outlets. Historically both have returned a modest profit, but the service is challenged by weather dependency and other factors.
- 3.9 The current closure of the Lydiard Park play area has been required due to safety, and is being addressed as a priority. The approval of capital funding is subject to another December Cabinet Report, and the proposed works are subject to a procurement process to enable it to be brought back into use. Repairs and improvement to both the

Further information on the subject of this report can be obtained from Richard Bell, 07769 281712, rbell@swindon.gov.uk.

Swindon's Country Parks Strategic Improvement Plan

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play area and to the facilities within the Forest Café are critical in order to support increased patronage and income. Further previously agreed priorities also continue to be delivered which include, a series of building works are currently taking place to the external of Lydiard House and the Stable Block, the Church Meadow Car Park has been resurfaced with further path maintenance planned for the winter period. The three-five year tree survey will be carried out as planned.

- 3.10 A key attraction of Lydiard Park is the extensive historic parkland, which continued to operate on minimal staffing levels during the initial Covid-19 lock down period. A reduced series of outdoor events have been delivered this year due to Covid-19 and consequently income levels have fallen, however, there is a full diary of outdoor events and concerts planned for next year. It is important that the Council continues to support external outdoor events at Lydiard Park, where they contribute to social wellbeing, generate income and in the short term when they can take place safely. There is also the opportunity to use our outdoor spaces further education and learning at Lydiard Park.

Coate Water Country Park

- 3.11 Coate Water is an asset of great ecological, recreational value and public interest. In order to realise its full potential and preserve its future, work will be required to examine the whole area including all facilities and the restoration possibilities for the listed diving board with the support and permissions required to carry out work.
- 3.12 There are a number of operational facilities at Coate Water, which act as an attraction/activity for visitors to the site as well as contributing towards income and other secondary spend. It is important that any new facilities or improvement works are in keeping with Coate Water's status as a Strategic Park, a Site of Special Scientific Interest and a Local Nature Reserve. The current facilities/ activities are wide ranging, including a splash park, pitch and putt course and mini golf, a children's play area (closed), fishing, café, and a site of Special Scientific Interest (Bird Hides), amongst a range of other activities and facilities.
- 3.13 A programme of proposed improvement work to footpaths signage and other street furniture and an indicative timeframe is currently being prepared utilising already approved S106 funding of c.£429k (*Cabinet Minute 1st July 2020 item 7*). Due to the nature of the site, it is not practical to undertake major works during the main summer season due to the large number of visitors and therefore most works will be targeted for the spring and the autumn periods although consideration will still need to be given to nesting birds and ground conditions at the time.
- 3.14 None of the proposed works detailed above would in themselves deliver the requirement to produce a balanced budget at Coate Water and the Project Board will need to consider specific commercialisation activities to support this aim. Car parking
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fees would be brought in line with Lydiard, linked to the completion of improvement works. Income from Lydiard and Coate Water parking will be ring-fenced for future Park maintenance and improvements.

- 3.15 There is an additional sum of £650k of S106 funding from the Badbury Park development agreement earmarked towards non-specific off-site provision of sports facilities including formal sports pitches, changing rooms and car parking. This sum has been allocated (*Cabinet Minute 78 April 2020*) to help facilitate the development of the new Sports Hub at Moredon Recreation Ground in lieu of some of the capital funding to be set against the proposed new housing development at Moredon. A capital receipt to the same value of S106 from Moredon Housing development, subject to cabinet approval, be used at Coate Water to offer further capital improvements such as a larger play area, new/improved Restaurant/café or other commercial/ leisure developments.
- 3.16 Coate Water has not been subject to any significant investment in the overall site since the 1970s (except for the Splash Park) and therefore there are many areas that need to be refurbished. Whilst £429k is a significant sum of money, the legal requirements of the S106 agreement mean that the Council cannot fully prioritise the works that need to be addressed, and hence the capital receipt from the Moredon Housing development must be considered essential to the project.
- 3.17 One of the most popular facilities at Coate Water has been the children's play area, which was located on the east bank of the lake. The play area is now closed and the equipment has been removed. There is an opportunity to relocate this to a new more accessible position nearer to the public toilets, refreshment kiosk and car park. Once re-located there will be opportunities to consider the former play area site for other uses. The ambition is for the relocated site to be an exemplary inclusive play area for all families and children's ability to use and enjoy.
- 3.18 To provide a new, challenging and exciting play facility that would act as a major draw to visitors and worthy of a location like Coate Water, there would need to be a considerable investment over and above the £60k already allocated (within the £429k referred to above), and one that will be considered as part of the Parks Strategic Improvement Plan and likely to be the subject to a future capital bid. To support this activity, it will be necessary to maximise the funding opportunities from the S106 budgets along with potential phasing of the work as and when further resources may become available.
- 3.19 Another key area for consideration in terms of increasing income generation as well as improving customer satisfaction would be the development of a new/ improved Restaurant / Café facility near to the existing refreshment kiosk. A feasibility study would be required to allow this work to develop to the next stage.

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- 3.20 The administration has been clear that these improvements are a priority to be delivered, and that officers should develop a financial viable business case as soon as is practically possible and take into account the potential restrictions and specific site interests of Coate Water.
- 3.21 At Coate Water, the objective will be to deliver visible improvements, and at the very latest, the inclusive Play Park should be ready by summer 2021, cleaning of the diving board during 2022, and an improved café open by Summer 2023. The delivery by these dates will be subject to procurement, funding, correct management of site constraints and any planning applications and other statutory permissions, where required.

Other Strategic Country Parks

- 3.22 The Council is also responsible for the operation and maintenance of other strategic Country Parks, including Stanton Park, Mouldon Hill, Shaw Forest and Barbury Castle. Each of these Country Parks performs a unique role in catering for elements of Swindon's leisure and recreational needs. The Country Parks Strategic Improvement Plan will consider the role that each of these facilities plays, and how they would continue to be supported to deliver the greatest opportunities for economic, social and environmental impact for Swindon in the future.

4. Alternative Options

- 4.1 These will be worked through in the Country Parks Strategic Improvement Plan, the alternative to this would be to continue to support these assets in their current form however under this option the opportunity for the Council to improve the resident, leisure and visitor offer for Swindon may be lost.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 Feasibility budgets of up to £50K will be utilised to secure investigative reports to support the development of the Strategic Improvement Plan for the future of Swindon's Council owned Country Parks. Reimbursement of expenditure incurred will be made to the feasibility budget reserves from any future agreed capital improvement workstream in accordance with the Councils adopted procedure.
- 5.2 Under the currently agreed Capital Programme funding is in place for schemes at Barbury Castle, Coate Water, Moulden Hill, Pentylands Country Park, and Lydiard Park. it is proposed that these existing and agreed schemes will continue as scheduled, but it may be necessary for some changes to be made following public consultation as part of the development of a Country Parks Strategic Improvement Plan.

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- 5.3 Funding for future improvement works will be subject to the submission and approval of business cases with all capital funding only allocated in accordance with the Council's adopted procedure.
- 5.4 The review scheduled for Spring 2021 set out in paragraph 3.7 will inform the range of ongoing operations at Lydiard House and Park. This will assess the latest Covid-19 situation and its impact for the Hotel and Conference Centre. During normal budgetary years the Hotel and Conference Centre is run at a cost of £250k per annum on average.
- 5.5 Procurement of any improvement works will be undertaken in accordance with Council approved protocols.

Legal and Human Rights Implications

- 5.6 There are no known human rights implications and it is believed the recommendations are compatible with Convention rights

Climate Change Impact

- 5.7 Officers will work through the requirements of carbon reduction as a result of the Strategic Improvement Plan and bring back mitigating proposals for the Cabinet Member to consider.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.8 Council staff currently directly manage all the Country Parks and any implications to them will be considered as part of the strategic delivery plan for the Country Parks. There is no immediate change proposed to the staffing arrangements.
- 5.9 If the decision is taken to only run Lydiard House as a day venue, there would be potential staffing implications for staff currently working in the Hotel, if this is the case a full consultation exercise with all relevant staff would take place recognising all potential opportunities.

Diversity Impact Assessment

- 5.10 If approved, any strategic delivery plan for the Country Parks will be informed by a Diversity Impact Assessment, focussing on ensuring that these facilities are accessible to all.

Risk Management

- 5.11 There is a risk that without the focus of the Project Board and resourcing the delivery of the strategic plan that improvements will not be undertaken and the economic, environmental and social benefits that these Country Parks offer for Swindon will not be secured.

Further information on the subject of this report can be obtained from Richard Bell, 07769 281712, rbell@swindon.gov.uk.

Swindon's Country Parks Strategic Improvement Plan

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Date: 2nd December 2020

6. Consultees

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Annex A – Parkland Project Proposals

9. Key Decision/Decision in Cabinet Work Programme and Forward Plan

- 9.1 This is a Key Decision and is included in the Cabinet Work Programme and Forward Plan for December 2020.

Annex A: Parklands – current and proposed projects

Lydiard Park & House – Draft Project List (subject to feasibility & funding)		
Year 1	Detail	Timeframe
House	External works to the House (Beards Contract)	Works in progress
Parkland	Install fencing and gates around the overflow car park Install traffic control signage in the overflow car park Carry out extensive repairs to the play equipment Regrade Church Meadow car park	All works in progress for completion 20/21
Garden	Set up a succession-planting programme to ensure the Walled Garden is maintained to an acceptable level Reintroduce bulbs to compliment the displays in the garden borders	All works in progress for completion 20/21
Catering	Install new servery in Forest Café	Works scheduled for 21/22
Year 2		
House	Continuation of External works to the House from year 1 Spring '21 Review of the House (subject to December Cabinet Report)	Works scheduled for 21/22
Parkland	Regrade and resurface the footpath from the Park Pale entrance across the dam to the House (include side paths to car park) Review and seek to establish a Golf attraction in the park Review and update traffic signage on Church Drive Expand CCTV coverage in the park	Works scheduled for 21/22 Business cases to be fully developed
Garden	Install metal lawn edging around all lawns in the garden New product development – Lydiard Apple Juice	Projects for delivery 21/22
House	Outcome & priorities Subject to Spring Review '21 Museum Accreditation	Scheduled for 21/22
Catering	Redecoration of Forest Café Development of wider catering opportunities in the park	Business cases to be developed
Year 3		
Parkland	Regrade and surface the paths from the Visitor's Centre to the Chinese Bridge and from the Goose Foot, behind the Ice House to the Lawn Review public toilet provision Review pedestrian signage throughout the park	Business cases to be developed
Garden	Improve the Rick Yard by installation of new cold frames and retail units.	Business cases to be developed

Annex A: Parklands – current and proposed projects

	Expand the bee colony	
House	Outcome & priorities Subject to Spring Review '21	
Catering	Construct external solid pagoda for use by dog walkers adjacent to picnic area by Forest Café Replace furniture in Forest Café and Stable Block	Business cases to be developed
Year 4		
Parkland	Regrade and surface the path from the Goose Foot to the Culvert Playground review Regrade and surface all the paths in the Walled Garden Refurbish main gates Further development of the golf offer	Business cases to be developed
House	Outcome & priorities Subject to Spring Review '21	

Coate Water Country Park / Local Nature Reserve and Tree Collection

Overview

There are a number of operational facilities at Coate Water which act as an attraction/ activity for visitors to the site as well as contributing towards car parking income and other secondary spend. It is important that any new facilities or development works are in keeping with Coate Water status as a Country Park, Site of Special Scientific Interest and Local Nature Reserve.

S106 Allocation	S106 Payment	Proposed Work	Indicative Timeframe
Footpaths	£60k	Improve Southern Woodland Path Improve Broome Manor Lane Path Link Investigate shared use for cycles	Spring/ Autumn 2021 Spring/ Autumn 2021 Winter 2020
Interpretation/ Signage etc.	£60k	Replace old signage around the Park. Include educational / themed interpretation into new Play Area design. Walks & trails	Winter 2020 Summer 2021 Winter 2020
Day House Lane Entrance	£60k	Improve pedestrian access into Coate. Surface / drainage Issues. New "Welcome to Coate" Sign.	Spring/ Autumn 2021
Children's Play Area	£60k	Relocate Play Area near to Splash Park.	Aim to open by Summer 2021 (phased)

Annex A: Parklands – current and proposed projects

Coate Water Country Park / Local Nature Reserve and Tree Collection			
Overview There are a number of operational facilities at Coate Water which act as an attraction/ activity for visitors to the site as well as contributing towards car parking income and other secondary spend. It is important that any new facilities or development works are in keeping with Coate Water status as a Country Park, Site of Special Scientific Interest and Local Nature Reserve.			
S106 Allocation	S106 Payment	Proposed Work	Indicative Timeframe
		New Play Equipment. To relocate the play area will be a major piece of work and therefore will take the longest to deliver and may need to be delivered in phases.	
General Mitigation	£181k	Replace old Litter Bins. Additional Play Equipment & Safety Surface Refurbish Crazy Golf. Develop old Play Area into a BBQ area Refurbish boating compound and jetty's (grants / match funding option)	Winter 2020 Summer 2021 Spring 2021 Spring 2022 Autumn 2022

Stanton Country Park		
Overview Country Park with SBC owned building incorporating public toilets, café and garden, operated by Every Cloud Charity as well as community use outbuildings and Barn. Also a sculpture area, a community orchard, woodland area designated as a Local Nature Reserve, along with a lake with fishing club.		
Operational Issues	Remedial actions	Timeframe
Drainage issues from toilets of main building	New septic tanks required	Installed
Intermittent heating of main building	Installation of woodchip (biomass) boiler	To be scheduled
Access road in poor repair	Sub-structure of road repaired and road resurfaced	Completed Nov 2020
Condition of the concrete Car Parking area	Repair of damaged areas	To be scheduled
Condition of footpaths within the park	Repairs and refurbishment path as required	To be scheduled
Fencing Repairs due to end of life	Repair or replace damaged sections of fencing	To be scheduled
High Risk Reservoir	Works as identified by specialist Engineer	As required

Barbury Castle Country Park

Annex A: Parklands – current and proposed projects

Overview Country Park with car parking and public toilets, historic iron age hillfort, Ridgeway National Trail and Local Nature Reserve and within Area of Outstanding Natural Beauty		
Operational Issues	Remedial actions	Timeframe
Stock Fencing	Replacement fencing	To be scheduled
Condition of Public Toilets	Refurbishment required	To be scheduled
Signage & Interpretation re historic / biodiversity of site	Replacement signage and interpretation boards	To be scheduled
Replace seats and waste bins due to age	Install new seats and bins	To be scheduled

Mouldon Hill Country Park		
Overview Country Park with car park, fishing club and Swindon & Cricklade Railway as well as Wilts & Berks Canal		
Operational Issues	Remedial actions	Timeframe
Fencing around Youth Sports pitch (not in use)	Repair or replace damaged sections of fencing	To be scheduled
Drainage / flooding of path around lake	Repairs and refurbishment path as required	To be scheduled
Pot holes in the loose surface car park	Re-distribute / top up loose surface	Every few years as required

Shaw Forest Country Park		
Overview Former landfill site, public car park, footpath links to neighbouring areas including the River Ray Parkway cycle path (Coate to Mouldon Hill).		
Operational Issues	Remedial actions	Timeframe
Pot holes in the loose surface car park	Re-distribute/ top up loose surface	Every few years as required
Informal Footpaths	Re-surfacing of wet/ overgrown areas of path	To be scheduled
Fencing, Gates, Signage	Repair or replace as required	To be scheduled

Budget Management Update 2020/21

Cabinet

Date: 2nd December 2020

Author: Cabinet Member for Commercialisation, Education and Skills
Corporate Director of Finance and Assets

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report presents the 2020/21 revenue budget forecast out-turn and the latest position regarding the budget for 2021/22.
- 1.2 In addition, this report meets the requirement to publish initial proposals for the Budgetary and Policy Framework at least two months before the Framework must be adopted.
- 1.3 The effective management of financial resources through robust financial management processes underpins the Council's ability to achieve its plans and priorities.
- 1.4 Responsible budget management helps ensure that the Council consistently makes the best use of all available resources as well as providing focus for the Council's improvement programmes.

2. Recommendations

Cabinet is recommended to:

- 2.1 Note the 2020/21 revenue budget forecast out-turn for each service area set out in Table 1 and Appendix 1;
- 2.2 Approve the virements set out in Appendix 2.
- 2.3 Allocate £150,000 from the Hardship grant awarded in March 2020 to the Swindon Emergency Assistance Fund, in order to help those in financial hardship through provision of necessities or provide financial guidance to such individuals.
- 2.4 Note the update on the financial outlook and that the Local Government Finance Settlement for 2021/22 has yet to be published and therefore the funding position for that year remains uncertain;
- 2.5 Approve that consultation commences for budget proposals set out in Appendix 3 with the outcome of that consultation being reported to Cabinet in February 2021 prior to considering the final budget to be recommended to Council;
- 2.6 Approve the change to Empty Homes Premium for properties that are unoccupied or unfurnished for more than 10 years; and

Further information on the subject of this report can be obtained from Mick Bowden, on direct dial 07392 109917 or email mbowden@swindon.gov.uk.

Budget Management Update 2020/21

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- 2.7 Approve that the local Council Tax Support scheme will remain unchanged, apart from any increases in allowances or non-dependent deductions.

3. Detail

Forecast Out-turn for 2020/21

General Fund

- 3.1 The position at the end of September is that the General Fund is forecast to be on budget. This represents an improvement of £4.7m since the last report.
- 3.2 The current forecast is after the application of the COVID-19 emergency funding from the Government of £16.7m, and is based on the COVID-19 pressures during the remainder of the financial year, including the implementation of national restrictions, being offset by the anticipated government support for income losses.
- 3.3 The significant improvements since the last report are:
- 3.3.1 Receipt of a further £3.7m of COVID-19 emergency funding from the Government bringing the total received to £16.7m;
 - 3.3.2 Confirmation of £1.476m grant from the government as the first tranche of support for reduced sales, fees and charges income;
 - 3.3.3 Improved income forecasts for parking services reflecting the increase in vehicle numbers using the car parks (£345k);
 - 3.3.4 Reduction in forecast cost of PPE and other contingencies following confirmation of specific funding (£1.1m).
- 3.4 The above improvements have mitigated a number of significant new pressures in Adult Services where there have been increases in both demand for and cost of provision for Older People, Physical Support and Mental Health (£680k).

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- 3.5 The budget and out-turn by Department is set out in Table 1 below and the full details are contained in Appendix One.

Table 1 – Revenue Budget Forecast

Department	Budget 2020/21	Forecast	Variance	Movement since last report
	£'000	£'000	£'000	£'000
Adults	66,532	69,999	3,467	(563)
Children Services	47,239	51,192	3,953	(192)
Operations	23,964	29,141	5,177	(344)
Enabling	16,297	17,028	731	113
Economy & Development	1,850	3,798	1,948	72
Finance & Assets	(6,808)	(5,419)	1,389	(171)
Sub-Total	149,074	165,739	16,665	(1,085)
COVID-19 Grant Funding		(16,665)	(16,665)	(3,660)
Total General Fund	149,074	149,074	0	(4,745)

Hardship Funding

- 3.6 As part of the Government's COVID-19 response the Council was allocated £1.3m in March 2020 to, initially, provide additional support to Council Tax Support claimants of £150 in the current financial year. Based on the anticipated commitments against this fund, it is forecast that £150k will be available to support those in financial hardship. It is therefore proposed to transfer this sum to the Emergency Assistance Fund to be used either to provide food, essentials or help with utility bills or help with financial advice for those in need.

Dedicated Schools Grant (DSG)

- 3.7 The DSG is forecasting an overspend of £2.6m which is an increase of £594k since the last report.
- 3.8 This is due to an increase in demand for Post 16 provision.
- 3.1 This pressure increases the cumulative deficit on the DSG to £4.25m. In July, Schools Forum agreed a timetable of consultations for a deficit recovery plan. SEND Strategic

Further information on the subject of this report can be obtained from Mick Bowden, on direct dial 07392 109917 or email mbowden@swindon.gov.uk.

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Board and Schools Forum will consider a report on the outcome of the consultation in January.

Housing Revenue Account (HRA)

- 3.2 HRA Budget Managers are currently forecasting a net overspend of £89k, which is an improvement of £61k since the last report as a result of underspends across operational budgets.

Budget Strategy and Policy Framework

- 3.3 The Council's current medium term financial strategy was endorsed by Council in February 2020. This set out the requirement for the Council to identify savings of around £40m over the period to March 2024.
- 3.4 As set out in the October Cabinet report the impact of COVID-19 on the Council's finances will also need to be addressed, in particular:
- 3.4.1 Collection Fund levels of council tax and business rates income,
 - 3.4.2 Projections for other key income streams, such as car parking,
 - 3.4.3 Demand pressures in adult and children's social care and the impact of COVID-19 on the care provider market
- 3.5 There is currently significant uncertainty on both the value of the above pressures and the extent to which any such pressures will be funded by Central Government. At the time of drafting this report the outcome of the spending review is still to be published. Officers have therefore continued to develop budget proposals based on the existing funding assumptions set out in February's financial strategy.
- 3.6 Appendix 3 sets out the draft budget proposals for 2021/22. The approach to developing the budget in 2021/22 and later years is based on:
- 3.6.1 Cross-cutting demand management work on social care transitions, strength based and place-based working;
 - 3.6.2 Service improvements in Operations;
 - 3.6.3 Continuing to develop the Council to ensure it operates in the most modern, effect and effective way.

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- 3.7 A summary of the current draft budget proposals is set out in Table 2 below.

Table 2 – Summary of Draft 2021/22 Budget

	£m
Spending Pressures	14.1
Funding Changes	0.4
Savings Identified to Date	(7.8)
Increased Funding (Feb 2020 estimate)	(2.9)
Budget Gap	3.8

- 3.8 Officers will continue to develop plans to close the residual gap, incorporating the impact of funding announcements anticipated over the next few weeks.

Tax Base and Collection Fund Surplus/Deficit

- 3.9 The Council is required to notify precepting bodies by 31st January 2021 of the assumed level of tax base for 2020/21. It is also required to calculate the estimated surplus or deficit on the Collection Fund as at 31 March 2021, which is accounted for in the following year's budget. Given the impact of COVID-19 on the Collection Fund the Government has recently published changes to these arrangements to spread deficits over three years. The Government has also made reference to further support for irrecoverable income losses, with any such announcement anticipated to form part of the Spending Review. An update on the latest position will be provided at the Cabinet meeting.

Empty Homes Premium

- 3.10 Currently, domestic properties that are empty and unfurnished for more than ten years are charged 300% Council Tax (the additional 200% is known as the empty premium). This is to encourage their owners to bring them back into use. To strengthen this incentive the Rating and Council Tax Act 2018 has increased the level of premium that Councils are able to charge from 200% to 300% (total charge 400%), with effect from 1 April 2021.

Local Council Tax Support Scheme

- 3.11 Since the replacement of council tax benefit with a Local Council Tax Support scheme, there is a requirement to review the local scheme each year and agree any amendments. Members are asked to agree that the Local Council Tax Support scheme

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in 2020/21 be unchanged, apart from any increases in allowances or non-dependent deductions, which will be increased in line with the national scheme or inflation, measured by the consumer price index.

4. Alternative Options

- 4.1 The Council is required to set a balanced budget. If Cabinet choose not to approve the budget proposals set out in this report, then further options would need to be identified to ensure that the statutory requirement is met.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The General Fund is forecasting to be on budget for the current financial year. This is after the application of the COVID-19 emergency funding from the Government of £16.7m, and is based on the COVID-19 pressures during the remainder of the financial year being offset by the anticipated government support for income losses. However, should there be a residual overspend, this would be a call on the Council's reserves.
- 5.2 The forecast deficit on the DSG is £4.2m. Schools Forum have agreed a timetable to consult on a deficit recovery plan and a report on the outcomes of this consultation will be submitted to SEND Strategic Board and Schools Forum in January.
- 5.3 The HRA is currently forecasting an overspend of £89k. The HRA is ring-fenced and therefore any variances at year end will be managed within the HRA.
- 5.4 The report sets out the latest position on preparation of the budget for 2021/22. A current budget gap of £3.8m is projected, but this will be subject to clarification of COVID-19 pressures and funding announcements.

Legal and Human Rights Implications

- 5.5 All legal and human rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention rights.

Climate Change Impact

- 5.6 This report includes the budget savings arising from the continued implementation of energy reduction through the installation of LED lighting.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.7 There are no such direct implications.

Further information on the subject of this report can be obtained from Mick Bowden, on direct dial 07392 109917 or email mbowden@swindon.gov.uk.

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Diversity Impact Assessment

- 5.8 Diversity Impact Assessments (DIA) are being undertaken for budget proposals that could affect protected groups. Where assessments undertaken identify adverse impacts then mitigations will be developed as part of the proposals.

Risk Management

- 5.9 None other than those highlighted in the body of the report. Individual schemes will have individual Risk Assessments and DIAs.

6. Consultees

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 – Forecast Out-turn by Department 2020/21

- 8.2 Appendix 2 – Proposed Budget Virements

- 8.3 Appendix 3 - Detailed Budget Proposals 2020/21

9. Key Decision/Decision in Cabinet Work Programme and Forward Plan

- 9.1 This is a Key Decision and is included in the Cabinet Work Programme and Forward Plan for December 2020.

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Fund	Tier 1 Pillar	Tier 2 Function	Budget 2020/21 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Movement since last report £'000	Commentary on Reasons for Variance		
General Fund	Resources - Enabling	Business Support & Facilities Management	3,745	3,743	(2)	0	A further decrease in anticipated fee income at the Registrar's Office, primarily due the cancellation and postponement of weddings due to Covid 19. This has been partially mitigated by some reductions in operating costs.		
		Communications & Engagement	460	460	0	0			
		Customer Strategy & Operations	720	1,383	663	53			
		Data, Performance and Insight	859	859	0	0			
		Digital & Business Change	2,450	2,470	20	22			
		Elections and Democracy	1,826	1,706	(120)	(6)			
		Human Resources and Organisational Development	2,141	2,141	0	0			
		Information Technology	2,827	2,879	52	0			
		Legal Services	1,269	1,387	118	44			
			16,297	17,028	731	113			
	Resources - Finance & Assets	Corporate Finance	(7,227)	(7,561)	(334)	(164)	Net movement in budget risk contingency reflecting pay award, COVID pressures and sales, fees and charges income		
		Finance & Procurement Service	2,313	2,447	134	(1)			
		ASC Finance Services	572	543	(29)	(15)			
		Revenues & Benefits	2,593	2,858	265	50			
		Internal Audit and Health & Safety	713	713	0	0			
		Architecture	42	39	(3)	(3)			
		Property	(5,814)	(4,458)	1,356	(38)			
			(6,808)	(5,419)	1,389	(171)			
		Resources - Operations	Streetsmart	16,219	17,281	1,062		(22)	Increased cost projections for the disposal of green waste £60k. Fuel costs forecast £40k lower, Waterside Depot rates bill £30k lower and £12k one-off additional sales of vehicles projected.
			Highways	78	4,022	3,944		(427)	
	Operations Management		(9)	216	225	0			
	Transport		7,676	7,622	(54)	105			
			23,964	29,141	5,177	(344)			
	Children Services		Inclusion and Achievement	4,650	5,340	690	(57)	An improvement in the forecast income pressure in the Library service.	
			Children, Families and Community Health Services	42,589	45,852	3,263	(135)		
	Adults, Housing & Public Health		Adults	47,239	51,192	3,953	(192)	Forecast costs relating to COVID for PPE and other contingencies are not now expected to be required (£1.127m). Reduction in placements and costs across Learning Disability (£38k) and on Reablement staffing (£36k). Savings are mitigating a pressure in the management of demand and costs in Older People of £496k and increased demand for placements/costs in Physical Support of £50k and Mental Health of £134k.	
				66,819	69,249	2,430	(521)		
			Enterprise Works	53	431	378	(17)		
		Public Health	10,274	10,229	45	15			
		Public Health Grant	(10,274)	(10,229)	(45)	(15)			
		Housing Services	(340)	319	659	(25)			
			66,532	69,999	3,467	(563)			
		Economy & Development	Culture & Heritage	1,047	2,089	1,042	51		
			Economy, Growth and Place	940	997	57	0		
			Strategic Planning and Highways	(794)	(4)	790	30		
	Regulatory Services		657	716	59	(9)			
			1,850	3,798	1,948	72			
	General Fund Total			149,074	165,739	16,665	(1,085)		

Fund	Tier 1 Pillar	Tier 2 Function	Budget 2020/21 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Movement since last report £'000	Commentary on Reasons for Variance
Health	Health Adults	Health Adults	5,859	5,980	121	175	Increase in the Funded Nursing Care (FNC) rate resulting in higher costs which can be reclaimed from the CCG as per the matching variance below Increased CCG funding expected due to higher FNC rate.
	Health Adults	Health Adults	(5,859)	(5,980)	(121)	(175)	
	Health Children's	Children's Health Commissioning	1,836 (1,836)	1,836 (1,836)	0 0	0 0	
		Children's Health Delivery Services - CCG Funded	2,524 (2,524)	2,524 (2,524)	0 0	0 0	
		Health Total		0	0	0	
Dedicated Schools Grant	DSG Commissioning	DSG Skills and Attainment	78,849	82,125	3,276	594	Cost pressures relate to an increase in demand for Post 16 provision.
		DSG Skills and Attainment	(78,849)	(79,552)	(703)	0	
Dedicated Schools Grant Total			0	2,573	2,573	594	
Housing Revenue Account	HRA - Housing	Supervision & Management	(35,547)	(35,588)	(41)	(26)	Further savings on admin and grounds maintenance costs.
		Special Services	342	317	(25)	(25)	Staff savings in Homeline and sheltered housing
		HRA Capital Financing	25,139	25,179	40	0	
	HRA - Operations	Repairs	10,066	10,181	115	(10)	Updated salary forecasts
Housing Revenue Account Total			0	89	89	(61)	

	Resources & Economy £'000	Resources - Enabling £'000	Resources - Finance & Assets £'000	Resources - Operations £'000	Children Services £'000	Adults, Housing & Public Health £'000	Communities & Housing £'000	Economy & Development £'000	Total General Fund £'000
Cabinet 21/10/2020	10,782	0	0	0	46,827	66,965	24,500	0	149,074
Re-alignment of budgets to reflect new Management reporting structure	(10,782)	16,195	(6,227)	23,866	223	(565)	(24,500)	1,790	0
Additional 0.75% pay award above original budgeted 2% funded from contingency	0	102	(581)	98	189	132	0	60	0
Cabinet 02/12/2020	0	16,297	(6,808)	23,964	47,239	66,532	0	1,850	149,074

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2021-22 Budget - Detailed Proposals**Service Area - Resources - Enabling**

	Draft Proposals for 2021/22
Proposal	£'000
<u>Cost Pressures (positive numbers)</u>	
Increased contribution to costs of Wiltshire Coroner's Office to fund additional capacity and system improvements.	50
<u>Savings (negative numbers)</u>	
Productivity savings across the Directorate aligned to programme of work to operate in a more modern, efficient and effective way	(372)
Total	(322)

2021-22 Budget - Detailed Proposals**Service Area - Resources - Finance & Assets**

	Draft Proposals for 2021/22
Proposal	£'000
<u>Cost Pressures (positive numbers)</u>	
Council wide Pay and Prices Inflation	4,185
Increase in capital financing costs.	2,000
<u>Savings (negative numbers)</u>	
Productivity savings across the Directorate aligned to programme of work to operate in a more modern, efficient and effective way	(152)
Commercial Property Income	(500)
Total	5,533

2021-22 Budget - Detailed Proposals
Service Area - Resources - Operations

	Draft Proposals for 2021/22
Proposal	£'000
Cost Pressures (positive numbers)	
Waste Disposal - remove fixed management fees	520
Waste Disposal - additional waste disposal gate fee costs due to growth of housing numbers	133
Service Improvement Plans Phase 1 2020/21 - non delivery of savings	225
Waste and Recycling - 2020/21 review of operations - non delivery of savings	222
Highway operations - additional pressure for traffic management costs to support the reduction of the backlog of potholes work	25
Waste disposal - costs to dispose of additional waste generated by Parishes	50
Waste collection - costs to deliver food waste in trial areas. Additionally, one off funding will be required for trial periods for 21/22 due to vehicle manufacturing timelines.	70
Savings (negative numbers)	
All operational services - Productivity improvements to all service areas as part of modern, effective and efficient programme.	(420)
Waste disposal - programme to reduce total costs of waste service	(300)
Street Lighting electricity - reduced costs as a result of next phase of installing LED lanterns due to finish in 21/22	(400)
Grounds Maintenance - additional income from green waste service subscriptions. Assumes demand remains same as 20/21	(84)
All operational services - savings as a result of a review of 20/21 expenditure budgets net of income pressures	(200)
Highway operations - provide traffic management services in-house	(10)
Transport - review of the application of the Special Education Needs transport policy in terms of eligibility of transport currently awarded. Assumes any changes to transport are effective from September 2021	(100)
Transport - review of the effectiveness and efficiency of the Special Education Needs transport options including minibuses and Personal Travel Budgets. Assumes any changes to transport are effective from September 2021	(35)
Transport - review of demand for usage of the Concessionary Transport service	(70)
Total	(374)

2021-22 Budget - Detailed Proposals**Service Area - Children Services**

	Draft Proposals for 2021/22
Proposal	£'000
<u>Cost Pressures (positive numbers)</u>	
Pressure relating to annual support cost of the new Children's IT system	14
Traded services model ceasing for Therapy services resulting in a net loss of contribution to General Fund.	117
Additional staffing requirement for the Edge of Care team to support children and young people on the edge of care.	73
Pressure relating to increase in capacity required to support those on Education, Health and Care Plans within the SEND team.	437
Potential pressure around Education Psychology service due to increase in demand.	187
Additional staffing required to monitor and track pupil level data on attendance and NEET's	42
Additional staffing required to the monitor and track pupil level data of SEND data for 16-25	42
<u>Savings (negative numbers)</u>	
Savings relating to a reduction in the number of agency staff and review of payments	(780)
Savings relating to review of demand	(110)
Productivity savings across the Directorate aligned to programme of work to operate in a more modern, efficient and effective way	(266)
Reduction in costs relating to Supported Employment	(86)
Productivity savings through consolidation of services	(21)
<u>Funding Changes</u>	
Cessation of grant from European Social Fund for Building Bridges	180
School Improvement and Monitoring Grant contribution to staffing costs	(30)
Reduction in contribution from the Troubled Families grant as the programme is coming to an end (assumes grant ceases but this is not confirmed)	162
Total	(39)

2021-22 Budget - Detailed Proposals**Service Area - Adults, Housing & Public Health**

	Draft Proposals for 2021/22
Proposal	£'000
Cost Pressures (positive numbers)	
Demand Pressure - Older People care packages, increasing numbers of service users and increasingly complex social care needs.	1,745
Demand Pressures - Learning Disabilities care packages through Children transitioning into Adult Social Care services.	3,000
Demand Pressure - Learning Disability, increased number of older adults requiring social care services.	500
Demand pressures - mental health services. Increasing numbers of clients and increasingly complex social care needs.	100
Enterprise works - non Covid related pressure, mainly due to Community meals.	240
Social Workers- locum costs due to recruitment challenge	145
Savings (negative numbers)	
Productivity savings across the Directorate aligned to programme of work to operate in a more modern, efficient and effective way. Plans to be identified.	(336)
Productivity savings - Enterprise Works	(152)
Enterprise Works - restructure of services	(112)
Managing Learning Disability Transitions reduced cost of social care packages by supporting service users to be as independent as possible.	(1,400)
Managing OPPD demand through strength based conversations to support service users to be as independent as possible.	(840)
Managing LD long term demand through strength based conversations to support service users to be as independent as possible.	(400)
Managing Mental Health demand through strength based conversations to support service users to be as independent as possible.	(100)
Efficiency savings re opening of extension at Fessey House.	(200)
Total	2,190

2021-22 Budget - Detailed Proposals
Service Area - Economy & Development

	Draft Proposals for 2021/22
Proposal	£'000
<u>Savings (negative numbers)</u>	
Productivity savings across the Directorate aligned to programme of work to operate in a more modern, efficient and effective way. Plans to be identified.	(354)
<u>Funding Changes</u>	
Reduction in S38 reserve available to support base budget	100
Total	(254)

Capital Monitoring Outturn Q2 2020/21

Cabinet

Date: 2nd December 2020

Author: Cabinet Member for Commercialisation, Education and Skills
Corporate Director of Finance and Assets

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report presents the year end monitoring position for the Council's capital programme and some proposed changes to the programme.
- 1.2 The effective management of financial resources through robust financial management processes underpins the Council's ability to achieve its plans and priorities.

2. Recommendations

Cabinet is recommended to:

- 2.1 Note the 2020/21 year end projected out-turn position as set out in Tables 1 & 2 and Appendices 1 and 2;
- 2.2 Approve the amendments to the current approved capital programme budgets as detailed at paragraphs 3.3 to 3.4
 - 2.2.1 To reduce the budget for Fessey House (line 50) budget by £1m to reflect revised cost estimates
 - 2.2.2 To amalgamate budgets for North Star Roundabout and Transfer Bridges (lines 112 and 113) into one budget for works along the Great Western corridor.
- 2.3 Approve the additions to the programme detailed at paragraphs 3.7 to 3.19. This further update to the Capital Programme can be accommodated within the approved capital financing revenue budget and prudential indicators as set out in the 2020/21 Budget approved by Council.
 - 2.3.1 To allocate £37k of developers' S106 contributions to improve the footway between Berkely Farm and the entrance to Wood Farm.
 - 2.3.2 To allocate £308k of developers' S106 to link the traffic signals along the route between Thamesdown drive and A419 / Cricklade Road junction.
 - 2.3.3 To allocate £106k of grant funding to install 22 on-street charging points in 8 residential locations in SN1.

Further information on the subject of this report can be obtained from Ian Burbidge on Direct Dial No. 07769 281641 or Email iburbidge@swindon.gov.uk

Capital Monitoring Outturn Q2 2020/21

Cabinet

Date: 2nd December 2020

-
- 2.3.4 To allocate £27k of developers' S106 to add to the existing Tadpole Farm transport scheme line 117.
 - 2.3.5 To allocate £1m of grant funding to provide mobile classrooms at Crowdys Special School.
 - 2.3.6 To allocate £77k of developers' S106 to provide 2 year old provision at Shaw Ridge Primary School and Nursery.
 - 2.3.7 To allocate £28k of developers' S106 to repair play park equipment at Lydiard Park.
 - 2.3.8 To allocate £21k of developers' S106 together with £67k of borrowing to introduce raised earth mounds at the Lawns that will reduce anti-social behaviour in the area.
 - 2.3.9 To allocate £1m of grant funding to be spent on enabling infrastructure for Kimmerfields.
 - 2.3.10 To allocate £1.87m of developers' S106 to add to the existing Package 2 - Nythe Road Junction and Piccadilly Roundabout, line 80, this is to address the revised costs of the project.
 - 2.3.11 To allocate £5k of developers' S106 contributions to add to the existing ASC & Health Community Equipment Store IT budget, line 44.
 - 2.3.12 To allocate £340k of developers' S106 contributions to provide Wanborough traffic calming measures.
 - 2.4 Cabinet is asked to approve the transfer of CIL and S106 contributions that have been received by the Council to the relevant Parish Council for them to deliver the works required by the s106 agreement, as detailed in Paragraph 3.20 and Appendix 3
 - 2.5 Cabinet is also recommended to delegate authority to the Corporate Director of Finance and Assets & Director of Strategic Development for the distribution of future CIL & s106 receipts to Parish Councils, as detailed in Paragraph 3.21
 - 2.6 Note the contents of Appendix 4 regarding the 2019-20 Community Infrastructure Levy (CIL) and to approve that this be published on the Council's website;
 - 2.7 Approve the annual retention of 5% of the total annual CIL receipts to cover administration costs per paragraph 3.25 to 3.26 below;
 - 2.8 Note the intention to allocate CIL receipts to support capital programme proposals that will be taken to Cabinet in February 2020 as part of the annual capital budget setting process.
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Capital Monitoring Outturn Q2 2020/21

Cabinet

Date: 2nd December 2020

3. Detail

Capital Programme Outturn

- 3.1 Table 1 below shows the current status of the 2020/21 capital budget and forecast outturn position. The significant budget movements are detailed in paragraphs 3.2 to 3.5 below. Table 2 shows how the capital programme is being funded.

Table 1 - Total expenditure in 2020/21

Service Area	Total Scheme Budget £000's	Projected Out-turn £000's	Projected Overspends £000's	Projected Underspends £000's
Resources - Enabling	7,638	7,638		
Resources - Finance & Assets	53,572	53,572		
Resources - Operations	16,661	16,661		
Children Services	21,459	21,359		(100)
Adults, Housing & Public Health	14,510	13,510		(1,000)
Economy & Development	253,826	254,709	883	
Total General Fund	367,666	367,449	883	(1,100)
HRA	74,528	74,528		
Total Existing Programme	440,324	440,107	883	(1,100)
New Approvals	4,886	4,886		
Revised Total programme	445,210	444,993	883	(1,100)

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Capital Monitoring Outturn Q2 2020/21

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Table 2 - Capital Programme funding

	Total Funding Required £000's	Funded to 31/3/20 £000's	Funding still required £000's	Additional Funding Required £000's	Revised Total Funding £000's
Capital Receipts	4,742	3,253	1,489		4,742
Section 106 Deposits	34,679	6,509	28,170	2,713	37,392
Grant Funding	172,854	41,054	131,800	2,006	174,860
Revenue Contributions	2,833	1,409	1,424		2,833
HRA balances	72,478	18,209	54,269		72,478
Invest to save borrowing repaid from future revenue budgets	893		893		893
Change in Borrowing Requirement	151,845	33,766	118,079	(50)	151,795
Total to be financed	440,324	104,200	336,124	4,669	444,993

Projected Variances

- 3.2 Noted below are the significant changes to the capital programme, there are no other budget movements that have not already been reported to Cabinet. Appendix 1 contains a summary of the current capital programme & Appendix 2 contains the details of the individual schemes in the capital programme, together with their forecast spend.
- 3.3 Fessey House line 50 - underspend £1m. Construction of the extension at Fessey House started in June 2020 and is scheduled to be completed by August 2021. Cost estimates for the project have been updated and a total budget of £4m is required. Therefore the allocated budget for this scheme can be reduced by £1m.
- 3.4 Officers are proposing to close the capital programmes for North Star roundabout and Transfer Bridges shown at lines 112 & 113 respectively, and to combine them into one budget for works along the Great Western Way corridor. This will seek to create capacity and improve traffic management to address issues identified in the Town Centre Movement Strategy. The funding for this scheme remains as S106 funding.
- 3.5 Fleming Way Bus Boulevard – line 95 overspend of £210k. This relates to additional BT infrastructure costs that have been incurred as part of the site preparation works.
- 3.6 Appendix 2 also contains a project status indicator to assist members in understanding the current status of each scheme. The indicators and their meaning are set out below:-

1 Project/Scheme budget based on initial guide costs only, which may be subject to change during detailed design and delivery phases.

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Capital Monitoring Outturn Q2 2020/21

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Date: 2nd December 2020

- 2 *Consultation and/or planning permission in progress. Programme/scheme budget based on estimated detailed design costs, which are may be subject to change during delivery phase.*
- 3 *Contractor appointed. All necessary planning applications and consultations complete. Programme/scheme completion anticipated within budget.*
- 4 *Project under construction*
- 5 *The budget represents an annual funding envelope*
- 6 *Project is complete, although there may be retention payments due*

Addition to current programme

- 3.7 Cabinet is asked to approve the following additions to the existing programme.
- 3.8 Footway upgrade, Wroughton - £37k of developers' S106 contributions. It is proposed to improve the footway between Berkely Farm and the entrance to Wood Farm.
- 3.9 Thamesdown Drive corridor - £308k of developers' S106 contributions. It is proposed to link the traffic signals along the route between Thamesdown drive and A419 / Cricklade Road junction. The scheme will upgrade the SCOOT software that controls the communication between the traffic signals.
- 3.10 On-street EV Charging points - £106k of Grant funding. The Office for Low Emission Vehicles has provided a 75% grant, with the remainder coming from Local Transport Plan grant. The project seeks to install 22 on-street charging points in 8 residential locations in SN1, where residents in these areas do not have the ability to park off-street.
- 3.11 Tadpole Farm Transport scheme, line 117, £27k of developers' S106 contributions. A further tranche of s106 funding has been received for the same project and it is proposed to add this to the existing capital programme budget.
- 3.12 Crowdy's Special School - £1m of Grant funding. The education place planning team have identified a need for additional primary and secondary special school places in September 2021. The project seeks to address this need by providing mobile classrooms at Crowdys Special School.
- 3.13 Shaw Ridge Primary School and Nursery - £77k of Developers' S106 contributions. The current nursery provision only supports 3-4 year olds and is currently near full capacity. Due to the closure of a nearby nursery there is no 2 year old provision in the vicinity. The school would like to reconfigure internal and external space to enable 20 2 year old places to be provided on site.

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- 3.14 Lydiard Park Play equipment - £28k of Developers' s106 contributions. Currently the play park is closed as major repairs are required to the play park equipment. These funds will enable these repairs to be carried out.
- 3.15 Lawns Travellers Access - £88k funded from £21k of Developers' s106 contributions with the remaining £67k being funded from borrowing. There have been a number of issues with unauthorised encampments and fly tipping. The works being proposed will introduce raised earth mounds that will enhance the landscaping and prevent the need for future emergency maintenance works.
- 3.16 Towns Funds – Kimmerfields £1m of grant funding. Town's Fund accelerated funding to be spent on enabling infrastructure for Kimmerfields, including site investigation, preparation, remediation and utilities and road infrastructure.
- 3.17 Package 2 - Nythe Road Junction and Piccadilly Roundabout, line 80, £1.87m of developers' S106 contributions. The increase in budget is required as a result of the tender exercise being completed and the construction and service diversion costs being confirmed at greater than originally budgeted for.
- 3.18 ASC & Health Community Equipment Store IT, line 44 - £5k of developers' S106 contributions. It is proposed that these funds are added to the existing budget.
- 3.19 Wanborough Traffic Calming - £340k funded from Developers' s106 contributions. The proposal seeks to introduce traffic calming measures to dissuade the creation of a "rat run" through the village. The scheme is part of a wider package of transport projects designed to ensure the surrounding areas are not impacted by traffic from the NEV.

Transfer of CIL & s106 funds to Parish Councils

- 3.20 Cabinet is asked to approve the transfer of CIL and S106 contributions that have been received by the Council to the relevant Parish Council for them to deliver the works required by the s106 agreement. Each parish will be required to sign a letter stating that they will use the funds within the restrictions laid down in the relevant s106 agreement. The total amount of funding available to each Parish is set out in the table below. Full details can be found in Appendix 3.

Table 3 – CIL & s106 Available for Transfer to Parish Councils

Parish / Town Council	Total Value of S106 Receipts on offer for transfer £
Blunsdon PC	£219,717.53
Haydon Wick PC	£8,294.50

Further information on the subject of this report can be obtained from Ian Burbidge on Direct Dial No. 07769 281641 or Email iburbidge@swindon.gov.uk

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Highworth TC	£13,551.81
St Andrews PC	£8,266.00
Stratton St Margaret PC	£191,894.43
Wanborough PC	£17,914.55
Wroughton PC	£71,747.37
West Swindon PC	£10,208.36
TOTAL	£541,594.55

- 3.21 Cabinet is also recommended to delegate authority to the Corporate Director of Finance and Assets & Director of Strategic Development for the distribution of future CIL & s106 receipts to Parish Councils. This will enable the Parish Councils to plan works in the parish as part of their annual programme and ensure that these funds are used in a timely fashion. A report will be brought to Cabinet each year identifying what funds have been received for each parish and the outcome that those funds are intended to deliver.

Community Infrastructure Levy (CIL) Monitoring 2019/20

- 3.22 The Community Infrastructure Levy 'CIL' is a mandatory charge on relevant development. The Council has been operating a CIL since 6th April 2015. It is a regulatory requirement of Regulation 121A of the Community Infrastructure Levy Regulations 2010 (as amended) known as 'the CIL Regs', for the Council to produce an annual Infrastructure Funding Statement, the content of which is controlled by the regulations.
- 3.23 Appendix 3 presents the information that the Council is required to publish as CIL Charging authority in an Infrastructure Funding Statement before 31st December 2020 for the previous financial year 2019/20.
- 3.24 Cabinet is requested to note the contents of Appendix 4 and approve that they be published on the Authority's website thus discharging the Council's legal reporting requirements.

5% of CIL receipts for Administration

- 3.25 The CIL regulations allow for up to 5% of the total annual CIL receipts to be retained to provide the resources required to manage the overall CIL process.
- 3.26 Cabinet is requested to approve the annual retention of 5% of the total annual CIL receipts.

Further information on the subject of this report can be obtained from Ian Burbidge on Direct Dial No. 07769 281641 or Email iburbidge@swindon.gov.uk

Capital Monitoring Outturn Q2 2020/21

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CIL Infrastructure Account (CIL General Fund)

- 3.27 The majority of CIL Receipts are retained by the Council to help fund the provision and maintenance of its infrastructure. These receipts are held in a CIL Infrastructure Account (CIL regulations refer to this as the General Fund).
- 3.28 The Council has discretion around how this is spent and can allocate it to either a single project, or to multiple projects. The expenditure should be aligned with infrastructure identified on the adopted CIL Regulation 123 Funding List which is drawn from the Infrastructure Delivery Plan that supports the adopted Local Plan 2026 (Council Minute 97, 2014/5 refers).
- 3.29 Cabinet is asked to note the intention to allocate CIL receipts to support capital programme proposals that will be taken to Cabinet and Council in February 2020 as part of the annual capital budget setting process.

4. Alternative Options

- 4.1 Any alternative options for specific areas are set out within the report.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The general fund capital programme is currently projecting a net underspend of £217k at year end as compared to an overspend of £573k reported at Quarter 1. The borrowing requirement is now £50k lower than anticipated in the original programme approvals. This results in an annual revenue saving of £4k per annum (based on current interest rates and average MRP required).
- 5.2 All borrowing costs, including new proposals, can be funded within existing capital financing budgets.
- 5.3 The traffic calming measures at Wanborough proposed in this report will be funded in advance of expected S106 contributions. This will result in a short term borrowing requirement to cash flow the cost of works, the costs of which can be accommodated within the existing capital financing budget.

Legal and Human Rights Implications

- 5.4 All legal and human rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention rights.

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Capital Monitoring Outturn Q2 2020/21

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Climate Change Impact

- 5.5 The proposals would not bring a change in service delivery and Officers believe that there is no expected effect on the Council's carbon footprint.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.6 There are no such direct implications.

Diversity Impact Assessment

- 5.7 A Diversity Impact Assessment (DIA) has not been done as this report does not make any new recommendations that would affect services.

Risk Management

- 5.8 None other than those highlighted in the body of the report. Individual schemes will have individual Risk Assessments and DIAs, these can be obtained from the project managers.

6. Consultees

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 – Capital Programme Overview
- 8.2 Appendix 2 – Detailed Capital Budget
- 8.3 Appendix 3 – S106 & CIL transfer to Parish Councils
- 8.4 Appendix 4 – Swindon Borough Council CIL Finance Monitoring Report for Infrastructure Funding Statement

9. Key Decision/Decision in Cabinet Work Programme and Forward Plan

- 9.1 This is not a key decision and is included in the Cabinet Work Programme / Forward Plan for December 2020.

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Appendix 1 - Capital Summary Report

Fund	Tier 1 Pillar	Tier 2 Function	Function Ref	Heads of Service	Project Budget £'000	Project Actual Spend £'000	Projected Out-turn £'000	Projected Variance £'000	Projected Variance - last report £'000	Movement since last report £'000
Capital	Resources - Enabling	Digital Services & Corporate Programmes Performance, Organisational Improvement & Communications	PFW11	Sam Mowbray	6,523	1,386	6,523			
			PFW13	Sam Mowbray	1,115	609	1,115			
					7,638	1,995	7,638			
	Resources - Finance & Assets	Property & Assets	PFW12	Rob Richards	53,572	3,441	53,572			
					53,572	3,441	53,572			
	Resources - Operations	Operations Management Transport	PFW50	Brian Pinchbeck	5,900	5,747	5,900			
			PFW52	Brian Pinchbeck	10,761	185	10,761			
					16,661	5,932	16,661			
	Children Services	Routes to Employment & Libraries Skills & Attainment	PFW30	Sally Burnett	235	71	235			
			PFW31	Annette Perrington	19,988	10,174	19,888	(100)	(100)	
			PFW32	Lee-Anne Farach	1,236	760	1,236			
	Adults, Housing & Development	Adults	PFW40	Angela Plummer	21,459	11,005	21,359	(100)	(100)	
					14,510	1,694	13,510	(1,000)		(1,000)
					14,510	1,694	13,510	(1,000)		(1,000)
	Economy & Development	Culture & Heritage		Richard Bell	10,894	2,912	10,894			
			PFW22	Philippa Venables	142,210	46,414	142,420	210		210
			PFW24	Emma Gee	98,523	29,886	99,196	673	673	
	HRA	Economy, Growth and Place Strategic Planning and Highways Regulatory Services	PFW58	Richard Bell	329	72	329			
					251,956	79,284	252,839	883	673	210
			PFW90	Mike Ash	74,528	21,505	74,528			
	Completed Schemes	Completed Schemes (GF & HRA)	PFW99	Various	74,528	21,505	74,528			
Grand Total					440,324	124,856	440,107	(217)	573	(790)

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Appendix 2 - Detailed Capital Programme

Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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Resources - Enabling Digital & Business Change

1	2	Data Centre	Philip Murkin	750			220	146	384			750	
2	1	IT security	Philip Murkin	250			50	50	50	50	50	250	
2	4	Capital Contingency Fund	Kim Chequer	3,150			3,150					3,150	
3	4	Avaya Telephony Stabilisation	Philip Murkin	330	179		151					330	
4	6	IT Infrastructure	Philip Murkin	1,100	1,043	23	57					1,100	
5		HR & Finance System	Kim Chequer	350			350					350	
6	4	Corporate EDRMS	Philip Murkin	493	72	6	148	273				493	
7	4	Digital Strategy Seed Fund	Philip Murkin	100	19	44	81					100	
		Strand Total		6,523	1,313	73	4,207	469	434	50	50	6,523	

Performance, Organisational Improvement & Communications

8	4	Hay Lane Gypsy Site Drainage	Michael Ash	272	161		111					272	
9	4	Estates Rationalisation	Jim Catton	843	386	62	457					843	
		Strand Total		1,115	547	62	568					1,115	

Resources - Enabling Total	PFW11	7,638	1,860	135	4,775	469	434	50	50	7,638	
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Resources - Finance & Assets Property & Assets

10	1	Barbury Castle Toilets - new scheme	Rob Austin	100				100				100	
11	2	Headland Site Development	Helen Haines	514	(7)	225	521					514	
12	5	Removal Treatment of Asbestos in Council Buildings	Rob Richards	209		10	209					209	
13	5	General Enhancement Works Corporate Buildings	Kathy Sherratt	8,150		236	750	1,900	1,900	1,900	1,700	8,150	
14	5	Feasibility Studies	Rob Richards	150		22	100	50				150	
15	5	Surplus Buildings Demolition	Helen Haines	484	27	5	300	157				484	
16	6	Village Centre Development	Rob Richards	520	506		14					520	
17	2	Redevelopment of Dorcan House / Eldene Shopping Centre	Sian Bowen	575	344		231					575	
18	1	Equity Share Properties	Kathy Sherratt	250	144			106				250	
19	1	Health Hydro Improvements	Rob Richards	1,500				750	750			1,500	
		Strand Total		12,452	1,014	498	2,125	3,063	2,650	1,900	1,700	12,452	

Regeneration Schemes

20	2	Cavendish Square Unit Shops	Rob Richards	1,920	2			1,918				1,920	
21	3	Kimmerfields - Zurich	Rob Richards	36,000					36,000			36,000	
22	4	Barnfield Solar Scheme	Ian Burbidge	3,200	1,927		1,273					3,200	
		Strand Total		41,120	1,929		1,273	1,918	36,000			41,120	

Resources - Finance & Assets Total		53,572	2,943	498	3,398	4,981	38,650	1,900	1,700	53,572	
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Resources - Operations Operations Management

23	4	Waterside Depot - Road Layout	Sam Price	5,900	5,702	45	198					5,900	
		Strand Total		5,900	5,702	45	198					5,900	

Transport

24	5	Vehicle & Plant replacement strategy	Ian McKinnon	9,873		33	2,080	875	2,338	4,475	105	9,873	
25	2	Waste collection vehicles	Ian McKinnon	888		152	888					888	
		Strand Total		10,761		185	2,968	875	2,338	4,475	105	10,761	

Resources Total	PFW50	16,661	5,702	230	3,166	875	2,338	4,475	105	16,661	
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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Children Services

Libraries

26	3	Libraries RFID	Allyson Jordan	149			149					149	
27	2	Library Shelving West Swindon	Allyson Jordan	15			15					15	
28	4	Library Management System	Allyson Jordan	71	51	20	20					71	
		Strand Total		235	51	20	184					235	

Libraries	PFW30	235	51	20	184							235	
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Schools Maintenance

29	5	Swindon Rugby Club	Helen Haines	66			66					66	
30	5	DFC Allocations to Schools	Helen Haines	193		185	193					193	
31	5	Healthy Pupils	Emily Heaton	104	83		21					104	
32	1	Capita One education	Gareth Cheal	410			200	210				410	
33	5	Condition Works	Helen Haines	656		141	656					656	
		Strand Total		1,429	83	327	1,136	210				1,429	

Schools New Build

34	6	William Morris Primary School	Emily Heaton	8,900	8,402	(207)	498					8,900	
		Strand Total		8,900	8,402	(207)	498					8,900	

Mainstream Schools Extension

35	6	Dorcan Academy PAN	Emily Heaton	2,137			2,137					2,137	
36	1	Bridlewood	Emily Heaton	350	194	(3)	56					250	(100)
37	1	South Marston Primary School	Emily Heaton	4,900	3	20	500	4,397				4,900	
		Strand Total		7,387	197	17	2,693	4,397				7,287	(100)

Special Schools Extension

38	6	Brimble Hill	Emily Heaton	101	95		6					101	
39	4	Capital Works - St Lukes	Emily Heaton	775	761		14					775	
		Strand Total		876	856		21					876	

SEND Funds

40	5	Special Education Needs and Disability Capital Investment Fund	Gareth Cheal	1,396	499		571	326				1,396	
		Strand Total		1,396	499		571	326				1,396	

Inclusion and Achievement	PFW31	19,988	10,037	137	4,919	4,933						19,888	(100)
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Children, Families & Community Health Services

41	2	Independent living units	Dawn Sexstone	120			120					120	
42	4	Children's ICS Project	Philip Murkin	1,116	471	289	645					1,116	
		Strand Total		1,236	471	289	765					1,236	

Children, Families & Community Health Services	PFW32	1,236	471	289	765							1,236	
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Children's Services Total		21,459	10,559	446	5,868	4,933						21,359	(100)
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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Adults, Housing & Public Health

Social Care IT

43	4	Estate Rationalisation - CSS systems upgrade	Angela Plummer	671	425		246					671	
		Strand Total		671	425		246					671	

Housing & Supported Living

44	4	ASC & Health Community Equipment Store IT	Angela Plummer	250	80	69	170					250	
45	5	ASC Equipment	Angela Plummer	1,572			372	300	300	300	300	1,572	
46	1	H&SC Joint Working Projects	Angela Plummer	350	260		90					350	
47	1	Shared Living Accommodation	Angela Plummer	120			120					120	
48	1	Extra Care Sheltered Accomodation	Angela Plummer	153	47		106					153	
49	5	Disabled Facilities Grants	Damon Green	6,184		297	1,572	1,153	1,153	1,153	1,153	6,184	
		Strand Total		8,629	387	367	2,431	1,453	1,453	1,453	1,453	8,629	

New Provision

50	4	Fessey Extension	Angela Plummer	5,000	78	283	1,476	2,446				4,000	(1,000)
		Strand Total		5,000	78	283	1,476	2,446				4,000	(1,000)

Building Upgrades

51	4	Whitbourne / Fessy Renovations	Angela Plummer	210	154		56					210	
		Strand Total		210	154		56					210	

Adults		14,510	1,045	649	4,209	3,898	1,452	1,453	1,453	13,510	(1,000)
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Adults, Housing & Public Health Total		14,510	1,045	649	4,209	3,899	1,453	1,453	1,453	13,510	(1,000)
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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Economy & Development
Landscaping & Open Space

52	1	NEV GWCF	David Dewart	247			247					247	
53	1	Coate Water Country Park Improvements	Martin Hambidge	429			429					429	
54	1	Moredon Recreation - Multi Sports Hub	David Dewart	3,650	81	3	3,128	442				3,650	
55	2	Blunsdon MUGA	David Dewart	348	12		336					348	
56	Parish to deliver	St Andrews - public open space	Ian Burbidge	190			190					190	
57	4	Mouldon Hill Country Park	David Dewart	673		47	673					673	
58	5	Northern Development Area - Protected species reserve	David Dewart	68	17		25	15	11			68	
59	5	Green Spine	David Dewart	10	6		4					10	
60	5	Tree and landscape improvements	David Dewart	19	2		17					19	
61	6	Common Farm GWCF	David Dewart	85		7	85					85	
62	2	East Wichel Major Open Space	David Dewart	391	43		349					391	
63	6	Havelock Square	David Dewart	908	860		48					908	
64	5	Great Western Community Forest	David Dewart	215		(36)	153	62				215	
65	6	County Ground Athletics Track Resurface and Clubhouse	David Dewart	1,323	1,263	34	60					1,323	
66	Parish to deliver	Highdown Play Area	David Dewart	39			39					39	
67	1	Pentylands Country Park	David Dewart	35			35					35	
68	6	Landscape improvements ay Greenbridge & Blagrove	David Dewart	258	222	4	36					258	
69	3	Spring Gardens Refurbishment	David Dewart	106	32		74					106	
70	1	1 - 7 Purton Road	David Dewart	79			79					79	
		Strand Total		9,073	2,537	59	6,007	520	12			9,073	

Heritage

71	5	Museum Artifacts Storage	Nikki Western	200	65		135					200	
72	6	Lydiard House - car park	Annie Griffin	150	75		75					150	
73	5	Lydiard House - Maintenance	Rob Richards	850	57		43	250	250	250		850	
74	1	Lydiard House - Pool	Annie Griffin	100			100					100	
75	1	SMAG Improvements (Apsley House)	Claire Andrews	400			400					400	
76	6	Reception remodelling at Steam Museum	Ian Surtees	17	16		1					17	
77	6	STEAM Museum Frontage Improvements	Ian Surtees	104	102		2					104	
		Strand Total		1,821	316		756	250	250	250		1,821	

Culture & Heritage Total		10,894	2,853	59	6,763	770	262	250		10,894	
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Wichelstowe

78	4	District Centre	Rob Richards	15,254	12,233	131	1,206	1,815				15,254	
		Strand Total		15,254	12,233	131	1,206	1,815				15,254	

Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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NEV

79	2	Gablecross Junction	Sam Howell	8,412	1,882	529	3,660	2,870				8,412	
80	2	Package 2 - Nythe Road Junction and Piccadilly Roundabout	Laura Jones	2,930	479	499	2,393	58				2,930	
81	4	White Hart Junction	Laura Jones	30,119	6,473	1,708	11,923	11,723				30,119	
82	2	Southern Connector Road	Laura Jones	30,572	3,025	302	9,624	11,806	6,117			30,572	
83	1	Great Stall Bridge	Laura Jones	157	157							157	
84	2	Footpath 5	Laura Jones	250	67			183				250	
		Strand Total		72,440	12,084	3,038	27,600	26,640	6,117			72,440	

Other

85	2,3, 4 & 6	Rapid Transit - QBC Wichelstowe, North and UTMC	James Jackson	8,920	5,806	520	3,114					8,920	
86	3	M4 Junction 15	Sam Howell	17,150	1,869	211	9,726	5,555				17,150	
		Strand Total		26,070	7,675	731	12,840	5,555				26,070	

Economy, Growth and Place

87	2	Bus Boulevard - High Streets fund match funding (Cabinet March 19)	Emma Gee	5,000						5,000		5,000	
88	2	Kimmerfields enabling works	Emma Gee	9,500	1,464	88	1,500	6,536				9,500	
89	4	Kimmerfields Compulsory purchase	Emma Gee	3,000	1,653	4	525	822				3,000	
90	2	Aspen House	Rob Richards	339	268	4	71					339	
91	6	Faringdon Road 1-3	Emma Gee	1,247	1,237	4	10					1,247	
92	4	No 11 Carriage works @ Railway Village	Emma Gee	2,105	1,057	744	962	87				2,105	
93	3	No 7 & 9 Carriage works @ Railway Village	Emma Gee	2,755	208	207	1,220	1,227	100			2,755	
94	4	Kimmerfields - site access road	Emma Gee	1,500	425	125	300	775				1,500	
95	2	Fleming Way Bus Boulevard	Philippa Venables	3,000	2,818	215	393					3,210	210
		Strand Total		28,446	9,130	1,392	4,980	9,447	100	5,000		28,656	210

Economy, Growth & Highways Total		142,210	41,122	5,292	46,626	43,457	6,217	5,000		142,420	210
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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Local Transport Plan - Maintenance

96	2	Abbey Farm Transport Projects	Philip Martlew	32		1	32					32	
97	2	Blunsdon High Street	Philip Martlew	68			68					68	
98	1	Rodbourne Road highways improvements	Philip Martlew	525		30	525					525	
99	1	School safe environment zones	Philip Martlew	500			100	100	100	100	100	500	
100	2	Traffic Signal LED conversion	Philip Martlew	193		177	193					193	
101	4	Thames Avenue Speed Reduction	Philip Martlew	25		19	25					25	
102	1	Key Routes East	Tim Price	5,817		126	5,817					5,817	
102	5	Highways Challenge Fund 2020-21	Tim Price	2,016			2,016					2,016	
103	5	Highway Maintenance	Tim Mann	14,185		150	1,109	3,269	3,269	3,269	3,269	14,185	
104	5	Rights of way Improvement Plan	Tim Mann	227		12	227					227	
105	5	Structural Maintenance	Tim Mann	1,005		75	1,005					1,005	
106	5	Backlog/Routine Improvements	Tim Mann	52			52					52	
107	5	Road Markings	Tim Mann	37		(3)	37					37	
108	4	Cooperative Intelligent Transport Systems	James Jackson	238	165		73					238	
109	5	Pavement Condition Management	Tim Mann	348		65	348					348	
110	5	Surface Water Management (SWP) Bruce St/Lagoon flood Mitigation & SWM Plans	Tim Mann	503		44	199	304				503	
111	4	Thamesdown Drive Speed Amelioration	Philip Martlew	273	242		32					273	
112	1	North Star roundabout and Cocklebury Roundabout Great Western Way	Tim Mann	1,669	4		1,665					1,669	
113	1	Transfer Bridges	Tim Mann	2,346	204		2,142					2,346	
114	1	Regent Circus Improvements	Philip Martlew	167	1		166					167	
115	4	Oakhurst Way Pedestrian Crossing	Philip Martlew	73	38		35					73	
116	5	Greenbridge Road Mini Roundabout	Tim Mann	38	6		32					38	
117	2	Tadpole Farm Transport Projects	Philip Martlew	96	12		84					96	
118	1	Flemming Way & Whalebridge	Philip Martlew	238			238					238	
119	1	Ermin Street, Blunsdon	Philip Martlew	245			245					245	
		Strand Total		30,916	672	696	16,465	3,673	3,369	3,369	3,369	30,916	

Local Transport Plan - Integrated

120	5	Local Safety Schemes	Tim Mann	4,191		174	851	835	835	835	835	4,191	
121	5	Traffic Management	Tim Mann	93		34	93					93	
		Strand Total		4,284		208	944	835	835	835	835	4,284	

Maintenance

122	5	Non Highways Structures (Bridges within Parks)	Tim Mann	546			546					546	
123	5	Highways Maintenance - NON LTP	Tim Mann	1,292		71	1,292					1,292	
124	5	Footway Maintenance	Tim Mann	437		40	437					437	
125	5	Flood Defence Grant	Tim Price	141	115		27					141	
126	5	Asset Liability Management (Moredon Road decommissioning)	Tim Price	155	118		37					155	
127	4	Concrete Column Replacement	Tim Mann	2,506			2,506					2,506	
128	3	Strategic Highways Model update	Philip Martlew	400	334		66					400	
		Strand Total		5,477	567	111	4,911					5,477	

Car Parks

Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
129	1	John Street car park demolition (Parade)	Tim Mann	700			700					700	
130	4	Car park Lighting	Giles Davis	420		290	420					420	
131	5	Car Parks Major Maintenance	Tim Mann	878			878					878	
		Strand Total		1,998		290	1,998					1,998	

Street Furniture & Lighting

132	5	Street Lighting	Tim Mann	849		206	347	502				849	
133	5	Traffic Signals - NON LTP	Tim Mann	165		97	165					165	
134	3	Gateway signage (incl car park directions)	Philip Martlew	400	119		281					400	
135	4	LED Street Lighting	Tim Mann	7,222	228	566	6,994					7,222	
136	4	Kingsdown Crossroads Traffic Signals	Philip Martlew	81	65		17					81	
		Strand Total		8,717	412	869	7,804	502				8,717	

Transport

137	6	Wichelstowe - J16 works	Tim Mann	12,840	12,223	63	1,177					13,400	560
138	5	Hodson Road embankment stabilisation	Tim Mann	349	122	8	227					349	
139	5	Wroughton Park and Ride	Tim Mann	120	88		32					120	
140	4	Wichelstowe Southern Access	Tim Mann	28,700	5,516	4,736	19,520	3,664				28,700	
141	6	Wellington Street Improvement Scheme	Syed Shah	852	986	(15)						986	134
142	5	Sheppard Street Improvements	Tim Mann	23			23					23	
143	4	Mead Way Junction Improvements	Tim Mann	4,125	1,570	760	2,533					4,104	(21)
144	5	Town Centre Parking Strategy	Tim Mann	50	4		46					50	
145	3	Tadpole Farm Rapid Transit Corridor	Philip Martlew	72			72					72	
		Strand Total		47,131	20,509	5,552	23,630	3,664				47,804	673

Strategic Planning and Highways Total	PFW52	98,523	22,160	7,726	55,752	8,674	4,204	4,204	4,204	99,196	673
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Planning

146	5	Housing Renewal Grants	Damon Green	254			254					254	
		Strand Total		254			254					254	

Regulatory IT

147	6	Regulatory & Statutory Services Case Management System	Philip Murkin	75	72		3					75	
		Strand Total		75	72		3					75	

Planning, Regulatory & Heritage Services Total	PFW58	329	72		257						329	
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Economy & Development Total		251,956	66,207	13,077	109,398	52,901	10,683	9,454	4,204	252,839	883
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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HRA - Housing Repairs

148	5	Aids & Adaptations	Chris Brannan	1,763		164	1,763					1,763	
149	5	Bathrooms	Chris Brannan	2,164		(6)	2,164					2,164	
150	5	Central Heating	Chris Brannan	1,510		68	1,510					1,510	
151	5	Contingent Major Repairs	Chris Brannan	825		176	825					825	
152	5	Electrics	Chris Brannan	100		16	100					100	
153	5	Environmental & Communal Areas	Chris Brannan	87			87					87	
154	5	Exceptional Extensive	Chris Brannan	2,398		417	2,398					2,398	
155	5	Improvements	Chris Brannan	1,413		143	1,413					1,413	
156	5	Kitchens	Chris Brannan	1,529		99	1,529					1,529	
157	5	Planned Maintenance	Chris Brannan	2,409		(83)	2,409					2,409	
158	5	Roofs	Chris Brannan	2,403		55	2,403					2,403	
159	5	Windows	Chris Brannan	1,308		92	1,308					1,308	
160	1	Relocation to Hillmead	Gerry O'Connor	500			500					500	
161	5	HRA - Scooter stores sheltered	Gerry O'Connor	361			361					361	
162	5	Fire Safety - Residential Flats	Gerry O'Connor	679			679					679	
		Strand Total		19,449		1,142	19,447					19,449	

Small New Build Schemes

163	2	Ventnor Close	Nick Kemmett	1,730	13	10	1,717					1,730	
164	2	Huntley Close	Nick Kemmett	1,400	17	10	1,383					1,400	
165	2	Ashley Close	Nick Kemmett	807	10	7	797					807	
		Strand Total		3,937	41	27	3,897					3,937	

Queens Drive

166	4	Queens Drive	Nick Kemmett	30,500	1,881	794	11,400	11,086	6,134			30,500	
		Strand Total		30,500	1,881	794	11,400	11,086	6,134			30,500	

Acquisitions

167	5	HRA Acquisitions Programme	Nick Kemmett	19,800	16,328	1,254	3,472					19,800	
		Strand Total		19,800	16,328	1,254	3,472					19,800	

High Rise Blocks

168	1	Refurbishment High-Rise Blocks	Nick Kemmett	92			92					92	
		Strand Total		92			92					92	

Vehicles

169	5	HRA Vehicle Acquisitions	Gerry O'Connor	750		37	750					750	
		Strand Total		750		37	750					750	

HRA Total		74,528	18,250	3,255	39,057	11,086	6,134			74,528	
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
Total GF				365,796	88,316	15,035	130,814	68,058	53,558	17,332	7,512	365,579	(217)
Total HRA				74,528	18,250	3,255	39,057	11,086	6,134			74,528	
Overall Total				440,324	106,566	18,290	169,871	79,144	59,692	17,332	7,512	440,107	(217)

Project Status Codes

- 1 Project/Scheme budget based on initial guide costs only, which are subject to change during detailed design and delivery phases
- 2 Consultation and/or Planning Permission in progress. Programme/Scheme budget based on estimated detailed design costs, which are subject to change during
- 3 Contractor appointed. All necessary Planning Applications and Consultations complete. Programme/Scheme completion anticipated within budget.
- 4 Project under construction
- 5 Annual programme with allowance for anticipated spend
- 6 Project complete, retention payment due

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

Purpose of Document:

The Purpose of this document is to provide an overview of:

1. Those Parish / Town Councils that are required to produce CIL Reports by December 2020 for financial year 2019/20
2. Identify those Parish / Town Councils will be receiving CIL Neighbourhood proportions of CIL Receipts from the CIL paid between 1st April 2020 – 30th September 2020
3. Which Parish Councils could be the recipient of S106 income payments for use locally and the value of those contributions.

1. Parish and Town Councils that need to produce a CIL Neighbourhood Proportion Report for financial year 2019/20

The following Parish Council's received a CIL NP payment in 2019/20 and therefore are required by regulation to produce and publish on their website a CIL report by 31st December 2020.

I ask that those reports are published by 20th December as a link to the page on which that report is published must be sent to the cil@swindon.gov.uk email account so that the Council can update its CIL webpage with the links.

Parish / Town Council	Actual Amount CIL NP to Transfer £
Blunsdon PC	£32,595.14
Central Swindon North PC	£3,350.17
Central Swindon South PC	£86,372.75
Chiseldon PC	£495.00
Haydon Wick PC	£191.15
Highworth TC	£67,748.10
Nythe Eldene & Liden PC	£1,013.27
St Andrews PC	£5,894.01
Stratton St Margaret PC	£9,586.85
West Swindon PC	£9,162.14
Wroughton PC	£31,159.28
TOTALS £	£247,567.86

In addition to the above listed, if a Parish or Town Council received CIL NP in previous financial years (allocated, spent or unspent) an update report on those should also be published.

A Template report will be sent separately by email, although any Parish or Town Council that has been required to publish a CIL NP report previously will already have this template.

Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

2. Parish / Town Councils that will be receiving CIL Neighbourhood proportions of CIL Receipts from that CIL paid between 1 April 2020 – 30th September 2020

Parish / Town Council	Actual Amount CIL NP to Transfer £
Blunsdon PC	£701.00
Central Swindon North PC	£30.00
Central Swindon South PC	£19,701.51
Chiseldon PC	£720.00
Highworth TC	£3,858.53
Inglesham PC*	£907.44
St Andrews PC	£5,744.80
Stratton St Margaret PC	£1,857.97
Wanborough PC	£2,800.78
Wroughton PC**	£23,166.97
TOTALS £	£59,489.00

*Inglesham Parish will not have this automatically transferred. Legal advice is required to provide certainty that it is a constituted body for CIL purposes to allow it to be paid to the Parish. If it cannot be paid into the Parish account then it will be held for the benefit of the Parish until such time as an agreed use is identified.

** The payment to Wroughton PC is £1,921.76 short which is the CIL NP from CIL-2016-0030 S/17/0286 Haskins Garage High Street Wroughton – Erection of 13 dwellings & associated works (variation of condition 22 of permission S/15/1190 Regarding drawing numbers). Whilst the CIL Team were notified of commencement in early April 2020, and the CIL Demand paid in June 2020 there is now uncertainty as to whether the development did actually commence. The CIL NP will be retained until such time as commencement is confirmed. If works have not commenced and the planning permission expired, the CIL receipt will need to be refunded. This is the reason for not paying it to the Parish now.

3. S106 Receipts for potential transfer to Parish Council's

The Council's finance department has undertaken a comprehensive review of the S106 Finance Income, and with the support of the S106 & CIL Manager, has identified S106 developer contributions income that can potentially be transferred to Parish / Town Council's for local investment in accordance with the use restrictions.

It has recently been identified that there is no delegated authority to allow this to happen so Cabinet approval will be required for the principle agreement to undertake the transfers. It is hoped that this request will make December 2020 Cabinet.

In the meantime S106 Payment Transfer letters have been produced for the relevant Parish / Town Council's and these are likely to be issued w/c 26 October or W/c 2nd November. These need to be considered by relevant Parish / Town Council Members, signed and returned at the earliest opportunity as they will identify the S106 contributions the Parish / Town Councils are

By: Sarah Screen, S106 & CIL Manager, Swindon Borough Council

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

interested in receiving. This is the second element of the process. No s106 income will be released for transfer without the return of a completed confirmation of receipt form. Consideration of the letter and content issued and submission of completed forms will hopefully expedite payment to relevant Parishes once Cabinet authority to proceed is in place.

The table sets out a list of the items, financial sums, restriction on spend, development that paid the contribution for the relevant Paris Councils.

Parish / Town Council	Total Value of S106 Receipts on offer for transfer £
Blunsdon PC	£219,717.53
Haydon Wick PC	£8,294.50
Highworth TC	£13,551.81
St Andrews PC	£8,266.00
Stratton St Margaret PC	£191,894.43
Wanborough PC	£17,914.55
Wroughton PC	£71,747.37
West Swindon PC	£10,208.36
TOTAL S106 for Potential Transfer	£541,594.55

Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

S106 Parish / Town Council Contributions:

Blunsdon Parish Council: Potential Total = £219,717. 53

Planning Reference	Site Address	Contribution	Amount Received	Date Monies Received	Available Amount for Transfer	Finance Code	Available to Spend? (status)	Restriction on Spend / Use	Payback Date	Parish Request Transfer Y/N?
S/13/1223	Ermin St Blunsdon	Cemetery Contribution	£11,483.28	21/09/2017	£11,483.28	C204	Yes	Towards the cemetery extension within Broad Blunsdon	21-Sept-22	
S/13/0364 and S/RES/15/0720	Land To The Rear Of 83 Ermin Street (Land West of Ermin Street), Blunsdon - Newland Homes	Cemetery Contribution	£9,243.55	01/02/2018	£9,243.55	C219	Yes	Towards cemetery extension within Broad Blunsdon	01-Feb-28	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

S/14/1304 - APP/U3935/W/ 15/3133674	Land at Blunsdon - North of High St East Ermin St - Linden Homes	Allotments	£41,535.68	01/07/2018	£41,535.68	C240	Yes	Allotments: Towards the provision of off- site allotment spaces	1-Jul-28	
S/17/0458	Land To The Rear Of 89, 91 & 93 Ermin Street, Blunsdon	Playing Pitches Contribution	£5,605.46	18/04/2019	£5,605.46	C277	Yes	Playing Pitches - for the improvement and enhancement of the existing local grass pitches and associated works at Blunsdon Recreation Ground	18-Jul-2029 if not spent or committed	
S/17/0458	Land To The Rear Of 89, 91 & 93 Ermin Street, Blunsdon	LEAP (Locally Equipped Area of Play)	£5,719.48	18/04/2019	£5,719.48	C278	Yes	LEAP towards the improvement and enhancement of the existing Linley Road Play Area (Blunsdon)	18-Apr-2029 if not spent or committed	
S/17/0458	Land To The Rear Of 89, 91 & 93 Ermin Street,	Local Open Space	£8,254.40	18/04/2019	£8,254.40	C279	Yes	LOS - for the improvement and enhancement of the existing open space at Linley Road	18-Apr-2019 if not spent or committed	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

	Blunsdon							(Blunsdon)		
S/13/1223	Land at Ermin Street - Hills	MUGA contribution	£47,685.79	21/09/2017	£35,585.79	C206	Yes	Towards the provision of a MUGA within Broad Blunsdon	21-Sep-22	
S/14/1304 - APP/U3935/W/15/3133674	Land at Blunsdon - North of High St East Ermin St - Linden Homes	Major Open Space & Outdoor Sports	£56,376.37	01-Jul-18	£56,376.37	C241	Yes	Towards the improvement of existing open space and/or provision of new and/or enhancement of existing sports facilities that may also include a MUGA within Broad Blunsdon or in the vicinity of Broad Blunsdon	1-Jul-28	
S/13/0364 and S/RES/15/0720	Land To The Rear Of 83 Ermin Street (Land West of Ermin Street), Blunsdon - Newland Homes	MUGA contribution	£45,913.52	01-Feb-18	£45,913.52	C221	Yes	Towards the provision of a MUGA within Broad Blunsdon	1-Feb-28	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

Haydon Wick Parish Council: Potential Total = £8,294.50

Planning Reference	Site Address	Contribution	Amount Received	Date Monies Received	Available Amount for Transfer	Finance Code	Available to Spend? (status)	Restriction on Spend / Use	Payback Date	Parish Request Transfer Y/N?
T/98/0472	Haydon III	Open Space Transfer - Phase 10b	£8,294.50	22/06/2018	£8,294.50	C237	Yes	Haydon 3 Open Space Transfer Phase 10b Land at Southwold Close LBZ Maintenance of the transferred open space for up to 10 years	No limit	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020
S106 & CIL Update

Highworth Town Council; Potential Total = £13,551.81

Planning Reference	Site Address	Contribution	Amount Received	Date Monies Received	Available Amount for Transfer	Finance Code	Available to Spend? (status)	Restriction on Spend / Use	Payback Date	Town Council Request Transfer Y/N?
S/11/0280	Pentyland's	Playing Pitches	£7,239.54	05-Mar-14	£7,239.54	C149	Yes	Playing pitches and play areas in Highworth	05-Mar-24	
S/11/0280	Pentyland's	Public Realm	£5,312.27	05/03/2014	£5,312.27	C150	Yes	Public realm contribution towards the enhancement of the town centre of Highworth	05-Mar-24	
S/04/2586	Co-op 1/2 Swindon St, Highworth	Public Art	£1,000.00	01/02/2008	£1,000.00	C919	Yes	Towards public realm / public art in	No limit	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

								Highworth		
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St Andrews Parish Council: Potential Total £8,266.00

Planning Reference	Site Address	Contribution	Amount Received	Date Monies Received	Available Amount for Transfer	Finance Code	Available to Spend? (status)	Restriction on Spend / Use	Payback Date	Parish Request Transfer Y/N?
S/12/0711	Redhouse Village Centre	LEAP	£8,266.00	19/11/2013	£8,266.00	C108	Yes	To be used towards the upgrading and / or provision of a new local equipped area of play within the St Andrews Ward	19-Nov-18	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020
S106 & CIL Update

Stratton St. Margaret Parish Council: Potential Total = £191.894.43

Planning Reference	Site Address	Contribution	Amount Received	Date Monies Received	Available Amount for Transfer	Finance Code	Available to Spend? (status)	Restriction on Spend / Use	Payback Date	Parish Request Transfer Y/N?
S/13/1690	Land at Crosslink and Kingsdown School Ermin Street Stratton	Community & Neighbourhoods	£15,442.07	30/07/2018	£15,442.07	C250	Yes	Towards the enhancement and/or provision of community facilities within the Parish - Stratton St. Margaret)	30-Jul-23	
S/13/1690	Land at Crosslink and Kingsdown School Ermin Street Stratton	Off-site LOS	£11,231.09	30/07/2018	£11,231.09	C252	Yes	Towards the provision of public open space in the Parish investment to be prioritised within the vicinity of the development (LOS in Stratton St.	30-Jul-23	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

								Margaret)		
S/13/1690	Land at Crosslink and Kingsdown School Ermin Street Stratton	Off-site play area	£32,263.28	30/07/2018	£32,263.28	C253	Yes	Towards the upgrading of an existing LEAP within the Parish (Stratton St. Margaret)	30-Jul-23	
S/13/1690	Land at Crosslink and Kingsdown School Ermin Street Stratton	Off-Site Sports Pitches	£104,089.85	19/09/2018	£104,089.85	C256	Yes	Towards the upgrade and/or enhancement of outdoor sport facilities (which may also include upgrade and/or enhancement of changing facilities/pavilion facilities) at Meadowcroft Playing Fields Addision Crescent Upper Stratton Swindon	19-Sept-23	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

S-18-0265	1A & 5 Wanborough Road Stratton	Off-site Outdoor Sports Facilities	£8,098.40	07-Oct-20	£8,098.40	C298	Yes	Unrestricted no specific purpose referenced in Deed other than for Off- site Outdoor sports (NOTE: Stratton St. Margaret owns and maintains some local sports facilities or could be used Boroughwide)	07-Oct-30	
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Wanborough Parish Council ; Prospective Total = £17,914.55

Planning Reference	Site Address	Contribution	Amount Received	Date Monies Received	Available Amount for Transfer	Finance Code	Available to Spend? (status)	Restriction on Spend / Use	Payback Date	Parish Request Transfer Y/N?
S/12/1054	Land at Stanley Close	Landscape	£3,016.82	27-Jan-16	£3,016.82	C183	Yes	Towards provision of allotments and allotment facilities at Kite Hill	27-Jan-21	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

S/11/0836	Contact House Wanborough	Public Realm	£14,897.73	pooled contributions	£14,897.73	N433	Allocated	Towards the central area public realm requirements in the vicinity of the region of Wanborough.	No Limit	
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Wroughton Parish Council: Potential Total £71,747.37

Planning Reference	Site Address	Contribution	Amount Received	Date Monies Received	Available Amount for Transfer	Finance Code	Available to Spend? (status)	Restriction on Spend / Use	Payback Date	Parish Request Transfer Y/N?
S/OUT/14/1005 (APP/U3935/W/15/3035660) S/RES/17/0635	Land at Berkeley Farm	Off-site Major Open Space	£22,742.56	31/10/2018	£22,742.56	C258	Yes	To be applied by the Council or another party on behalf of the Council to the enhancement of existing off-site public open space in	31/10/2028	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

								the Moat Pond area, Moat Walk, within the Parish of Wroughton		
S/OUT/14/1005 (APP/U3935/W/15/3035660) S/RES/17/0635	Land at Berkeley Farm	Playing Pitches	£49,004.81	31/10/2018	£49,004.81	C259	Yes	To be applied by the Council towards off-site playing pitches to be applied by the Council to the upgrade and/or provision of outdoor sports facilities at Maunsell Way, Wroughton		

West Swindon Parish Council: Potential Total = £10,208.36

Planning Reference	Site Address	Contribution	Amount Received	Date Monies Received	Available Amount for Transfer	Finance Code	Available to Spend? (status)	Restriction on Spend / Use	Payback Date	Parish Request Transfer Y/N?
S-18-0461	Pilgrim Close Play area	Off Site Open Space Facilities	£4,920.05	17-Jul-20	£4,992.56	C294	Yes	Towards Tumpy Field Play Area	17-Jul-30	

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Appendix 3 – S106 & CIL transfer to Parish Councils

Parish & Town Clerks Forum 20th October 2020

S106 & CIL Update

S-18-0461	Pilgrim Close Play area	Off Site Open Space Facilities	£5,140.05	17-Jul-20	£5,215.80	C295	Yes	Towards outdoor sports at West Swindon Community and Youth Centre	17-Jul-30	
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Regulation 121A
Community Infrastructure Levy England and Wales Community Infrastructure Levy Regulations 2010 (as amended)
Swindon Borough Council CIL Finance Monitoring Report for Infrastructure Funding Statement for Financial Year
2019/20

Purpose:

Under the above Regulations (commonly known as the 'CIL Regulations') Swindon Borough Council as CIL Charging Authority for its administrative area is required to publish a report for any financial year in which it collects Community Infrastructure Levy known as CIL, or has retained CIL receipts.

From the 1st September 2019 as a result of amendments to the CIL Regulations this is to be published within a new document named an Infrastructure Funding Statement. This statement will also identify proposed anticipated use of future CIL Receipts.

The Council implemented Charging CIL on 6th April 2015.

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This is CIL Monitoring Report published by Swindon Borough Council and covers financial year 2019/20 CIL receipts, but it also includes financial information on any outstanding CIL receipts from previous financial years including that spent, not spent, or allocated but unspent as relevant.

The report contains the following Acronyms:

- CIL: Community Infrastructure Levy
- NP: CIL Neighbourhood Proportion of CIL Receipts

The tables refer to specific clause reference numbers within Regulation 121A to be able to cross-reference the relevant item to the relevant reporting requirement.

Financial Year: 2019/20

Prepared By: CIL Manager, Planning

On behalf of: Swindon Borough Council as CIL Charging Authority

Date: 06 November 2020

CIL Finance Infrastructure Funding Statement Finance Year 2019/20

CIL Finance 2019/20

	<i>Received in 2019/20</i>
CIL General Fund*	£1,102,311.11
CIL Administration (= to 5% of total CIL)*	£70,313.47
CIL Recovered NP and Non-Parish (<i>at the time of receipt</i>)	£0.00
CIL NP Received for Parish/Town Councils	£241,909.10
<i>CIL Passed to other persons</i>	<i>£0.00</i>
Total CIL receipts received in 2019/20	£1,414,533.68

Note: * Excludes the refund of £2,754.90 Admin Fee for CIL-2017-001 Minerva House

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CIL Finance 2019/20

	Retained at end of 2019/20 from 2019/20	Retained at end of 2019/20 from 2018/19	Retained at end of 2019/20 from 2017/18	(4)(d)(ii) Retained at end of 2019/20 from 2016/17	(4)(d)(ii) Retained at end of 2019/20 from 2015/16	Combined Total CIL retained at end of 2019/20
CIL General Fund*	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL Administration (= to 5% of total CIL)*	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL Recovered NP and Non-Parish (<i>at the time of receipt</i>)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL NP Received for Parish/Town Councils	£125,494.11	£0.00	£0.00	£0.00	£0.00	£125,494.11
<i>CIL Passed to other persons</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£0.00</i>	<i>0.00</i>	<i>0.00</i>	0.00
Total CIL receipts received in 2019/20	£125,494.11	£0.00	£0.00	£0.00	£0.00	£125,494.11

CIL received in 2019/20 retained at end of 2019/20

£125,494.11

CIL received in previous financial year retained at end of 2019/20

£0.00

Items of infrastructure to which infrastructure payments relate	None
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The amount of CIL allocated to each item of infrastructure to which infrastructure payments relate	£0.00 (N/A)
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Breakdown of the CIL NP Received for Parish/Town Councils in 2019/20

CIL NP Received in 2019/20 for Parish/Town Council Apportionment	Value of CIL Parish NP by PC/TC (£)
Blunsdon PC	£15,780.20
Central Swindon North PC	£678.27
Central Swindon South PC	£61,682.10
Chiseldon PC	£11,556.26
Haydon Wick PC	£3,358.62
Highworth TC	£64,192.79
Inglesham Parish	£2,503.06
St. Andrews PC	£5,894.01
Stratton St Margaret PC	£35,047.54
West Swindon PC	£16,639.01
Wroughton PC	£24,577.24
<i>All other Parish Councils</i>	<i>£0.00</i>
**Total CIL NP Received in 2019/20	£241,909.10

CIL NP Passed to Parish Councils 2019/20	Value of CIL Parish NP (£)
Blunsdon PC	£32,595.14
Central Swindon North PC	£3,350.17
Central Swindon South PC	£86,372.75
Chiseldon PC	£495.00
Haydon Wick PC	£191.15
Highworth TC	£67,748.10
Nythe & Eldene PC	£1,013.27
St Andrews PC	£5,894.01
Stratton St Margaret PC	£9,586.85
West Swindon PC	£9,162.14
Wroughton PC	£31,159.28
Total CIL NP Passed to Parish/Town Council in 2019/20	£247,567.86

* This excludes CILNP Receipts received but not paid to Inglesham PC of £2,503.06 as it's unclear if it is a constituted Parish for CIL purposes

Amount of money applied to repay borrowed	£2,442,428.55
Total CIL Receipts recovered from NP and originally paid to Parish & retained for Non-Parish Areas	£0.00
Items to which CIL Receipts recovered from NP and originally paid to Parish or retained for Non-Parish Areas have been applied	None N/A
The expenditure on each item o which CIL Receipts recovered from NP and originally paid to Parish or retained for Non-Parish Areas have been applied	£0.00 (N/A)
TOTAL CIL General Fund Unallocated at end of 2019/20 to carry forward to 2020/21	£0.00
Other Matters in lieu of CIL Payments	
(3A) Infrastructure Payments	None
(3) Land Payments	None
Notices Served to recover CIL From Local Councils (Parishes)	None
Total Value of Notices Served to recover CIL From Local Councils (Parishes)	£0.00 (N/A)
Value of Repayment Request from Local Councils (Parishes) not yet recovered	None

Cumulative Total of CIL Receipts to end of 2018/19

Type of CIL Receipt	CIL Receipts Financial Year 2015-16 (£)	CIL Receipts Financial Year 2016-17 (£)	CIL Receipts Financial Year 2017-18 (£)	CIL Receipts Financial Year 2018-19 (£)	CIL Receipts Financial Year 2019-20 (£)	CIL Receipts Cumulative Running total to date (£)
CIL General Fund	£32,484.06	£495,935.69	£568,077.53	£1,340,117.44	£1,102,311.11	£3,538,925.83
CIL Administration	£2,030.25	£30,948.17	£36,771.56	£84,064.41	£70,313.47	£224,127.86
CIL Neighbourhood Proportion	£6,090.76	£92,079.50	£130,581.96	£249,999.13	£241,909.10	£720,660.45
Totals	£40,605.07	£618,963.36	£735,431.05	£1,674,180.98	£1,414,533.68	£4,483,714.14

CIL Funded Projects

Project No.	Name of CIL Funded Project	Total Value of CIL Receipts Allocated (£) (Cumulative)	Expenditure in 2015-16 (£)	Expenditure in 2016-17 (£)	Expenditure in 2017-18 (£)	Expenditure in 2018-19 (£)	Expenditure in 2019/20 (£)	Total Expenditure to date (£)	Allocated but unspent balance (£)
	CIL Administration*	<i>£224,127.88</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£69,750.00</i>	<i>£84,064.41</i>	<i>£70,313.47</i>	<i>£224,127.88</i>	<i>£0.00</i>
1	Household Waste Recycling Centre	£949,688.00	£0.00	£0.00	£949,688.00	£0.00	£0.00	£949,688.00	£0.00
2	M4 Jun 16 Upgrade (4)(c)(iii)	£2,589,237.55	£0.00	£0.00	£146,809.00	£1,340,117.44	£1,102,311.11	£2,589,237.55	£0.00
Total			£0.00	£0.00	£1,096,497.00	£1,340,117.44	£1,172,624.58	£3,538,925.55	£0.00

Notes

*The total CIL Admin spent in 2017/18 covers the cumulative CIL Admin costs from the first 3-yrs charging as the CIL Regs allow for, and is equal to 5% of total receipts over that 3 years

The expenditure Total for 2019/20 is tracking just the projects and not the CIL Admin for reporting purposes

Total Value of CIL set out in all Demand Notices issued in 2019/20: £2,093.248.75

Mid-Year Treasury Performance 2020/21

Cabinet

Date: 2nd December 2020

Author: Cabinet Member for Commercialisation, Education and Skills
Corporate Director of Finance and Assets

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report sets out the mid-year Treasury Management performance for 2020/21.
- 1.2 The effective management of financial resources through robust financial management processes underpins the Council's ability to achieve its plans and priorities.

2. Recommendations

Cabinet is recommended to:

- 2.1 Note that the original report was presented to and noted by the Audit Committee on the 27th October 2020 as part of the scrutiny process.
- 2.2 Note the mid-year Treasury Management performance.

3. Detail

- 3.1 The CIPFA Treasury Code of Practice recommends that Treasury Management performance is reported at least twice a year. This report sets out the mid-year performance for the Council to the end of September 2020.
- 3.2 The Treasury Management Strategy for 2020/21 was approved by this Council on 20th February 2020 (Council minute 80, 2019/20 refers).
- 3.3 The Council is involved in two types of treasury activity, both of which are affected by the economic environment:
 - 3.3.1 Borrowing **long-term** (greater than 1 year) for capital investment purposes, and **short-term** (less than 1 year) for temporary cash flow purposes;
 - 3.3.2 Investment of surplus cash.
- 3.4 The performance in respect of each of these two activities is summarised below.

Borrowing
- 3.5 The Council has taken out 1 new long term loan of £10m for a period of 3 years from the West of England Combined Authority at a rate of 1.68%. This replaced a maturing long

Further information on the subject of this report can be obtained from Ian Burbidge on Direct Dial No. 07769 281641 or Email iburbidge@swindon.gov.uk

Mid-Year Treasury Performance 2020/21

Cabinet

Date: 2nd December 2020

term loan from PWLB that had been taken out on the 4/11/13 at a rate of 2.79% and provided a saving of £111k per year.

- 3.6 In addition to long-term borrowing, the Council also undertakes short-term borrowing in order to smooth out peaks and troughs in its daily cash flow. As at the 30th September 2020, the Council had £5m worth of short-term borrowing. It should be emphasised that as short-term borrowing is undertaken in respect of daily cash flow activities, this figure can fluctuate significantly from day to day dependent on income received or payments due out.
- 3.7 The Council's total long-term borrowing decreased slightly from £350.8m on 31st March 2020 to £350.2m on 30th September 2020. This was due to a combination of £10.6m of maturing loans plus £10m of new loans having been taken out. The overall average long-term borrowing rate has reduced by 0.08% to 3.16% from the 31st March 2020 position. The table below provides more details of these new loans.

Table 1 – New Long term loans

Lender	NEW LOANS				
	Date of Loan	Principal	Type	Interest Rate	Maturity
West of England Combined Authority	29/05/2020	£10.00m	Fixed interest rate	1.68%	3 years
Total		£10.00m		1.68%	3 years

- 3.8 There is a further long-term borrowing requirement to fund the capital programme and any further loans will be taken out in accordance with the approved Treasury Management Strategy taking into account prevailing interest rates and future projections.

Investments - Lending

- 3.9 As at the 30th September 2020, total investments stood at £64.0m. The average investment balance over the 6 months was £82.2m returning an average rate of 0.49%.
- 3.10 There are three main categories of investment:
- 3.10.1 Liquid Investments – investments that are accessible with no penalty and are used primarily to smooth the peaks and troughs in the Council's daily cash flow. These include money market funds, instant access ("call") accounts, short notice deposit accounts and any balances in our own bank account. The average balance on these funds was £49.5m over the first 6 months of the year achieving an average investment rate of 0.07%.

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Mid-Year Treasury Performance 2020/21

Cabinet

Date: 2nd December 2020

3.10.2 Fixed Term investments – (Primarily with Local Authorities) – these are locked in for a specific period of time. These investments are made with other local authorities for a fixed term up to 2 years. The average balance of these investments over the first 6 months was £18.5m, achieving an average rate of 0.58% comparing favourably with the benchmark 3 Month LIBOR rate of 0.06%.

3.10.3 Local Authority Property Fund (“LAPF”) - £15m is invested in this fund with an indicative rate of return of **3.89%** over the 6 months to September 2020.

3.10.4 The LAPF gives local authorities an exposure to a diversified portfolio of commercial property throughout the UK and its objectives are to generate long-term growth in capital and an attractive income over time (5 years or more). The trustees of the fund are the Local Authorities' Mutual Investment Trust (LAMIT), a body controlled by representatives of the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund.

3.10.5 The Council also has 1 investment property that is held within the general property portfolio. The rental income is shown within the property budget.

3.11 The Council’s overall debt and investment position as at 30th September 2020 compared with 31st March 2020 is shown in the table below:

Table 2 – Treasury Investment Portfolio

TREASURY INVESTMENT PORTFOLIO				
Treasury investments	31/03/2020		30/09/2020	
	£m	%	£m	%
Local authorities	12.0	21%	20.0	31%
Call Accounts	10.0	18%	10.0	16%
Money market funds	20.0	35%	20.0	31%
Total managed in house	42.0	74%	50.0	78%
Property funds	14.7	26%	14.0	22%
Total managed externally	14.7	26%	14.0	22%
Total treasury investments	56.7	100%	64.0	100%

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Mid-Year Treasury Performance 2020/21

Cabinet

Date: 2nd December 2020

Table 3 - Treasury Borrowing Portfolio

TREASURY BORROWING PORTFOLIO						
	31-Mar-20 Principal £m	Rate/ Return %	Average Maturity, Years	30-Sep-20 Principal £m	Rate/ Return %	Average Maturity, Years
<u>Long Term Borrowing (Fixed rate)</u>						
- Local authorities	0.0			10.0	1.68%	2.66
- Other Financial Institutes	31.0	4.16%	21.8	31.2	4.14%	17.06
- PWLB	319.8	3.15%	17.1	309.0	3.16%	16.84
<i>of which</i>						
- HRA	104.0			104.0		
- General Fund	246.8			246.2		
Total long term borrowing	350.8	3.24%	17.3	350.2	3.16%	16.59
PFI liabilities	47.6			47.6		
Total long term debt incl. PFI	398.4			397.8		
<u>Short Term Borrowing</u>						
- Local authorities	24.5	1.13%	0.5	5.0	1.15%	0.00
Gross debt	422.9			402.8		
Total investments	(56.7)	1.87%		(64.0)	0.38%	
Net debt	366.2			338.8		

Compliance with Treasury Limits

- 3.12 During the 2020/21 Financial Year to date, with the exception of the detail outlined below all Treasury activity has been carried out within the Council's Treasury limits and Prudential Indicators, as set out in the Council's Treasury Management Strategy.
- 3.13 On the 27th March and 1st April the Government transferred at short notice additional grants of £9.4m and £31m respectively as part of the emergency response package to deal with Covid19. Due to the existing levels of deposits the Council had to temporarily increase the level placed with an individual counterparty above the established £20m limit, up to 14th April. The Council proceeded to select and approve additional counterparties to manage exceptional cashflows in the future.

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Mid-Year Treasury Performance 2020/21

Cabinet

Date: 2nd December 2020

Housing Revenue Account (HRA) current position

- 3.14 The table below provides a summary of the HRA debt position together with the debt and reserves position as at 31/3/20. The HRA budget assumes a £5m repayment of its outstanding loans at the end of March 2021. The HRA loans attract interest at 3.32%. HRA reserves attract interest based on the pooled investment income rate for the entire Council portfolio.

Table 4 – HRA Portfolio

HRA Portfolio		
	31/03/2020 (£m)	30/09/2020 (£m)
HRA CFR 31st March	104.0	104.0
HRA Average investment balance	22.5	20.0
Number of HRA dwellings	10,299	10,257
Debt per dwelling	£10,100	£10,141

4. Alternative Options

- 4.1 Any alternative options for specific areas are set out within the report.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 These have been reflected in the body of the report.

Legal and Human Rights Implications

- 5.2 All legal and human rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention rights.

Climate Change Impact

- 5.3 The proposals would not bring a change in service delivery and Officers believe that there is no expected effect on the Council's carbon footprint.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.4 There are no such direct implications.

Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment (DIA) has not been done as this report does not make any new recommendations that would affect services.

Further information on the subject of this report can be obtained from Ian Burbidge on Direct Dial No. 07769 281641 or Email iburbidge@swindon.gov.uk

Mid-Year Treasury Performance 2020/21

Cabinet

Date: 2nd December 2020

Risk Management

5.6 There are no direct risks arising from this report.

6. Consultees

6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

7.1 None

8. Appendices

8.1 None

9. Key Decision/Decision in Cabinet Work Programme and Forward Plan

9.1 This is not a key decision and is included in the Cabinet Work Programme / Forward Plan for December 2020.

Sheltered Housing Staffing Review

Cabinet

Date: 2nd December 2020

Author: Cabinet Member for Housing and Public Safety
Director of Housing

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To seek Cabinet's approval on the proposals to change staffing arrangements within sheltered housing by:
- 1.1.1 Ending recruitment of Residential Sheltered Housing Officers, and moving to a non-residential service model.
 - 1.1.2 Continuing to support tenants living in sheltered housing complexes with a dedicated team that incrementally becomes a non – residential model of employment.
- 1.2 This report is necessary to :
- 1.2.1 Address the shortfall in service charge which funds the service.
 - 1.2.2 Modernise working practices and reduce the overall workforce size.
 - 1.2.3 Release additional social rented accommodation which was formerly used as staff accommodation.
- 1.3 The proposals assist with the demand management principles of the Swindon Programme. Well managed, popular and sustainable sheltered housing assists in reducing demand on other services, in particular Adult Social Care, whilst keeping residents independent. In addition the organisational excellence work stream strives to develop a modern, effective and efficient workforce.
- 1.4 The proposals are not a key decision as there is not a significant impact on two more wards nor would there be a significant increase in the service's budget. Therefore the Council did not need to give twenty eight clear days' notice of this decision.

2. Recommendations

Cabinet is recommended to:

- 2.1 Approve the proposals to end the recruitment of residential Sheltered Housing Officers and to agree changes to a model of service delivery based on a cluster team model rather than a dedicated sheltered housing officer at the majority of schemes, as set out in the body of the report.

Further information on the subject of this report can be obtained from Mark Barnett, direct dial 01793 464428 email mbarnett@swindon.gov.uk

Sheltered Housing Staffing Review

Cabinet

Date: 2nd December 2020

- 2.2 Authorise the Director of Housing to reallocate the former sheltered housing staff accommodation once it becomes vacant as outlined in the body of the report, ensuring that allocations are sensitive to the location and if appropriate allocated to under occupying households.

3. Detail

- 3.1 Housing Services manages just over 1350 sheltered tenancies, housed within 31 Sheltered Housing Schemes. The service has traditionally employed live in Sheltered Housing Officers (SHO's), who are still often referred to as wardens. Over time the service has changed, including: moving from a 7 day to a 5 day service many years ago, smaller schemes sharing one SHO and the establishment of a non-residential post at Cockram Court. However the majority of schemes (26) have a resident SHO or a residential vacancy filled by non-residential temporary staff. Currently 16 schemes have resident sheltered officers, 1 scheme has a non-residential sheltered housing officer and there are 8 temporary members of staff within the team .
- 3.2 The SHO carries out a range of duties including building management, weekday welfare calls for those residents who request it, responding to emergency situations, managing contractors and cleaners, liaising with health and social care agencies. Residential SHO's respond to out of hours emergencies when on duty (not at weekends). Outside of these times or to cover leave, vacant or non-residential posts, the Homeline team responds to emergencies following a call to the 24/7 Council control room located at the Civic Offices .
- 3.3 The service is funded by a service charge paid by tenants in addition to the rent and utility payments they make. The costs are pooled between all the schemes to protect tenants in smaller schemes from paying higher charges when they are all receiving the same service standard. Annually the service charge is reviewed, with the aim to recover the full cost of the service from charges. However, the service currently "under recovers" for the services provided. Under recovery means other (non - sheltered tenants) subsidise sheltered housing tenants and are paying for services which they do not receive. The under recovery is shown in the following table:

Table 1 Under-recovery by financial year

Year	Weekly service charge	Under recovery per tenant per week	Total under recovery per annum
2018/19	£25.85	£5.24	£339,000
2019/20	£26.68	£4.76	£308,600
2020/21	£27.40	£4.20	£275,400

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Sheltered Housing Staffing Review

Cabinet

Date: 2nd December 2020

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- 3.4 The service has other challenges too. Recruiting staff to residential posts is difficult. For staff, having a good work/life balance is challenging when you are living in the workplace. It is difficult to maintain professional boundaries with tenants when staff are also considered to be neighbours. Staff can also find career progression difficult, as it would mean losing their tied accommodation, which in the majority of cases is provided rent and utility services free.
- 3.5 The majority of social housing providers both locally and nationally have moved to a non-residential staff service model many years ago. Officers contacted a number of social housing providers to obtain details of how they operate. Additional information is shown in Appendix 1. The most common model in this sector is floating support across all the schemes or part time staff per scheme supported by a connection to a control room to respond to emergencies.
- 3.6 A review of the operating model for sheltered housing has been ongoing for around 18 months. Whilst the review has been underway, any vacancies have been filled by non-residential temporary staff. Homeline provide emergency support to sheltered housing when staff are not on site /on duty and at weekends. The number of attendances by Homeline hasn't increased during the review period with an average of 4-5 responses a day being consistent over the last 3 years.
- 3.7 cThis report was originally prepared and circulated in March 2020 when progress was disrupted by the lockdown and the implementation of the review paused. During lockdown, when face to face visits were not possible and moving forward into recent months, staff provided the daily call via the intercom which proved to be effective. This method of providing that service also freed up valuable time allowing staff to provide increased support for residents who were more vulnerable or who required more intensive support. The cluster model will lead to greater resilience within the service for the tenants, as it will replace the residential SHO who is currently a single point of failure. To address understandable concerns and as soon as the current Covid 19 restrictions are eased and it is safe to do so, the service will resume providing a weekday face to face call (via knocking on the resident's door) with all residents who request this service. The service will also continue a midweek intercom call / test to all residents.
- 3.8 The staff consultation process was completed. It is important to conclude this without further delay so that staff have clarity in relation to their future role and responsibilities. A key driver for the review is to modernise our employment practices and sustain a skilled, flexible workforce.
- 3.9 Tenants told us during the consultation process that they were nervous of change. It is important to recognise that anxiety may be greater at this time and the timetable for implementation must be sensitive to this. If the report is approved a detailed timetable will be agreed with the Cabinet Member for Housing and Public Safety.
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Sheltered Housing Staffing Review

Cabinet

Date: 2nd December 2020

- 3.10 The key proposals from the review are recommended for implementation are::
- 3.10.1 The service charge must recover the cost of the service and keep the service affordable for existing and future tenants, without subsidy from general purpose tenancies.
 - 3.10.2 The service should move away incrementally from a residential model of employment (no existing staff would lose their home if they wish to remain) upon posts becoming vacant.
 - 3.10.3 Vacant staff accommodation would be re-let providing additional income.
 - 3.10.4 Overall staff numbers would reduce (from 27 to 22) with generally 2 staff members covering 3 buildings.
 - 3.10.5 Services such as the daily (week day) call, health and safety checks, out of hours support from the Homeline team would all remain.
 - 3.10.6 Sheltered Housing staff would work to a revised role profile, which gives greater flexibility and in some cases an increase in pay to reflect this.
- 3.11 No permanent Swindon Borough Council staff will be made redundant as part of this proposal as the service currently has a number of agency staff covering vacancies.
- 3.12 The new staffing model will see staff grouped into geographical team clusters comprising 3 buildings with 2 staff members. The clusters will continue to be supported by the existing supervisory staff and two floating Sheltered Housing Officers (increasing from one) who will assist with cover. E.g. annual leave.
- 3.13 As the proposal affects both tenants and staff, two separate consultations were undertaken to discuss the proposals of the review. The Tenants Association for Sheltered Housing (TASH) were advised of the proposals on 19th July, 2019. Following a discussion TASH representatives were asked to complete a questionnaire around the proposals with council staff supporting the schemes that had no TASH representation. The staff consultation is complete.
- 3.14 The feedback from TASH is shown in Appendix 2. Traditionally TASH have always been an excellent source of feedback and observation, and at the request of the TASH chair, the Tenant Scrutiny Panel were asked to oversee the resident consultation process.
- 3.15 Accordingly it was agreed to hold a series of consultations at every sheltered housing scheme. These meetings took place between 23/09/19 and 29/10/19. All tenants were invited to the meetings with an additional Frequently Asked Questions (FAQ) information sheet provided as part of the invitation (shown as Appendix 3)
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Further information on the subject of this report can be obtained from Mark Barnett, direct dial 01793 464428 email mbarnett@swindon.gov.uk

Sheltered Housing Staffing Review

Cabinet

Date: 2nd December 2020

- 3.16 A summary of the issues raised is shown in Appendix 4. All schemes were visited by at least two housing officers. Tenant Scrutiny Panel observed 4 meetings. 369 residents attended the meetings (representing 26% of all sheltered tenancies) in addition several letters / emails were received and 4 questionnaires from tenants who could not attend the meetings. Officers captured specific questions / observations from each scheme and read them back to residents at the end of the meeting to ensure they were a true representation.
- 3.16.1 Positive comments supporting the proposals totalled 34.
- 3.16.2 Negative comments expressing concerns totalled 165.
- 3.17 Generally schemes that are currently without a residential staff member (due to vacancy or double up arrangements) had less concerns about the proposals. It is perhaps not surprising that the majority of the residents who attended the consultations had concerns and anxieties around the change. The concerns were often in relation to the availability of staff as residents are used to having an SHO based on site and a feeling of safety and security if staff are present for more than the actual duties and contracted working hours they perform.
- 3.18 Tenants Scrutiny representatives felt the presentations had a consistent approach, with residents given appropriate opportunity to attend. In their opinion, they observed that more detail could have been provided relating to the hours staff will be on site, Homeline cover and what the service charges covers.
- 3.19 A second presentation was made to TASH on the 13th January, 2020. At this meeting group members expressed a range of apprehensions about the proposal around staff availability and support to more vulnerable residents (albeit that some of these concerns related to adult social care functions rather than housing). The group were also concerned about the potential impact of the concessionary TV licence, currently enjoyed by some sheltered housing residents, it was clarified that all tenants who currently receive this concession would keep it under existing rules. At this meeting the financial impact set out in Table 1 was discussed in detail. Tenant representatives were mindful of how the under collected costs are currently being absorbed into the wider rent pool. In discussion, tenants did not wish to see costs increasing but were interested in seeing the benefits of any reductions in cost once the new model is fully operational.
- 3.20 A report followed to the Housing Management Cabinet Member Advisory Group (CMAG) of 27th January, 2020. TASH members again expressed a range of concerns about the proposals including future use of former sheltered housing accommodation and the grouping of staff into geographical clusters. Officers were able to advise the group that very careful consideration would be given to any future allocation of former accommodation with additional rules and selective allocations. In relation to the cluster arrangements, TASH has not provided any alternative ideas for consideration but
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Sheltered Housing Staffing Review

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officers are receptive to feedback including once implementation has commenced. Generally TASH expressed a view that they weren't happy with the proposals but have been unable to offer any specific alternatives to address the service charge shortfall.

- 3.21 The letting of vacant SHO accommodation will initially generate additional rent income of £38K pa with a potential over time as all the accommodation converts to general needs accommodation, to generate an additional £125K pa. Due to the nature of the accommodation (it's often an integral design or in close proximity to the main building) Officers took the opportunity to discuss future use of the accommodation with both TASH and scheme residents. The primary concerns are shown in Appendix 4. Officers were clear that selection of potential tenants must involve enhanced / selective lettings procedures and take account of the specific issues (eg parking) at each scheme. If appropriate, and to ensure the tenancy succeeds, the allocation criteria for former Sheltered Housing Officer accommodation will consider under occupation outside of the normal allocations policy. In addition, there will a flexible approach to the normal age criteria. (for example an older couple with an adult child could be considered for 3 bedroom accommodation if they were the most suitable applicants).

4. Alternative Options

- 4.1 Alternatively the current level of staff could be retained (but in a non-residential capacity) but full recovery of service charge implemented. A concern would be that this raises the weekly service charge from the 2020/21 rate of £27.40 to £31.60 per tenant per week (over 48 weeks) which is a significant increase in current charges. Self-funding tenants receiving no benefits would need to pay the whole sum. For tenants who receive housing benefit or universal credit housing element this would increase the overall cost to the tax payer for funding this support. High service charges also have the potential to make sheltered housing a less attractive housing option for older people particularly as Housing Association service charges may be lower.
- 4.2 A more radical approach would be to cease having SHOs and manage the tenancies as we do with general purpose flats. A smaller number of staff would be required to carry out some building management functions (more a caretaker role) and emergency support would be via Homeline only. This proposal would require a significant amount of redundancies, which have not been costed.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The proposals will reduce costs within the Housing Revenue Account (HRA) and correctly apportion costs between sheltered and general purpose housing. In the current year the service charge under recovers by £308,600. The letting of vacant SHO accommodation will initially generate additional rent income of £38K pa with a potential

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Sheltered Housing Staffing Review

Cabinet

Date: 2nd December 2020

over time as all the accommodation converts to general needs accommodation, to generate an additional £125K pa.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been taken into account in compiling this report. It is considered that the recommendations are compatible with the Convention rights.

Climate Change Impact

- 5.3 Officers believe that there is no expected effect on the Council's carbon footprint.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.4 Staff have been involved in a formal consultation process relating to the proposed changes.

Diversity Impact Assessment

- 5.5 A diversity impact assessment has been completed and a copy is available from the report author. The assessment identified that there was a potential to impact on older people or those with a disability, however this was very much due to a perception that the service was more radically changing rather than it being delivered in different way with key support components and emergency support remaining.

Risk Management

- 5.6 There is potential for the Council to attract adverse publicity in this matter as it may appear that services to older people are being reduced. The existing services will be protected and delivered as a modern self-funding sheltered service fit for the future.

6. Consultees

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.
- 6.2 Opposition and Minority Group spokespersons were consulted when the Cabinet Member was considering making this decision under delegated authority. In order to enable the decision to progress, the Cabinet Member has requested that the decision be brought to Cabinet instead.

7. Background Papers

- 7.1 None

Further information on the subject of this report can be obtained from Mark Barnett, direct dial 01793 464428 email mbarnett@swindon.gov.uk

Sheltered Housing Staffing Review

Cabinet

Date: 2nd December 2020

8. Appendices

- 8.1 Appendix 1: Summary of local and regional sheltered housing staffing arrangements
- 8.2 Appendix 2: Summary TASH Questionnaire (from meeting of July 2019)
- 8.3 Appendix 3: Frequently Asked Questions Issued to All Sheltered Housing Tenants, Sheltered Housing Review
- 8.4 Appendix 4: Summary of Sheltered Housing Consultations 23.9.19 – 23.10.19

9. Key Decision/Decision in Cabinet Work Programme and Forward Plan

- 9.1 This is not a Key Decision and is included in the Cabinet Work Programme and Forward Plan for December 2020.

Appendix 1 - Sheltered Housing Staff Review

Summary of local and regional sheltered housing staffing arrangements

- Gloucester City Homes – moved away from the residential staffing model several years ago following a service review and changes to funding.
- Sovereign Housing – moved away from residential staffing model from 2003 mainly due to funding. Some locations retained until 2015. Leaseholder schemes still have live in staff, but they have no on call duties and work part time.
- Stroud District Council – have not had residential staff since 2012 when they were required to become non-residential .The service split staff roles between housing management and support.
- Sanctuary Housing (9 schemes in Swindon) – 3 schemes remain residential, all staff are part time and connect to regional control centre.
- Stonewater (2 schemes in Swindon) both with non-residential staff and who work part time hours.
- Bristol City Council – all schemes are non-residential
- Plymouth City Council – have only employed non-residential staff since 2011

Cheltenham Borough Homes – employ housing support officers who cover several different schemes. They no longer have residential posts

Appendix 2

Summary TASH Questionnaire (from meeting of July 2019)

TASH members adopted various strategies to complete the questionnaire with the majority (22) completing a single questionnaire and several (5) distributing questionnaires to residents. At schemes without TASH representation Sheltered Housing staff assisted residents with the process. One scheme devised a bespoke survey (which is not included in this analysis)

The questionnaire posed several questions, a summary is shown below.

No.	Question	% of responses	Response to Comments
Q1	Do you understand the background to the review of staffing within sheltered housing?	Yes 76% No 24%	We were pleased that a high proportion of TASH members understood the background and they were aware of the issues relating to the service charge.
Q2	Was the consultation clear and informative	Yes 77% No 16% Unsure 7%	As above
Q3	Do you understand that the service charge must fully fund the service provided	Yes 67% No 27% Unsure 6%	As above
Q4	Are you in agreement with the proposal	Yes 31% No 58% Unsure 11%	Schemes with existing non-residential arrangements appear more comfortable with the proposals .
Q5	What concerns would you have if the council covered the service with non-residential staff?	<i>Sample answers</i> <i>I would want to be sure that the SHO would have enough time to deal with residents queries and problems , to ensure the building is well maintained and properly cleaned , to deal with the refuse room and the laundry as well as their daily calls</i>	Staff will be on site on average 24 hours per week which we believe will be sufficient to cover the required duties. Weekday calls are generally declining with around 1/3 of residents not receiving this

No.	Question	% of responses	Response to Comments
		<p><i>and safety checks etc also to be available to the workmen in where necessary.</i></p> <p><i>Currently no residential cover but covered across various times by a sheltered housing Officer from another scheme. This causes problems when issues need to be urgently addressed.</i></p> <p><i>We have a non-residential SHO so n/a we are very happy with our current non-residential staff.</i></p> <p><i>SHO is more familiar to residents. It is the difference between a stranger or a friend, continuity is key especially those people without any relatives or close friends.</i></p> <p><i>..this is sheltered housing for good reason- it is home to many vulnerable people who could need help urgently at any one time .</i></p>	<p>service.</p> <p>No reduction in cleaning hours are proposed.</p> <p>There are procedures in place for medical or health related emergencies via the warden call system that will always link to the control room if staff are not available.</p> <p>Procedures are also in place for emergency repairs and maintenance issues.</p> <p>Our proposed model means that two staff will cover three buildings so we would envisage that this relationship continues and develops.</p> <p>We are aware of our more vulnerable residents and will continue to support them.</p>
Q6	Are you aware that the following services will remain :		
	Daily Call	Yes 97%	We are pleased that residents understand that these key services will remain
	Weekend Call from control room for	Yes 90%	As above

No.	Question	% of responses	Response to Comments
	vulnerable residents		
	Health and Safety checks such as fire alarm testing	Yes 100%	As above
	Homeline response team – out of hours	Yes 100%	As above
	Assisting residents to arrange repairs	Yes 100%	As above
Q7	If your scheme does <u>not</u> currently have a resident staff member what issues have arisen?	<p><i>Sample answers</i></p> <p><i>Despite the best efforts of the SHOs (and I make no criticism of them what so ever) there is quite a lot of time when they are not available to deal with matters</i></p> <p><i>Needed to contact warden but couldn't get hold of him</i></p> <p><i>I have noticed no problems</i></p> <p><i>Homeline come if the fire alarm goes off</i></p>	<p>Staff will be on site on average 24 hours per week which we believe will be sufficient to cover the required duties.</p> <p>We have a process to notify residents when staff are on duty and provide contact and emergency numbers outside of these times.</p> <p>We have well-rehearsed procedure for fire alarm activations whether staff are present or not .</p>
Q8	Are you aware of the notice that staff place on the office door to advise when they are on duty?	Yes 77%	We are pleased residents are aware of this.
Q9	Is there anything you feel the review hasn't taken into account?	<p><i>Sample answers</i></p> <p><i>Resident SHO better for security for the whole building, a permanent presence is the key.</i></p> <p><i>I cannot think of anything the review hasn't taken into account.</i></p>	<p>Staff will still be available and in fact existing residential staff are not available 24/7. Many schemes have CCTV and all schemes have security doors, intercoms and front entrance CCTV. We get</p>

No.	Question	% of responses	Response to Comments
		<p><i>Several residents were encouraged to enter sheltered housing because of facilities available are concerned because of the withdrawal of some of these facilities.</i></p> <p><i>What if more than one SHO on holiday?</i></p>	<p>few reports of security related issues. In serious instances we can provide additional security.</p> <p>Staff will still be part of a wider team comprising 22 Sheltered Housing Officers and 2 floating staff (3 for implementation period).</p>

Appendix 3

Sheltered Housing Review Your questions answered

Q . What is the Sheltered Housing Review?

A. The Sheltered Housing review is a consultation process, looking at the way the Council provides services and housing related support to over 1300 tenants in 31 sheltered housing schemes. Specifically the Council is proposing changes to staff living on site, but this will happen over time when staff leave or decide to move, or there is currently a vacancy. The proposal means that the overall staff numbers will reduce with around 2 staff looking after 3 buildings. This small team is known as a cluster.

Q. Why is it taking place?

A. There are several reasons for this. Currently the payments you make don't cover the cost of the service by around £5 per week per tenant. This means that other non-sheltered tenants pay for the service as the shortfall comes from general rental income.

In addition we want to keep the total rent and service charge sheltered housing tenants pay as affordable as possible to existing tenants and those waiting for sheltered housing.

We also believe that these changes will help us recruit and retain a dedicated workforce and to maximise the use of empty accommodation that was formally occupied by staff.

Q. I pay for this service, why are you changing it?

A. As mentioned above the charges you pay don't currently meet the full cost of the service. Like many services within sheltered housing we pool the costs across all residents rather than residents paying the exact cost for your scheme. This helps keep costs affordable and protects you from increases if scheme costs unexpectedly change.

Q. Will I still get a daily weekday call and other services?

A. Yes all the services you currently receive will continue to be delivered to you including the daily call and scheme health and safety checks, such as fire alarm testing.

Q. Who will provide these services?

A. You will receive these services from Sheltered Housing Officers who may or may not live on site. We will ensure that an information sheet is on the office door so you know when staff are available and who they are. As they are part of a small cluster they will become familiar to you.

Q. The property occupied by my sheltered housing officer is vacant, what will happen to it?

A. As I'm sure you appreciate we can't leave properties empty, but we are mindful that many of these properties are nearby to sheltered housing residents. If the empty accommodation is a flat we will most likely let it to a sheltered housing applicant. If it's a house we will carefully select an applicant and put additional rules in place to ensure a certain level of conduct or we may look at other uses such as people leaving hospital who cannot return home.

Q. What happens in an emergency?

A . Staff will still be on site for parts of the day. When they are not on site or at night the Council's Homeline response service will support you in a similar way to what happens presently at weekends.

Q. I would like to give my view on this matter.

A . We are asking the Tenants Association for Sheltered Housing (TASH) for their views on this matter. However, as not all schemes are represented we are visiting each sheltered scheme to hold a drop in session for residents or family members / carers (see details on attached letter). If you are unable to attend the meeting but wish to comment you can do so by completing a short questionnaire which a member of staff will be happy to provide.

Appendix 4

Summary of Sheltered Housing Consultations 23.9.19 – 23.10.19

Note SHO = Sheltered Housing Officer (still sometimes referred to as Warden)

Grouping	Sample responses for grouping	Total comments	Scheme with non-resident or temporary staff (15 schemes)	Scheme with resident staff (16 schemes)	Response to comments
			% of total responses	% of total responses	
Comfortable with proposals / no issues	“nothing appears to be changing” “happy as it is” “works okay at present” “managed okay without residential SHO”	34	24 (70%)	10 (30%)	Schemes with an existing non-residential arrangement appear more comfortable with the proposals.
Feel more vulnerable due to age / frailty	“vulnerable residents need support” “some residents don’t leave flats and just see carers” “Both in 80s – sold house to get security of sheltered housing”	27	12 (44%)	15 (56%)	Staff will be on site on average 24 hours per week per scheme with out of hours support from the control room / Homeline. In addition befriending services can be arranged for vulnerable residents.
Feel more safe/secure if staff about	“SHO checks who is in or out of building” “feel more reassured if	21	7 (33%)	14 (67%)	Staff will still be available. We already have knowledge of our most vulnerable residents. Many schemes have CCTV,

Grouping	Sample responses for grouping	Total comments	Scheme with non-resident or temporary staff (15 schemes)	Scheme with resident staff (16 schemes)	Response to comments
			% of total responses	% of total responses	
	someone about"				all have CCTV on entrance doors. All sites have security doors with intercom access.
Concern with building security	"no one on site out of hours when door broken" "internal gates not locked – left open by tenants , staff and families"	15	6 (40%)	9 (60%)	We get very few reports of security related issues. In serious instances additional security can be provided, but this is rare.
Social functions may reduce	"SHO does lunches and spoils us" "Arranges Xmas meal and bingo"	7	3 (43%)	4 (57%)	Many schemes successfully hold social events with minimal staff input, but there is no reason why staff can't be involved to assist and offer guidance.
Like staff to be available – on hand	"SHO friend as well as Warden" "worried about getting stuck in chair"	24	11 (46%)	13 (54%)	We have introduced a weekly information notice at all sites informing residents of the SHO on duty and attendance times.
Concern about management of building / cleaning	"assists with parking issues" "problems with bins and recycling"	16	6 (38%)	10 (62%)	We are not reducing or changing cleaning hours.

Grouping	Sample responses for grouping	Total comments	Scheme with non-resident or temporary staff (15 schemes)	Scheme with resident staff (16 schemes)	Response to comments
			% of total responses	% of total responses	
Loss of personal touch	“personal touch – like changing channel or TV remote” “SHO helps me as blind – reads letters etc”	10	7 (70%)	3 (30%)	We understand the importance of this within the role and believe that this can still continue.
Concern about repairs reporting	“have to wait 35 minutes for repairs to answer” “SHO can report repairs and chase things that need sorting out around the building “	24	14 (58%)	11 (42%)	SHO’s have been exceptionally helpful during the changes to the repairs reporting arrangements. The average waiting time is now down . In emergencies the control room can be contacted 24/7 which is a service currently provided at weekends or when staff are not on duty. SHOs will still be able to report repairs for the most vulnerable residents.
Concern about length of time staff spend on site or time of (week day) call, want staff full time	“when we moved in we had warden whole time” “Don’t know when staff are going to be on	21	11 (52%)	10 (48%)	Schemes will have on average 24 hours of staffing per week (based on the 3 scheme 2 staff model) As a response to the

Grouping	Sample responses for grouping	Total comments	Scheme with non-resident or temporary staff (15 schemes)	Scheme with resident staff (16 schemes)	Response to comments
			% of total responses	% of total responses	
	site?"				staff consultation we are also proposing an additional floating sheltered housing offer for a 12 month period to assist with implementation.
Homeline positive comments	"homeline covers us well"	4	4	Question for schemes without resident SHO only	Homeline responding to out of hours emergencies is a well-established feature of sheltered housing.
Homeline negative comments	"homeline takes longer to attend" "think homeline not be quick enough"	8	8	Question for schemes without resident SHO only	Homeline currently responds to 85% of calls with 30 minutes. Control room staff have a great deal of experience of dealing with a variety of emergencies and coordinating an appropriate emergency response.
Would pay more to keep service	"we would be willing to pay extra " "would pay more money"	16	6 (37%)	10 (63%)	It is difficult to gauge who would actually pay more as a high number of residents are in receipt of housing benefit so

Grouping	Sample responses for grouping	Total comments	Scheme with non-resident or temporary staff (15 schemes)	Scheme with resident staff (16 schemes)	Response to comments
			% of total responses	% of total responses	
					would not directly pay more, and it was not appropriate to ask this at the consultation.

Areas of concern expressed by tenants relating to future use of vacant SHO accommodation.	Total Comments	Response to concerns.
Pets	6	No pets will be permitted within this accommodation.
Parking	13	Each scheme is different many schemes have a designated space for this accommodation. A specific agreement will be devised for each scheme.
Noise/ ASB	7	The Council will use selective lettings criteria including an interview with sheltered housing management to ensure applicants are suitable.
Children / Families	17	As above, this will be managed through the selective lettings process.
Conversion to flats	3	This is likely to be costly and not practical in most cases.
Alcohol / drug / lifestyle issues	4	The Council will use selective lettings criteria including an interview with Sheltered housing management to ensure applicants are suitable.
Vetting potential residents /sensitive lets	15	Enhanced tenancy checks will be made.
Physical separation / security	11	Physical separation will be carried out to prevent access into the sheltered

Areas of concern expressed by tenants relating to future use of vacant SHO accommodation.	Total Comments	Response to concerns.
		scheme if required.

Accelerated Tree Planting in the Great Western Community Forest

Cabinet

Date: 2nd December 2020

Author: Cabinet Member for Strategic Infrastructure, Transport & Planning,
and the Cabinet Member for Climate Change
Director of Strategic Development & Head of Property Assets

Wards: All Wards

Parishes Affected: All Parishes

1. Purpose and Reasons

- 1.1 This report seeks authority for the Council to participate in a national 'Trees for Climate' initiative, as part of the developing Great Western Community Forest (GWCF).
- 1.2 The report also seeks to approve the principle of using Council owned land parcels for woodland planting.
- 1.3 This project supports Council priority three: Ensure clean and safe streets and improve our public spaces and local culture. It also links to emerging priorities for climate change adaptation and mitigation, and the approved Council resolution of 23rd January 2020 (Council Minute 67), which is detailed in full at paragraph 3.12 of this report.

2. Recommendations

Cabinet is recommended to:

- 2.1 Authorise the Director of Strategic Development, in consultation with the Chief Legal Officer, to enter into agreement with Cheshire West and Chester Council to progress the Council's involvement in England's Trees for Climate Initiative on such terms and conditions that are necessary in order to protect the Council's interests.
- 2.2 Authorise the Head of Property Assets, in consultation with the Director of Strategic Development, the Chief Legal Officer and the Cabinet Member for Strategic Planning:
 - 2.2.1 To identify Council-owned land, which is assessed as suitable woodland planting and unsuitable for any alternative development.
 - 2.2.2 To agree that such land where appropriate be used to deliver woodland planting, in accordance with the terms of the Trees for Climate Grant Funding Agreement, and that the sites identified from that exercise are taken forward in consultation with the Cabinet Member for Strategic Infrastructure, Transport & Planning, and the Cabinet Member for Climate Change.

Further information on the subject of this report can be obtained from David Dewart, Direct Dial 07769 281 727, ddewart@swindon.gov.uk

Accelerated Tree Planting in the Great Western Community Forest

Cabinet

Date: 2nd December 2020

- 2.3 Subject to Recommendation 2.2.2, authorise the Director of Strategic Development to commission tree planting on the land identified and approved for woodland planting in accordance with the Trees for Climate Grant Funding Agreement on such further terms and conditions that are necessary in order to protect the Council's interests.
- 2.4 Authorise the Director of Strategic Development to allocate the Trees for Climate funding that is being made available by Cheshire West and Chester Council to deliver woodland planting in accordance with the Grant Funding Agreement.

3. Detail

National Trees for Climate Initiative

- 3.1 The UK government recognises the importance of increased tree planting to sequester and store carbon from the atmosphere and thereby support climate mitigation programmes. By creating new woodlands, a wide range of additional benefits can be achieved. Some of these relate to adaptation to the climate change. Others include health and well-being and air quality benefits, an increase in biodiversity and the improvement of ecological networks to improve resilience of our biodiversity.
- 3.2 [England's Community Forests \('ECF'\)](#) are in a unique position to deliver carbon and wider environmental, social and economic benefits associated with community forestry in and around England's towns and cities. Work is underway to develop a Community Forest led programme to increase the rate of tree planting in England's Community Forests, including the Great Western Community Forest.
- 3.3 The title of the England's Community Forests initiative is 'Trees for Climate', an ambitious programme to plant over 6000ha of woodlands in England's Community Forests from 2020 to 2025. This is an unprecedented opportunity for the sector.
- 3.4 [The Mersey Forest Partnership](#) along with the [Community Forest Trust](#), a charity that supports the work of the Community Forests, have been leading discussions to develop a fully funded programme of tree planting on behalf of England's Community Forests. Cheshire West and Chester Council (CW&C) as the accountable body for the Mersey Forest Partnership have agreed to act as the accountable body for the England's Community Forests Trees for Climate programme and to allocate funds to partner Local Authorities and Community Forest Trusts nationally as part of an agreed programme delivery plan.
- 3.5 The Trees for Climate programme will not fully proceed until grant funding agreements are in place for both revenue and capital funding. It is anticipated that revenue and

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Cabinet

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capital grant funding agreements will be in place by the end of December 2020 at both national and local levels.

Trees for Climate in the Great Western Community Forest

- 3.6 Work is ongoing with the Community Forest Trust and with other Community Forests to further develop the Trees for Climate programme and a pipeline of potential projects to ensure that significant resources are secured for our area covering the Great Western Community Forest centred in Swindon.
- 3.7 The target is to support the planting of a total of approximately 350ha of woodland across the Great Western Community Forest over the 5 year the programme. This is an ambitious target and delivery at this scale will not be straightforward. Having significant resources which can be applied for through the Trees for Climate initiative will be a major step forward.
- 3.8 The Great Western Community Forest target is based on planting within extensive woodland blocks and as individual trees; in urban and rural settings; on both public and private land; largely within Swindon Borough but including the wider extent of the Great Western Community Forest; and incentivised by increased grant availability and potential additional funding for land acquisition.
- 3.9 A number of assumptions underpin the target planting figure which broadly represents an ongoing commitment to objectives of the Great Western Community Forest, as agreed in a motion approved by Council on Thursday 23rd January 2020 (Council Minute 68, 2019/20 refers):

'The benefits that trees can have on a local area in air quality, and their role in helping mitigate climate change;

- That the Great Western Community Forest (GWCF) was founded in 1994 with a target of 30% tree cover across the GWCF area which includes the whole Swindon borough area, when Swindon's average baseline tree cover was 3%*
- That, since the start of GWCF, tree cover has tripled to the national average of 10% for England.*
- That Policy DM29 of the draft Local Plan states that "Development shall contribute towards the aims and objectives of the Great Western Community Forest."*

This Council requests that:

- The Chief Executive formalises as a Pledge, the GWCF headline aspiration to achieve 30% tree cover by 2030*
- The Climate Change Working Group to report on how the Council could work with the Borough's Parish Councils, schools, businesses and residents, and to continue working*

Further information on the subject of this report can be obtained from David Dewart, Direct Dial 07769 281 727, ddewart@swindon.gov.uk

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with organisations such as the Woodland Trust and Wiltshire Wildlife Trust to realise the commitment to achieve the 30% target.'

- 3.10 Additional staff capacity funded through the Trees for Climate programme will enable other opportunities for woodland planting to be identified to meet the 5 year target in accordance with the authorisation secured in this report.

Next Steps

- 3.11 The target of delivering 350 hectares of woodland across the Great Western Community Forest over the next 5 years is ambitious. To assist the Council in meeting this target, this report is seeking delegated powers to identify suitable Council-owned land for woodland planting, which would then be taken forward in consultation with the Cabinet Member for Strategic Infrastructure, Transport & Planning, and the Cabinet Member for Climate Change.
- 3.12 In the first planting season of the Trees for Climate Council programme (commencing January 2021) Council owned land would be the primary source of sites to deliver tree planting. In subsequent planting seasons, officers would also seek to deliver woodland planting on non-Council owned land. This would be achieved by securing tree planting on new developments through the Planning process and by providing grants (funded through the programme) to land owners to set aside land for tree planting. This report seeks delegated authority for the Director of Strategic Development to deliver tree planting on non-Council owned land, subject to the planting being delivered in accordance with the Trees for Climate Grant Funding Agreement.

4. Alternative Options

- 4.1 The Council could decide not to participate in the Trees for Climate initiative. However, the opportunity for funding and local investment and to participate in a substantial national programme, to help address the Council's climate change priorities and to meet commitments of the Great Western Community Forest would then be lost. Not participating would also risk undermining the impact of the national programme, the strength of which is seen as working across a national network of Community Forests.
- 4.2 The Council could reduce its commitment to woodland planting targets. Whilst challenging, the Great Western Community Forest target for woodland creation within the Trees for Climate programme is modest in relation to the overall national target and is in-line with similar sized Community Forests. A consequence of reducing targets would be a reduction in grant availability for local investment and a reduction in the local impact of the scheme.

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Accelerated Tree Planting in the Great Western Community Forest

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5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 Receipt of grants from Cheshire West and Chester Council will be governed by conditions set out in grant agreements with each of the Community Forest's Trusts or Local Authorities.
- 5.2 Further staff resource will be required, expected to be 2 FTE posts to be fully funded through the Trees for Climate revenue grants.
- 5.3 Individual woodland planting schemes will be funded through the Trees for Climate capital grants alongside other external sources of funding as appropriate, for example from developer contributions.

Legal and Human Rights Implications

- 5.4 The Chief Legal Officer will complete all legal documentation in order to protect the Council's interest.

Climate Change Impact

- 5.5 The recommendations would bring about a reduction in the Council's carbon footprint through a substantial uplift in woodland and tree planting.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.6 The creation of new woodland and increase in tree canopy cover would have far-reaching environmental, social and economic benefits in addition to those associated with climate change mitigation and adaptation.
- 5.7 It is anticipated that this programme will help to reduce the greenhouse gases in the atmosphere, buying time for a transition to a low carbon economy and so has a community wide benefit.
- 5.8 Targeting new woodlands at areas that are prone to flooding or urban heat could mitigate the effects of these risks for some of the more vulnerable communities. Creating new woodland close to where people live, provides opportunities for all to enjoy the natural environment and connect to nature for wellbeing as well as climate change benefits.

Further information on the subject of this report can be obtained from David Dewart, Direct Dial 07769 281 727, ddewart@swindon.gov.uk

Accelerated Tree Planting in the Great Western Community Forest

Cabinet

Date: 2nd December 2020

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- 5.9 Community Forests have for 25 years targeted delivery to areas of greatest need. They are located across England in areas with a range of social and economic challenges as well as environmental issues.

Diversity Impact Assessment

- 5.10 A Diversity Impact Assessment has previously been completed for the Great Western Community Forest and will apply to this initiative and is available from the report author.

Risk Management

- 5.11 The proposed planting targets over the 5-year period 2020- 2025 are ambitious. This is a project of significant scale and is the largest programme to be delivered nationally. The Community Forests, (and their host Local Authorities and subsequently the delivery contractors) will have responsibility to deliver the targets set within the Grant Funding Agreements. Community Forests and the supporting Local Authorities do however have a track record of targeted delivery.
- 5.12 The first step has been to assess the potential pipeline of projects that could be reasonably delivered. In some cases, these are known opportunities, for others they are informed estimates of what could be achieved over a 5-year period. This pipeline approach is still in development but is showing over 8,000 hectares of potential opportunities nationally.
- 5.13 There is a risk of reputational damage to the Council if local targets are not achieved. This will be mitigated by ensuring there is adequate management and monitoring resource for the programme, good communication within the Council and across the England's Community Forests programme.
- 5.14 The, ability to mobilise and develop an approved programme will be dependent on prevailing Covid 19 restrictions and approval of the main national Business Case – approval of the Business Case is needed in early autumn 2020 to enable year 1 capital delivery. There is a risk that the initial proposal for year 1 revenue and capital costs are delayed.
- 5.15 There is a risk to the Council that if targets are not achieved that there could be clawback of funds by Cheshire West and Chester Council. To manage this risk nationally, the provision for clawback will be included with each of the Community Forest Accountable Bodies. Cheshire West and Chester Council will also be kept informed of progress, monitoring progress against milestones and identifying any risk of non-

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Accelerated Tree Planting in the Great Western Community Forest

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performance at an early stage. Governance structures will be put in place nationally and locally to manage and monitor the programme.

6. Consultees

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 Not applicable.

8. Appendices

- 8.1 Not applicable

9. Key Decision/Decision in Cabinet Work Programme and Forward Plan

- 9.1 This is not a key Decision and is not included in the Cabinet Work Programme and Forward Plan.

Further information on the subject of this report can be obtained from David Dewart, Direct Dial 07769 281 727, ddewart@swindon.gov.uk

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