

Swindon Borough Council

Cabinet

Wednesday, 1 July 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:

You may view the meeting here: <https://tinyurl.com/SBCCabinet>

Or here:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTImMmU1MGYtOTc2ZS00MGUwLThhNDUtMTgzNGJjZjVIZWM1%40thread.v2/0?context=%7b%22Tid%22%3a%22c14bbb5a-1d56-4698-b344-1b99964f6878%22%2c%22Oid%22%3a%228aaf762d-2921-4fb5-a9f6-f56bf988cbf6%22%2c%22IsBroadcastMeeting%22%3atrue%7d

This link will only work on the evening.

During the current Covid-19 situation, there is no Open Forum but there will be public question time.

- 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 also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

3. Minutes. (Pages 5 - 6)

To receive the minutes of the meeting held on 7th May 2020.

4. Public Question Time.

If you wish to ask a public question, please send it via email to CommitteeServices@swindon.gov.uk no later than 16:00 on Monday, 29th June 2020. You will be sent details on how to join that part of the meeting.

5. Swindon Borough Council Covid-19 Response (CE) (RM: DR) **All Wards**
(Pages 7 - 26)

6. Budget Management Update (July) CDFA (CM: RH) **All Wards** (Pages 27 - 38)

7. Capital Monitoring - Outturn CDFA (CM: RH) **All Wards** (Pages 39 - 58)

8. Treasury Management out turn report CDFA (CM: RH) **All Wards** (Pages 59 - 68)

9. Council's Waste Strategy: Year 2 Proposals DOO (CM: MP) **All Wards**
(Pages 69 - 76)

10. School Safe Environment Zone HHT (CM: MP) **All Wards** (Pages 77 - 88)

11. SEND Home to School Transport Policy 2021/22 CDCS (CM: MM) **All Wards**
(Pages 89 - 124)

12. Councillors' Allowances 2020/21 - Recommendations of the Independent Remuneration Panel (Minute for Confirmation) CLO (CM: DR) **All Wards**
(Pages 125 - 144)

13. Swindon Town Deal Board HSGP (CM: DR) **CE; ET; GP; MW; RC**
(Report to follow.)

Date of Despatch: 23 June 2020

Key:

Officers:

CE	-	Chief Executive
CDCS	-	Corporate Director Children's Services
CDFA	-	Corporate Director of Finance and Assets (Section 151 Officer)
CLO	-	Chief Legal Officer (Monitoring Officer)
DOO		Director of Operations
HHT		Head of Highways and Transport
HSGP		Head of Strategic Growth and Place

Wards

CE	Central
ET	Eastcott
GP	Gorse Hill and Pinehurst
MW	Mannington and Western

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 Safer Communities
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:

http://www.swindon.gov.uk/info/20029/people_and_communities/309/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). During Covid-19, you must submit your question to CommitteeServices@swindon.gov.uk with your contact details 48 hours before the meeting so the committee officer can send you details about how to participate. The deadline is 16: 00 on Monday 29th June 2020 Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

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" available on the Council's Website.

(<http://www5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sched=doc&cat=13338&path=0>) or from the Committee Officer named above.

A privacy note about how we record Public Questions is available here:

https://www.swindon.gov.uk/directory_record/23533/publication_of_public_questions_and_questions_privacy_notice

CABINET

THURSDAY, 7 MAY 2020

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

85. Declarations of Interest.

The Chair reminded Members of the need to declare known interests in any matters to be considered at the meeting.

86. Public Question Time.

The Chair informed the meeting that a question had been received from Mr Gee concerning Wellington Street and that Councillor Penny would provide a written response within ten working days.

87. Minutes.

Resolved – That the minutes of the meeting held on 22nd April 2020 be confirmed and signed as a correct record.

88. Exempt Items - Exclusion of Press and Public.

Resolved – That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the item listed below, on the grounds that it involves the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item Nos.	Paragraph No.	Minute Nos.
6	3	89

89. Kimmerfields Office Purchase

The Leader of the Council along with the Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills, the Cabinet Member for Economy and Growth and the Cabinet Member introduced the joint report.

Councillor Holland invited Members to note the reasons why the item was urgent and required as set out in the body of the report. The Leader, along with Councillors Oliver Donachie and Dale Heenan spoke in favour of the proposal. Councillor Brian Ford and Mary Martin asked questions about the potential impact of this proposal on the Council's other services and other financial effects, to which Councillor Holland and the Head of Property Assets responded at the meeting.

Resolved – (1) That it be agreed that the report and its recommendations are urgent

in accordance with the relevant legislation for the reasons set out in the body of the report.

(2) That the Corporate Director of Finance and Assets in consultation with the Head of Property Assets be authorised to vary the purchase price cap of the office building to be constructed and occupied by an existing local employer, as set out in Para 3.4 in the main body of the report.

(3) That the Head of Property Assets, in consultation with the Chief Legal Officer, be authorised to agree detailed terms of any relevant legal documentation required to reflect the increased purchase price and the change covered in Para 3.9 in the main body of the report.

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

Covid-19 Recovery Plan

Cabinet

Date: 1st July 2020

Author: Leader of the Council
Chief Executive

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report sets out the actions the Council is taking to recover from the impacts of the Covid-19 pandemic.
- 1.2 The majority of the Council's services have been maintained during the Response Phase with increased use of technology and flexible working practices allowing essential services to be provided. As the lockdown period eases many non-essential services will recommence and new demands addressing the negative health, wellbeing and economic consequences of the pandemic will arise. The Recovery Plan sets out the Council's approach and the steps being taken to meet these demands.
- 1.3 The Recovery Plan will also seek to learn lessons from this unprecedented event and identify opportunities to re-shape the way the Council delivers services to residents.
- 1.4 The successful recovery from the impacts of the Covid-19 pandemic will be essential to ensure the Council is able to achieve its plans and priorities.

2. Recommendations

Cabinet is recommended to:

- 2.1 Approve the Covid-19 Recovery Plan (attached at Appendix One), noting it will run in parallel with the formal response.
- 2.2 Authorise the Chief Executive in consultation with the Leader of the Council to implement the measures set out in the Recovery Plan.
- 2.3 Note that we remain in emergency response and that the Recovery Plan will run in parallel until the point of formal handover from the Strategic Coordinating Group (SCG) as directed by Central Government.

3. Detail

- 3.1 The Recovery Plan sets out a framework to enable the Council and its partners to change and adapt as the lockdown measures are eased.
- 3.2 The central aim is to meet the ambition set out in the Government's roadmap to "return to life as close to normal as possible, for as many people as possible, as

Further information on the subject of this report can be obtained from Susie Kemp, Direct Dial Telephone Number: 01793 463008, skemp@swindon.gov.uk.

Covid-19 Recovery Plan

Cabinet

Date: 1st July 2020

fast and fairly as possible... ..in a way that avoids a new epidemic, minimises lives lost and maximises health, economic and social outcomes.”

3.3 Working with partners and residents the objectives of the plan are:

3.3.1 To support Swindon residents to recover from the effects of Covid 19 on their health and environment as quickly as possible

3.3.2 To support Swindon businesses to recover from the effects of Covid 19 as quickly as possible

3.3.3 To ensure community resilience and partnerships are strengthened as a legacy of how we've worked through this crisis

3.3.4 To transition recovery workstreams into business as usual as soon as possible to establish the “New Normal”

3.4 As the Council begins to recover it will be essential that the approach is flexible, responsive to change and based on proactive planning

Recovery Phase

3.5 The Recovery Plan will be split into 3 month planning periods with the initial focus on the easing of the lockdown measures, driven by the Government's guidance.

3.6 During the initial planning period many of the measures put in place to respond to the pandemic will be brought to a close and the recovery programme of work commenced. Once the immediate health crisis has passed it will be for the Council to lead the process of recovery.

3.7 The focus will be on successfully moving through the series of lockdown easing measures whilst maintaining the Council's essential services (e.g. bin collection), the new Covid19 related services (e.g. shielded residents), and re-commencing non-essential services (e.g. re-opening of STEAM).

3.8 This initial recovery will be complete once the social distancing measures have stabilised and the Council's services are operational again in some form.

Recovery Workstreams

3.9 The recovery activity has been split into six interrelated workstreams, which will report into the Recovery Coordination Group and Recovery Board comprising Senior Officers from across the Council. The Recovery Board will in turn provide regular updates to Cabinet.

3.10 Each workstream lead has worked with service areas to identify their key priorities, along with the actions and peaks in demand which will need to be managed to recover from the impacts of Covid-19.

Further information on the subject of this report can be obtained from Susie Kemp, Direct Dial Telephone Number: 01793 463008, skemp@swindon.gov.uk.

Covid-19 Recovery Plan

Cabinet

Date: 1st July 2020

- 3.11 Workstreams have in particular focused on re-starting services, managing peaks in demand, reaching out to the vulnerable or those who may not access services, and opportunities to work with partners.
- 3.12 The six workstreams are set out below along with a summary of their key priorities:
- 3.12.1 **The Organisation** – Ensure that the workforce are supported to deliver the recovery priorities both in terms of supporting the health and wellbeing of staff and ensuring technology and buildings meet the changed needs. Continue to maximise the benefits of flexible working and new technologies.
- 3.12.2 **Economy** – Understand the impact on Swindon's businesses, rolling out Government support packages and introducing new initiatives to support business retention and growth. Identify new opportunities for inward investment and marketing Swindon as a great place for business. Review, prioritise and recommence the Council's programme of capital schemes.
- 3.12.3 **Social Care, Housing & Vulnerable Groups** – Address the impacts of lockdown including increased referrals relating to abusive relationships, alcohol and substance use, and mental health problems. Recommence day services for adults and children and work with care homes to begin to stabilise the care sector. Work with partners to support and meet the needs of vulnerable adults and children including the homeless. Re-introduce and prioritise all housing functions including lettings and work with partners to address neighbourhood tensions.
- 3.12.4 **Health & Wellbeing** – Understand the impact of Covid-19 on the health of the Swindon population, restarting or introducing new schemes to promote wellbeing. Support Covid-19 related activities such as testing and immunisation and build resilience within the community and health protection services.
- 3.12.5 **Operational Services** – Reopen facilities such as the HWRC and STEAM and re-start services such as birth registrations and school transport. Meet pent up demand for regulatory services such as planning and meet new demands such as environmental health Covid-19 compliance checks.
- 3.12.6 **Education, Skills & Learning** – Support the re-opening of education settings ensuring the educational needs of students, particularly the vulnerable are met. Managing the risk of increased unemployment amongst all ages and managing the needs of those not in education, employment or training.
-

Further information on the subject of this report can be obtained from Susie Kemp, Direct Dial Telephone Number: 01793 463008, skemp@swindon.gov.uk.

Covid-19 Recovery Plan

Cabinet

Date: 1st July 2020

Re-Shaping Services

- 3.13 During the Response Phase the Council has had to work completely differently to how it has worked before highlighting new opportunities to re-shape services and deliver a more modern, efficient and effective Council. These lessons will be considered and captured as part of the Recovery Phase and will determine the Council's approach to future service delivery.

4. Alternative Options

- 4.1 The Council could decide not to implement the Covid-19 Recovery Plan. In this scenario it is likely that there will be significant impacts on the health and wellbeing of the Borough's residents along with increased negative economic and financial impacts.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The Council's financial position will be carefully monitored. Short term Covid-19 impacts are being funded in part by Central Government but there will be medium and long term impacts in terms of increased costs of services and reduced income, which will be reported to Cabinet as part of the regular budget update reports.
- 5.2 Regular feedback will be provided to Central Government in relation to the pressures being faced by the Council in order to inform future funding settlements.

Legal and Human Rights Implications

- 5.3 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

- 5.4 The recommendations would bring about a reduction in the Council's carbon footprint through an increased use of flexible working and technology reducing the need to travel to/during work and an increased focus on using non-motorised means of transport.
- 5.5 The Council will seek to maximise opportunities to access new funding streams to support sustainable transport and minimise climate change impacts during the recovery period.

Further information on the subject of this report can be obtained from Susie Kemp, Direct Dial Telephone Number: 01793 463008, skemp@swindon.gov.uk.

Covid-19 Recovery Plan

Cabinet

Date: 1st July 2020

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

- 5.6 The measures set out in the Recovery Plan seek to mitigate the negative health impacts associated with the Covid-19 pandemic.
- 5.7 In order to meet the peaks in demand for services and deliver the programme of actions, staff redeployment will continue to be required in the short term. The volunteer workforce will be retained where possible and will in particular play an important role in continuing to support shielded individuals.

Diversity Impact Assessment

- 5.8 The measures set out in the Recovery Plan seek to identify and mitigate the impacts felt by all the Borough's residents as a result of Covid-19.
- 5.9 No Diversity Impact assessment (DIA) has been undertaken as the individual schemes will have individual risk assessments and DIAs when they are brought forward for Members' approval. The DIAs will address the needs of the nine statutory protected categories as well as Cabinet's additional category of children in care and care leavers.

Risk Management

- 5.10 There continues to be a risk of further virus peaks and the plan will need to be flexible and react to these if they occur. Further peaks are likely to increase the negative impacts associated with the initial lockdown.
- 5.11 Individual schemes will have individual risk assessments and DIA's.

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 – Covid-19 Recovery Plan June 2020

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 June 2020.

Further information on the subject of this report can be obtained from Susie Kemp, Direct Dial Telephone Number: 01793 463008, skemp@swindon.gov.uk.

This page is intentionally left blank

Covid-19 Recovery Plan

June 2020

1) Introduction & Objectives

This Recovery Plan sets out a framework to enable the Council and its partners to change and adapt as the Covid-19 lockdown measures are eased and services transition to a new way of working.

The central aim is to meet the ambition set out in the Governments roadmap to *“return to life as close to normal as possible, for as many people as possible, as fast and fairly as possible... ..in a way that avoids a new epidemic, minimises lives lost and maximises health, economic and social outcomes.”*

This plan will govern the process for successfully moving through the series of lockdown easing measures whilst maintaining the Council’s essential services (e.g bin collection), continuing to deliver the new Covid related services (e.g shielded residents), and re-commencing non-essential services (e.g re-opening STEAM).

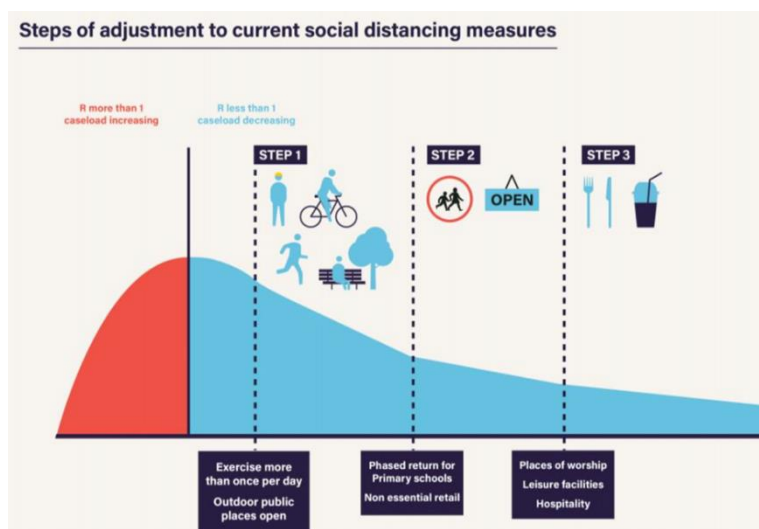
This initial recovery will be complete once the social distancing measures have stabilised and all the Council’s services are operational again in some form.

Working with partners and residents the objectives which will govern the recovery measures are:

- To support Swindon residents to recover from the effects of Covid 19 on their health and environment as quickly as possible
- To support Swindon businesses to recover from the effects of Covid 19 as quickly as possible
- To ensure community resilience and partnerships are strengthened as a legacy of how we’ve worked through this crisis
- To transition recovery workstreams into business as usual as soon as possible to establish the “New Normal”

2) Recovery Timetable

The detailed guidance from government is still emerging but the broad roadmap which will inform the timing and details of the recovery measures the Council can implement has been published.



The timetable announced by government set the following target dates for the implementation of each step:

- tep 1 - 13th May
- tep 2 - 1st June at the earliest
- tep 3 - 4th July at the earliest.

The management of the response to the pandemic has therefore been split into 2 distinct phases:

- **Response – From 16th March**
Led by the Strategic Coordinating Group (SCG) through the Gold/Silver/Bronze command structure and focused on co-ordinating multi-agency aspects of the emergency response.
- **Recovery – From 13th May**
The Council commenced recovery activity from mid-May in parallel to the Response Phase. As the lockdown measures are eased in steps according to government timelines, recovery workstreams will begin to implement their detailed recovery plans. During this phase services will continue to recommence and new demand pressures met whilst opportunities to reshape services are identified.

The current programme of activity sees both the Response and Recovery Phases running in parallel as the lockdown measures are eased in the steps set out within the government's roadmap. Once the immediate health crisis has passed it will be for the Local Authority to lead the process of recovery.

3) Governance

The Recovery Programme is structured into 6 workstream groups (set out in Appendix A).

An Officer and Member lead has been identified for each workstream with regular meetings being held to plan and coordinate recovery activity.

Workstream	Officer Lead	Cabinet Member Lead
The Organisation	Sam Mowbray / Sonia Grewal	Cllr Jandy
Economy	Philippa Venables	Leader
Social Care, Housing & Vulnerable Groups	Angela Plummer/Angela Clarke	Cllrs Ford, Martin and Martyn
Health and Wellbeing	Steve Maddern	Cllr Ford
Operational Services	Tony Galloway	Cllr Penny
Education, Skills & Learning	Sally Burnett	Cllr Holland

These workstream groups will feed into the Recovery Coordination Group who will in particular consider requests for the re-starting of services and the redeployment of staff. Comprising Officers from across the Council this group will be responsible for allocating the Council's resources to ensure the effective delivery of services.

The Coordination Group will report to the Recovery Board who will receive regular updates and consider items escalated from the Coordination Group. The Recovery Board will in turn report to the Council's Cabinet.

4) Approach to Recovery Planning

As we begin to recover from the impact of the virus it should be acknowledged that this has been an unprecedented event and the measures we put in place will be subject to change and review. The following principles will guide our approach:

- **Proactive Planning** - Drawing on our collective knowledge or our community, our service users and our own experience we will look to anticipate and plan for changing levels of need and demand.
- **Response to Change** - Whilst advance notice will be provided of some changes others may happen rapidly and measures may have to be reversed. We will need to react swiftly to changes in order to meet demand and protect our communities.
- **Flexibility** - The changes we planned for may not occur and new ones may arise. We must continue to operate flexibly, continually reviewing the services we are providing.

As workstreams develop their detailed recovery measures the following factors will be considered:

4.1) Re-starting services

Whilst the majority of the Council services have remained operational during this period some services have been paused.

As each stage of lockdown is eased there will be the opportunity to re-start these services. It is essential that this is done in a structured manner to ensure the safety of staff and residents and to deliver effective services.

The decision as to whether services commence will not just be based on government guidance and there may be opportunities for some services to be reshaped immediately rather than re-starting in their previous form.

If undertaking the works would incur significant extra costs or would not deliver the required benefits then it may be prudent to wait until the next set of restrictions are eased. For example if services are normally provided to groups but can only be 1 to 1 at this stage then it may be more beneficial to delay the re-start or use technology to reach more people. Some construction activities may also not be cost effective until measures are eased further.

Prior to services being restarted the checklist set out in Appendix C should be considered and discussed at the relevant Workstream Recovery Group. Where the tests have been met any need for additional resource, the return of redeployed resource or the need to re-open buildings should be discussed with the Organisation workstream. Once all the appropriate assessments have been made the Coordination Group gateway process must be completed before services recommence.

4.2) Peaks in demand

There will be peaks in demand as services are restarted and the government lockdown measures are eased. Economic impacts, or new Covid related demand will also need to be identified and managed.

Examples of this type of demand include pent up demand to dispose of waste at the HWRC or to register the birth of a new baby. New Covid-related demands include the need to support those who are shielded or support testing activity. There will also be negative consequences of the lockdown such as an increase in referrals to our adults and childrens support services or greater need to support businesses.

These peaks in demand will need to be considered, prioritising resource across the Council and managing residents' expectation through good communication. It may be that not all peak demand can be met in the short term and prioritisation may be required taking into account the potential impacts of not meeting demand.

Each workstream will identify areas of peak pressure and where additional redeployment resource is required this should be discussed with the Organisation workstream. The Coordination Group will play a key role in prioritising resource across the organisation where there are competing pressures.

4.3) Reaching Out

There will be a number of residents who require services but do not reach out during this period due to anxiety, not wanting to be a burden or because they do not realise support is available. Our focus must not solely be on those seeking our services but also to identify and reach out to those who need our help. The Live Well Hub and volunteer resource will continue to be used in this period to both support those being shielded and reach out to those requiring support.

4.4) Our people

Looking after our staff and their health and wellbeing is our priority. We will continue to face the challenge of Covid-19 with staff and their families falling ill and increased home working and social distancing likely to be required for some time.

There may also be mental health challenges with the easing of measures leading to increased levels of anxiety. The good practice put in place during the lockdown will need to continue with regular communication between staff members, monitoring of workload/resourcing levels and access to support services.

As measures ease we must acknowledge that individual team members will be experiencing different challenges such as shielding due to underlying health conditions, childcare obligations (particularly until schools are reopened), caring responsibilities or the challenge of having been alone / isolated for an extended period

A flexible workforce with a proactive approach to assessing resource levels and redeployment requests will be essential to the success of the recovery period.

4.5) Our estate and buildings

As our buildings, sites and car parks begin to open both for staff and residents, additional measures will need to be taken to ensure people are both safe and feel comfortable using our services. Crucially, buildings must only open where this is in accordance with government guidance and all safety measures are in place. It is therefore likely that there will be a stage reopening of buildings with staff working from home where possible in the initial stages.

The re-opening of buildings will be managed through the Organisation workstream with all requests for re-opening reviewed to ensure the appropriate risk assessments and social distancing measures are in place. The Coordination Group will consider and approve all re-opening plans.

4.6) Partnership information, advice & support

Continuing our strong relationship with partners will be essential to meeting the new and ongoing challenges. Clear signposting to services which are delivered by parishes, partners and charities will be required to support residents.

There will be continued increased demand for Covid-19 treatment and testing which will place pressures on colleagues in health, care and emergency services who will need to work closely together to maintain services.

The continued policing of social distancing with changing measures will introduce new pressures in terms of enforcement and close coordination with policing teams will be required to ensure the safe and orderly opening of services.

Third sector organisations will be crucial in supporting our communities and meeting mental health challenges. Some of these organisations will be experiencing funding challenges and increased demand so communication will be essential to ensure residents secure the support they need. The Council will have a role in building capacity and sustainably supporting this sector to ensure organisations are working together with common goals.

4.7) Communication

Communication with residents has been strong throughout the response period with the traffic light system providing up to date information via the Council's website. This system will be particularly useful during the Recovery Phase as services will gradually re-open and new restrictions are introduced.

Further interventions may be needed when demand management is required. For example there may need to be small individual campaigns regarding the re-opening of services such as the HWRC maximising use of the website and social media channels.

By role modelling positive behaviours to the community, showing examples of safety measures in place and positive news stories we can contribute towards easing anxiety around the 'New Normal' and communicating that Swindon is open for business.

Workstreams will continue to work with the communications team to highlight areas where particular support is required or highlight good news stories to be collated and shared.

4.8) Delivering more modern, effective and efficient services

During the response phase the Council has had to work completely differently to how it has worked before, highlighting new opportunities to re-shape services and deliver a more modern, efficient and effective Council. Alongside the recovery activity, these new opportunities will be captured and reviewed. Some changes will be implemented immediately with others structured into improvement programmes to be delivered following the completion of the recovery period.

5) Recovery Workstream Priorities

Each recovery workstream has identified the following priority activities and areas of focus during the Recovery Phase:

5.1) The Organisation

- The workforce
- The workplace
- New ways of working

5.2) Economy

- Intelligence – impact and business base
- Business support
- Business growth and skills needed
- Investments in Swindon and place marketing

- Regeneration and capital schemes (Town Centre and Borough-wide)
- Strategic place making

5.3) Social Care, Housing & Vulnerable Groups

- Addressing the impact of confinement on abusive relationships
- Identifying those whose alcohol & substance use has become more problematic
- Address emotional impact on people whose mental health problems have been exacerbated
- Address impact on young people who have struggled with lack of freedom & what happens when this is relaxed
- Bringing back face to face family time for children in our care
- Successful implementation of new ICS system (Care Director)
- In-House Provision
- Commissioning
- Learning Disability & Transitions
- Partnership Working
- Social work, hospital discharge and integrated MDT working
- Identifying housing options for rough sleepers accommodated during lockdown
- Addressing the impact of confinement on homelessness preventions
- Re- introduce and prioritise customer access channels for all Housing functions
- Reintroduce the Voids and Lettings process to satisfy urgent housing needs arising from lockdown
- Support our most vulnerable tenants to access services and develop safe living arrangements
- Address impact of neighbourhood tensions with assistance from partners

5.4) Health and Wellbeing

- Health and wellbeing intelligence
- Health and wellbeing protection
- Health and wellbeing improvement
- Live Well Swindon
- Community Safety Partnership

5.5) Operational Services

- Reopening the HWRC
- Waste collection service
- Regulatory and enforcement services
- Highways and transport – passenger transport
- Highways and transport – enforcement and parking
- Customer services
- Registration and bereavement
- Library services
- Housing Repairs and Maintenance
- Library Services
- Enterprise Works

5.6) Education, Skills & Learning

- Meeting educational needs of vulnerable and ensuring they are safe
- Education settings re-opening and educational needs are met
- Managing the risk of increased NEETS (16-25) and unemployment (all ages)

6) Detailed Programmes & Monitoring

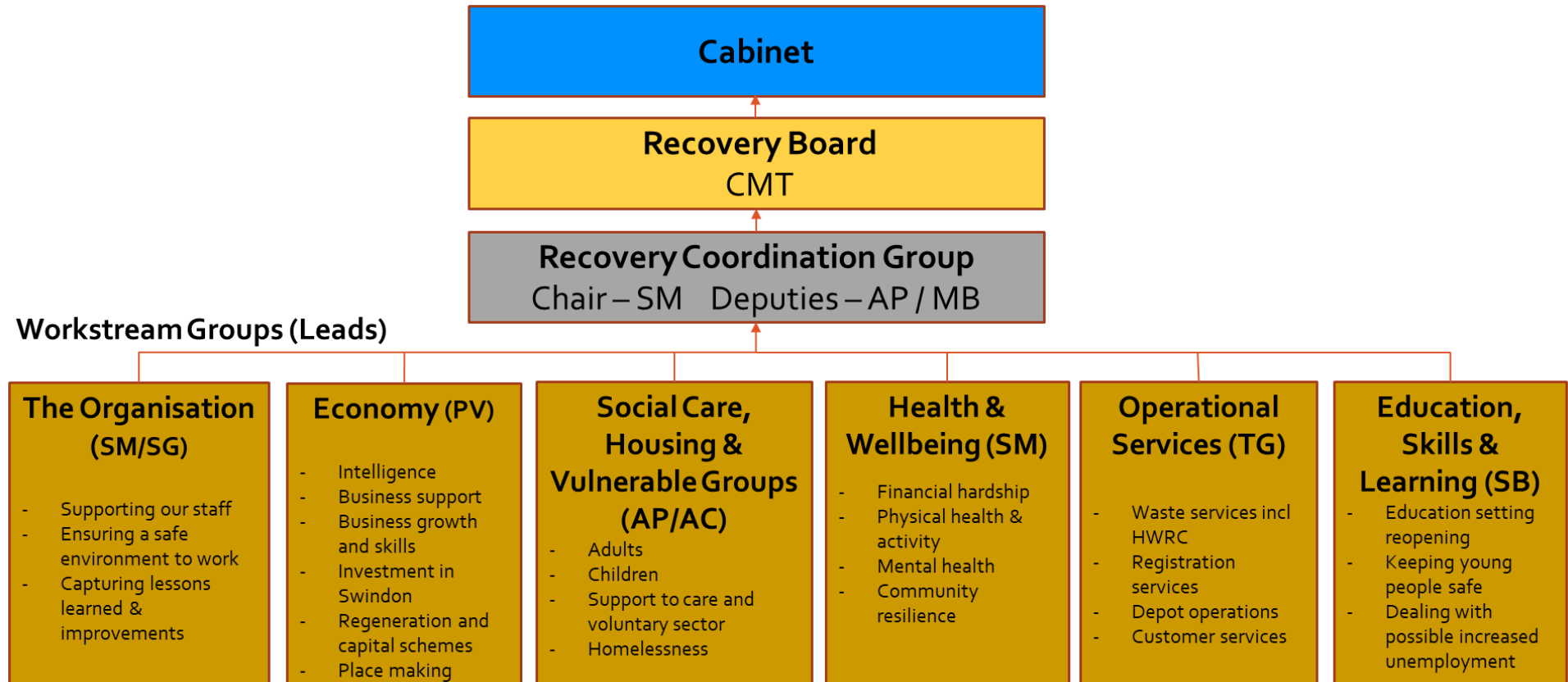
The recovery priorities have been developed into a set of deliverables which will be managed and delivered by the workstream groups. These deliverables are captured in the Recovery Monitoring Plan split into two categories; actions and managing peaks in demand. The Monitoring Plan templates are included at Appendix D.

Actions include the re-starting of services or the implementation of new programmes of work to mitigate the impacts of the virus and lockdown period.

Peaks in demand relate to activity which is business as usual for the Council but where increased demand is expected as a result of the pandemic. These areas will require monitoring to ensure staff and resources are effectively allocated and services do not become overwhelmed.

Action plans will initially be focussed on three month planning periods with the first period running from mid-May to the end of August. Exception reporting will be completed weekly through the CRIP (Common Recognised Information Picture) report to the Silver Coordinating Group and Gold Recovery Board with a full status report produced fortnightly. The plans will be live documents with actions and target dates regularly updated as more detailed planning is completed, new guidance issued and new national programmes launched.

Appendix A – Recovery Stage Governance

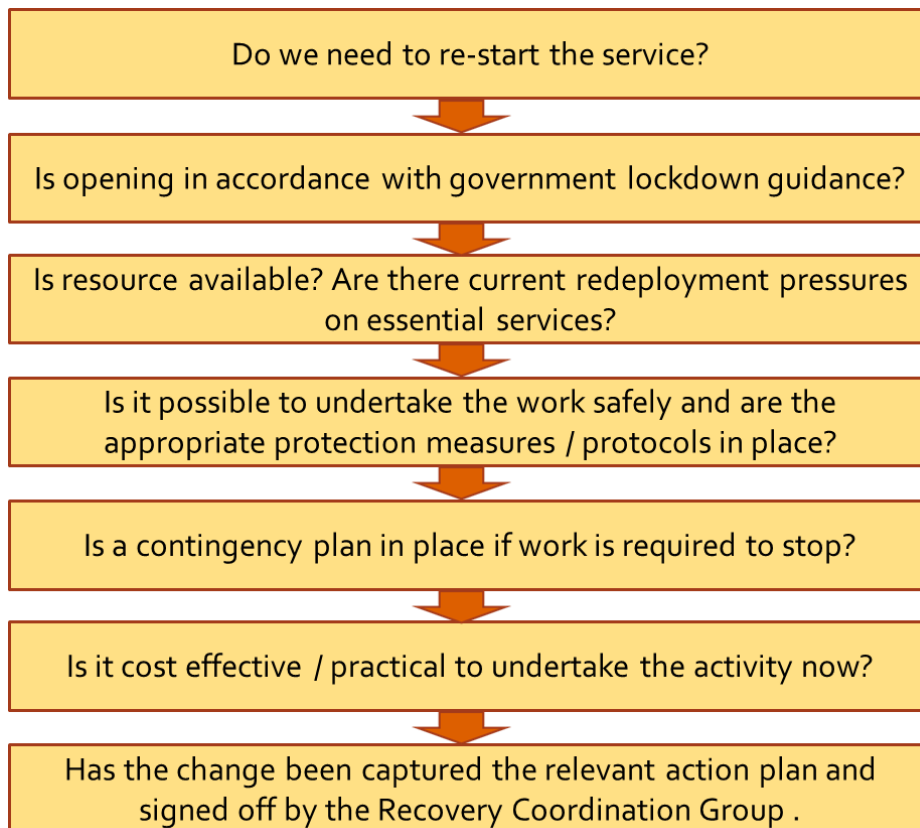


Workstream Overview (0 to 3 months)

	Step 1 (13 th May)	Step 2 (June 1 st earliest)	Step 3 (July 4 th earliest)
The Organisation	Risk assessment against COVID-19 secure guidance, Issue guidance on safely reopening buildings / services		
	Meet redeployment requirements, ensure all staff are able to contribute, support staff health & wellbeing		
Economy	Provide intelligence to Government and administer/support funding schemes, support business/inward investment		
	Assess and approve the recommencement of capital programme schemes		
Social Care, Housing & Vulnerable Groups	Recommence/ extend day services, provision in hubs, face to face interaction		
	Support for those experiencing domestic abuse/increased alcohol & substance usage/ mental health challenges		
	Focus on reshaping sustainable care services (recruitment / retention), partnership working		
Health & Wellbeing	Re-start services – sexual health/weight management/fall prevention/diabetes		
	Review and reshape Live Well Hub . Promote healthy living – walking, cycling etc		
Operational Services	Opening facilities (HWRC/County Park car parks)		Re-opening customer services / libraries etc
	Meet regulatory demands – Enforcement, Covid tracing. Meet peaks in e.g planning / animal welfare / birth registration		
Education, Skills & Learning	Support schools to reopen (enabling / guidance)		
	Meet needs of vulnerable & key worker children , support transition and those at risk of NEET.		

Appendix B – Workstream Overview

Appendix C – Restarting Services Criteria



Appendix D – Recovery Monitoring Plan Template

Covid-19 Recovery Monitoring Plan - Actions

Workstreams	Priority	Lead	Action	Status			Anticipated completion date	RAG Status
				Complete	Underway	Not started		
The Organisation								
Economy								

Covid-19 Recovery Monitoring Plan - Peaks in Demand

RAG Red - Peak not being managed - interventions required
 Amber - Interventions underway - demand management / additional resource
 Green - Peak being managed

Workstreams	Priority	Lead	Area of Peak Demand	Timing of demand					Current Status of Demand	RAG Status
				May-20	June/July 20	3 - 6 months	6 months +	Unknown		
The Organisation										
Economy										

This page is intentionally left blank

Budget Management 2019/20

Cabinet

Date: 1st July 2020

Authors: 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 provisional revenue position for 2019/20, subject to audit by Grant Thornton, the Council's external auditors.
- 1.2 The effective management of financial resources through robust financial management processes underpins the Council's ability to achieve its plans and priorities.
- 1.3 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 2019/20 revenue out-turn for each service area set out in Table 1 and Appendix 1;
- 2.2 Note that the underspend on the General Fund of £613k has resulted in an increase in the General Reserve to £7.2m and ask the Chief Executive to thank all staff for helping achieve this;
- 2.3 Note the flexible use of capital receipts in 2019/20, as set out in Appendix 2;
- 2.4 Note the update on the impact of COVID-19.

3. Detail

2019/20 General Fund Out-turn

- 3.1 The Council achieved an underspend of £613k for the financial year ending 31st March 2020 which has resulted in an increase in the Council's general reserves to £7.2m.

Further information on the subject of this report can be obtained from Mick Bowden on Direct Dial No. 07392 109917 or Email mbowden@swindon.gov.uk

Budget Management 2019/20

Cabinet

Date: 1st July 2020

- 3.2 The significant changes since the last report to Cabinet are:
- 3.2.1 Additional income of £461k from the corporate property estate, primarily related to a late receipt of covenant release income. This mitigated additional costs on property repairs and maintenance of £133k;
 - 3.2.2 Net change from business rates grants and levy resulted in an improvement of £303k;
 - 3.2.3 The balance of the budget risk contingency of £287k;
 - 3.2.4 Improvement in the outturn on the benefits subsidy compared to forecast £100k;
 - 3.2.5 Staff vacancies within Digital Services and Corporate Programmes improved the previously forecast position by £244k;
 - 3.2.6 Slippage on the SEND team recruitment resulted in a lower cost than previously forecast by £131k;
 - 3.2.7 Children Services vacancies have resulted in costs lower than previously forecast of £309k. In addition, reductions in anticipated spend on equipment and other operational budgets has reduced the overspend by a further £183k;
 - 3.2.8 Increased costs of highways operations and parking services totalling £110k, in part due to the impact of the pandemic;
 - 3.2.9 Contribution to the insurance reserve £388k.
 - 3.2.10 Finally, the overall net improvement meant that £115k has been transferred to the cashflowing reserve.

Further information on the subject of this report can be obtained from Mick Bowden on Direct Dial No. 07392 109917 or Email mbowden@swindon.gov.uk

Budget Management 2019/20

Cabinet

Date: 1st July 2020

3.3 The budget and out-turn by Department is set out in Table 1 below.

Table 1 – General Fund Out-turn By Department

Department	Budget 2019/20	Actual Out-turn	Actual Variance	Movement since last report
	£'000	£'000	£'000	£'000
Adult Services	61,105	61,631	526	114
Children Services	42,760	43,198	438	(735)
Communities and Housing	25,580	27,128	1,548	649
Economy	1,240	1,137	(103)	(25)
Resources	11,812	8,790	(3,022)	(964)
Total General Fund	142,497	141,884	(613)	(961)

Housing Revenue Account (HRA)

3.4 The final position on the HRA was an underspend of £1.4m, an improvement of £1.1m since the last report to Cabinet. As a result, the HRA's general reserve has increased to £11.7m.

3.5 The principal reasons for this improvement were:

3.5.1 The impact of Universal Credit has not been as high as assumed in the budget; therefore, the provision for bad debts was reduced by £379k. In arriving at this position, the assessment of the collection of outstanding debts included consideration of the potential impact on income recovery following the COVID pandemic. The reduction in the provision for bad debts combined with lower levels of debt write offs during the year, has improved the position by £764k;

3.5.2 Discretionary Housing Payments were underspent by £160k;

3.5.3 Vacancy savings and underspends across Supervision, Administrative and Tenancy Management operational budgets totalled £368k.

3.5.4 Additional costs on repairs to address pressures on void properties and repairs backlogs resulted in a pressure of £123k.

Further information on the subject of this report can be obtained from Mick Bowden on Direct Dial No. 07392 109917 or Email mbowden@swindon.gov.uk

Budget Management 2019/20

Cabinet

Date: 1st July 2020

-
- 3.6 A net surplus on service charges during the year of £209k has been transferred to the earmarked revenue reserve bringing the balance to £1.5m at March 2020.

Dedicated Schools Grant (DSG)

- 3.7 The final position for the DSG was a deficit of £2m, an increase of £0.2m since the last report.
- 3.8 The main reason for this change is an increase in pressure relating to High Needs of £235k.
- 3.9 The £2m deficit has been transferred to the DSG reserve resulting in a final deficit position on the reserve of £1.7m. Schools Forum will meet in July and at this meeting, proposals for the deficit recovery plan will be considered.
- 3.10 The final total of the Dedicated Schools Grant income received (DSG) for 2019/20 was £76.463m, compared to the budget of £79.858m.
- 3.11 The DSG final total is lower than budget due to the retention of funding by the Education and Skills Funding Agency (ESFA) following a number of in year academy conversions. Following conversion, budget share payments are paid directly by the ESFA for the remainder of the year and the DSG is adjusted accordingly.

Flexible Use of Capital Receipts

- 3.12 In March 2016, the Government issued statutory guidance on the flexible use of capital receipts. This enables councils to finance certain revenue expenditure from capital receipts. The key criterion to use when deciding whether expenditure can be funded using the capital receipts flexibility is that it is forecast to generate on-going savings
- 3.13 The February meeting of the Cabinet endorsed the Council's existing approach to use the capital receipts flexibility to meet expenditure related to the delivery of future long term savings, with specific reference to:
- 3.13.1 Costs of delivering projects within the Council's improvement programme,
 - 3.13.2 Reorganisation and restructuring costs that deliver financial savings, and
 - 3.13.3 Transitional investment that delivers long/term financial benefits by reducing future service costs.

Further information on the subject of this report can be obtained from Mick Bowden on Direct Dial No. 07392 109917 or Email mbowden@swindon.gov.uk

Budget Management 2019/20

Cabinet

Date: 1st July 2020

- 3.14 In accordance with this approach the following items of expenditure in 2019/20 have been funded from capital receipts:
- 3.14.1 Restructuring costs relating to headcount reduction;
 - 3.14.2 Modernisation of Customer Services;
 - 3.14.3 Project capacity.
- 3.15 In summary, the one-off costs of these items amounted to £0.7m and are anticipated to deliver ongoing annual savings of £0.9m. Additional expenditure of £1m has been invested in project capacity necessary to support the work to enable the savings to be realised which, for 2019-20 was £21.6m in total with a further £11.3m planned for 2020-21. Further details are set out in Appendix 2.
- 3.16 The 2020/21 budget report approved a continuation of the existing approach to use the capital receipts flexibility and the cashflowing reserve in recognition of requirement to fund expenditure related to the delivery of savings in support of future year's budgets (Council Minute 80 (1), 2019/20 refers).
- 3.17 The specific areas of investment are:
- 3.17.1 Costs of delivering projects within the Council's improvement programme;
 - 3.17.2 Reorganisation and restructuring costs that deliver financial savings;
 - 3.17.3 Transitional investment that delivers long-term financial benefits by reducing future service costs.

COVID-19 Impact

- 3.18 The 2019-20 final out-turn includes the impact of COVID-19, most notably income from car parking, parking enforcement, Steam Museum, Lydiard House Hotel and Enterprise Works. In addition, the assumptions relating to the collection of outstanding debts have been revised to recognise that debt recovery may be more challenging due to the economic impact of the pandemic.
- 3.19 On 15th May a return was submitted to the Ministry of Housing, Communities and Local Government providing an estimate on the financial impact of COVID up to 31st July 2020.

Further information on the subject of this report can be obtained from Mick Bowden on Direct Dial No. 07392 109917 or Email mbowden@swindon.gov.uk

Budget Management 2019/20

Cabinet

Date: 1st July 2020

3.20 Although the picture remains uncertain, the main points of the return are an estimate of total pressures to 31st July 2020 of £25m, which exceeds the emergency funding that has been received to date of £11.2m. The pressures consist of:

3.20.1 General Fund cost pressures of £12m, of which Adult Social Care is £8m;

3.20.2 Income shortfall of £13m, of which around two-thirds relates to potential reductions in business rates and council tax receipts.

3.21 It should be noted that:

3.21.1 Further cost pressures and income losses after July would add to the funding gap;

3.21.2 Under current arrangements, the business rate and council tax losses this financial year would be a charge to the revenue budget for 2021/22.

3.22 A further update on emerging issues since the time of drafting this report will be provided at the Cabinet meeting.

4. Alternative Options

4.1 None as this report is for information only.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

5.1 In 2019/20, the general fund achieved an underspend of £613k. This has resulted in an increase in the general fund reserve to £7.2m.

5.2 The final position on the DSG is an overspend of £2m. This has been transferred to the DSG reserve resulting in a deficit position of £1.8m. Schools Forum will meet in July and at this meeting, proposals for the deficit recovery plan will be considered.

5.3 The final position on the HRA is an underspend of 1.4m. This has been transferred to the HRA's general reserve increasing the balance to £11.7m.

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.

Further information on the subject of this report can be obtained from Mick Bowden on Direct Dial No. 07392 109917 or Email mbowden@swindon.gov.uk

Budget Management 2019/20

Cabinet

Date: 1st July 2020

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

- 5.5 There are no such direct implications.

Diversity Impact Assessment

- 5.6 A Diversity Impact Assessment (DIA) has not been done as this report is reporting performance in the last financial year and does not make any recommendations to reprioritise the future funding of services.

Risk Management

- 5.7 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 (Section 151 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 – Actual Out-turn by Department 2019/20
8.2 Appendix 2 – Flexible Use of Capital Receipts 2019/20

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is not a key decision and is included in the Cabinet Work Programme for June 2020.

Further information on the subject of this report can be obtained from Mick Bowden on Direct Dial No. 07392 109917 or Email mbowden@swindon.gov.uk

This page is intentionally left blank

Fund	Tier 1 Pillar	Tier 2 Function	Budget 2019/20 £'000	Actual £'000	Actual Variance £'000	Movement since last report £'000	Commentary on Reasons for Variance	
General Fund	Resources	Finance, Property & Audit	(1,994)	(4,679)	(2,685)	(508)	Additional income from corporate property estate of £461k, (including £302k late receipt of covenant release income and £141k additional income from shops and garages).This mitigates an additional £133k spend on corporate property R&M. Net variance from business rates and levy payments £303k; balance of contingency £287k; improvement in final benefits subsidy position £100k, contributions to reserves - insurance £388k and cashflowing £115k. The balance is made up of underspends on operational budgets including staff vacancies across the function.	
		Human Resources and Organisational Development	2,273	2,008	(265)	(146)	Rebate on temporary worker contract higher than forecast and underspends on operational budgets.	
		Digital Services and Corporate Programmes	7,213	7,230	17	(244)	Further underspends from staff vacancies.	
		Performance, Communications, Legal and Democratic Services	4,320	4,231	(89)	(66)	Combination of vacancy savings, additional income and savings on operational budgets.	
	Economy	Strategic Growth	11,812	8,790	(3,022)	(964)	Additional rental income	
		Town Centre	615 625	572 565	(43) (60)	(5) (20)		
	Children Services	Routes to Employment & Libraries	1,240 2,025	1,137 1,937	(103) (88)	(25) (34)	Further savings have been made across the library service of £38k including reduced spend on library stock. There has also been a further saving of £6k from Skills and employment budget.	
		Skills & Attainment	2,118	2,543	425	(209)	Slippage on SEND recruitment and other SEND spend has reduced the forecast pressure by £131k; additional £54k savings in Education Standards and Quality and other minor savings of net £19k. Savings partially offset by £42k pressure for Education Psychology due to undelivered traded services.	
		Children, Families and Community Health Services	38,617	38,718	101	(492)	Since the last report there has been a £309k reduction in staffing spend due to availability of agency staff and vacancies. There has also been a reduction in expected spend for Children looked after, occupational therapy equipment and Aiming High services of £133k. The remaining net savings of £50k relate to other minor movements across the service.	
		Adult Services	Adults	42,760 60,780	43,198 61,631	438 851	(735) 94	Increase in agency costs for in house provider care homes, due to vacant posts and staff self isolating. Increase number of Deprivation of Liberty assessments required to be completed. Increased provision of Community Equipment to support people to remain at home.
	Public Health		325	0	(325)	20	Minor variances.	
	Communities and Housing	Streetsmart and Supported Employment	61,105 15,318	61,631 16,165	526 847	114 87	Net variances across operational budgets	
		Housing Services	(321)	(350)	(29)	(20)	Minor variances.	
		Highways & Transport	6,919	8,023	1,104	276	Concessionary transport and home to school outturn costs were £62k lower as a result of reduced demand due to Coronavirus. Street lighting £49k higher due to higher electricity costs than forecast; highway operations £90k higher due to higher operational costs than previously forecast. The parking service had net costs of service £20k lower which included some Coronavirus impacts.	
		Planning, Regulatory and Heritage Services	1,331	915	(416)	274	Planning fees were £70k lower than previously forecast but still ahead of budget overall. net cost of taxi licensing was £56k higher due to a combination of reduced income and salary costs higher than forecast; income was lower than forecast for STEAM museum (£44k) and Lydiard House (£104k) in part due to coronavirus where facilities closed from March 21st; Swindon Museum and Art Gallery improved by £35k due to lower running costs than forecast; Environmental Health results were £46k better due mainly to additional one-off income late in the year.	
		Facilities Management	2,333	2,375	42	32	CCTV and cleaning costs higher than previously forecast.	
			25,580	27,128	1,548	649		
	General Fund Total			142,497	141,884	(613)	(961)	

Fund	Tier 1 Pillar	Tier 2 Function	Budget 2019/20	Actual	Actual Variance	Movement since last report	Commentary on Reasons for Variance
			£'000	£'000	£'000	£'000	
Health	Health Adults	Health Adults	5,847	6,052	205	166	Pressure for demand for wheelchairs and other equipment aimed at supporting independence. Increased expenditure for Funded Nursing Care.
		Health CCG Funding - Adults	(5,847)	(6,052)	(205)	(153)	
	Health Children's	Children's Health Delivery Services - CCG Funded - Expenditure	1,781	1,660	(121)	(58)	CCG commissioned services, all underspends returned to the CCG.
		Children's Health Delivery Services - CCG Funded - Income	(1,781)	(1,660)	121	58	
		Children's Health Commissioning - Expenditure	2,466	2,307	(159)	(102)	
		Children's Health Commissioning - Income	(2,466)	(2,307)	159	102	
Health Total			0	0	0	13	
Dedicated Schools Grant	DSG Commissioning	DSG Skills and Attainment	79,858	78,451	(1,407)	234	The main movement since last report is an increase in pressure relating to High Needs of £235k, this has been partially offset by other smaller movements of £30k.
		DSG Skills and Attainment	(79,858)	(76,463)	3,395	(29)	
Dedicated Schools Grant Total			0	1,988	1,988	205	
Housing Revenue Account	Housing Revenue Account	Supervision & Management	(36,234)	(36,876)	(642)	(393)	A further underspend of £88k due to vacancies. There were also significant savings in running costs of £186k including printing, postage, licence costs and general administration costs. Additional income on rents and charges provided an additional £119k income. Transfers to earmarked reserves relating to service charges totalled £209k. This is partly offset by savings in running costs of £138k Increased costs associated with clearing backlogs of responsive repairs, including vehicle hire costs required whilst the current fleet is being renewed. Savings on Discretionary Housing Payment of £160k A reduction in the bad debt provision and reduced levels of debt write offs saving £764k. Transfer to General Reserves of £1.437m.
		Special Services	668	651	(17)	71	
		Repairs	10,780	10,973	193	124	
		HRA Capital Financing	24,786	25,252	466	466	
Housing Revenue Account Total			0	0	0	268	

	Investment Expenditure 2019-20 £'000	Planned Savings 2019-20 £'000
Headcount Reduction	549	(778)
Modernisation of Customer Services	36	Final expenditure to linked to prior year savings from the modernisation of customer services
Business Support Productivity	114	(125)
Culture Programme	84	The Culture Programme is a critical part of the agenda for modern, efficient and effective services which will in turn enable organisational change and deliver savings.
Change Partner to support service redesign	80	Specialist capacity to support service redesign and deliver savings.
Corporate Programme Team Costs	807	Swindon Programme project capacity essential to the delivery of savings in 19-20 (£21.6m) and 20-21 (£11.3m)
	1,670	

This page is intentionally left blank

Capital Monitoring Outturn 2019/20

Cabinet

Date: 1st July 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 2019/20 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 2019/20 year end position of the capital programme expenditure as set out in Tables 1 & 2 of the main report and Appendices 1 and 2;
- 2.2 Note that there are no new variances to the programme as they have all been reported to Cabinet at previous meetings;
- 2.3 Approve the addition to the programme of a) £429k for Coate Water Country Park Improvements funded from S106 contributions and b) £2.016m for Highway maintenance including pothole repairs, carriageway resurfacing and traffic signal refurbishment funded through grant funding from the new Transport Infrastructure Investment Fund as detailed at paragraph 3.7;

3. Detail

Capital Programme Outturn

- 3.1 Table 1 below shows the expenditure incurred in delivering the 2019/20 capital programme. Table 2 shows how the 2019/20 expenditure will be funded
- 3.2 Completed schemes as shown in table 1 are those that have previously been reported to Cabinet as the project having been completed during the year. Schemes that budget managers have now notified as complete as at year end will be removed from the capital programme reports for 2020/21.

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 2019/20

Cabinet

Date: 1st July 2020

Table 1 - Total expenditure in 2019/20

Service Area	General Fund £000's	HRA £000's	In year spend £000's
Resources	19,112		19,112
Economy	17,307		17,307
Children Services	8,487		8,487
Adult Services	1,321		1,321
Communities & Housing	11,690		11,690
Total General Fund	57,917		57,917
HRA		16,323	16,323
Completed Schemes	26	64	90
Total Existing Programme	57,943	16,387	74,330

Table 2 –Funding for 2019/20 expenditure

Funding Source	General Fund £000's	HRA £000's	Total Funding £000's
Capital receipts		1,459	1,459
Section 106 Deposits	3,112	40	3,152
Grant	33,551	1,492	35,043
HRA revenue		5,812	5,812
HRA balances		7,584	7,584
CIL	1,102		1,102
Borrowing Requirement	20,178		20,178
Total to be financed	57,943	16,387	74,330

- 3.3 Table 3 below shows the current status of the overall approved capital programme for 20/21 and beyond and the forecast outturn position. Table 4 shows how this is being funded.
- 3.4 The capital programme report includes items that were agreed at Council on 20th February 2020 (draft Council Minute 80, 2019/20 refers). Any over or under spends will affect the overall funding sources for the capital programme.
- 3.5 Completed schemes as shown in table 3 are those schemes that have incurred expenditure up to and including 19/20 previously identified as complete by project managers. These will be removed from the 20/21 capital programme together with any further schemes identified as complete at year end.

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 2019/20

Cabinet

Date: 1st July 2020

Table 3 - Budget Forecasts and Variances

Service Area	Total Scheme Budget £000's	Spend to 31/3/20 £000's	Projected Out-turn £000's	Projected Overspends £000's	Projected Underspends £000's	Net Position £000's
Resources	79,837	23,013	79,761		(76)	(76)
Economy	132,315	41,950	132,315			
Children Services	31,643	24,814	31,571	28	(100)	(72)
Adult Services	15,588	2,123	15,588			
Communities & Housing	141,602	52,516	142,275	694	(21)	673
Total General Fund	400,985	144,416	401,510	722	(197)	525
HRA	73,736	32,958	73,736			
Completed Schemes	46,273	45,047	45,954		(319)	(319)
Total Approved Programme	520,994	222,421	521,200	722	(516)	206

Table 4 - Capital Programme funding

	Total Funding Identified £000's	Funded to 31/3/20 £000's	Funding required as at 1/4/20 £000's	Funding Changes Required £000's	Revised Total Funding £000's
Capital Receipts	7,394	5,014	2,380		7,394
Section 106 Deposits	30,928	10,626	20,302		30,928
Grant	180,173	75,535	106,638	(93)	180,080
Revenue Contributions	2,054	127	1,927		2,054
HRA balances	79,231	38,463	40,768		79,231
CIL	1,102	1,102			1,102
Invest to save borrowing repaid from future revenue savings	893		893		893
Increase in Borrowing Requirement	219,219	93,554	125,665	299	219,518
Total to be financed	520,994	222,421	298,573	206	521,200

Projected Variances

- 3.6 There are no new significant budget movements that have not already been reported to Cabinet. Appendix 1 contains a summary of the current capital

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 2019/20

Cabinet

Date: 1st July 2020

programme & Appendix 2 contains the details of the individual schemes in the capital programme, together with their closing position.

Addition to current programme

3.7 Cabinet is asked to approve the following additions to the existing programme

3.7.1 £429k for Coate Water Country Park Improvements funded from S106 contributions. The Badbury Park development has resulted in a number of S106 agreements that relate to improvements at Coate Water. These include footpath improvements, interpretation & signage, entrance access from Day House Lane, play equipment and mitigation works required as a result of the development. It is proposed that any future s106 that is specifically identified for this project will be added to the budget automatically when it is received.

3.7.2 £2.016m for Highway maintenance including pothole repairs, carriageway resurfacing and traffic signal refurbishment funded through grant funding from the new Transport Infrastructure Investment Fund announced by the Secretary of State for Transport in May 2020. Individual schemes to be authorised by the Head of Highways and Transport in consultation with the Cabinet Member for Transport and the Environment.

4. Alternative Options

4.1 Cabinet could choose not to approve the proposed additions to the capital programme.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

5.1 The general fund is currently projecting a net overspend of £206k at year end which is a reduction of £72k from the previous reported position.

5.2 The Children's Services capital programme is reporting a forecast £72k net underspend. This funding is ring fenced grant and therefore will be redirected to other projects required within Education.

5.3 The required borrowing of £20.1m to fund the 2019/20 capital programme spend will result in revenue borrowing repayment costs of circa £1.1m (based on the current interest rates and average MRP required). The full costs of all borrowing are covered from the treasury element of the budget, the total interest and MRP repayments for the year are included in the Treasury Management Performance 2019/20 report elsewhere on the agenda.

5.4 The additions to the 2020/21 capital programme will not have any direct impact on the revenue budget. The Coate water elements will enhance the visitor

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 2019/20

Cabinet

Date: 1st July 2020

experience of the park and may result in additional secondary spend at the site, whilst the highways improvements will increase the road maintenance that can be undertaken.

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 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. Any specific schemes would be expected to carry out their own impact assessment.

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

- 5.7 There are no such direct implications.

Diversity Impact Assessment

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

Risk Management

- 5.9 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

Capital Monitoring Outturn 2019/20

Cabinet

Date: 1st July 2020

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 for June 2020.

Appendix 1 - Capital Programme Overview

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	Digital Services & Corporate Programmes Property & Assets Performance, Organisational Improvement & Communications	PFW11	Sam Mowbray	6,982	1,696	6,906	(76)		(76)
			PFW12	Rob Richards	71,680	20,710	71,680			
			PFW13	Sam Mowbray	1,175	607	1,175			
	Economy	Strategic Growth Town Centre	PFW22	Philippa Venables	101,399	30,124	101,399	(76)		(76)
			PFW24	Emma Gee	30,916	11,826	30,916			
	Children Services	Routes to Employment & Libraries Skills & Attainment Children, Families & Community Health Services	PFW30	Sally Burnett	132,315 235	41,950 51	132,315 235			
			PFW31	TBC	30,172	24,291	30,100	(72)	(83)	11
			PFW32	Lee-Anne Farach	1,236	472	1,236			
	Adult Services	Adults	PFW40	Angela Plummer	31,643 15,588	24,814 2,123	31,571 15,588	(72)	(83)	11
					15,588	2,123	15,588			
	Communites & Housing	Streetsmart & Supported Employment Highways & Transport Planning, Regulatory & Heritage Services	PFW50	Ian James	17,411	5,973	17,411			
			PFW52	Tim Price	111,342	41,574	112,015	673	680	(7)
			PFW58	Richard Bell	12,849	4,969	12,849	0	(1)	1
HRA	HRA Capital Financing	PFW90	Mike Ash	141,602 73,736	52,516 32,958	142,275 73,736	674	679	(5)	
				73,736	32,958	73,736				
	Completed Schemes	Completed Schemes (GF & HRA)	PFW99	Various	46,273	45,047	45,954	(319)	(319)	0
				46,273	45,047	45,954	(319)	(319)	0	
Grand Total					520,993	222,421	521,200	207	277	(70)

This page is intentionally left blank

Appendix 2 - Detailed Capital Programme

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
----------	---------------	-------------	----------------	--------------	------------------------	-----------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	--------------------------------------	----------------------------

Resources

Digital Services & Corporate Programmes

1	Y	Data Centre	Philip Murkin	750				220	146	384			750	
2	Y	IT security	Philip Murkin	250				50	50	50	50	50	250	
3	Y	Avaya Telephony Stabilisation	Philip Murkin	330		179	200	130					330	
4	N	Contribution to superfast broadband	Glyn Peach	240	0	240	240						240	
5	N	Skype for Business project	Philip Murkin	127	51		0						51	(76)
6	Y	IT Infrastructure	Philip Murkin	1,100	814	229	86	200					1,100	
7	N	HR & Finance System	Kim Chequer	3,500				3,500					3,500	
8	Y	Corporate EDRMS	Philip Murkin	493		72	90		273	130			493	
9	Y	Digital Strategy Seed Fund	Philip Murkin	100		19		100					100	
10	N	Council Chamber IT	Philip Murkin	92		92	92						92	
		Strand Total		6,982	865	831	708	4,200	469	564	50	50	6,906	(76)

Digital Services & Corporate Programmes	PFW11	6,982	865	831	708	4,200	469	564	50	50	6,906	(76)
---	-------	-------	-----	-----	-----	-------	-----	-----	----	----	-------	------

Property & Assets

11	Y	Barbury Castle Toilets - new scheme	Rob Richards	100			100						100	
12	Y	Headland Site Development	Rob Richards	514	14	(21)	500						514	
13	Y	Removal Treatment of Asbestos in Council Buildings	Rob Richards	251		41	251						251	
14	Y	General Enhancement Works Corporate Buildings	Kathy Sherratt	9,313		968	2,118	1,595	1,400	1,400	1,400	1,400	9,313	
15	Y	Feasibility Studies	Rob Richards	233		83	233						233	
16	Y	A419 Sound Barrier Feasibility	Rob Richards	15			15						15	
17	Y	Surplus Buildings Demolition	Helen Haines	484		27	16	468					484	
18	Y	Village Centre Development	Rob Richards	520	449	57	71						520	
19	Y	Redevelopment of Dorcan House / Eldene Shopping Centre	Rob Richards	575	331	13	244						575	
20	Y	Equity Share Properties	Kathy Sherratt	250	144		53	53					250	
21	Y	Health Hydro Improvements	Rob Richards	1,500			1,500						1,500	
22	Y	Link Centre	Rob Richards	165		158	165						165	
		Strand Total		13,920	938	1,326	5,266	2,116	1,400	1,400	1,400	1,400	13,920	

Commercial Investments

23	N	IO Centre Investment	Jon Coates	16,540		16,417	16,540						16,540	
24	Y	Cavendish Square Unit Shops	Jon Coates	1,920		2	1,920						1,920	
25	N	Flemming Way Bus Station	Rob Richards	100		100	100						100	
26	Y	Kimmerfields - Zurich	Rob Richards	36,000				36,000					36,000	
24	Y	Barnfield Solar Scheme	Ian Burbidge	3,200	1,874	53	994	332					3,200	
		Strand Total		57,760	1,874	16,572	19,554	36,332					57,760	

Property & Assets	PFW12	71,680	2,812	17,898	24,820	38,448	1,400	1,400	1,400	1,400	71,680	
-------------------	-------	--------	-------	--------	--------	--------	-------	-------	-------	-------	--------	--

Performance, Organisational Improvement & Communications

25	Y	Hay Lane Gypsy Site Drainage	Steven Kensington	272	161		111						272	
26	Y	Estates Rationalisation	Rob Richards	843	13	373	385	449	(4)				843	
27	N	CCTV	Mark Walker	60	50	10	10						60	
		Strand Total		1,175	224	383	506	449	(4)				1,175	

Performance, Organisational Improvement & Communications	PFW13	1,175	224	383	506	449	(4)					1,175	
--	-------	-------	-----	-----	-----	-----	-----	--	--	--	--	-------	--

Resources Total		79,837	3,901	19,112	26,034	43,097	1,865	1,964	1,450	1,450	79,761	(76)
-----------------	--	--------	-------	--------	--------	--------	-------	-------	-------	-------	--------	------

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
----------	---------------	-------------	----------------	--------------	------------------------	-----------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	--------------------------------------	----------------------------

Economy

Wichelstowe

28	Y	District Centre	Rob Powe	15,254	10,176	2,057	5,078						15,254	
		Strand Total		15,254	10,176	2,057	5,078						15,254	

NEV

29	N	NEV Dft Business Case	Sam Howell											
30	Y	Gablecross Junction	Sam Howell	8,412	902	980	2,355	4,136	1,019				8,412	
31	Y	Package 2 - Nythe Road Junction and Piccadilly Roundabout	Sam Howell	2,930	199	280	323	2,408					2,930	0
32	Y	White Hart Junction	Sam Howell	30,104	1,593	4,880	9,800	18,711					30,104	0
33	Y	Southern Connector Road	Sam Howell	30,572	1,880	1,145	874	9,075	18,743				30,572	
34	Y	Great Stall Bridge	Sam Howell	157	157								157	
35	Y	Footpath 5	Sam Howell	250	67		183						250	
		Strand Total		72,425	4,798	7,285	13,535	34,330	19,762				72,425	0

Other

36	Y	Rapid Transit - QBC Wichelstowe, North and UTMC	James Jackson	8,920	4,023	1,783	1,700	3,197					8,920	
37	Y	M4 Junction 15	Sam Howell	4,800				4,800					4,800	
		Strand Total		13,720	4,023	1,783	1,700	7,997					13,720	

Strategic Growth		101,399	18,999	11,125	20,313	42,327	19,762						101,399	0
------------------	--	---------	--------	--------	--------	--------	--------	--	--	--	--	--	---------	---

Town Centre

38	Y	Bus Boulevard - High Streets fund match funding	Emma Gee	5,000				5,000					5,000	
39	Y	Kimmerfields enabling works	Emma Gee	9,500		1,464	2,500	1,500	5,500				9,500	
40	N	Mechanics Institute	Emma Gee	12	12								12	
41	Y	Kimmerfields Compulsory purchase	Emma Gee	3,000	231	1,422	1,696	1,073					3,000	
42	N	No 3 Carriage works @ Railway Village	Emma Gee	1,323	1,275	24	48						1,323	
43	Y	Aspen House	Rob Richards	339	236	33	103						339	
44	Y	Faringdon Road 1-3	Emma Gee	1,247	1,183	54	64						1,247	
45	N	No 5 Carriage works @ Railway Village	Emma Gee	1,385	1,358	27	27						1,385	
46	Y	No 11 Carriage works @ Railway Village	Emma Gee	2,005	80	977	1,087	838					2,005	
47	Y	No 7 & 9 Carriage works @ Railway Village	Emma Gee	2,605	127	80	552	1,832	94				2,605	
48	Y	Kimmerfields - site access road	Emma Gee	1,500	107	318	400	800	193				1,500	
49	Y	Fleming Way Bus Boulevard	Philippa Venables	3,000	1,035	1,783	1,000	965					3,000	
		Strand Total		30,916	5,644	6,182	7,477	12,008	5,787				30,916	

Town Centre		30,916	5,644	6,182	7,477	12,008	5,787						30,916	
-------------	--	--------	-------	-------	-------	--------	-------	--	--	--	--	--	--------	--

Economy Total		132,315	24,643	17,307	27,790	54,335	25,549						132,315	0
---------------	--	---------	--------	--------	--------	--------	--------	--	--	--	--	--	---------	---

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
----------	---------------	-------------	----------------	--------------	------------------------	-----------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	--------------------------------------	----------------------------

Children Services

Routes to Employment & Libraries

50	Y	Libraries RFID	Allyson Jordan	149			149						149	
51	Y	Library Shelving West Swindon	Allyson Jordan	15			15						15	
52	Y	Library Management System	Allyson Jordan	71		51	71						71	
		Strand Total		235		51	235						235	

Routes to Employment & Libraries	PFW30	235		51	235							235	
----------------------------------	-------	-----	--	----	-----	--	--	--	--	--	--	-----	--

Schools Maintenance

53	Y	DFC Allocations to Schools	Helen Haines	218		218	218						218	
54	Y	Healthy Pupils	Gareth Cheal	104		83	104						104	
55	Y	Capita One education		410			410						410	
56	Y	Condition Works	Helen Haines	1,565		909	1,565						1,565	
		Strand Total		2,297		1,210	2,297						2,297	

Schools New Build

57	Y	William Morris Primary School	Gareth Cheal	8,900	2,924	5,478	5,956	20					8,900	
58	N	Oliver Tomkins Primary School and Nursery	Gareth Cheal	40	40								40	
		Strand Total		8,940	2,964	5,478	5,956	20					8,940	

Non Schools Buildings

59	N	Plas Pencelli Lodge Extension	Gareth Cheal	264	283	(18)	(19)						264	
60	N	EOTAS	Nic Newland	2,711	2,727	1	12						2,739	28
		Strand Total		2,975	3,010	(17)	(7)						3,003	28

Mainstream Schools Extension

61	N	North Swindon Primary School 1FE - Orchid Vale PFI Expansion	Helen Haines	3,510	3,481	29	29						3,510	
62	Y	Bridlewood	Nic Newland	350	4	190	236	10					250	(100)
63	Y	South Marston Primary School	Nic Newland	3,100		3	50	1,500	1,550				3,100	
64	N	Wanborough Primary School	Gareth Cheal	48	48								48	
		Strand Total		7,008	3,533	222	315	1,510	1,550				6,908	(100)

Special Schools Extension

65	N	Crowdy's refurbishment	Nic Newland	6,136	5,944	25	192						6,136	
66	Y	Brimble Hill	Gareth Cheal	101	1	95	100						101	
67	N	PRU Conversion - St Lukes	Gareth Cheal	225		247	225						225	
68	Y	Capital Works - St Lukes	Gareth Cheal	775	371	390	404						775	
		Strand Total		7,237	6,316	757	921						7,237	

Early Years

69	N	Early Years places - Tick Tock Nursery - Mobile Replacement	Nic Newland	144	144								144	
70	N	Early Years provision - Grow 2gether disadvantaged 2 Year Olds	Gareth Cheal	175	175								175	
		Strand Total		319	319								319	

SEND Funds

71	Y	Special Education Needs and Disability Capital Investment Fund	Gareth Cheal	1,396		499	744	326	326				1,396	
		Strand Total		1,396		499	744	326	326				1,396	

Skills & Attainment	PFW31	30,172	16,142	8,149	10,226	1,856	1,876					30,100	(72)
---------------------	-------	--------	--------	-------	--------	-------	-------	--	--	--	--	--------	------

Children, Families & Community Health Services

72	Y	Independent living units	Dawn Sexstone	120			120						120	
73	Y	Children's ICS Project	Philip Murkin	1,116	185	287	599	333					1,116	
		Strand Total		1,236	185	287	719	333					1,236	

Children, Families & Community Health Services	PFW32	1,236	185	287	719	333						1,236	
--	-------	-------	-----	-----	-----	-----	--	--	--	--	--	-------	--

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
		Children's Services Total		31,643	16,327	8,487	11,179	2,189	1,876				31,571	(72)

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
----------	---------------	-------------	----------------	--------------	------------------------	-----------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	--------------------------------------	----------------------------

Adult Services

Social Care IT

74	Y	Estate Rationalisation - CSS systems upgrade	Angela Plummer	671	373	52	156	142					671	
		Strand Total		671	373	52	156	142					671	

Housing & Supported Living

75	Y	ASC & Health Community Equipment Store IT	Angela Plummer	250		80	250						250	
76	Y	ASC Equipment	Angela Plummer	1,926		354	426	300	300	300	300	300	1,926	
77	Y	H&SC Joint Working Projects	Angela Plummer	350	260		90						350	
78	Y	Shared Living Accommodation	Angela Plummer	120			120						120	
79	Y	Extra Care Sheltered Accomodation	Angela Plummer	153	41	6	112						153	
80	Y	Disabled Facilities Grants	Damon Green	6,908		724	1,151	1,151	1,151	1,151	1,151	1,153	6,908	
		Strand Total		9,707	301	1,165	2,149	1,451	1,451	1,451	1,451	1,453	9,707	

New Provision

81	Y	Fessey Extension	Angela Plummer	5,000	4	74	100	2,450	2,446				5,000	
		Strand Total		5,000	4	74	100	2,450	2,446				5,000	

Building Upgrades

82	Y	Whitbourne / Fessy Renovations	Angela Plummer	210	124	30	86						210	
		Strand Total		210	124	30	86						210	

Adults				15,588	802	1,321	2,491	4,043	3,897	1,451	1,451	1,453	15,588	
--------	--	--	--	--------	-----	-------	-------	-------	-------	-------	-------	-------	--------	--

Adults Services Total				15,588	802	1,321	2,491	4,044	3,898	1,451	1,451	1,453	15,588	
-----------------------	--	--	--	--------	-----	-------	-------	-------	-------	-------	-------	-------	--------	--

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
----------	---------------	-------------	----------------	--------------	------------------------	-----------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	--------------------------------------	----------------------------

Communities & Housing

Depot Improvements

83	Y	Waterside Depot - Road Layout	Lance Greenhagh	5,900	5,245	457	655						5,900	
		Strand Total		5,900	5,245	457	655						5,900	

Non-HRA Vehicles

84	Y	Vehicle & Plant replacement strategy	Ian McKinnon	9,873				2,080	875	2,338	4,475	105	9,873	
85	Y	Waste collection vehicles	Ian McKinnon	888				888					888	
86	N	Fleet non strategic vehicle programme	Ian McKinnon	750	166	105	584						750	
		Strand Total		11,511	166	105	584	2,968	875	2,338	4,475	105	11,511	

Streetsmart & Supported Employment	PFW50	17,411	5,411	562	1,239	2,968	875	2,338	4,475	105	17,411	
---	--------------	---------------	--------------	------------	--------------	--------------	------------	--------------	--------------	------------	---------------	--

Local Transport Plan - Maintenance

87	Y	Abbey Farm Transport Projects	Philip Martlew	32			32						32	
88	Y	Blunsdon High Street	Philip Martlew	68			68						68	
89	Y	Rodbourn Road highways improvements	Philip Martlew	525			525						525	
90	Y	School safe environment zones	Philip Martlew	500			100	100	100	100	100		500	
91	Y	Traffic Signal LED conversion	Philip Martlew	193			193						193	
92	Y	Thames Avenue Speed Reduction	Philip Martlew	25			25						25	
93	Y	Highway Maintenance	Tim Mann	17,396		577	1,051	3,269	3,269	3,269	3,269	3,269	17,396	
94	Y	Rights of way Improvement Plan	Tim Mann	121		19	121						121	
95	Y	Structural Maintenance	Tim Mann	753		96	753						753	
96	Y	Backlog/Routine Improvements	Tim Mann	262		210	262						262	
97	Y	Road Markings	Tim Mann	39		37	39						39	
98	Y	Cooperative Intelligent Transport Systems	Tim Mann	238	126	39	112						238	
99	Y	Pavement Condition Management	Tim Mann	305		8	305						305	
100	N	Passenger Transport	Tim Mann	4		12	4						4	
101	N	Sustainable Transport	Tim Mann											
102	Y	Surface Water Management (SWP) Bruce St/Lagoon flood Mitigation & SWM Plans	Tim Mann	457		30	457						457	
103	Y	Thamesdown Drive Speed Amelioration	Philip Martlew	273	230	12	43						273	
104	Y	North Star roundabout and Cocklebury Roundabout Great Western Way	Tim Mann	1,669	4		1,665						1,669	
105	Y	Transfer Bridges	Tim Mann	3,700	204		3,496						3,700	
106	N	Brimble Hill	Philip Martlew	84	84								84	
107	Y	Regent Circus Improvements	Philip Martlew	167		1	167						167	
108	Y	Oakhurst Way Pedestrian Crossing	Philip Martlew	73	38		35						73	
109	Y	Greenbridge Road Mini Roundabout	Tim Mann	38	6		32						38	
110	Y	Tadpole Farm Transport Projects		96		12	96						96	
111	Y	Flemming Way & Whalebridge	Philip Martlew	238			238						238	
112	Y	Ermin Street, Blunsdon	Philip Martlew	245			245						245	
		Strand Total		27,501	692	1,053	4,060	9,273	3,369	3,369	3,369	3,369	27,501	

Local Transport Plan - Integrated

113	Y	Local Safety Schemes	Tim Mann	5,058		617	883	835	835	835	835	835	5,058	
114	Y	Traffic Management	Tim Mann	187		94	187						187	
		Strand Total		5,245		711	1,070	835	835	835	835	835	5,245	

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
----------	---------------	-------------	----------------	--------------	------------------------	-----------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	--------------------------------------	----------------------------

Maintenance

115	Y	Non Highways Structures (Bridges within Parks)	Tim Mann	370		19	370						370	
116	Y	Highways Maintenance - NON LTP	Tim Mann	721		241	721						721	
117	Y	Footway Maintenance	Tim Mann	357		151	357						357	
118	Y	Flood Defence Grant	Tim Price	141	115		26						141	
119	Y	Asset Liability Management (Moredon Road decommissioning)	Tim Price	155	104	14	51						155	
120	Y	Concrete Column Replacement	Tim Mann	2,506			2,506						2,506	
121	N	Local Sustainable Transport Fund	Philip Martlew											
122	N	Highways Asset Management Grant Elements 1 and 2	Tim Price	217	219		(2)						217	
123	Y	Strategic Highways Model update	Philip Martlew	400	334		66						400	
124	N	DfT Additional Highways Maintenance Funding 2018	Tim Mann	1,241	973	336	268						1,241	
125	N	Wanborough Footpaths Upgrade	Philip Martlew	121	121								121	
		Strand Total		6,229	1,866	761	4,363						6,229	

Car Parks

126	Y	John Street car park demolition (Parade)	Tim Mann	700				700					700	
127	N	Union Square Phase One	Tim Mann	15,000	14,837		163						15,000	
128	Y	Car park Lighting	Giles Davis	420				420					420	
129	Y	Car Parks Major Maintenance	Tim Mann	749		122	749						749	
		Strand Total		16,869	14,837	122	912	1,120					16,869	

Street Furniture & Lighting

130	Y	Street Lighting	Tim Mann	424		385	424						424	
131	Y	Traffic Signals - NON LTP	Tim Mann	240		225	240						240	
132	Y	Gateway signage (incl car park directions)	Philip Martlew	400	74	44	326						400	
133	Y	LED Street Lighting	Tim Mann	7,222	7	221	274	6,229	712				7,222	
134	Y	Kingsdown Crossroads Traffic Signals	Philip Martlew	81	62	3	19						81	
		Strand Total		8,367	143	878	1,283	6,229	712				8,367	

Transport

135	Y	Wichelstowe - J16 works	Tim Mann	12,840	11,913	310	600	887					13,400	560
136	Y	Hodson Road embankment stabilisation	Tim Mann	349	28	94	70	251					349	
137	Y	Wroughton Park and Ride	Tim Mann	120	88		32						120	
138	Y	Wichelstowe Southern Access	Tim Mann	28,700	922	4,594	4,700	23,078					28,700	
139	Y	Wellington Street Improvement Scheme	Syed Shah	852	364	622	622						986	134
140	Y	Sheppard Street Improvements	Tim Mann	23			23						23	
141	Y	Mead Way Junction Improvements	Tim Mann	4,125	587	984	600	2,917					4,104	(21)
142	Y	Town Centre Parking Strategy	Tim Mann	50	4		46						50	
143	Y	Tadpole Farm Rapid Transit Corridor	Philip Martlew	72			72						72	
		Strand Total		47,131	13,907	6,604	6,764	27,133					47,804	673

Highways & Transport	PFW52	111,342	31,445	10,129	18,452	44,590	4,916	4,204	4,204	4,204	112,015	673
----------------------	-------	---------	--------	--------	--------	--------	-------	-------	-------	-------	---------	-----

Landscaping & Open Space

144	N	Play Areas	Martin Hambidge	784	784								784	
145	Y	NEV GWCF	Russell Weymouth	247				247					247	

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
146	Y	Moredon Recreation - Multi Sports Hub	Russell Weymouth	3,650	83	(3)	375	2,750	442				3,650	
147	Y	Blunsdon MUGA	Russell Weymouth	348	10	2	338						348	
148	Y	St Andrews - public open space	Ian Burbidge	190				190					190	
149	Y	Mouldon Hill Country Park	Russell Weymouth	687		15	221	466					687	
150	N	St Marks Recreation Ground	Russell Weymouth	787	760	22	27						787	
151	Y	Northern Development Area - Protected species reserve	Russell Weymouth	68	17		10	15	15	11			68	
152	Y	Green Spine	Russell Weymouth	10	6		4						10	
153	Y	Tree and landscape improvements	Russell Weymouth	19	1	1	18						19	
154	Y	Common Farm GWCF	Russell Weymouth	97		12	74	23					97	
155	Y	East Wichel Major Open Space	Russell Weymouth	391	35	8	169	187					391	
156	Y	Havelock Square	Russell Weymouth	908	871	(11)	37						908	
157	Y	Great Western Community Forest	Russell Weymouth	322		115	160	100	62				322	
158	Y	County Ground Athletics Track Resurface and Clubhouse	Russell Weymouth	1,323	553	710	770						1,323	
159	N	Angel Ridge Maintenance & Play Area	Martin Hambidge	58	43		15						58	
160	Y	Highdown Play Area	Russell Weymouth	39			39						39	
161	Y	Pentylands Country Park	Russell Weymouth	35			25	10					35	
162	Y	Landscape improvements ay Greenbridge & Blagrove	Russell Weymouth	258	222		25	11					258	
163	Y	Spring Gardens Refurbishment	Russell Weymouth	106	31	1	75						106	
164	Y	1 - 7 Purton Road	Russell Weymouth	79			79						79	
		Strand Total		10,406	3,416	872	2,461	3,999	519	11			10,406	

Heritage

163	Y	Museum Artifacts Storage	N Western	200	65		135						200	
164	N	SMAG	Richard Bell	200	199		1						200	
165	Y	Lydiard House - car park	Annie Griffin	150	4	71	146						150	
166	Y	Lydiard House - Maintenance	Rob Richards	850	39	18		811					850	
167	Y	Lydiard House - Pool	Annie Griffin	100			100						100	
168	Y	SMAG Improvements (Apsley House)	Claire Andrews	400			400						400	
169	N	Wroughton War Memorial		25	25								25	
170	N	WW1 Memorial Restoration Project	Ian Surtees	29	29								29	
171	N	STEAM - Operations & Retail Management System	Ian Surtees	39	37	2	2						39	
172	Y	Reception remodelling at Steam Museum	Ian Surtees	17	16		1						17	
173	Y	STEAM Museum Frontage Improvements	Ian Surtees	104	101	1	3						104	
		Strand Total		2,114	515	92	788	811					2,114	

Planning

174	Y	Housing Renewal Grants	Damon Green	254			254						254	
		Strand Total		254			254						254	

Regulatory IT

175	Y	Regulatory & Statutory Services Case Management System	Philip Murkin	75	38	35	37						75	0
		Strand Total		75	38	35	37						75	0

Planning, Regulatory & Heritage Services	PFW58	12,849	3,969	999	3,540	4,810	519	11					12,849	0
---	--------------	---------------	--------------	------------	--------------	--------------	------------	-----------	--	--	--	--	---------------	----------

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
Communities & Housing Total				141,602	40,825	11,690	23,231	52,368	6,310	6,553	8,679	4,309	142,275	673

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
----------	---------------	-------------	----------------	--------------	------------------------	-----------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	--------------------------------------	----------------------------

HRA

Planned Maintenance Programme

176	Y	Aids & Adaptations	Gerry O'Connor	1,560		1,298	1,560						1,560	
177	Y	Bathrooms	Gerry O'Connor	1,711		695	1,711						1,711	
178	Y	Central Heating	Gerry O'Connor	1,014		1,276	1,014						1,014	
179	Y	Contingent Major Repairs	Gerry O'Connor	649		374	649						649	
180	Y	Electrics	Gerry O'Connor	519		547	519						519	
181	Y	Environmental & Communal Areas	Gerry O'Connor	224		137	224						224	
182	Y	Exceptional Extensive	Gerry O'Connor	821		(227)	821						821	
183	Y	External / Entrance Doors	Gerry O'Connor	7		40	7						7	
184	Y	External Walls	Gerry O'Connor			73								
185	Y	Improvements	Gerry O'Connor	2,584		1,159	2,584						2,584	
186	Y	Kitchens	Gerry O'Connor	1,804		1,351	1,804						1,804	
187	Y	Planned Maintenance	Gerry O'Connor	2,127		1,348	2,127						2,127	
188	Y	Related Assets	Gerry O'Connor											
189	Y	Roofs	Gerry O'Connor	2,203		1,000	2,203						2,203	
190	Y	Windows	Gerry O'Connor	1,115		808	1,115						1,115	
191	Y	HRA - Scooter stores sheltered	Gerry O'Connor	359		(1)	359						359	
192	Y	Fire Safety - Residential Flats	Gerry O'Connor	603		(75)	603						603	
		Strand Total		17,300		9,803	17,300						17,300	

Small New Build Schemes

193	N	Townsend House	Nick Kemmett	2,000	2,000	0	0						2,000	
194	N	Bembridge Cl / Sycamore Gr	Nick Kemmett	2,030	2,004	7	26						2,030	
195	Y	Ventnor Close	Nick Kemmett	1,730		13	880	850					1,730	
196	Y	Huntley Close	Nick Kemmett	1,400		17	700	700					1,400	
197	Y	Ashley Close	Nick Kemmett	807		10	400	407					807	
		Strand Total		7,967	4,004	47	2,006	1,957					7,967	

Queens Drive

198	Y	Queens Drive	Nick Kemmett	30,500	886	995	1,295	11,099	11,086	6,134			30,500	
		Strand Total		30,500	886	995	1,295	11,099	11,086	6,134			30,500	

Acquisitions

199	Y	HRA Acquisitions Programme	Nick Kemmett	17,000	11,745	4,576	5,255						17,000	
		Strand Total		17,000	11,745	4,576	5,255						17,000	

High Rise Blocks

200	Y	Refurbishment High-Rise Blocks	Nick Kemmett	100		8	100						100	
		Strand Total		100		8	100						100	

Vehicles

201	Y	HRA Vehicle Acquisitions	Gerry O'Connor	869		894	869						869	
		Strand Total		869		894	869						869	

HRA Total				73,736	16,635	16,323	26,825	13,056	11,086	6,134			73,736	
-----------	--	--	--	--------	--------	--------	--------	--------	--------	-------	--	--	--------	--

Line Ref	C/fw to 20/21	Description	Budget Manager	Total Budget	Spent to 31/3/19 £'000	2019/20 Spend to date £'000	Forecast 2019/20 Spend £'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
----------	---------------	-------------	----------------	--------------	------------------------	-----------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	--------------------------------------	----------------------------

Completed Schemes

General Fund

202	N	Parcels 2 & 3	Paul Smith	974	974								974	
203	N	Housing Parcel Feasibility	Paul Smith	53	53								53	
204	N	Drakes Meadow Park	Jonathan Coates	5,789	5,789								5,789	
205	N	Cavendish Square Acquisition	Jonathan Coates	3,316	3,315		1						3,316	
206	N	NWOW IT	Rob Brown	574	544	26	30						574	
207	N	NWOW Co-Location	Rob Richards	671	671								671	
208	N	Barbury Castle Visitor Centre - old scheme	Nic Newland	27	27								27	
209	N	Office Accom - Wyvern House	Rob Richards	338	338								338	
210	N	Stronger Together	Rob Richards	319										(319)
211	N	Lysander House	Rob Richards	7,950	7,887		63						7,950	
212	N	Net Work Rail Land Purchase	Rob Richards	5,556	5,555		1						5,556	
213	N	Grounds Maintenance Equipment	Rob Core	962	822		140						962	
		Strand Total		26,529	25,975	26	235						26,210	(319)

HRA

214	N	Sussex Square	Nic Newland	8,843	8,680	0	163						8,843	
215	N	Hawthorn, Gorse Hill	Nick Kemmett	4,845	4,715	8	130						4,845	
216	N	Royal British Legion, Penhill	Nick Kemmett	2,224	2,123	14	101						2,224	0
217	N	Cranmore Ave, Park South	Nick Kemmett	1,400	1,348	14	52						1,400	
218	N	Brookfield, Highworth	Nick Kemmett	566	566								566	0
219	N	Penhill United Reform Church	Nick Kemmett	1,866	1,551	28	315						1,866	
		Strand Total		19,744	18,983	64	761						19,744	0

Completed Schemes Total		46,273	44,958	90	996								45,954	(319)
-------------------------	--	--------	--------	----	-----	--	--	--	--	--	--	--	--------	-------

Total GF		400,985	86,498	57,916	90,725	156,033	39,499	9,968	11,580	7,212	401,510	524
Total HRA		73,736	16,635	16,323	26,825	13,056	11,086	6,134			73,736	
Completed Schemes		46,273	44,958	90	996						45,954	(319)

Overall Total		520,994	148,091	74,329	118,546	169,089	50,585	16,102	11,580	7,212	521,200	206
---------------	--	---------	---------	--------	---------	---------	--------	--------	--------	-------	---------	-----

This page is intentionally left blank

Treasury Management Performance 2019/20

Cabinet

Date: 1st July 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 Treasury Management performance for 2019/20.
- 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 2019/20 Treasury Management performance as detailed at paragraphs 3.1 to 3.23 and the Prudential Indicators shown at Appendix 2.

3. Detail

- 3.1 The Council is involved in two types of treasury activity:
 - 3.1.1 Borrowing, both long term (for more than 1 year) for capital expenditure purposes and borrowing (for less than 1 year) for temporary cash flow purposes and
 - 3.1.2 Lending, for investment of surplus cash relating to reserves and for cash flow purposes.
- 3.2 The activity and performance in respect of each of these two activities is summarised in the sections below. Further detail is provided at Appendix 1.
Borrowing
- 3.3 The Council's Treasury Management Strategy sets out that the Council's long-term borrowing is currently lower than its underlying need to borrow to finance its capital investment, and that this position will be kept under review.
- 3.4 It should be noted that the government increased the base borrowing rate by 1% across all loans on the 9th October 2019. A total of £26m of new long-term borrowing was undertaken in 2019/20. This comprised five maturity loans (interest only), 3 of £5m each with varying maturities between 2033 and 2035, a loan of £10m maturing in 2070, and a further loan of £1m maturing in 2026. The interest rates ranged from 1.48% to 2.08%, full details are provided in Appendix

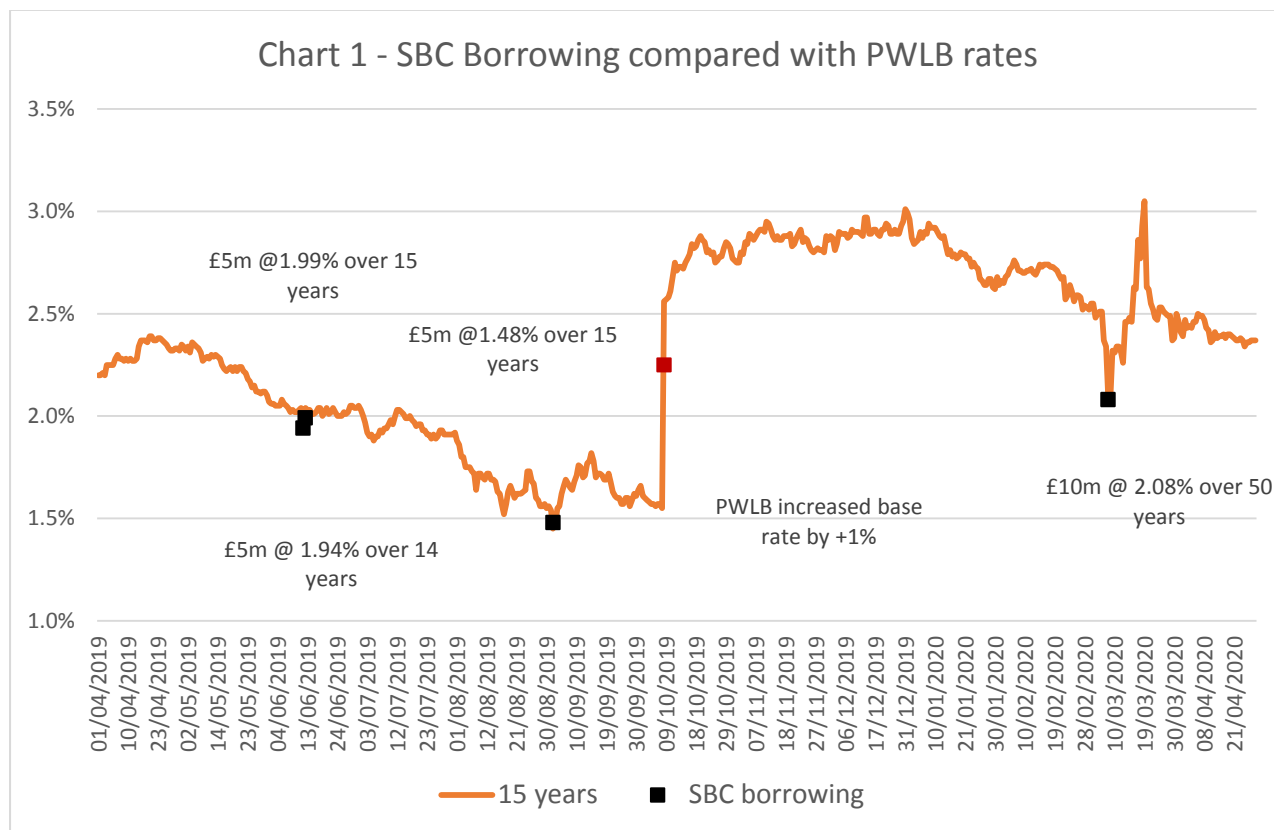
Further information on the subject of this report can be obtained from Ian Burbidge on Direct Dial No. 07769 281641 or Email iburbidge@swindon.gov.uk

Treasury Management Performance 2019/20

Cabinet

Date: 1st July 2020

1. The graph below shows where loans were taken out compared with PWLB base rates for the period between April 2019 and March 2020.



- 3.5 A number of long-term loans totalling £1.501m matured during the year and these were running at an average rate of 3.77%. Total long-term debt has therefore increased from £326.3m to £350.8 over the year. The average maturity period on all existing long-term debt, including the new £26m of new loans, is 17.3 years and the average rate on all long-term debt over the year was 3.24% (18/19 equivalent is 18.1 years/3.36%)
- 3.6 Short-term borrowing as at 31st March 2020 was £24.5m at an average of 1.13%. Short term borrowing fluctuates daily and reflects the Council's daily cash flow requirements which are dependent on the timings of receipts and payments.
- 3.7 The average rate the Council paid on all external debt (both long term and short term) over the whole of 2019/20 was 3.1%. (2018/19 3.25%)

Investments

- 3.8 During 2019/20 there was an average daily investment balance of £56 million (18/19 £48m) which was a mixture of internally managed cash investments and an externally managed property fund (Local Authority Property Fund or "LAPF"). The balance at 31st March 2020 of £56.4m was an increase from £45.7m at 31st

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

Treasury Management Performance 2019/20

Cabinet

Date: 1st July 2020

March 2019. This balance is comprised of working capital (where we hold cash temporarily as a result of timing differences between receipts and payments) as well as general reserve balances which are more stable.

- 3.9 In total, interest of £1.053m was earned in 2019/20 on all investments (cash and LAPF) at an average rate of 1.87%. (2018/19 1.84%). The investment benchmark used by the Council (the 3 month London Interbank Offer Rate) was 0.76% for 2019/20 and therefore this was exceeded.
- 3.10 The LAPF returned 3.31% in 2019/20 and the valuation of the fund decreased from £15.2m to £14.7m over the year to March 2020. The other investments had an average balance of £41m returning an average rate of 0.86%.
- 3.11 The Prudential Code also sets out that authorities report their “Non Treasury Investments” which includes loans, shares and investment property. These are set out in Appendix 1.

Prudential Indicators (PIs)

- 3.12 In order to demonstrate that local authorities have fulfilled the objectives of the CIPFA Prudential Code, the code sets out a basket of indicators that must be prepared and used. It should be noted that the prudential indicators are not for comparison between authorities, but are a means to support and record local decision-making. The PIs do not in themselves indicate either a good or bad financial position, they are merely a statement of fact. Further detail is provided in Appendix 2.

Capital Financing Requirement

- 3.13 The Council undertakes capital expenditure on long-term assets. These activities may either be:
 - 3.13.1 Financed immediately through the use of capital or revenue resources (such as capital receipts, capital grants or revenue contributions), which has no resultant impact on the Council's borrowing need, or
 - 3.13.2 If insufficient funding is available, or a decision is taken not to apply other funding, the capital expenditure will give rise to a **borrowing requirement** to ultimately fund the expenditure.
- 3.14 The Council's underlying borrowing requirement is measured through the **Capital Financing Requirement** (“CFR”) and is simply the total ultimate borrowing requirement, regardless of whether that borrowing has yet taken place.
- 3.15 Part of the Council's treasury activity is to address the funding requirements for this borrowing need and the treasury management team organises the Council's cash position to ensure sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external

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

Treasury Management Performance 2019/20

Cabinet

Date: 1st July 2020

bodies (such as the Government, through the PWLB or the money markets), or utilising temporary cash resources within the Council until that borrowing takes place.

- 3.16 The CFR (the ultimate borrowing requirement) is always higher than the actual level of borrowing, the difference being termed “internal borrowing” which represents the temporary funding of capital spend from existing cash balances and working capital as a short-term measure.
- 3.17 The table below shows the CFR and the Gross borrowing position (i.e. actual long term borrowing) for March 2019 and March 2020, this includes PFI liabilities:

CFR and LONG TERM BORROWING POSITION	31/03/2019 Actual £m	31/03/2020 Actual £m	Change £m
CFR General Fund (£m)	£369.7	£390.1	£20.4
CFR HRA (£m)	£109.0	£104.0	(£5.0)
Total CFR	£478.7	£494.1	£15.4
Gross borrowing position	£375.8	£398.4	£22.6
Under / over funding of CFR	£102.9	£95.7	(£7.2)

- 3.18 This table shows an under-borrowed position of £95.7m i.e. there is a requirement for a further £95.7m of long-term borrowing to finance capital expenditure already incurred. This relates fully to the general fund as the HRA is fully funded.
- 3.19 As set out in the Capital Outturn report elsewhere on this agenda, the Council incurred general fund capital expenditure of £57.9m in 2019/20. This has been funded from S106 (£3.1m), CIL receipts (£1.1m), and capital grant (£33.6m) plus £20.1m of borrowing. The £20.1m was further reduced by £1.8m of MRP (a revenue provision for repayment of debt) offset by movements in the PFI liability and other treasury items that impact CFR leaving an increase in the General Fund CFR of £20.4m as shown in the table above.
- 3.20 The HRA made an MRP repayment of £5m reducing its CFR to £104m.
- 3.21 Appendix 2 contains detailed CFR calculations for both the General Fund and the HRA.

Compliance with Treasury Limits

- 3.22 During the 2019/20 Financial Year all Treasury activity was carried out within the Council's Treasury limits and Prudential Indicators as set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement, other than as has been detailed at paragraph 3.23 below

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

Treasury Management Performance 2019/20

Cabinet

Date: 1st July 2020

TREASURY LIMITS		2019/20 £m
Authorised limit		£521.3
Maximum gross borrowing position during the year incl. PFI		£398.4
Operational boundary		£516.3
Average gross borrowing position		£387.1

- 3.23 As shown in Chart 1 earlier in the report there was considerable interest rate volatility during March 2020, linked to market reaction to the developing COVID-19 pandemic. In order to provide the best interest rates for the Council the proportion of borrowing that was short-term was marginally higher (between 0.4% and 0.91%) than the non-statutory local indicator, for a period 8 days. The CIPFA Prudential Code is clear that the use of numerical indicators should not hinder good practice. These indicators will be subject to ongoing review to ensure they enable the Council to protect its financial interests in periods of market volatility.

4. Alternative Options

- 4.1 Cabinet could choose not to approve the proposed additions to the capital programme.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The report contains full details of the treasury activity undertaken during the year.
- 5.2 The 2020/21 budget has assumed a similar level of investment balances and interest will be achieved as those in 2019/20
- 5.3 The Director of Finance (Section 151 officer) has put in place provisions to reduce the dependency on internal borrowing that will take advantage of the historically low long term interest rates, thus protecting the Council from a sudden peak in borrowing costs. This process is in line with the Treasury Management Strategy approved by the Council.

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.

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.

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

Treasury Management Performance 2019/20

Cabinet

Date: 1st July 2020

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 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 Appendix 1 – Treasury Portfolio
8.2 Appendix 2 – Prudential Indicators

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 for June 2020.

Appendix 1 – Treasury Portfolio

DEBT PORTFOLIO	31-Mar-19 Principal £m	Rate/ Return	Average Life yrs.	31-Mar-20 Principal £m	Rate/ Return	Average Life yrs.
Fixed rate funding:						
-PWLB	£296.2	3.26%	17.7	£319.8	3.15%	17.1
-Market	£30.0	4.30%	30.6	£31.0	4.16%	21.8
<i>Of which</i>				<i>£m</i>		
-HRA	£109.0			£104.0		
-General Fund	£217.2			£246.7		
Long Term Debt	£326.2	3.36%	18.1	£350.8	3.24%	17.3
PFI Liabilities	£49.6			£47.6		
Total long term debt incl. PFI	£375.8			£398.4		
Short term funding:						
-Market	£15.0	0.90%	0.2	£24.5	1.13%	0.5
Gross debt	£390.8			£422.9		
Total investments	(£45.7)	1.84%		(£56.4)	1.87%	
Net debt	£345.1			£366.5		
CFR	£478.7			£494.1		
Total debt incl. PFI	£375.8			£398.4		
Over / (under) borrowing	£102.9			£95.7		

MATURITY OF DEBT	31/03/2019 Actual £m	2019/20 Maximum limit £m	31/03/2020 Actual £m
Under 12 months	£18.6	£42.3	£34.8
12 months and within 24 months	£13.6	£105.7	£11.6
24 months and within 5 years	£32.4	£148.0	£50.0
5 years and within 10 years	£94.7	£148.0	£93.6
10 years and within 20 years	£90.2	£148.0	£93.5
20 years and within 30 years	£38.6	£148.0	£29.6
30 years and within 40 years	£32.8	£148.0	£59.8
40 years and within 50 years	£70.0	£148.0	£50.0
Total	£390.9		£422.9
10 years and above	£231.6	£338.3	£232.9

NEW LOANS Lender	Principal £m	Type	Interest Rate	Maturity
PWLB	£5.0	Fixed interest rate	1.94%	13.2 years
PWLB	£5.0	Fixed interest rate	1.99%	14.2 years
PWLB	£5.0	Fixed interest rate	1.48%	15 years
PWLB	£10.0	Fixed interest rate	2.08%	49.9 years
Salix (Green initiative funding)	£1.0	Fixed interest rate	0.00%	6 years
Total	£26.0		1.50%	19.7 years

Appendix 1 – Treasury Portfolio

INVESTMENT PORTFOLIO				
	Actual 31/03/2019 £m	Actual 31/03/2019 %	Actual 31/03/2020 £m	Actual 31/03/2020 %
Treasury Investments				
UK Banks	£15.0	33%	£0.0	0%
Non UK Banks	£0.0	0%	£0.0	0%
Local authorities	£15.5	34%	£12.0	21%
Call Accounts	£0.0	0%	£10.0	18%
Money market funds	£0.0	0%	£20.0	35%
Total managed in house	£30.5	67%	£42.0	74%
Property funds	£15.2	33%	£14.7	26%
Total managed externally	£15.2	33%	£14.7	26%
Total Treasury Investments	£45.7	100%	£56.7	100%

Non Treasury Investments				
Loans to Subsidiary Companies				
- Public Power Solutions Ltd	£8.9	37%	£9.7	34%
- Swindon Housing (Development) Co. Ltd	£1.3	5%	£4.9	18%
- Swindon Common Farm Solar Community Interest Plc	£2.9	12%	£2.8	10%
- Swindon Chapel Farm Solar Plc	£2.9	12%	£2.9	10%
Shares in Subsidiaries	£0.1	0%	£0.1	0%
Property	£8.3	34%	£7.7	27%
Total Non-Treasury Investments	£24.4	100%	£28.1	100%
Treasury investments	£45.7	65%	£56.7	67%
Non Treasury investments	£24.4	35%	£28.1	33%
Total of all Investments	£70.1	100%	£84.8	100%

Appendix 2 – Prudential Indicators

The Capital Prudential Indicators 2019/20

The Council's capital expenditure plans are a key driver of treasury management activity. The outputs from capital expenditure plans are reflected in prudential indicators, which are designed to assist the Members overview and confirm capital expenditure plans.

PRUDENTIAL INDICATORS	2018/19 Actual £m	2019/20 Original £m	2019/20 Actual £m
Capital Expenditure			
Non - HRA	£51.7	£193.6	£57.9
HRA (applies only to housing authorities)	£23.4	£55.4	£16.4
Total	£75.0	£249.0	£74.3

Ratio of financing costs to net revenue stream			
Non - HRA	8.7%	8.5%	9.0%
HRA (applies only to housing authorities)	38.8%	38.8%	38.7%

Capital Financing Requirement General Fund			
brought forward 1 April	£346.5	£359.2	£369.7
carried forward 31 March	£369.7	£392.2	£390.1
in year borrowing requirement / (repayment)	£23.2	£33.1	£20.4
HRA			
brought forward 1 April	£114.0	£109.0	£109.0
carried forward 31 March	£109.0	£104.0	£104.0
in year borrowing requirement / (repayment)	(£5.0)	(£5.0)	(£5.0)
Gross CFR	£478.7	£494.3	£494.1

Non – HRA	£369.7	£390.3	£390.1
HRA	£109.0	£104.0	£104.0
Total	£478.7	£496.3	£494.1

Annual change in Capital Financing Requirement			
Non – HRA	£25.1	£33.1	£22.3
Reduction in PFI liability	(£1.9)	(£1.9)	(£1.9)
HRA	(£5.0)	(£5.0)	(£5.0)
Total	£18.2	£26.1	£15.4

Appendix 2 – Prudential Indicators

TREASURY MANAGEMENT INDICATORS	2018/19 Actual £m	2019/20 Original £m	2019/20 Actual £m
Authorised Limit for external debt -			
borrowing	£341.3	£473.7	£375.3
other long term liabilities	£49.6	£47.6	£47.6
Total	£390.8	£521.3	£422.9
Operational Boundary for external debt -			
borrowing	£341.3	£468.7	£375.3
other long term liabilities	£49.6	£47.6	£47.6
Total	£390.8	£516.3	£422.9
Actual external debt	£341.3		£375.3

HRA INDICATORS	2018/19 Actual £m	2019/20 Original £m	2019/20 Actual £m
HRA CFR 31st March	£109.0	£104.0	£104.0
HRA Average investment balance	£28.5	£15.0	£23.0
Number of HRA dwellings	10,299	10,299	10,281
Debt per dwelling	£10,585	£10,100	£10,117

Council's Waste Strategy: Year 2 Proposals

Cabinet

Date: 1st July 2020

Author:	Cabinet Member for Highways, Maintenance and Waste Services Director of Operations
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 The purpose of this report is to outline the next steps in the delivery of the Council's waste strategy (agreed by the Council in 2018) as the Council has an obligation to make every possible effort to achieve the national Government target of achieving a 60% recycling and composting rate by 2030. This is also complimentary to the Council's ambition to achieve zero carbon emissions by 2030.
- 1.2 Essential to the Council's ability to deliver to that target is the borough wide roll-out of the successful food waste trial and this report outlines the Council's commitment to deliver that roll-out as soon as is practicable for the service as detailed in the report.
- 1.3 The approach outlined in this report also supports the Council's Pledge Fourteen, which is to encourage Swindon residents to increase recycling and reduce their waste in line with the Council's Waste Strategy.

2. Recommendations

Cabinet is recommended to:

- 2.1 In accordance with the year 2 action plan of the Council's Waste Strategy, agree to the immediate commencement of an end to end review of waste operations, both collection and disposal, the outcomes of which will be reported back to the Cabinet Member for Highways, Maintenance and Waste Management, the Cabinet Member for Climate Change and the Cabinet Member for Commercialisation, Education and Skills. This will be informed by a soft market testing exercise to understand the options available to the Council in relation to co-mingled recyclates, disposal options for recycling and general waste as well as a full review of our current collection regime.
- 2.2 Authorise the Cabinet Member for Climate Change, in consultation with the Cabinet Member for Highways, Maintenance and Waste Management and the Cabinet Member for Commercialisation, Education and Skills, to determine the preferred options for the waste and recycling service providing that those options can be accommodated within the current budget for the service.

Further information on the subject of this report can be obtained from Tony Galloway on tgalloway@swindon.gov.uk tel: 07866 985606

Council's Waste Strategy: Year 2 Proposals

Cabinet

Date: 1st July 2020

- 2.3 Authorise the Director of Operations to then implement the preferred options for the waste and recycling service provided that they can be accommodated within existing budget.
- 2.4 Agree to include the rollout plan for borough wide food waste collection in the review so that, following the successful trial with 11000 households, it can be rolled out across the borough as and when capacity in the waste team allows, providing it can be done within the current budget of the service.
- 2.5 Authorise the Director of Operations to extend the current food waste trial for households on the trial until the point at which a full scale food waste collection service can be rolled out across the borough.
- 2.6 Authorise officers to produce a comprehensive and proactive communications campaign and action plan which includes further public engagement to gauge resident and stakeholder appetite and understanding of any potential changes to the service that may be considered in order to support a smooth transition to any proposed new service.

3. Detail

Waste Strategy: background and context

- 3.1 In December 2018 the Cabinet approved Swindon Borough Council's Ten Year Waste Strategy based on European legislation requiring the UK to recycle at least 50% of household waste by 2020, 55% by 2025 and 60% by 2030 and underpinned by annual action plans which allow the strategy to flex in accordance with national guidance, emerging industry thinking and any new legislation.
- 3.2 Year 1 of the Action Plan (April 2019 to March 2020) focussed on the introduction of a trial Food Waste Collection Service which was successfully delivered with year 2 (March 2020 to April 2021) intended to focus on the Borough wide roll out of a Food Waste Collection Service and the end to end review of the entire waste service to provide a fully integrated waste solution with supporting business case and project plan.
- 3.3 In March 2020 a global pandemic was declared and the Council declared a major incident. This has meant that special measures have had to be put in place to ensure that staff and residents are protected while waste continued to be collected. Swindon Borough Council has successfully delivered core waste services as normal during this time while adhering to social distancing measures which have required use of additional resources. The management of this has had to be the focus of officer and manager time and so there has been some slippage in the commencement of actions within the year 2 action plan.

Council's Waste Strategy: Year 2 Proposals

Cabinet

Date: 1st July 2020

Update on roll out of Food Waste Collection Service

- 3.4 The trial of the weekly collection of food waste from c. 11,000 properties has been running since September 2019 and is due to end in August 2020.
- 3.5 The feedback from the residents is that the service is well received and that any previous concerns around flies, odours and vermin have not materialised. A summary of the survey results is attached at Appendix One. The vast majority of residents want the trial to become permanent. This is in line with the previous Waste Strategy engagement conducted in Summer 2018 which showed a desire for food waste collections as 70% respondents said they would use a food waste service.
- 3.6 Around 450 tonnes of food waste has been collected over a 6 month period, which based on the 11,000 properties in the trial equates to around 1.5kg per household per week, which is in line with the WRAP (Waste Resources and Action Programme) estimated yield of food waste per property per week.
- 3.7 The introduction of a Borough wide weekly food waste collection is essential to helping achieve a 60% recycling rate by 2030 as well as supporting waste reduction “*Love Food Hate Waste*” in line with the Waste Strategy.
- 3.8 The introduction of a Borough wide weekly food waste collection also helps to reduce disposal cost (c.£45 per tonne compared to c.£129 per tonne through the Solid Recovered Fuel plant for as much as 7,000 tonnes plus of food waste) and the anaerobic digestion (composting) of this waste stream creates renewable energy and agricultural soil improver as a result of this process. It would also contribute an estimated 4% annual increase in the Council's recycling rate.
- 3.9 The full roll-out of a weekly food waste collection is therefore essential and supports resident's appetite for further recycling opportunities and supports the delivery of council and national recycling targets. However, there is not sufficient capacity to roll this service out at this time given the increased capacity required to continue the business as usual waste service across the borough as a result of Covid 19. It is therefore recommended that the current pilot is further extended so to ensure there isn't a gap in service to those residents who are currently recycling food waste and that the timetable for rolling out the food waste collection service to the rest of the borough is worked up in the coming months and delivered at a time when it is possible for the service to do so safely.

Business case development

- 3.10 While the rollout of weekly food waste collections across the borough will undoubtedly support the Council's ambitions to achieve a 60% recycling rate by 2030, it is anticipated that this will only increase the rate by 4% and comes with a significant cost implication for the service. In order to further improve recycling

Further information on the subject of this report can be obtained from Tony Galloway on tgalloway@swindon.gov.uk tel: 07866 985606

Council's Waste Strategy: Year 2 Proposals

Cabinet

Date: 1st July 2020

rates and provide a full waste collection and disposal service which is affordable to the Council in the longer term, further measures must be taken.

- 3.11 It is therefore proposed, as per the year 2 action plan within the Waste Strategy that a further review is undertaken to identify and explore a range of options for the collection and disposal of general waste and recyclates. The Council has already identified a partner to help us with this work and to provide additional capacity to the service, during this time of significant demand and upheaval for the service.
- 3.12 As part of this work, a series of options appraisals will be carried out in relation to the collection and disposal of recyclates, the collection and disposal of general waste and the best means of delivering full borough food waste collection. Subsequent recommendations will be made in order to provide the council with a fully integrated waste service that meets the environment and economic obligations of the Council.
- 3.13 Officers will consult with the relevant Cabinet members as these options are developed and final recommendations will be determined by the Cabinet Member for Climate Change in consultation with the Cabinet Member for Highways, Maintenance and Waste Services and the Cabinet Member for Commercialisation, Education and Skills providing that they can be delivered within the current budget for the service and that any changes do not constitute a Key Decision for the Council.

4. Alternative Options

- 4.1 Any alternative options will be considered as part of the end to end review of waste operations for both collection and disposal, as highlighted in paragraph 2.1 above.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The cost of extending the current food waste trial service is estimated to be £16,500 per month. The costs for the extension of the food waste trial can currently be met from within existing budgets.
- 5.2 The cost of full roll out of the food waste service is estimated to be £1.4m. A key part of the development of the business case will be to ensure the total cost of the complete end to end waste service is at least cost neutral and can accommodate the costs of the roll out of food waste collections across the borough.

Council's Waste Strategy: Year 2 Proposals

Cabinet

Date: 1st July 2020

Legal and Human Rights Implications

- 5.3 Swindon Borough Council recycling rate is currently 40% (2019/20). The E.U. Waste Framework Directive (2008) sets a legal requirement to recycle at least 50% of household waste by 2020 which the Council is not currently meeting. The EU's Circular Economy Package came into force in July 2018 and is due for adoption post-Brexit. It includes a new directive amending the Waste Framework Directive 2008 which sets out further targets for recycling of 55% by 2025 and 60% by 2030.
- 5.4 There are no other anticipated legal and human rights implications in respect of this decision.

Climate Change Impact

- 5.5 The recommendations would likely bring about a reduction in the Council's carbon footprint as the review proposes the composting of collected food waste through Anaerobic Digestion where the arising that would otherwise have been disposed of through the Solid Recovered Fuel route, will instead be composted and biogases captured for energy use. This option is a better option in the Waste Hierarchy.

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

- 5.6 Staffing numbers may be affected by the above changes. This will be made clear in the final options appraisal to be determined by the Cabinet Member for Climate Change in consultation with the Cabinet Member for Highways, Maintenance and Waste Services and the Cabinet Member for Commercialisation, Education and Skills.

Diversity Impact Assessment

- 5.7 A DIA has been carried out as part of the Ten Year Waste Strategy of 2018 and a copy is available from the report author.
- 5.8 A fuller, bespoke DIA will be compiled as part of the overall review

Risk Management

- 5.9 A comprehensive risk log including mitigations will be compiled as part of the overall review and presented as part of the options appraisal consideration.

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.

Council's Waste Strategy: Year 2 Proposals

Cabinet

Date: 1st July 2020

7. Background Papers

7.1 None

8. Appendices

8.1 Appendix 1 – Resident feedback on the Food Waste Collection trial

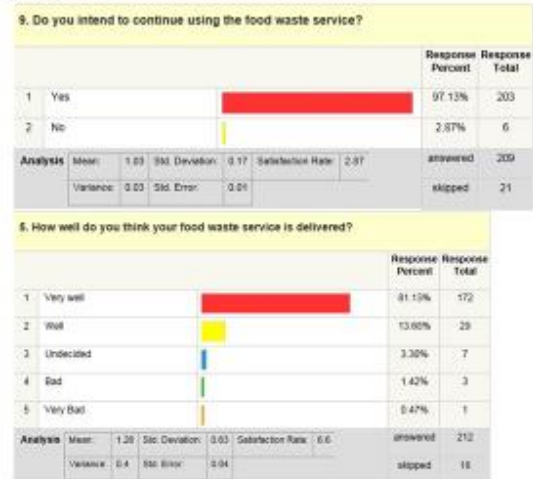
9. Key Decision/Decision in Cabinet Work Programme and Forward Plan

9.1 This is a Key Decision and is included in the Cabinet Work Programme and Forward Plan for June 2020 (under Food Waste collection service - Borough rollout and Changes to collections methodologies of dry recycling to a semi-comingled collection).

Appendix One

Food waste trial feedback survey

- 230 responses so far
- 92.89% of respondents use the food waste service
- 7.11% of respondents do not use the food waste service



This page is intentionally left blank

School Safe Environment Zones

Cabinet

Date: 1st July 2020

Author:	Cabinet Member for Highways, Maintenance and Waste Services Head of Highways & Transport
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 This report sets out proposals to deliver a programme of road safety improvements outside schools over the next 5 years.
- 1.2 At Full Council on 19th September 2019, in response to a petition Officers were asked to bring a report to Cabinet outlining the road safety priorities for the Borough and for this report to consider the measures required for the Borough including Hay Lane (Council Minute 32).
- 1.3 Subsequent conversations with the Cabinet Member for Highways, Maintenance and Waste Services confirmed that whilst the wording of the resolution was quite broad, the key focus of the concerns raised were around school-related travel and road safety outside schools and it is this topic on which the report is focused.
- 1.4 This report links to Priority 3 - Ensure clean and safe streets and improve our public spaces and local culture.

2. Recommendations

Cabinet is recommended to:

- 2.1 Agree that the road safety improvements on Hay Lane, West Swindon as set out in paragraph 3.12 of this report be delivered and that the petitioners be advised accordingly.
- 2.2 Agree the process set out in paragraphs 3.16 – 3.19 of this report to deliver road safety improvements outside schools across Swindon over a 5 year programme in line with the approved Capital programme.
- 2.3 Agree that the Head of Highways and Transport be authorised to implement the School Safe Environment Zones 5 year capital programme and to oversee the 5 year programme of road safety improvements outside schools across Swindon.
- 2.4 Agree that the Head of Highways and Transport, in consultation with the Cabinet Member oversees an annual review and update of the prioritised list of schools using the latest data available.

Further information on the subject of this report can be obtained from Suzanne Coles, 07748 158497, scoles@swindon.gov.uk.

School Safe Environment Zones

Cabinet

Date: 1st July 2020

3. Detail

Background

- 3.1 At Council on 19th September 2019, Members considered the receipt of a petition containing 425 signatures (with 409 signatures in an on-line version) requesting the Council to “make the section of Hay Lane in Grange Park safe to cross for residents”. In response to the Petition, Council resolved:

3.1.1 This Council: i) Thanks the petitioners for raising this important issue.

3.1.2 ii) Requests the Cabinet Member for Highways, Maintenance and Waste Services to bring a report to Cabinet detailing how the Council can make the section of Hay Lane in Grange Park safe to cross for pedestrians, including reviewing the following measures: a) Introduce a 20mph speed limit b) Insert a road-wide speed hump on or near to the pedestrian crossing and c) Improved signage to ensure motorists are aware of the zebra crossing and to slow down motorists.”

Response to the Resolution

- 3.2 Section 39 of the Road Traffic Act 1988 requires highway authorities to “carry out studies into accidents arising out of the use of vehicles” and “prepare and deliver a programme of measures designed to improve road safety”.
- 3.3 Wiltshire Police share data with the Council as the Local Highway Authority on reported injury road traffic collisions that have occurred on roads within Swindon Borough (STATS19).
- 3.4 In accordance with the Road Traffic Act Officers undertake an annual review of this collision data to identify emerging patterns and trends from which to determine a programme of road safety engineering schemes or road safety education based initiatives for delivery through the annual Local Transport Plan (LTP) Implementation Programme.
- 3.5 The Council's Strategic Plan for Accident Reduction - 2010 and beyond (SPAR) sets out how the Council expects to achieve its road safety objectives and commits to take forward initiatives to ensure young people are safe on their journey to, from and between school.
- 3.6 In response to this commitment, between 2009 and 2015 the Council delivered the phased introduction of School Safety Zones outside 61 schools in Swindon, in conjunction with the Council's Safer and Smarter Journeys to School strategy. Limited school safety zone features have also been incorporated into the design of new schools built across Swindon in the last 5-10 years.

Further information on the subject of this report can be obtained from Suzanne Coles, 07748 158497, scoles@swindon.gov.uk.

School Safe Environment Zones

Cabinet

Date: 1st July 2020

- 3.7 Work to review and update the Council's road safety strategy is currently underway; the commitment to ensure the safety of young person's remains a priority in our approach to road safety.

Hay Lane, West Swindon

- 3.8 In November 2016 a collision occurred on Hay Lane, West Swindon involving a car and pedestrian. A 14 year old male was seriously injured as he crossed Hay Lane using the Zebra crossing near the junction with Sleaford Close. The driver of the vehicle involved was found guilty of driving without due care and attention. This reported injury collision is one of just two reported injury collisions on Hay Lane between its junctions with Grange Park Way and Tregoze Way in the last 5 years (September 2014 – August 2019).
- 3.9 Discussion during the Full Council meeting in September 2019 highlighted that the focus of resident's concerns lies with school children travelling to and from school, particularly given the close proximity of Tregoze Primary, Lydiard Park Academy and bus stops served by local school bus services.
- 3.10 As part of the petition presented to the Council a series of possible road safety improvements were suggested by the petitioners, including but not exclusively; the introduction of a 20mph limit; introduction of a raised table; and improved signage.
- 3.11 Officers have considered a range of possible road safety improvement measures for Hay Lane giving thought to design regulations and guidance and the feasibility of implementing each engineering measure. A summary of the findings is presented in Appendix One.
- 3.12 As a result of this assessment it is recommended that new school warning signs be provided on either approach to the Zebra crossing designed so as to improve their visibility and accompany these with 'SLOW' road markings in the carriageway. These signs would incorporate an advisory 20mph speed limit to coincide with peak periods of school-related travel on and around Hay Lane. Secondly, it is recommended that the zebra crossing belisha beacons be replaced with LED powered, ultra-visible beacons to further improve forward visibility of the crossing facility.
- 3.13 On the 2nd October 2019 the West Swindon Parish Council Planning and Environment Committee resolved that a budget of £1,000 be allocated for road safety signage to highlight awareness of the crossing (Item 173). The Parish Council monies could be used to contribute towards the new school warning signs and road markings.

Further information on the subject of this report can be obtained from Suzanne Coles, 07748 158497, scoles@swindon.gov.uk.

School Safe Environment Zones

Cabinet

Date: 1st July 2020

School Safe Environment Zones

- 3.14 In light of the concerns raised in respect of Hay Lane and in the knowledge that similar concerns exist for other areas in Swindon with respect to pupil safety both outside schools and on the way to or from school, Officers have sought capital funding to deliver a programme of improvements.
- 3.15 In February 2020 (Council Minute 64) Cabinet approved the allocation of £500,000 over 5 years towards the delivery of School Safe Environment Zones to tackle road safety and congestion.
- 3.16 Officers have undertaken a review of all schools in Swindon and identified a process whereby schools may be ranked and a subsequent priority allocated to each school in order to deliver a 5 year programme of improvements.
- 3.17 A series of criteria have been identified against which schools may be scored and these include; 3 years of reported injury collision data involving children outside or en-route to school during the peak hours of school related travel; Mode of Travel data; local road characteristics; evidence of existing concerns; and the existence of an up-to-date School Travel Plan. The full list of criteria against which schools have been considered is provided in Appendix Two.
- 3.18 Scoring of sites also takes into account whether the school has previously benefitted from road safety improvements as part of the introduction of a school safety zone between 2009 and 2015 and the scale of the works.
- 3.19 The resulting prioritised list of schools will be used to deliver road safety and congestion improvements outside schools on a phased implementation over the 5 year programme. The individual scores for each school will be subject to an annual review using the most recent data available to ensure the priority allocated to each school reflects the latest circumstances.
- 3.20 Officers will work with Schools and the local Ward Councillors to ensure that the design of road safety improvements at each location is tailored to suit the specific concerns and circumstances of that school. A menu of standard interventions appropriate to the main causes of concern will be used to determine the combination of features introduced at each site.
- 3.21 In taking this approach, it is recognised there will need to be flexibility in the number of schools at which road safety improvements will be delivered each year within the 5 year programme and the scale of measures implemented at each.
- 3.22 Road safety initiatives targeting other priority themes across the Borough will continue to be delivered as part of the Council's annual programme of road safety measures in accordance with the Council's Strategic Plan for Accident Reduction (SPAR).

Further information on the subject of this report can be obtained from Suzanne Coles, 07748 158497, scoles@swindon.gov.uk.

School Safe Environment Zones

Cabinet

Date: 1st July 2020

- 3.23 Subject to Cabinet approval to the process for prioritisation of schemes to be delivered, the programme of schemes will be managed by the Head of Highways and Transport in the same way as other Local Transport Plan Funded schemes, i.e in accordance with the “Protocol for approving capital funded Highways and Transport schemes” approved by Cabinet at its meeting in April 2020 (Local Transport Plan Implementation Plan) (Council Minute 81).

4. Alternative Options

- 4.1 There is an option to do nothing and continue to deliver road safety improvements at locations highlighted by the annual review of injury collision data.
- 4.2 The above option was considered and rejected on the grounds that delivery of a programme of road safety measures targeted to those schools for which there is greatest need identified through a collective assessment of all schools in Swindon would offer a more productive and effective approach to improving road safety around schools.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The cost of delivering a 5 year programme of road safety measures is to be met from the approved Capital Programme. Future maintenance of any road safety measures introduced would fall to the Council’s existing highway maintenance budget.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights legislation have been considered in the preparation of this report and it is considered to be compatible with convention rights. In accordance with the principle of proportionality, any interference with the convention rights of individuals is justified by the overall benefit to the community

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 Introducing road safety measures outside schools may help to improve the perceived safety risk associated with walking or cycling to/from school by pupils and their parents/carers which in turn could help to deliver health benefits to those concerned.

Further information on the subject of this report can be obtained from Suzanne Coles, 07748 158497, scoles@swindon.gov.uk.

School Safe Environment Zones

Cabinet

Date: 1st July 2020

Diversity Impact Assessment

- 5.5 A diversity impact assessment has been completed in relation to school safe environment zones and a copy is available from the report author. It identified that the proposals are not expected to create any adverse impact for groups or individuals, such as those with mobility impairments and our project is likely to have a significant positive impact on equalities groups that are more socially and economically deprived.

Risk Management

- 5.6 There is a risk to the Council's reputation in not responding to the concerns raised by the residents of Hay Lane, West Swindon.

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 One – Hay Lane Road Safety Options assessment.
8.2 Appendix Two – List of factors against which schools have been considered.

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 June 2020.

Engineering Measure	Detail	Technical considerations	Possible action	Feasibility
Signs	Zebra warning signs - Diagram 544	<ul style="list-style-type: none"> Should only be installed if the visibility of both beacons is below 45m. Size of signs to be dependent on average 85th percentile vehicle speeds. 	<ul style="list-style-type: none"> Beacons can be viewed from this distance in both directions so no further improvement appropriate. 	<ul style="list-style-type: none"> No perceived problems, though installation of such signs would add extra sign clutter that could be a distraction.
	School warning signs - Diagram 545	<ul style="list-style-type: none"> Must include supplementary plate. Size of signs to be dependent on average 85th percentile vehicle speeds. 	<ul style="list-style-type: none"> Existing signs could be repositioned, with the required supplementary plate and yellow backing board added to improve visibility. 	<ul style="list-style-type: none"> No perceived problems, though installation of such signs would add extra sign clutter that could be a distraction. Additionally, the rectangular shape of backing board can cause the distinctive shape of a warning triangle to become less conspicuous.
	School Safety Zone (SSZ) signs - Advisory 20mph speed limit when lights are flashing	<ul style="list-style-type: none"> Electrical supply readily available from nearby street lighting. Verge width adequate to site signs, though visibility of signs may be obscured by overhanging vegetation without robust maintenance practises. 	<ul style="list-style-type: none"> Proceed with implementation of SSZ signs. 	<ul style="list-style-type: none"> No perceived problems, though installation of such signs would add extra sign clutter that could be a distraction.
Vehicle Activated Sign (VAS)	VAS to re-enforce the presence of a potential hazard ahead - Diagram 545	<ul style="list-style-type: none"> Electrical supply readily available from nearby street lighting. Size of signs to be dependent on average 85th percentile vehicle speeds. 	<ul style="list-style-type: none"> Generally installed to re-inforce existing warning signs, which are not as effective. Could be installed in conjunction with the above warning signs. 	<ul style="list-style-type: none"> No perceived problems. Signs should be located nearer to the hazard than the above static warning signs.
SLOW markings	1600mm SLOW marking – Diagram 1024	<ul style="list-style-type: none"> Should be used in conjunction with warning signs/VAS for greater effect. 	<ul style="list-style-type: none"> Install road markings alongside either/both of the above measures. 	<ul style="list-style-type: none"> No perceived problems.
Speed Limit	Provision of a 20mph zone	<ul style="list-style-type: none"> A 20mph zone would require traffic calming features to be installed every 100 metres (minimum) Average speeds of <24mph see the best compliance with no traffic calming. Recent speed data suggests that average speeds are some way over this threshold. 	<ul style="list-style-type: none"> Due to the nature of the road and its surrounding environment, no further consideration should be given to a 20mph zone. 	<ul style="list-style-type: none"> A reduction in speed limit requires a Traffic Regulation Order to be made, which requires consultation with the public. This could potentially lead to objections and no speed limit amendments being taken forward. Both measures should be self-enforcing Either measure would be more effective over a network of roads, rather than a short section on an individual road.
	Provision of a 20mph speed limit	<ul style="list-style-type: none"> A 20mph speed limit does not require traffic calming to be installed, and relies on signage alone. Any traffic calming installed must be treated as a separate entity (e.g. with appropriate lighting and warning signs etc.) Average speeds of <24mph see the best compliance with no traffic calming. Recent speed data suggests that average speeds are some way over this threshold. Minimum length of speed limit should be 400 metres Consideration should be given to whether a 20mph speed limit would create problems with the surrounding 30mph limits. As cars leave the 20mph limit covering the crossing, they could speed up as they approach the existing traffic calmed area and local schools. 	<ul style="list-style-type: none"> The implementation of a 20mph limit would be the more appropriate measure, though would need implementing with other traffic calming measures to ensure it is self-enforcing. 	

Raised Crossing	Provision of a raised table to cover the whole width of the carriageway	<ul style="list-style-type: none"> • Not a preferred measure on bus routes due to the discomfort caused to passengers. • Could create delays to emergency services • Frequent over-running by buses may create maintenance problems. • Requirement to advertise and go to consultation with local residents and emergency services. • Would be subject to the Highways (Road Humps) Regulations 1999 & the Zebra, Pelican and Puffin Pedestrian Crossings Regulations and General Directions 1997. • Would require the installation of additional warning signage as it would not be installed as part of a 20mph zone. • May cause an increase in air pollution due to vehicles slowing/accelerating to traverse the crossing. 	<ul style="list-style-type: none"> • Install raised crossing and associated signage, although consideration should be given to the comfort of bus drivers and passengers. 	<ul style="list-style-type: none"> • May cause drainage problems and footway levelling will be required. Gullies would need to be installed upstream of the crossing, though finding suitable connections may be an issue. Alternative to this would be to use a 'Nib Nobbler', or similar product, which would allow channel continuity through the crossing. • Installation would depend on the condition of the existing road surface
Zebrite (or similar product)	Upgrade existing zebra crossing beacons	<ul style="list-style-type: none"> • Can be retro-fitted to existing lamp columns. • LED lights will help increase visibility of crossing during both hours of daylight and darkness. • Existing levels of street lighting should be checked • Would be subject to agreement with Swindon Borough Council's Street Lighting Engineer. • Cowling can be supplied to reduce light pollution to local residents. 	<ul style="list-style-type: none"> • Install Zebrite feature to enhance existing crossing arrangements. 	<ul style="list-style-type: none"> • Would require consultation with Street Lighting as it would be mounted on a lamp column. Available from Zebrite, Simmons signs, Mallatite & TWM.
Upgrade of crossing	Convert existing zebra crossing to a signal-controlled crossing	<ul style="list-style-type: none"> • Should be subject to ADPV² and PV² analysis through the Pedestrian Crossing Review to ensure suitability. • Potential to receive objections to any audible noises produced by an upgraded crossing • Despite being superseded, LTN 2/95 states that in respect to proximity of nearby junctions, that <i>"a minimum distance of 20 metres is suggested for a signal-controlled crossing"</i>. • Would be subject to agreement with Swindon Borough Council's Traffic Signals Engineer • Close proximity to local bus stops would need to be taken into consideration 	<ul style="list-style-type: none"> • Despite being less than 20 metres from Sleaford Close, a site specific risk assessment by Swindon Borough Council should be carried out to ascertain whether an upgrade of crossing would be appropriate here. 	<ul style="list-style-type: none"> • Zebra crossings should not be used where 85th percentile speed is above 35mph. Recorded speeds are below this threshold so current crossing is compliant in that respect.
Traffic calming	Provision of a series of road humps to slow vehicle speeds on Hay Lane	<ul style="list-style-type: none"> • Road humps are not a preferred measure on bus routes due to the discomfort caused to passengers. • Could create delays to emergency services. • Can cause issues for cyclists. • Road humps, which are shallower and therefore less detrimental to the above vehicle types, are less likely to have an effect on other motorists (excluding cyclists and motorcyclists). 	<ul style="list-style-type: none"> • Install series of speed cushions, which will have less of an effect to buses and emergency services than other road humps, on both sides of the crossing. These measures are also currently in place on Tregoe Way. 	<ul style="list-style-type: none"> • Installation would depend on the condition of the existing road surface • Requires consultation with the public. This could potentially lead to objections and no improvements being taken forward.

Appendix B – Hay Lane Road Safety Options assessment

		<ul style="list-style-type: none"> • Frequent over-running by buses may create maintenance problems. • Would be subject to the Highways (Road Humps) Regulations 1999. • Would require the installation of additional warning signage, as they would not be installed as part of a 20mph zone. • May cause an increase in air pollution due to vehicles slowing/accelerating to traverse the crossing. • Can be made from recycled rubber. 		
	Provision of a series of buildouts	<ul style="list-style-type: none"> • Could create delays to emergency services. • Large vehicles manoeuvring around features may experience difficulties. • Installation would depend on the condition of the existing road surface. • May cause an increase in air pollution due to vehicles slowing/accelerating to traverse the crossing. • Would have to meet criteria stipulated in LTN 1/07. 	<ul style="list-style-type: none"> • Install series of build outs. These measures are also currently in place further north on Hay Lane. 	<ul style="list-style-type: none"> • Other traffic calming further north in the form of buildouts and cushions. Frequent bus service may create damage/maintenance problems in the future.

This page is intentionally left blank

Appendix A - List of assessment criteria

Category	Response
Type	Primary Primary with special provision Infant Infant with special provision Junior Junior with special provision Secondary Secondary with special provision Secondary with special provision and FE Special FE Independent
Main vehicle access point to site Carriageway Type/Classification - Main vehicle access point to site	Residential Road (through road) Residential Road (cul-de-sac) A road with pedestrian access B road with pedestrian access Rural Road with pedestrian movements A road B road Rural Road without pedestrian movements No Road N/A
Ped/cyclist access points Carriageway Type/Classification - Ped/cyclist access points	Residential Road (through road) Residential Road (cul-de-sac) A road with pedestrian access B road with pedestrian access Rural Road with pedestrian movements A road B road Rural Road without pedestrian movements No Road N/A
Survey Area Carriageway Type/ Classification - Survey Area	Residential Road (through road) Residential Road (cul-de-sac) A road with pedestrian access B road with pedestrian access Rural Road with pedestrian movements A road B road Rural Road without pedestrian movements No Road N/A
Current speed limit	20mph 30mph 30mph/20mph SSZ 40mph 40mph/20mph SSZ 50mph Derestricted N/A
Does the school have a school crossing patrol and if so, have recommendations been made to improve or amend it?	Yes - No recommendations Yes - Minor recommendations Yes - Moderate recommendations Yes - Major recommendations/SSZ Yes - VACANT - No recommendations Yes - VACANT - Minor recommendations Yes - VACANT - Moderate recommendations Yes - VACANT - Major recommendations/SSZ No Active school participation N/A
Is there currently a SSZ?	Yes Partial No

Appendix A - List of assessment criteria

	N/A
Existing SSZ features	High Moderate Low None N/A
Existing traffic calming measures	Yes Partial No N/A
Existing Pedestrian Crossing Facilities - Dir 1 and 2	Yes No N/A
Waiting Restrictions	Yes No N/A
Perception of traffic speed	Low Low/Acceptable Low/High Acceptable Acceptable/High High N/A
Does the school have a travel plan?	Yes No N/A
When was it last updated?	2019 2018 2017 2016 2015 2014 2013 2012 2011 2010 or before N/A
STARS level achieved?	Gold Silver Bronze Pre-Bronze No level achieved Not accredited Not registered N/A
What is the percentage car use within walk to school threshold?	0-10 1 11-20 2 21-30 3 31-40 4 41+ 5 Data not available - N/A -
Child (U17) injury collisions within 50m of school entrance	Slight Serious Fatal
Child (U17) injury collisions on route to school within a 1km	Slight Serious Fatal
Requests for service in the last 12 months	Number of requests multiplied by:

Special Educational Needs and Disability (SEND) Home to School Transport Policy 2021-22

Cabinet

Date: 1st July 2020

Author: Cabinet Member for Children's Services
Interim SEND Lead

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To seek Cabinet's agreement to approve the Special Educational Needs and Disability Home to School Transport Policy for 2021-22.
- 1.2 This report relates the Vision priority 2: "Offer education opportunities that lead to the right skills and right jobs in the right places."

2. Recommendations

Cabinet is recommended to:

- 2.1 Note the outcome of the consultation process and the revision to draft policy to make it more accessible as well as to set out how children and young people's medical needs would be met on transport.
- 2.2 Approve the Special Educational Needs and Disability Home to School Transport Policy for all applicants for 2021-22.

3. Detail

- 3.1 The Special Educational Needs and Disability Home to School Transport Policy was consulted upon between 11th November 2019 and 30th December 2019. The Local Authority published the consultation on its website and through all local schools and the pre-schools, neighbouring Local Authorities and the Diocesan Boards of Education.
- 3.2 Schools were also asked to advertise the consultation on their websites, publish information on their school newsletters and by displaying posters. It was also sent to Specialist provision in Swindon and Swindon SEND Families Voice.
- 3.3 Survey responses could be made in writing or by using an online survey tool. The Local Authority received three responses to the consultation.
- 3.4 These responses led to further development to the policy in order to address the concerns raised through consultation regarding the accessibility of the document as it was found to be confusing and how children and young people's medical needs were met on transport.

Further information on the subject of this report can be obtained from Joanne Godwin, jgodwin@swindon.gov.uk.

Special Educational Needs and Disability (SEND) Home to School Transport Policy 2021-22

Cabinet

Date: 1st July 2020

-
- 3.5 The policy underwent further review and the changes made were further consulted through Swindon SEND Families Voice, the Clinical Commissioning Group and Swindon Borough Councils Passenger Transport Team. All parties have responded to confirm that their responses to consultation have now been incorporated in the policy.
 - 3.6 Swindon SEND Families Voice have confirmed the policy is able to be understood by families by providing further detail and explanations.
 - 3.7 Improvement has been made to include additional options to access support with travel available to young people aged 16+ with Special Educational Needs and Disability. This includes application for bursaries and independent travel training in addition to the provision of transport. This will be incorporated into the mainstream policy for 2022/23.
 - 3.8 Appendix A has been added to provide an easy guide to the code of conduct regarding travel arrangements for children, young people and their parents/carers so children and young people can be prepared. It also outlines the expectations on council staff.
 - 3.9 Appendix B has been co-produced with Swindon SEND Families Voice at their request and will be regularly reviewed and updated with parents / carers as necessary.
 - 3.10 Children and young people's medical needs will be identified through an individual risk assessment and where identified as required, met.
 - 3.11 An online application process has been added to provide greater control to families and carers in making applications for children and young people with special educational needs and disabilities.
 - 3.12 The Local Authority has a legal duty, following consultation, to publish by September of each year its transport policy, which will apply 12 months later. The previous Education Transport Policy was made up of both the Mainstream and SEND policies, but these have now been separated into defined policies in order to make it clear to parents / carers and children which policy applies.
 - 3.13 Free home to school transport is set out within the Education Act 1996, as amended, and provides for free home to school transport to be offered to all pupils who meet the following criteria:
 - 3.13.1 Are of statutory school age (5-16);
 - 3.13.2 Attend their designated appropriate area school (or another school at which the Local Authority has offered a place); and

Further information on the subject of this report can be obtained from Joanne Godwin, jgodwin@swindon.gov.uk.

Special Educational Needs and Disability (SEND) Home to School Transport Policy 2021-22

Cabinet

Date: 1st July 2020

-
- 3.13.3 Live more than three miles from their catchment area school (or two miles if under eight years of age) or do not have a safe walking route when accompanied by an adult to their catchment area school.
- 3.14 Sections 508B and 508C of the Act makes provision for local authorities to ensure that suitable travel arrangements are made, where necessary, to facilitate a child's attendance at school. The Council has developed its Travel Assistance Policy in accordance with this legislation and equalities legislation to ensure it is able to meet its statutory duty.
- 3.15 The eligibility for children with SEN, disability, mobility or medical condition who cannot reasonably be expected to walk to school is assessed on an individual basis and it includes the following:
- 3.15.1 The child must be attending the nearest appropriate school as determined by the Council
- 3.15.2 The child cannot reasonably be expected to walk to school.
- 3.15.3 There is evidence that their medical condition, mobility issues or special educational needs affect their ability to travel to and from school.
- 3.16 Eligibility, for such children should be assessed on an individual basis to identify their particular transport requirements. Usual transport requirements (e.g. the statutory walking distances) should not be considered when assessing the transport needs of children eligible due to SEN and/or disability.
- 3.17 As per Schedule 35 of The Act, disability is as defined in Section.6 of Equalities Act 2010: a person has a disability if they have (a) a physical or mental impairment, and (b) that impairment has a substantial a long-term effect on the ability to carry out normal day-to-day activities. Therefore a chronic health condition may lead to eligibility under this definition.
- 3.18 If a parent chooses to send their child to a school other than the designated appropriate area school, then (apart from the provisions of the Education & Inspections Act 2006) free school transport is not normally provided and the parent is responsible for any travel costs.
- 3.19 The Education Transport Policy 2014 introduced "designated transport areas" which defined the designated transport area for a school.

4. Alternative Options

- 4.1 The Transport Policy must be determined annually for parents / carers applying for school places in the following year and for in-year requests in relation to any change in placement named in Section I of an Education, Health and Care Plan

Further information on the subject of this report can be obtained from Joanne Godwin, jgodwin@swindon.gov.uk.

Special Educational Needs and Disability (SEND) Home to School Transport Policy 2021-22

Cabinet

Date: 1st July 2020

for the period of the policy. In relation to the arrangements proposed there are no alternatives proposed that differ from the arrangements for 2021-22.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The transport budget is funded through Swindon Borough Councils core budget. In 2020/21 the annual budget for both transport and passenger assistant costs is £3,555,200. This excludes any Council based staff who process applications or arrange the transport.

Legal and Human Rights Implications

- 5.2 The Council is required to comply with the statutory provisions referred to in the report. Legal and human rights implications have been considered in the preparation of this report. The recommendations are considered 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 The proposals for additional school places comply with Section 17 of the Crime and Disorder Act 1998 to develop school policy to maximise school attendance.

Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment was undertaken and a copy can be obtained from the report author.
- 5.6 The arrangements in the report are used for the purposes of assessment eligibility for travel assistance based on an individual assessment of a child or young person's special educational need or disability. The policy is based on published guidance from the Department for Education to ensure that they are arranged and operated in a clear, fair and transparent way according to a nationally imposed timescale.
- 5.7 It is considered that the arrangements set out in the policy do not discriminate against disability, ethnicity, religion, sexual orientation, marital/civil partnership status or pregnancy/maternity

Further information on the subject of this report can be obtained from Joanne Godwin, jgodwin@swindon.gov.uk.

Special Educational Needs and Disability (SEND) Home to School Transport Policy 2021-22

Cabinet

Date: 1st July 2020

Risk Management

- 5.8 The Special Education Needs and Disability Service are aware of all children and young people with an Education, Health and Care Plan. The Home to School Travel Policy has strengthened the measures in place for safeguarding children.

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 Consultation responses are available upon request to the report author.

8. Appendices

- 8.1 Appendix 1 – Special Educational Needs and Disability Home to School Transport Policy 2021-22

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 June 2020.

This page is intentionally left blank

Special Educational Needs and Disability
Home to School Support with Travel Policy

2021-2022

CONTENTS

- Section 1 – Background and scope of the policy
- Section 2 - Legal responsibilities and eligibility
- Section 3 – Travel assistance for eligible children.
- Section 4 – Travel assistance for eligible young people 16+
- Section 5 – Reviews of eligibility and travel support
- Section 6 - Application and decision-making processes
- Section 7 – Complaints and appeals
- Section 8 – Policy review

- Appendix A – Code of conduct for parents and children/ young people receiving travel assistance
- Appendix B - Frequently Asked Questions

Terms we use in this document and what they mean:

Parents: The term “parents” should be read to include foster parents, carers and other guardians of children and young people.

The Council: Swindon Borough Council.

SEN/SEND: Special Educational Needs/Special Educational Needs and Disabilities

Special School a school is a special school if it is specifically organised to make special educational provision for pupils with SEN.

Mainstream School: means a maintained school or and academy that is not a special school

EHC Plan: Education Health and Care Plan

SEND Service: The Council team which assesses applications for school places, and applications for transport to schools for children young people with an Education, Health and Care Plan.

Passenger Transport Team: The Council team which commissions, allocates and manages the home to school transport contracts on behalf of the Council

SENDIASS (Special Educational Needs and Disabilities Information and Support Service): provides confidential, impartial, free advice and support to parents and young people with Special Educational Needs (SEN).

Policy statement:

In Swindon we want to ensure all children and young people are as independent and successful as possible in their adult lives. This will be different for each child or young person. We want to enable them to:

- Get a job, become employable or be engaged in meaningful activity
- Live as independently as possible
- Actively participate in community life, have friends and personal interests
- Be as healthy as possible.

Travelling as independently as possible play an important role in how these outcomes will be achieved.

Section 1: Background and Scope of the Policy

1.1 The Law

The law with regards to travel assistance is set out in the Education Act 1996 as amended by the Education and Inspections Act 2006.

Sections 508B and 508C of the Act makes provision for local authorities to ensure that suitable travel arrangements are made, where necessary, to facilitate a child's attendance at school. The Council has developed its Travel Assistance Policy in accordance with this legislation and equalities legislation to ensure it is able to meet its statutory duty.

The Department for Education has also issued "Home to School Travel and Transport guidance: Statutory guidance for local authorities July 2014" to explain the law and to assist local authorities when they are making policy decisions.

Section 2: Legal responsibilities, eligibility.

Most **parents/carers** take their children to and from school. Where their child has a school place parents have a legal duty and a responsibility to make the necessary arrangements to ensure that child of compulsory school age attends school regular.

The Council has a statutory duty to provide free suitable travel arrangements for eligible children.

The policy applies only to eligible children who are ordinarily resident in Swindon Borough Council. If parents pay council tax to a council other than Swindon Borough Council, they must apply to their own Local Authority (LA) for help with transport even if their child is attending a Swindon school/setting.

2.1 Eligible child and young person - definition:

This duty applies to eligible children of statutory school age, normally meaning age 5 to 25. Eligible children and young people are those who meet any one or more of the following criteria:

1. Live outside the statutory walking distance from home to school.
2. Live within walking distance but, the nature of the route to school is unsafe
3. Live outside or within the walking distance but are unable to get to school even if accompanied, because of their SEN or disability

All eligible children are entitled to free transport to/from school at the beginning and end of the normal school day.

2.2 Home address – definition:

The home address is where the child resides and spend the majority of his/her time. Occasionally a child will have more than one address; in this situation the addressed used for determining transport will be the one at which the child spends most of their time including weekends and school holidays as well as during the week. When the child lives at the other address, they will not qualify for any transport arrangements other than the one provided from the primary address.

2.3 Qualifying school – definition:

The educational establishments covered by this policy are

- Community, foundation or voluntary schools including special schools
- Non-maintained special school
- Pupil referral units
- City technology colleges, academies, free schools and University Technical Colleges
- For children with Education Health and Care plans, independent school and post-16 colleges if it is the only school named in the child's plan, or if it is the nearest of two or more schools named in the EHCP as is not named on the bases of parental preference
- Any other educational establishment, other than a school, where eligible children are receiving education by arrangement made under section 19(1) of the Education Act 1994

Where parents/carers apply for the nearest appropriate school and the school is unable to offer a place, free support with travel will be offered to the next nearest school with place providing the eligibility criteria are met and this will be reviewed at each Annual Review.

2.4 Eligible children – explanation

2.4.1 Compulsory school age

Children are of compulsory school age from the beginning of the term following their fifth birthday until the last Friday in June of the academic year in which they reach 16 years of age. Where travel assistance is assessed as eligible, this will be provided from the start of the reception year.

2.4.2 Statutory walking distance

For eligible pupils support with travel is provided if their nearest suitable or catchment school is

- Beyond 2 miles (for children below eight) or
- Beyond 3 miles (for children age 8-16)

Distances are measured by the shortest available walking route. This may take into account public footpaths where they are available. The shortest available walking route is one where a child or young person, accompanied as necessary by a responsible adult or parent, can walk safely. A route can only be considered hazardous, if it is hazardous for both an adult and child to walk together.

All distances between children's homes and schools are measured using the Authority's GIS system. In this way, all children are assessed consistently in the same way under the distance criterion.

Where upper distance limits apply these are measured using the shortest vehicular road route, not walking routes.

2.4.3 Unsafe routes

If a walking route is assessed as unsafe provision of travel assistance will be made available. The assessment will be carried out by the Passenger Transport Team.

2.4.4 Special educational needs (SEN), disability, mobility or medical condition

The eligibility for children with SEN, disability, mobility or medical condition who cannot reasonably be expected to walk to school is assessed on an individual basis and it includes the following:

- The child must be attending the nearest appropriate school as determined by the Council
- The child cannot reasonably be expected to walk to school.
- There is evidence that their medical condition, mobility issues or special educational needs affect their ability to travel to and from school.

The Council will consider relevant evidence from consultant or other relevant medical professional to demonstrate the difficulties they have in walking or travelling on public transport in order to go to and from school, accompanied as necessary by a responsible adult or parent.

The child's case will be reviewed on a regular basis and up to date information on their medical condition will be required at each review.

Children and young people who have an Education, Health and Care (EHC) Plan or attend a special school do not automatically qualify for travel assistance.

2.4.5 Discretionary arrangements

The Council reserves the right to charge towards the costs of any transport assistance provided under discretionary arrangements.

Travel assistance for 3 and 4-year-old nursery age children attending nursery education provided by the Authority is not a statutory provision. Travel assistance will only be offered in exceptional circumstances.

Parents of children who attend specialist nursery and are over age 2 may apply. Each application will be assessed individually based on the child's specific circumstance.

Any assistance granted would relate to the circumstances of the child, not the parent or carer.

The council does not run a concessionary travel scheme.

2.4.6 Exclusions

The Council will not normally provide travel assistance through this policy in the following circumstances:

- so that parents can take siblings to different schools or go to work at a specific time,
- to attend extra-curricular activities,
- to attend doctors, dental or any other appointments,
- to attend breakfast or after school clubs / activities,
- students excluded during the school day (week / term for boarding placements),
- students to attend work experience placements, taster or open days,
- students that are unwell and have to be collected from school during the school day, including students in residential settings who are unable to use the scheduled transport,
- to or from part-time provision off the school site organised by the school e.g. to vocational classes at a college including movement between educational establishments/sites,
- to or from a place of temporary residence including respite,
- to or from childminders, friends or other family members addresses,
- at a differing time due to detention or after school activities.

2.4.7 Inaccurate Applications

The Council reserves the right to reclaim the cost of any transport provided, if it is found that any incorrect information has been provided to the Council in order to gain admission or transport to a school that would otherwise be outside of the eligibility criteria.

Section 3: Travel assistance for eligible children.

3.1 Sustainability arrangements

Travel assistance will be appropriate to the individual needs and circumstances of the child will encourage them to grow in confidence and independence wherever possible.

The Council will encourage and promote sustainable travel options and will aim to improve the physical well-being of those who use them and/or the environment. To this end, priority will be given to walking, cycling, public transport, and shared transport.

The Council also has the responsibility to ensure the best use of resources on behalf of all residents of Swindon.

Travel arrangements will allow the child to reach school without undue stress, strain or difficulty. Best practice suggest maximum journey time should be 45 minutes for primary school age children and 75 minutes for secondary school age children. There may be situations where a journey time of more than 75 minutes is required. For example, this may occur in transport for pupils attending out of borough residential settings.

3.2 Travel assistance offer

Once the eligibility for travel assistance is established, the Council will consider on case by case basis the right type of travel assistance.

In line with the Council's commitment to promote independence the SEN Service and the Passenger Transport Team will work jointly with parents/carer to ensure that

- Children are able to travel in the most ordinary way as possible – with people they know best, family and friends, developing social interactions, resilience and social commutation skills
- The emphasis is always on supporting and advising families to support their own children. Support should be most inclusive and least specialist form of travel to ensure that travel support child's wider outcomes

Examples of the following range of options will be considered:

Travel Assistance encouraging:

- Walking (alone or accompanied by parent/carer/friend/adult supervisor)
- Walking bus (walking with other children and adult supervisors)
- Cycling
- Scooting

Travel Assistance using:

- Bus/Train Pass for public transport

- Car Share
- Personal Travel Budget
- Independent Travel Training

Travel Assistance requiring:

- Dedicated school bus routes
- Minibus or shared MPV from pick up points
- Minibus or shared MPV from door to door
- Shared Taxis
- Individual taxi
- Passenger assistance

3.2.1 Personal Travel Budgets (PTB)

The Council is committed to families having choice and control over the best way their children are supported. Parents/carers are best placed to support travel arrangements of their own children.

A Personal Travel Budget is a sum of money provided to parents or carers of children with SEN who are eligible for travel assistance. Personal Travel Budget's enable families to arrange transport directly by using mileage allowance. Families can work together to achieve the best possible travel arrangements.

This option of support can only be used with parental consent.

Ways in which the Personal Travel Budget's can be used include:

- Purchasing a travel pass for a parent or a trusted adult to accompany the child on public transport
- Paying for a passenger assistant for the child to walk to school or to travel by public transport. Parents or carers may also choose to do this themselves.
- Covering the cost of parents driving or cycling with their child to school
- Arranging shared travel arrangements with other parents, such as shared driving responsibilities, walking buses or joint taxi bookings
- Overcoming barriers that may prevent parents accompanying their child to school, e.g. travel/childcare arrangements for siblings.

Personal Travel Budgets are voluntary. Parent/carers can stop them if their circumstances change as long as six weeks' notice is given in order that an alternative form of travel assistance can be determined. They do not have any impact on any other benefits. Parents will be required to sign an agreement with the LA and provide bank details in order that monthly payments can be made.

Parents receiving the higher rate of the Mobility Component of Disability Living Allowance and who are therefore entitled to a car for their child's use under the Motability Scheme will be considered under the same eligibility criteria and will normally be offered travel assistance via a Personal Travel Budget for reimbursement in the first instance.

For more information on Personal Travel Budget's go to <https://localoffer.swindon.gov.uk>

3.2.2 Minibus and taxi arrangements

If it is deemed necessary to provide such travel support parents will be responsible for ensuring that children get to any designated pick up point for the vehicle and remain responsible for them until they board the vehicle on their way to school or once they leave the vehicle at the end of their return journey. Once on school premises the school becomes responsible for the supervision of the child/young person.

Some children may be picked up from home.

The Council is unable to guarantee that pick up or drop off times will be compatible with any other arrangements made by parents.

3.2.3 Provision of Passenger Assistants

Passenger Assistants are responsible for the care and supervision of the children to and from school. They will oversee the child or young person's conduct and safety in such a way that the driver is unhindered in his/her duties.

A passenger assistant will only be provided following the outcome of an assessment of the child's Special Educational Needs and / or medical needs in order to meet the needs of the students travelling to and from school. The assessment may be different in a school or home setting. This determination will be made by the SEND Service in liaison with the Passenger Transport Team taking into account:

- A student's medical needs, particularly where rescue medication is required. In this instance the student's individual health care plan should be provided clearly stating:
 - the frequency of any medical intervention required
 - the level of risk associated with not receiving the intervention
 - the level of risk associated with giving the intervention
 - what level of training/competency is required from the assistant (e.g. can the task be delegated)
- Where an individual student's needs create a clear danger or health and safety risk to themselves and other passengers on the vehicle

The consideration for a passenger assistant will be based on evidence received from all relevant parties including parents, medical professionals and educational settings.

Provision of a Passenger Assistant will be reviewed regularly.

Passenger Transport Assistants will only deliver medical interventions that they have been trained to carry out by a registered health care professional. This training will be determined through the assessment of the provision of a Passenger Assistant under the category of meeting medical needs and based on the evidence provided.

3.2.4 Independent Travel Training.

The Council is committed to providing the best and most appropriate travel assistance for families. If the circumstances are right, other forms of travel assistance may be more appropriate for children with SEN such as Independent Travel.

There are many benefits for young people completing independent travel training, including:

- increased confidence and independence
- decreased reliance on specialist transport and parents/carers
- improved contribution at school
- more opportunities to go out with friends and join clubs
- more opportunities to go to college or find a job

Taken together, these can make a real difference to young people's lives.

Children and young people will be identified by their school or a parent as being ready to learn to travel independently. The Council's SEN Travel Advisor will then work with families and education providers to ensure a smooth transition takes place where appropriate.

Section 4: Post 16 SEN Education Policy

4.1 The Law

Local Authorities do not have a legal duty to provide free or subsidised transport for young people aged 16-19. However, under Section 509AA of the Education Act 1996, Local Authorities do have a duty to prepare and publish an annual policy statement specifying the arrangements for the provision of travel or other support that it considers necessary in order to facilitate the attendance of all persons of sixth form age (16-19) receiving education or training.

Under Section 508F and Section 508G of the Education Act 1996, as inserted by Section 57 of Apprenticeships, Skills, Children and Learning Act 2009, Local Authorities have a legal duty to provide free transport which it considers necessary for eligible adult learners aged 19-25, and who have an Education, Health and Care Plan to attend qualifying establishments.

4.2 Students Aged 16-25 with an Education, Health and Care Plan

4.3 Travel support offer

4.3.1 Bursary fund for 16 to 19 year olds

If you're aged between 16 and 19 years and think you might struggle with the costs for full-time education or training, you can apply to your college for a bursary. The bursary scheme is made up of two elements:

1. A bursary of £1,200 per year if you are considered to be vulnerable; The definition of 'vulnerable' includes: those students who are in care or a care leaver; students in receipt of Income Support or Universal Credit; those students receiving Employment and Support Allowance (ESA) and/ or in receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP). If you qualify the bursary will be paid direct from your school or college.
2. A discretionary award if you are facing financial barriers. This can include if you are having difficulty in meeting the costs of transport, meals, books and/or equipment. Your college or training provider is responsible for deciding who is eligible, how much to pay and how regularly it will be paid. The college or training provider will usually want to see evidence, for example a letter regarding your benefits.

4.3.2 Discretionary Support Funds

Funding bodies give colleges money so that they can make hardship grants available to their students. These funds are aimed at helping disadvantaged students with the costs of further education, for example, because they have a low income or have a disability.

Each college has their own policy on who is eligible for funding and what they will provide grants for. Grants can cover the cost of:

- childcare and related transport costs
- course related books and equipment
- transport to and from college
- course field trips
- examination fees.

Please contact your Student Support or Welfare Officer at the college for further information and help in applying.

4.3.3 Care to Learn Bursaries

The intention of Care to Learn (C2L) provides help for young parents (defined as those aged under 20) to continue in education after the birth of a child. It provides funding for childcare whilst the young parent is engaged in a study Programme and is not able to provide care for their child. C2L can also help with travel costs involved in taking the child to the childcare provider.

4.3.4 Apprenticeships and Traineeships

Transport assistance is not provided for students on apprenticeships and traineeships. The learning provider is responsible for ensuring that reasonable expenses are met fully if they are needed to overcome barriers to learning/training.

These may include the cost of travelling to or from the place of learning/training or the work placement element. For further information, please contact your learning provider.

Young people who have a disability or health condition (physical or mental) that makes it hard to get to and from work may also be eligible for support through Access to Work. Further information can be found via www.gov.uk/access-to-work.

4.3.5 Young Persons' Bus Travel Pass

Details of where to obtain these can be found at <https://www.swindonbus.co.uk/travelpass-networkpass-tickets> along with the current price of various types of ticket.

Students may purchase discounted travel tickets from the <https://www.swindonbus.co.uk/buying-travelpass-online-and-renewing-it>

4.3.6 Railcards

A 16-25 Railcard saves 1/3 on rail fares throughout Great Britain for a year. Minimum fares apply for travel at or before 10.00am Monday to Friday (except during July and August). For further details and up-to-date prices go to <http://www.16-25railcard.co.uk>

4.4 Special Educational Needs and Disability and EHCPs

4.4.1 To qualify for travel support, a student must:

- Live in Swindon;
- Be 16 to 18 years of age on 31 August 2019 - or aged 19 if he/she started their course(s) before their 19th birthday (note: support is not available for students who start a new course after or part-way through a year after their 19th birthday);

OR

Be 19 to 25 years of age on 31 August 2019, and have an Education, Health and Care Plan.

4.4.2 Travel assistance for young people age 16-25 with EHCPs

The vast majority of students with EHCPs will be able to travel to further education college placements on public transport with the support available universally to all students (see support outlined in part 4.3 above).

Additional consideration for support is given when the severity of special educational need or disability makes travel assistance essential, or they have to travel much

further from home to attend a school or college which can meet their needs (as named in the EHCP).

Travel assistance is provided via the most cost-effective method. Suitable travel arrangements can include:

- A personal travel payment
- A bus or train pass
- A seat on a minibus
- A seat in a taxi

Travel assistance is for one return journey from a designated pick up point (not necessarily the home address) to the school/educational or training establishment during standard academic terms only and at the official start and end of the day. Travel assistance cannot be provided to meet a student's individual timetable. Additional journeys outside of the start and end of the School/College Day will be the responsibility of the student, parent or carer to arrange and fund.

Where the course the student is studying is on a split site, assistance will only be provided to the main qualifying campus.

Travel assistance is not provided for induction days, transitional periods, medical appointments nor work experience.

Applications for students with learning difficulties and/or disabilities aged between 19 and 24 years of age for travel assistance will be considered on an individual basis for a first course of study. This is for students with the most severe disabilities with no other means of transportation.

An assessment will be made of the application taking account of this Travel Policy Statement, the particular circumstances of the applicant and the case for assistance with travel.

Where travel assistance is agreed, it will normally continue during the agreed course of study until the end of the academic year in which the students 25th birthday occurs.

In all cases travel assistance will be reviewed throughout the course and independent travel encouraged.

4.5 Application

It is important to note that although a student may have an Education Health and Care Plan or may have had one whilst at school, this does not automatically entitle the student to travel assistance once in post 16 provision and they must apply under the post 16 policy.

Parents or carers submitting an application for transport assistance should provide relevant evidence to the Special Educational Needs and Disability Assessment

Team to support their application for the assessment for transport assistance as noted above.

An application for travel assistance will need to be submitted and an assessment for eligibility undertaken <https://swindon-cxm.uat.jadu.net/xfp/form/805>

The following information will be considered:

- The age and severity needs of the student
- The distance to the relevant establishment (over 3 miles statutory walking distance). Further evidence will be required if the student does not meet this requirement.
- The length of the journey
- Whether the student can use public service vehicles.
- Whether the student is applying for transport to their nearest college, 6th form college, school or training provider offering their chosen or a **comparable** (not necessarily the same) course.
- Be attending a full-time course (a minimum of 540 hours per year – approximately 14 hours per week – of supervised study across three academic terms.

The LA will consider requests for assistance on a case by case basis, therefore, the level of assistance ultimately offered will depend upon the needs of the learner and the travel arrangements already serving the school or college.

4.5 Review

The EHCP annual review process will provide an opportunity to discuss travel arrangements.

Section 5: Reviews of eligibility and travel support

Each year, a child or young person's needs for travel assistance will be reviewed, and assistance may be amended or withdrawn if it is no longer required or a child or young person is no longer eligible.

5.1 EHCP Annual Reviews

EHCP Annual reviews should always discuss travel arrangements and in particular:

- At the end of Year 3 in which the child or young person attains the age of 8 years
- At the end of Year 6 in preparation for transfer to secondary education
- Y9 review for possible requirements for extended curriculum studies
- During Year 11 for those young people transferring to Post 16 in a maintained school
- Following the successful completion of Independent Travel Training
- Change of address or family circumstances

Schools will then forward any relevant details to the Council together with the EHCP Annual Review paperwork so that a decision to continue, amend or withdraw travel support can be made.

In addition to the review points described above, the Council has discretion to review travel arrangements for a child or young person whenever necessary. The Council may request up-to-date information from parents and/or schools in order to establish whether travel needs have changed. When travel arrangements are reviewed, consideration will be given to strategies for supporting a child or young person with independent travel.

5.2 Moving Home and other Permanent Changes

Changes to the permanent home address are very likely to affect child's entitlement to travel assistance and, in these circumstances, the eligibility will need to be reassessed again in accordance with the Council's policy.

Parents must inform the SEND Service of the change as soon as possible.

The eligibility for travel assistance will be reassessed against the new address or the The Council will also investigate whether there are any appropriate schools nearer to the new family home. Where appropriate schools exist nearer to the new family home and the child or young person has an EHC Plan, then the Council may consider amending the EHC Plan to name a closer school.

If the child's school is not deemed as the nearest appropriate school to the new home, the child may not be eligible to receive travel assistance.

It will be parents' responsibility to make their own arrangements to transport their child or young person to and from school until any new travel assistance is in place and confirmed within the first 10 working days from the date of notification.

5.3. Withdrawal of Travel Assistance on Health and Safety Grounds

The Council has a responsibility to ensure the health and safety of all children and young people for whom travel assistance is provided. We also have an obligation to ensure the health and safety of drivers and passenger assistants. If a child or young person behaves in a manner that places the health and safety of those on board a vehicle at serious risk, or presents a serious risk to themselves, this may result in travel assistance being withdrawn with immediate effect.

The parent will be informed of any incident that has occurred involving their child and they will be given an opportunity to make representations to the Council or appeal against the Council decision to withdraw travel assistance for their child. Details of how to appeal are in Section 6 of this policy.

The Council will work together with parents/carers and the educational setting to find an alternative way for the child to get to school safely but, during this process, the parent of the child or young person will be responsible for making suitable arrangements to get the child or young person to school.

There is a Code of Conduct to help young people understand what is expected of them when travelling. Please see Appendix A for detail.

Section 6: Application and decision-making processes

6.1 Application for support with travel

Parents who believe that their child may be eligible for assistance should make an online application available at <https://swindon-cxm.uat.jadu.net/xfp/form/805>

The completion of an application form does not automatically guarantee the entitlement for travel assistance.

If the child is transferring to Primary or Secondary school for the first time, the applications must be received no later than 30th April. Where applications for phase transfer to Primary and Secondary provision are received after the closing date, whilst every effort will be made to put travel assistance in place for the first day of term, this cannot be guaranteed.

Parents should attach any documentation that they feel may be beneficial to the Council to consider. The all existing information already held by the Council will also be used to determine eligibility, for example an EHC Plan.

If the child uses a wheelchair or buggy, or needs to carry equipment, such as oxygen, medication, walking aids, etc. the Council will need to know the details (including make and model of any wheelchair or buggy) to help assess the most appropriate form of travel assistance.

6.2 Decision making process

6.2.1 Eligibility

The eligibility decision is made by the SEN team. All cases will be considered individually.

All existing and new information submitted at the time of the application will be taken into account.

Parents/carers will be notified of the outcome of their application in writing within 15 working days of receipt of the application. Should the application be refused you will be informed of the reasons for this along with what your options are.

If support with travel to school is agreed parents/carers and children/young people will be asked to sign a Code of Conduct (see Appendix A).

6.2.3 Type of travel support

The type of travel support is taken by the SEN team and Passenger Transport Team

The views of the young person and parents will be considered, but the final decision on the type of travel assistance offered will be made by the Council.

They will determine the mode of travel assistance that delivers the best value for money for Councils tax payers, taking into account any special arrangements needed to support the child's assessed SEN needs, disability, mobility or medical needs.

Where this is different to the views of the parents or the young person, an explanation for the choice will be given. Parents may be asked to support their child with home to school travel, for example a Personal Travel Budget or accompaniment on public transport, however this can only be implemented with parental consent.

Section 7: Complaints and appeals

7.1 Complaints

Usually complaints arise when you are unhappy about something. You may feel you have not been dealt with properly, that information given to you was incorrect or that there has been an unacceptable delay. For these sorts of issues, please follow the complaints procedure which can be found on Swindon Borough Council's website or requested by calling 01793 463000.

7.2 Appeals

With an appeal, you may be perfectly happy with the way that you have been treated but feel that the wrong decision has been made and would like it re-examined. For these issues, please follow the Appeals policy set out below.

In accordance with the revised guidance for transport appeals, since September 2016, the LA has adopted a 2 stage review and appeal process.

This appeals policy is applicable to children who live within the Borough of Swindon that are attending mainstream and special schools. This appeals policy applies to children with or without an Education, Health and Care Plan (EHCP).

7.2.1 Right to Appeal

Where a parent has been refused transport assistance they can challenge the decision for the following reasons:

- The nature of the transport arrangements offered
- Their child's eligibility
- The distance measured in relation to statutory walking distances; and The safety of the route

7.2.2 Stage 1

Within 20 working days from the receipt of the local authority's home to school transport decision, a parent can make a request asking for a review of the decision.

A parent will be advised of the right for a review within the decision letter.

The request for review should be made by completing the transport appeal form online. A link will be provided by email. The parent should state the reason why the decision should be reviewed and given details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.

Within 20 working days of the receipt of the parent's written request a senior officer will review the original decision and will notify the parent by way of detailed written notification of the outcome of the review.

The decision letter will contain the following

- The nature of the decision reached;
- How the review was conducted (including any standards followed e.g., Road Safety GB)
- Information regarding other parties consulted
- What factors were considered
- Information how the parent can escalate their case to stage 2 if appropriate

7.2.3 Stage 2

Following the receipt of the local authority's stage one decision notification, a parent can within 20 working days submit a request to escalate the matter to Stage 2.

A parent should complete a transport appeal form online. A link will be provided by email.

Within 40 days of receipt an appeal will be scheduled with the Education (Transport) Appeals Sub-Committee who will consider both written and verbal representation from both parents and officers involved in the case.

The parent will be notified of the outcome by telephone following the outcome of the appeal panel and will receive formal notification of the outcome within 5 working days. The notification will include

- The nature of the decision reached;
- How the review was conducted (including any standards followed e.g., Road Safety GB)
- Information regarding other parties consulted
- What factors were considered
- If refused, information about how the parent can refer to the case to the Local

7.2.4 Government Ombudsman

Where an appeal is upheld, this does not guarantee funding throughout the school life of the child, and the circumstances under which the appeal was upheld would be kept under review.

7.2.5 Education Transport Appeals Sub-Committee

An Education Transport Appeals Sub-Committee will meet to consider transport appeals. The membership of this Sub-Committee is made up of three Councillors selected from a pool appointed by the Appeals Committee. These Councillors will not have been involved with the case previously and should not have any close connection with the appellant. If one of the Councillors does have a remote connection with the appellant, they may be allowed to take part in the hearing if neither the LA's representative nor the appellant objects

The Education Transport Appeals Sub-Committee will consider case papers for each appeal consisting of the reasons as to why the LA have refused to provide transport assistance, any other relevant information and the parents appeal giving reasons as to why they are appealing against this decision.

Each Councillor will remain a Committee member for at least one year but there will be no limit on how long they wish to continue as a member providing there is no conflict of interest in the areas mentioned above.

All Councillors on the Appeals Committee will undertake training on the Transport Policy at least once per academic year to ensure that Councillors become 'expert' in this field.

The Education Transport Appeals Sub-Committee will consider all appeals on their individual merits. The decision of the Sub-Committee is final with no further rights of appeal.

The Education Transport Appeals Sub-Committee must operate within the Transport Policy at all times.

The Education Transport Appeals Sub-Committee must take into consideration the cost of transport should the appeal be upheld.

If the Education Transport Appeals Sub-Committee agrees to uphold an appeal, it must indicate the length of time for which the transport has been agreed.

Once the appeal has been heard the Education Transport Appeals Sub-Committee will make its decision that day and the Committee Officer will endeavour to contact the parent by telephone the same day to give the result of the appeal. A decision letter outlining the Education Transport Appeals Sub-Committee decision and its reasons will follow usually within one week.

If parents are not happy with the decision of the Education Transport Appeals Sub-Committee then they are able to contact the Ombudsman. The Ombudsman will only

be able to look at the way the appeal was conducted and establish whether the LA followed all its processes in the correct manner.

If the Appeal is in relation to a placement made by order of an SEN & Disability Tribunal, the Appellant and the Local Authority may be bound by any decision relating to travel that the Tribunal has made. The SEN and Disability Tribunal may have specifically come to a decision about placement based on the inclusion of travel costs.

For appeals on the grounds of road safety, parents can only appeal if they believe that they are unable to accompany their child to school. However, the Appeals Sub-Committee will not usually accept the need for parents to be at work as the reason why transport should be provided.

The Education Transport Sub-Committee is able to consider applications for assistance from parents of children receiving nursery education as per the School Standards and Framework Act 1998.

The grounds under which the Education Transport Appeals Sub-Committee can allow / uphold an appeal are:

- The Transport Policy has not been applied properly.
- There are discrepancies in the way the application has been handled.
- The individual circumstances put forward by the applicant outweigh the normal policy considerations and are considered to be exceptional circumstances.

Examples of exceptional circumstances are:

- If there are exceptional circumstances within the immediate family unit where the child lives that affects the child ability to attend their designated school such as domestic violence. Evidence would be required to support this.
- Death or serious illness of parent with whom the child has been living.
- In cases of students with Special Educational Needs – additional evidence of need that the Education Transport Appeals Sub-Committee is asked to consider.

Section 8: Policy review

If there are any inadvertent differences between this Policy and the underlying legislation, then the legislation will take precedence, wherever the legislation imposes a higher duty on the Council.

The Policy incorporates the Annual Policy Statement in respect of Guidance for Young people in Post 16 Education and Training.

As part of our is committed to ensuring information published is accessible to the widest possible audience, including those with disabilities if you require this document in a different format please contact us on 01793 445500.

Appendix A: Code of conduct for parents and children/ young people receiving travel assistance

Parents' responsibilities

At all times parents are legally responsible for ensuring that their child attends school regularly.

Parents are expected to:

- Ensure that the school and the local authority have your up-to-date contact details, including mobile phone number, and any emergency contact details.
- Make sure that your child is ready five minutes before a pick-up whether at home or from a pick up point. Please be aware that if your child is late for the pick-up and the driver has already left, it will be your responsibility to get the child to school.
- Always be at home or the drop-off point to meet your child or make arrangements for your alternative emergency contact to meet your child on your behalf.
- Ensure that your child is aware of appropriate behaviour whilst travelling to and from school.
- Make your own transport arrangements should your child:
 - finish school before the normal departure time.
 - be taken ill at school and require to return home early.
 - be unable to travel at the normal time, for example due to detention or exclusion.
 - attend breakfast clubs or after school clubs.
 - be on work experience.

- Make your own transport arrangements if a visiting relative or foreign student stays with the family and attends school with your child.
- Ensure sufficient notice is provided to the relevant council team to reassess your child's eligibility to receive travel assistance if the family move home or child changes schools (at least 10 working days).
- If advised that your child will be travelling by taxi, when informed which company will be collecting / dropping off your child, contact the operator to confirm the necessary arrangements.
- Provide suitable child seats or other safety equipment for the age and abilities of their child. It is recommended that you speak to your taxi or minibus operator before purchasing this equipment, to confirm what equipment will be required. (Operators will provide standard seat belts and suitable restraints for wheelchairs and wheelchair users.)
- Notify the Passenger Transport Team if your child is going to be absent from school for more than one school day.

Please note - If the Parent or Guardian is not at home or the drop-off point the driver may take the child back to school or to another appropriate place of safety as agreed with the Social Care team.

In these circumstances, the Council reserves the right to pass on any additional costs incurred to the parents. All incidents will be recorded and considered by the relevant transport teams. In the event of frequent repeated incidents, travel assistance may be suspended or withdrawn, pending re-assessment. Information may also be shared with social care for safeguarding reasons.

Code of conduct for a child or young person when travelling

There is a responsibility on all children and young people to behave appropriately whilst travelling.

It is the responsibility of children and young people to:

- Arrive for their transport in good time and with a valid travel pass for travel if one is issued
- Behave in a safe and responsible way at all times
- Get on the correct vehicle, or the first one for which they have a valid pass if issued
- Show any passes to the driver or other officials when asked
- Follow all instructions from the driver, at all times especially in an emergency
- Wear seatbelts at all times where these are provided, and
- Get off safely at the right stop and cross roads carefully.

For reasons of health and safety children and young people must not:

- Smoke
- Eat or drink
- Stand up vehicle the vehicle is moving
- Lean out of the window or door, run around inside the vehicle, climb on seats
- Refuse to wear a seat belt

- Use threatening physical violence or verbal abuse towards other children, driver or passenger assistant
- Cause damage to seats, seatbelts or other equipment
- Be in possession of dangerous weapon

Where the child or young person's behaviour falls short of the required standards, the Council will work with parents, school and transport providers to rectify problems. The Council retains the right to suspend or remove transport support where this is deemed appropriate.

The Council's responsibilities

The council commit to implementing this policy in a fair, open and transparent way. We will treat our service users with respect and maintain good levels of communication with them.

Parent/carer Child or young person

Date Date.....

Appendix B: Frequently Asked Questions

The questions below were provided by parents and carers of children and young people with SEND. Swindon Borough Council have worked collaboratively with Swindon SEND Families Voice to provide this document in response to these questions.

How do I apply for transport?

Under certain circumstances, the Council can arrange assistance with home-to-school travel for eligible pupils resident in the Borough. Decisions about transport are made in accordance with Swindon Borough Council's Education Transport Policy which is published each academic year and can be found on the Schools travel support page on [Swindon Borough Council's website](#)

If your child does not have an Education, Health and Care Plan, and you would like to make an application for travel assistance you can do this via the [Schools Travel Support page](#) on Swindon Borough Council's website

If your child has an Education, Health and Care Plan and you would like to make an application for travel assistance you can do this via <https://swindon->

cxm.uat.jadu.net/xfp/form/805

When should I apply for transport?

If your child does not have an Education, Health and Care Plan then you can make an application for in-year school travel support at any time. However, please note that applications for the following school year will not be accepted before May in the preceding academic year.

If your child has an Education, Health and Care Plan then you can make an application for in-year school travel support at any time by making an online application.

Please note that applications for the following school year will be considered after school allocation in the preceding academic year.

When will I be told the times for collection/drop off?

If travel assistance has been agreed for children with an Education, Health and Care Plan travel and the mode of travel is:

- a. Provision of a pass for a public service bus or other means of public transport.
- b. Provision of a seat on a bus or minibus provided by the local authority
- c. Provision of a seat in a taxi where individual arrangements are necessary

then:

- if the travel assistance is in-year the Passenger Transport Team has 10 working days from the date the travel has been authorised to implement the transport. In these cases you will be advised by letter confirming travel arrangements. This letter will provide you with the company who will be providing the transport contact details, and you will need to telephone them to ask what the estimated pick up and drop off times are for your child. Please allow flexibility for the first couple of weeks of a new travel arrangement whilst the route is becoming embedded.
- if the travel assistance is for the following school year then you should receive a letter from the Passenger Transport Team approximately one week prior to the start of the new school year. This letter will provide you with the company who will be providing the transport contact details, and you will need to telephone them to ask what the estimated pick up and drop off times are for your child. Please allow flexibility for the first couple of weeks of a new travel arrangement whilst the route is becoming embedded.

Why is it left so late to provide the collection/drop off times?

Swindon Borough Council are responsible for ensuring safe, cost-effective transport services to mainstream, special schools and colleges for children and young people who have been

assessed as requiring a seat on a bus, minibus or taxi provided by the local authority. The Passenger Transport Team therefore start to construct these plans towards the end of the summer term to ensure minimal changes are made as a result of school placement changes being finalised at the end of term.
What do I do if the times given to me do not suit me or support my child's needs?
Requests for changes in transport arrangements may be considered but adjustments are not always possible for reasons of safety, timings and routings.
Once I'm given the timings for collection/drop off will they remain the same every year?
The routes for all transport are reviewed during the summer term for the proceeding academic year, and may change on an annual basis. Additionally, the timings of transport may change in-year depending on whether changes are needed to be made to the route, For example, the inclusion of an additional child or a change of address.
Who is on the bus with my child?
<p>Swindon Borough Council are responsible for ensuring safe, cost-effective transport services to mainstream, special schools and colleges for children and young people who have been assessed as requiring a seat on a bus, minibus or taxi provided by the local authority. It is likely that the other children in the vehicle will be attending the same provision as your child.</p> <p>A Passenger Assistant may also be provided depending upon your child or other children on the vehicles Special Educational Needs and / or medical needs.</p>
What training do Passenger Assistants and bus drivers receive?
<p>Passenger Assistants are employed by Swindon Borough Council and receive induction training on the role of the PA in addition to specialist training in Safeguarding, Manual Handling, Emergency First Aid and Safely Managing Challenging Behaviour. Training is updated every three years. Passenger Assistants receive annual appraisals in line with Swindon Borough Council policy.</p> <p>Drivers are employed by transport operators and are required to comply with the terms of the contract with the Council. Quality assessment of contractors is carried out prior to contract award, and all drivers are licensed under the appropriate regime for the class of vehicle they drive. For instance, taxi drivers have to pass a local knowledge and English language test. Minibus drivers have to be accredited under the MiDAS scheme (Minibus Driver Awareness).</p> <p>All drivers are required to have Enhanced DBS clearance.</p> <p>If as a result of your child's health needs further training is required to keep them safe on transport, training will be provided by an appropriate health professional through an individual risk assessment.</p>

What training is given on securing wheelchairs?
Minibus drivers receive training under the MIDAS scheme which covers securing wheelchairs.
What happens if the driver or Passenger Assistant is sick?
<p>If the driver is sick then cover will be arranged by the transport operator as soon as possible in line with the contracts held with transport providers.</p> <p>If the Passenger Assistant is sick, cover is provided from within the pool of casual staff under the Passenger Transport Team.</p>
Will I be able to contact the Passenger transport Assistant at short notice?
We encourage parents, drivers and Passenger Assistants to communicate with each other to ensure the best experience for the child.
What do I do if my application is denied?
The appeal process is set out in the policy document.
What is the complaints policy?
<p>Service requests and complaints are slightly different. A service request is a contact from a customer that brings a matter to the council's attention for the first time, and requests a service offered by the council, for example, advising of a change of address or requesting a change of arrangements.</p> <p>A complaint is a where the customer expresses dissatisfaction about the standard of a service, actions, or lack of actions by the council and its staff.</p> <p>A complaint can be made online by following this link</p> <p>Concerns with the contracted operational education transport should be referred to raised directly to the Passenger Transport Services office by calling 01793 445500 or email educationtransport@swindon.gov.uk.</p> <p>Concerns regarding Passenger Assistants and pupil behaviour then please contact passengerassistant@swindon.gov.uk.</p>
Do I need to supply a car seat?
<p>Car seats are not required for public transport. However, if you child has specific travel equipment requirements related to their disability, then please provide this information at the point of requesting travel assistance and an assessment will be arranged. We provide car seats with harnesses if the child's disability requires this.</p> <p>If you would like your child to travel using a booster seat, this needs to be provided by</p>

parents/carers. This equipment may need to be stored at your child's school during the day.
What can I do if I'm unhappy with the service?
Please contact the Passenger Transport Team in the first instance to discuss and seek a resolution. If you remain unsatisfied then you should proceed to the complaints route as described above.
Can I request photos of the vehicle, driver and Passenger Assistant?
Yes you can. Please indicate this is required at the time of discussing your travel requirements.
Will my child have an allocated seat that will remain the same?
Not necessarily. If you feel this is required then please share the reasons for this as the time of discussing your travel requirements.
How can I apply for a personal travel budget if I choose to transport my child myself?
If your child has an Education, Health and Care Plan and you would like to request a personal travel budget please make an online application and select this option on the form.
Will I be given contact information for driver and Passenger Assistant in case I need to contact them at short notice?
We encourage parents, drivers and Passenger Assistants to communicate with each other to ensure the best experience for the child.
What do I do if transport doesn't arrive?
Please telephone the Passenger Transport Team and inform your child's school.
Who do you contact when there are issues with the escort/driver?
Please contact passengerassistant@swindon.gov.uk .
What do I do if my child is sick (and doesn't need collecting) or I've collected them early from school (so wouldn't need dropping home)?
Please contact your Passenger Assistant if your child has one. If they do not then contact the Passenger Transport Office on 01793 445500.
Do they have to be dropped off at the same address as they are picked up from?

<p>Transport to and from school will be determined and approved from a single permanent residence. This is the one where the student spends most time with the parent/guardian and has been used for admission purposes and the school.</p> <p>Transport provision will reassessed if there is a change in the home address. The criteria for this for children without an Education, Health and Care Plan is set out in the published Transport Policy.</p> <p>In exceptional circumstances, consideration will be given to whether a different address can be used however this will include the consideration of the efficient use of resources.</p>
<p>What happens if the transport breaks down either when my child is on the transport or is waiting to be collected?</p>
<p>A replacement vehicle will be allocated and deployed as soon as possible.</p>
<p>Who do I contact if my child is regularly having problems on the journey?</p>
<p>Please refer to the complaints and enquiry question above</p>
<p>Who do I speak to about queries (contact details)?</p>
<p>If your child has an Education, Health and Care Plan and your query relates to eligibility then please call your allocated EHCP Coordinator in the Special Educational Needs and Disability Service on 01793 445500 or email senat@swindon.gov.uk .</p> <p>If your query relates to the operational running of transport then please contact Passenger Transport on 01793 445500 or email educationtransport@swindon.gov.uk .</p> <p>If your child does not have an Education, Health and Care Plan please refer to the School travel support page on Swindon Borough Council's website www.swindon.gov.uk .</p>

This page is intentionally left blank

Councillors' Allowances 2021/22 –

Recommendations of the Independent Remuneration Panel

Cabinet

Date: 1st July 2020

Author: Leader of the Council and the Chief Legal Officer

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To consider recommendations arising from meetings of the Independent Remuneration Panel on the level of Councillors' Allowances in Swindon for 2021/2022.
- 1.2 The Council is required by the Local Authorities (Members Allowances) (England) Regulations 2003 to consider the recommendations of its Independent Remuneration Panel when making decisions relating to its Scheme of Councillors' Allowances. It is not required to adopt all or any of the Panel's recommendations. Decisions on the Scheme of Councillors' Allowances require the approval of full Council.

2. Recommendations

Cabinet is recommended to (Minute for Confirmation):

- 2.1 Consider the recommendations of the Independent Remuneration Panel on Councillors' Allowances for 2021/2022 and recommend to Council that:
 - 2.1.1 The levels of Councillors' Basic Allowance, Special Responsibility Allowances, and Travel, Subsistence and Dependent Care Allowances remain unchanged for the 2021/2022 Municipal Year.
 - 2.1.2 The level of Basic Allowance be index linked to the percentage increase in pay awarded to officers in the national round for a period of four years (commencing in May 2021 and ending in May 2025).
 - 2.1.3 The Council be asked to take a view on the Panel investigating the introduction of a Parental Leave Policy for Councillors.
 - 2.1.4 The Chief Legal Officer be authorised to introduce a revised Councillors' Allowances Scheme for 2021/2022, as attached at Appendix One, based on the recommendations of the Independent Remuneration Panel, as approved and adopted by the Council.

Further information on the subject of this report can be obtained from Vicki Yull, 07980 752043, vyull@swindon.gov.uk.

Councillors' Allowances 2021/22 –

Recommendations of the Independent Remuneration Panel

Cabinet

Date: 1st July 2020

3. Detail

Background

- 3.1 The Independent Remuneration Panel for Swindon Borough Council was established in late 2001. It is currently made up of six members independent of the Council. One each is recruited from the Education, Business and Voluntary / Community Sectors, while three Lay Members are appointed following public advertisement.
- 3.2 Following its annual review, the Panel put forward its recommendations for the current 2020/2021 Municipal Year, which were adopted in full by Council at its meeting on 11th July 2019 (Minute 21(1) 2019/20 of the Council refers). The Scheme of Allowances for 2020/2021 is attached at Appendix 1 for information.
- 3.3 The Councillors' Scheme of Allowances for 2020/2021 can be found in the Council's Constitution, available on the Swindon Borough Council website.

Review of Councillors' Allowances for 2021/2022

- 3.4 At its meeting on 17th February 2020, the Panel noted that there were no significant changes proposed to the structure and role of councillors serving on the Cabinet and Council Committees, and that there had been no change in respect of the structure and responsibilities of the Standards or other regulatory Committees.
- 3.5 The Panel also sought the views of the Council's Chief Executive, Section 151 Officer, Monitoring Officer and the respective political groups on the levels of Councillors' Allowances for 2021/2022, and where representations were made these are set out in the report.

Basic Allowance

- 3.6 The Panel considered the appropriateness of the Basic Allowance in Swindon. The Panel noted that the Council had previously adopted an index link for the Basic Allowance, attached to the percentage increase in the Local Government Pay Settlement, which is ending in the 2020/2021 Municipal Year.
- 3.7 The Panel noted that the views of the Council's Chief Executive, Section 151 Officer, Monitoring Officer, and the respective political groups had been sought on the level of Basic Allowance and that no representations had been made.
- 3.8 Given the work already undertaken by the Panel on the 'reasonableness' of the Allowances for 2020/2021, it was minded to recommend that the level of Basic Allowance remain unchanged for the 2021/2022 Municipal Year.

Further information on the subject of this report can be obtained from Vicki Yull, 07980 752043, vyull@swindon.gov.uk.

Councillors' Allowances 2021/22 –

Recommendations of the Independent Remuneration Panel

Cabinet

Date: 1st July 2020

- 3.9 Given that the current index link is due to expire in May 2021, the Panel was also minded to recommend that the level of Basic Allowance be index linked again to the percentage increase in pay awarded to officers in the national round for a period of four years (commencing in May 2021 and ending in May 2025).

Special Responsibility Allowances (SRA)

- 3.10 The Panel considered the appropriateness of the Special Responsibility Allowances in Swindon. The Panel noted that there are currently no proposals in place to amend the description or responsibilities of any of the posts that currently attract SRAs.
- 3.11 The Panel noted that the views of the Council's Chief Executive, Section 151 Officer, Monitoring Officer, and the respective political groups had also been sought on the levels of the SRAs in Swindon. The representations are set out in detail in the report to the Independent Remuneration Panel on 17th February 2020.
- 3.12 The Panel thanked the respondents for their submissions and determined that it is minded to recommend that the SRAs for Overview and Scrutiny Committee's and Standards Committee remain unchanged from the 2020/2021 levels. The Panel reiterated its position that SRAs are paid for additional responsibility over and above the Basic Allowance and are set for the role and duties of the post.
- 3.13 Given the work already undertaken by the Panel on the 'reasonableness' of the Allowances for 2020/2021, it was minded to recommend that the level of Special Responsibility Allowances remain unchanged for the 2021/2022 Municipal Year. (This is not including any changes resulting from the index link of the Basic Allowance to the Local Government Pay Settlement if agreed.)

Travel, Subsistence and Dependent Care Allowances

- 3.14 The Panel considered the appropriateness of the Travel, Subsistence and Dependent Care Allowance in Swindon. It was noted that the views of the Council's Chief Executive, Section 151 Officer, Monitoring Officer, and the respective political groups had also been sought on these and that no representations had been made.
- 3.15 As agreed at its meeting on 22 January 2020, a copy of the Parental Leave Policy adopted by Exeter City Council had been circulated to the Panel prior to its meeting. The Panel noted that Swindon Borough Council does not currently have a Parental Leave Policy in place for members, and that a number of local authorities within the South West are in the process of adopting one.

Further information on the subject of this report can be obtained from Vicki Yull, 07980 752043, vyull@swindon.gov.uk.

Councillors' Allowances 2021/22 –

Recommendations of the Independent Remuneration Panel

Cabinet

Date: 1st July 2020

- 3.16 Given the work already undertaken by the Panel on the 'reasonableness' of the levels of Travel, Subsistence and Dependent Care Allowances for 2020/2021, the Panel was minded to recommend that the level of Travel, Subsistence and Dependent Care Allowances remain unchanged for the 2021/2022 Municipal Year.

Recommendations

- 3.17 The Panel resolved that the Cabinet and Council be recommended:

3.17.1 That the levels of Councillors' Basic Allowance, Special Responsibility Allowances, and Travel, Subsistence and Dependent Care Allowances remain unchanged for the 2021/2022 Municipal Year.

3.17.2 That, given the current index link is expiring in May 2021, the level of Basic Allowance be index linked to the percentage increase in pay awarded to officers in the national round for a period of four years (commencing in May 2021 and ending in May 2025).

3.17.3 That the Council be asked to take a view on the Panel investigating the introduction of a Parental Leave Policy for Councillors.

4. Alternative Options

- 4.1 There are no alternative options proposed. The Cabinet can decide to support all the Panel's recommendations to the Council, or it can decide not to support the Panel's recommendations and to make its own recommendations to the Council.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The budget allocation for Councillors' Allowances for 2020/2021 covers the payment of Councillors' Basic Allowances, Special Responsibility and other Allowances, as specified in the Scheme of Allowances. The impact of the changes proposed by these recommendations is minimal.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of the Independent Remuneration Panel are compatible with convention rights.

Climate Change Impact

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

Further information on the subject of this report can be obtained from Vicki Yull, 07980 752043, vyull@swindon.gov.uk.

Councillors' Allowances 2021/22 –

Recommendations of the Independent Remuneration Panel

Cabinet

Date: 1st July 2020

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

- 5.4 There are no specific other implications arising from this report.

Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment has not been undertaken as the report concerns implementation of national regulations and does not make any recommendations that affects services or employment. The Independent Remuneration Panel considered potential impacts on equality groups as part of their deliberations, and their proposals on the level of allowances reflects their considerations.

Risk Management

- 5.6 There are no specific risk implications. Decisions on Councillors' Allowances are often controversial in media terms and thus decisions may have a reputational risk for the Council.

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 Review of Councillors Allowances 2021-2022 report and appendices. Independent Remuneration Panel, 17th February 2020

8. Appendices

- 8.1 Appendix 1 – Councillors' Allowances Scheme 2020/2021.

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

- 9.1 This is not a Key Decision and is on the Cabinet Work Programme and Forward Plan for June 2020.

This page is intentionally left blank

COUNCILLORS' ALLOWANCE SCHEME

Swindon Borough Council, in exercise of the powers conferred by the Local Authorities (Members Allowances) (England) Regulations 2003, has made a scheme for the payment of Councillors' Allowances for 2020/2021.

The Council, on the recommendation of the Independent Remuneration Panel on Councillors' Allowances, agreed at its meeting on 11th July 2019 that the levels of Councillors' Basic Allowance for 2020/2021 remain unchanged from the 2019/2020 levels. The Council has previously agreed to index link increases in the Basic Allowance to any percentage increase in pay awarded to local authority staff nationally, for a period of four years commencing in 2017/2018. The Council also agreed an amendment to the Special Responsibility Allowance paid to the role of Deputy Leader of the Council, and to the level for Dependent Care Allowance, with the other Special Responsibility Allowances and Travel and Subsistence Allowances remaining the same as the levels for 2019/2020.

Rates and Allowances

These are determined from time to time by the Council having regard to the recommendation of the Council's Independent Remuneration Panel on Councillors Allowances.

Total Annual Allocation

Swindon Borough Council has set aside £497,211 for 2020/2021 for the payment of Councillors' Basic Allowances (£8,723 x 57) with funding available for Mayoral Allowances, Special Responsibility Allowances, and other Allowances (e.g. Travelling and Subsistence) as specified in the Scheme.

An additional allocation of £13,500 is made for Mayoral Allowances that do not form part of this Scheme.

ALLOWANCES APPLYING TO ALL COUNCIL MEMBERS

Basic Allowance

- (a) Basic Allowance is intended to recognise the time devoted by Councillors to their work, including approved duties, Council meetings and such inevitable calls on their time as meetings with Constituents, and incidental costs for which no other provision is available.
- (b) The Basic Allowance for each member will be £8,723 for 2020/2021.

Travelling and Subsistence Allowances

Members and Non-Elected (co-opted) Members are entitled to receive payment of travelling and subsistence allowance, where expenditure has been necessarily incurred on travelling inside or outside the U.K. or on subsistence, for the purposes of performing approved duties as set out in the Appendix to the Scheme.

Travel

The rate for the use of a private car shall not exceed 45p per mile (Inland Revenue Tax Threshold).

The rate for motorcycles shall not exceed 16.5p per mile.

The rate for pedal cycles shall not exceed 30p per mile.

The rate for travel by taxi shall not exceed:

- (a) in cases where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity (tip) paid (providing that all appropriate receipts are attached); and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.

Passengers

The rate for the use of a private car above may be increased for the "carriage of each passenger (not exceeding 4) to whom a travelling allowance would otherwise be payable". A rate of not more than 3 pence a mile for the first passenger and 2 pence per mile for the second and subsequent passengers may be claimed.

Bus fares, train fares, ferry fares, tolls, and parking fees will be reimbursed at actual cost providing that all appropriate receipts are attached.

The rate of travel by a "hired vehicle" other than a taxi shall not exceed the rate that would apply had the vehicle belonged to the Councillor / Co-opted Member who hired it.

Rail and Air Travel

Standard Class rail fare or ordinary fare for other public conveyance, or the appropriate cheap or economy rate where applicable shall apply in all cases.

Standard Class rail travel should always be used unless the train's Standard Class accommodation is full, in which case it is in order to travel First Class and pay the surcharge.

Travel Concession Cards

Councillors and non-elected Members who are eligible to hold a senior citizens rail card or similar concession card for rail or bus travel can purchase them and be reimbursed by the Borough Council through the normal expenses' claim mechanism, providing that by doing so there is a reduction in the cost of allowances claimed from the Council. Cards and similar forms of Concession must be purchased in conjunction with travel associated with an "Approved Duty" and this clearly indicated on the Councillors' Allowances Claim form.

Rail Travel

The Council can arrange for Councillors travelling by rail on Approved Duties to be issued with a "rail travel warrant / tickets" in advance of their departure. For details please contact the Committee and Member Services Section on 07980 752043.

Air Travel

The rate for travel by Air -

- shall not exceed the rate applicable to travel by an appropriate alternative means of transport, together with an allowance equivalent to the amount of any saving in subsistence allowance resulting from travel by air;
- is dependant on approval being given "in advance" by the Chief Legal Officer in consultation with the Leader of the Council / Chair of the Cabinet, and
- that in the UK the saving in time is so significant as to justify payment of the fare for travel by air;
- the amount paid is based on the ordinary (economy) fare or any available cheap fare for travel by regular air service.

Travel General

Members and Non-Elected members are entitled to make travelling claims from their home to the venue of an approved duty.

For journeys from work to an approved duty and then home, they should deduct their normal work to home mileage.

If a Member or Non-Elected member is required to leave work to attend an approved duty, and subsequently returns to work, they are entitled to claim the number of miles travelled.

Subsistence Allowances

Subsistence allowance claims must only be made where actual expenditure has been incurred. All appropriate receipts in support of subsistence claims must be provided and reimbursement will only be made up to the maximum levels set out below:-

- | | | |
|-------|---|--------|
| (i) | Breakfast allowance (more than 4 hours away from normal place of residence) start before 7 a.m. | £5.85 |
| (ii) | Lunch allowance (more than 4 hours away from normal place of residence, including the lunchtime between 12 noon and 2 p.m.) | £8.05 |
| (iii) | Evening meal allowance (more than 4 hours away from | £15.20 |

the normal place of residence ending after 7 p.m.)

In the case of absence that covers more than one Subsistence period then Councillors are permitted to combine these to form one Subsistence claim.

Meals on Trains

When main meals (that is breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to subsistence allowance, the reasonable cost of the meals (including VAT), may be reimbursed in full. Where the cost of meals taken on trains is reimbursed, absence from the normal place of residence must be consistent with the absences listed.

This provision will also apply to any air travel where meals are taken during a period for which there is an entitlement to subsistence allowance and where a charge is made by the airline concerned,

Please note that claims must not be made where any meal is provided free of charge by an authority or outside body.

In the case of an absence overnight from your usual place of residence you are entitled to claim:

- (i) In London or at the Annual Conference of the Local Government Association / Conference of Local Education Authorities - £110.00
- (ii) Elsewhere in the U.K. - £93.50

These amounts relate to accommodation only and are not intended to include any meals for which separate allowances are available as above.

If an approved duty starts at such a time that it is not possible to be at the venue at the start of the event, then claims will be accepted for overnight stays subject to approval being gained in advance from the Chief Legal Officer and the Leader of the Council.

All appropriate receipts should be submitted with each claim made.

Dependant Care Allowances

Councillors, Co-opted (Non-Elected) Members and other persons serving on the Council and / or its Committees, who are responsible for providing care to children and / or dependant relatives qualify for a Child Care / Dependant Relatives Allowance to assist with spending incurred in paying for care of the child or dependant relative whilst attending approved duties.

The allowance will cover paid care for the following that live with the claimant:

- children aged 15 years and under
- elderly relative requiring constant care
- disabled relative requiring constant care

- relative with learning disabilities requiring constant care

The paid carer cannot be a member of the immediate family or household.

The allowance will be the actual fee per hour, per child/dependant relative, but not exceeding £20.00 per hour.

Claims for Child Care / Dependant Relatives Care should be made on the appropriate Councillors' Allowances form.

Child Care / Dependant Relatives Care Allowance is assessed as income for benefits and income tax purposes and will therefore be paid through the Council's payroll.

All appropriate receipts for dependent care allowances should be submitted with each claim made, and should be signed by the carer.

* Reference to "the Council and its committees" should be understood as referring to the Council, the Cabinet and such other Committees and bodies as shall be established from time to time.

ALLOWANCES APPLYING TO CERTAIN COUNCIL MEMBERS AND CO-OPTED NON-ELECTED MEMBERS

Special Responsibility Allowances

For each year a Special Responsibility Allowance shall be paid to those Councillors who hold special responsibilities in relation to the work of the Council. Only one Special Responsibility Allowance is payable. If a Councillor is appointed to more than one position where a Special Responsibility Allowance is payable, then the larger of the allowances will be paid. The Council has agreed that the following Special Responsibility Allowances will be payable in the 2020/21 Municipal Year.

Type of Allowance	BA Multiplier	Allowance
Leader of the Council	3	£26,169
Deputy Leader of the Council	1.85	£16,138
Cabinet Member	1.5	£13,085
Chair of Audit	0.75	£6,542
Chair of Overview	0.75	£6,542
Chair of Scrutiny and Leader of the Opposition	1.5	£13,085
Chair of Scrutiny if not Leader of the Opposition	0.75	£6,542
Chair of Planning	0.75	£6,542
Chair of Health and Wellbeing Board	0.75	£6,542
Leader of the Opposition if not Chair of Scrutiny	0.75	£6,542
Leader of Minority Group	0.25	£2,181
Chair of Licensing	0.75	£6,542
Chair of Standards	0.75	£6,542
Co-opted Standards Members	0.15	£1,308
Co-opted Health and Wellbeing Board Members	0.15	£1,308
Independent Persons	0.15	£1,308
Chair of Joint Swindon and Wiltshire Police and Crime Panel if a Swindon Councillor	0.75	£6,542
Vice-Chair of Joint Swindon and Wiltshire Police and Crime Panel if a Swindon Councillor	0.25	£2,181

Mayoral Allowances

Mayor	£10,000
Deputy Mayor	£3,500

Co-optees (Non-Elected Members) Allowances

All co-opted members serving on Council bodies are entitled to claim travelling, subsistence and dependent care allowances for Approved Duties carried out both within and outside of the Borough boundary based on the level of Travel and Subsistence Allowance agreed for Councillors.

WITHDRAWAL OF ALLOWANCES

Where a Councillor has been wholly or partially suspended from his responsibilities and / or duties as a member of the Council there will be provision for the withdrawal

of all allowances payable (or part, if applicable, in relation to suspension only of Special Responsibilities held).

There will be also be provision for the repayment of any allowance that has been paid in respect of a period when a Councillor was suspended or had ceased to be a member of the Council. If the suspension is rescinded then any amount of unpaid allowance will be reimbursed.

FORGOING ALLOWANCES

Individual Councillors may give notice in writing that they wish to forgo their entitlement to all or any part of their entitlement to allowances. Notice should be sent to the Chief Legal Officer.

CLAIMS AND PAYMENTS

Claims

Claim forms are available from the Committee and Member Services Section. A continuation sheet is also available for when more than one claim form is required for each month.

Properly completed forms must be submitted to Committee and Member Services before the 1st day of each month (or nearest possible date when the 1st falls on a weekend). This is necessary as the Council's Payroll team require that completed and authorised forms must be with them by the 2nd working day of each month in order for payments to be processed and made in that month's pay round.

The time limit within which any claim for travelling, subsistence and dependant care allowance must be made by the person to whom they are payable is **two months**.

Certification

All claims have to be certified by Committee and Member Services officers to ensure that they relate to an Approved Duty as defined in this Scheme.

All appropriate receipts must be submitted with each claim made for those specific travel and subsistence allowances specified in the relevant sections of this Scheme.

To help the Council certify that you are attending an "Approved Duty" if you attend a meeting of an outside body or attend meetings at the request of a Council officer you should provide supporting information with your claim. Failure to do so may delay payment of your claim.

For example you may:-

- (i) attach the agenda front sheet or minutes of that meeting to your claim form if they indicate your attendance;
- (ii) attach letters or correspondence from the Council officer concerned requesting your attendance at the meeting referred to on your claim form.

It is a Councillor's responsibility to ensure the accuracy of any claim submitted.

The Council's Internal Audit Service may undertake visible sampling of claims made by Councillors to ensure that accurate claims are being made.

Payments

The payment of allowances and related matters are handled within the Payroll Section. If you have enquiries regarding your allowance payments please contact the Council's Payroll Team by telephoning 01793 464343.

Any more general queries concerning Councillors' Allowances, Approved Duties and the provisions of this Scheme of Allowances should be directed to Committee and Member Services on 07980 752043.

The following points should assist you to understand how the allowances are paid and answer some of the general points that could arise from time to time:

- Records of Councillors allowances showing the amount and nature of the payment are open to inspection by Local Government electors resident in the area and are subject to both internal and external audit. They are required by law to be publicised in the local press each year.
- Claims will not be required for Basic Allowance and Special Responsibility Allowance as these will be paid on a monthly basis.
- New Councillors and retiring Councillors will be paid allowances pro rata to their period of office.
- Claims may be made by Co-opted Members (Non-Elected Members) on the standard form for Non-Elected Members available from the Committee and Member Services Section (or from the Payroll Section), and the Council's Intranet.
- Claims may be made for Travel, Subsistence and Dependant Care Allowances in accordance with the Approved Duties defined in the Appendix to the Scheme.
- It is important that the claim form is completed fully, including, date, start and finish times, journey details and place of duty. For claims relating to meetings of outside bodies and meetings attended at the request of Council officers, invitations to attend and / or agenda front sheets must be attached. If they are not this may lead to payments being delayed or claims being referred back to the Councillor concerned for clarification. The mode of travel should be indicated and whether travelling by car, motorcycle or pedal cycle the mileage must be entered.
- The separate financial columns on the claim form should be correctly totalled. Councillors must sign and date the claim and cross through any unused lines and columns.

Please note that claims, which have not been completed fully, which do not have adequate supporting documentation or which are more than 2 months old, will not be authorised and will be returned.

Taxation of Members' Allowances and Expenses

Basic, Special Responsibility and Dependant Care Allowances, count as earnings for BENEFITS (SOCIAL SECURITY) purposes and INCOME TAX. Councillors can be affected, therefore, both as contributors and beneficiaries of the Social Security Scheme and accordingly National Insurance contributions will be deducted unless the payments fall below the threshold limit.

Councillors can find out more details about Benefits and Income Tax that may affect them by accessing the following website - www.gov.uk and follow the links to benefits or Income Tax Councillors can also contact the National Income Tax Enquiry Line on 0300 200 3300.

The Local Government Information Unit has published a booklet on the interaction of Councillors' Allowances with the tax and social security benefits system.

Please note that Council officers must not give advice on Tax and Social Security issues.

Deductions - Political Affiliations

The Council is able to arrange to deduct from Councillors' Basic Allowance on a monthly basis affiliation fees to certain political organisations relating to a Councillor's Work (e.g. Association of Labour Councillors). Members wishing to make use of this service should request the organisation concerned to write to the Council to provide the necessary authorisation, with details of the deduction to be made, amount, and address for payment. Queries concerning this service should be made to the Payroll Team (Tel: 464343) or Committee and Member Services (Tel: 07980 752043).

Chief Legal Officer
May 2020

APPENDIX**Approved Duties**

(Reference to "the Council and its committees" should in all cases be understood as referring to the Council, the Cabinet and such other Committees, Boards, Panels, Working Parties, Groups and Sub-Groups as shall be established from time to time).

Allowances are payable for the following Approved Duties:-

- (1) **Meetings of the Council and its committees** (Including "in house" Training and Development events and cases where a Member is invited by the Chair of the meeting or officially notified to attend a meeting of a committee of which he/she is not a Member.)
- (2) **Formal briefing meetings** provided Members of at least two political groups have been invited to attend.
- (3) **Ad hoc briefings, training sessions, presentations, seminars and on-site inspections (site visits) or other visits** authorised in advance to which members of at least two political groups have been invited to attend.
(In accordance with the Council's Scheme of Delegations the appropriate Officer in consultation with the relevant Cabinet Lead Member or Chair of the Cabinet and the Chief Legal Officer may authorise / approve the duty.)
- (4) **Attendance as a representative of the Local Education Authority at a shortlisting meeting or at an interviewing panel** for a senior post in an education establishment provided Members of at least two political groups have been invited to attend.
- (5) **Attendance at the following "Annual Tours" by Members of the Council:-**
New Member Induction, Borough Farms, Housing Areas and Planning and Transport Sites.
- (6) **Attendance of meetings of the Schools Governors, Education and Community Forums**, providing that Members from at least two political groups have been invited to attend.
- (7) **Attendance at outside conferences, courses and seminars** - The attendance of Members at conferences, external courses and seminars shall normally be limited to one Member of a political group per event. Exception to this may be granted with the approval of the Chief Executive after consultation with the Chief Legal Officer, the Cabinet Member with portfolio responsibility, and / or the Leader of the Council / Chair of the Cabinet.

The only automatic exceptions shall be the Local Government Association (LGA) Annual Conference, which may be attended by the Council's representatives on the Association, including Members appointed to serve on LGA committees, and those other Conferences listed in the Schedule to the Scheme.

Attendance at conferences, courses, seminars etc. must be authorised in advance by (i) the appropriate committee; and (ii) the appropriate Officer in consultation with the Chief Legal Officer, the Cabinet Member with portfolio responsibility, and / or the Leader of the Council by way of the Cabinet Member Briefing Note process.

- (8) **Attendance at joint meetings with other local authorities and other statutory bodies** authorised by the Council and /or its committees.
- (9) **Any other meeting, the holding of which has been authorised by the Council or its committees**, provided members of at least two political groups have been invited to attend.
- (10) **Attendance as a representative of the Council at meetings of the Local Government Association (LGA) and at South West Councils (including at the South West Strategic Leaders Board)**, their committees, sub-committees, working parties and for any appointments to represent those organisations on associated bodies.
- (11) **Meetings of the bodies referred to in the Schedule attached to the Scheme** to which the Member has been appointed or nominated to attend by the Council and / or its committees for the period of appointment (and to such other meetings / organisations as may be approved from time to time by the Council and / or its committees.)
- (12) **Visits by Members to private and voluntary homes** in accordance with a programme organised by officers.
- (13) **Visits by Members to Schools** in accordance with a programme organised by officers.
- (14) **Attendance at official opening ceremonies** as may be approved in advance of the event by the Chief Executive in consultation with the Chief Legal Officer and the Leader of the Council.
- (15) **Meetings, including public meetings, by prior arrangement with or at the request of Council Officers on Council business** and where an advance invitation has been received from the organisation/officer concerned.
- (16) **Meetings with Community Councils, Parish Councils, Residents Associations and other such Associations** relevant to their Ward, where an advance invitation has been received from the organisation concerned.
- (17) **Meetings with Government Ministers, MPs and Civil Servants and Official "Goodwill" visits, including Parliamentary Receptions and Briefings** subject to a Member being authorised to attend by the Council and / or its committees or when it is not practicable, in advance, by the Chief Executive or the Chief Legal Officer and the Leader of the Council.

- (18) **Any other duty or class of duty** as may be approved **in advance** by the Cabinet or in the case of an individual duty by the Chief Executive after consultation with the Chief Legal Officer and the Leader of the Council.

An advanced invitation may take the form of a dated Letter or E-Mail, Agenda Front Sheet, Memorandum or Signed Hand Written Note from the organisation/officer concerned. A copy of the "invitation" should be attached to the relevant claim form when submitted for payment.

Schedule

21st Century Swindon Forum
 Archaeological Advisory Body of the Swindon Development Trust
 Arts Council England – South West
 Association of Public Service Excellence
 Centre for Local Economic Strategies Board
 Cotswold Water Park Joint Committee
 CRE8 Studios
 Cricklade Country Way
 Dorcan Site Management Committee
 Forward Swindon Ltd.
 Great Western Enterprise
 Great Western Community Forest Committee
 Health Hydro (Best Value Team) Management Committee
 Highworth Recreation Centre Management Committee
 Highworth Youth and Community Centre Support Committee
 Joint Committee of the National Parking Adjudication Service
 Local Government Association
 Local Government Association Annual Conference
 Local Government Association Urban Commission
 Local Government Association Annual Children's Conference
 Local Government Association Annual Adult /Social Services Conference
 Local Government Information Unit
 Lydiard House Conference Centre
 National Children and Adult Services Conferences (including Conference of Local Education Authorities (CLEA) / Conference of Social Services Directors)
 National Councillor Network for Adult Social Care and Health Conferences
 Neighbourhood Safety Teams (NeSTS)
 North Wessex Downs Area of Outstanding Natural Beauty Partnership Board
 Plas Pencelli Management Committee
 Rural Services Network
 Standing Advisory Council on Religious Education
 South West Chairs and Chief Education Officers Group
 South West Councils
 South West Strategic Leaders Board
 South West Provincial Employers National Joint Council for Local Government Services
 South West Regional Board for Asylum Seekers and Refugees
 Stratton Pupil Referral Unit Management Committee
 Swindon Adoption Panel
 Swindon Business Improvement District Board
 Swindon Commercial Services Ltd (SCS).
 Swindon Dance Board
 Swindon Fostering Panel
 Swindon Foyer
 Swindon/Ocotal Link
 Swindon Lifelong Learning Partnership
 Swindon Portage
 Swindon Railway Heritage Centre Trust (Board of Trustees)

Swindon Strategic Partnership Board and Conferences
Thames Regional Flood Defence Committee
Town Twinning Network
Unitary Authority Education Network
Wessex Reserve Forces and Cadets Association
Wiltshire Historic Buildings Trust
Wiltshire Pension Fund Committee
Wiltshire and Swindon Police and Crime Commissioner Meetings
Dorset and Wiltshire Fire and Rescue Authority
Wiltshire and Swindon History Centre Project Board
Wiltshire and Swindon Rural Regeneration Partnership
Wilts and Berks Canal Trust
Wiltshire Valuation Tribunal
Wiltshire Waste Partnership

* It is noted that external organisations, bodies, conferences and events occasionally change their names or titles. Where this occurs during the course of a Municipal Year but the relationship to the Council and the Council representation remains the same the organisation / event will be seen as being represented on this schedule.