

# Swindon Borough Council

## Cabinet

**Wednesday, 23 July 2014**

Committee Room 6, Civic Offices  
(Anticipated meeting room)

At 6.00 p.m. or at the Conclusion of the Cabinet Open Forum

### **Conservative Councillors**

David Renard (Chair)  
Brian Mattock (Vice-Chair)  
Russell Holland  
Emma Faramarzi  
Brian Ford  
Fionuala Foley  
Dale Heenan  
Richard Hurley  
Garry Perkins  
Keith Williams

**Committee Officer:** Ian Willcox (Telephone 01793 463601)  
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Swindon, SN1 2JH (Telephone 01793 445500)

**Access Arrangements** - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

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## **AGENDA**

### **NOTE:**

**A Cabinet Open Forum is held at 6:00 p.m. prior to the start of each scheduled Cabinet Meeting. The Open Forum is similar to the 'public question time' that happens at most Council meetings but without the need for questions. It provides the chance to meet with Cabinet Members as well as Board Directors and Directors to discuss matters relevant to the Cabinet and its responsibilities. It provides an opportunity to raise issues and give views. The Forum will normally close at 6.30 pm and the Cabinet will then reconvene for the start of the formal Cabinet meeting. If the Open Forum completes its business earlier than anticipated then the Cabinet Meeting will commence at**

## **6:15pm or at the Forum's conclusion.**

### **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 1 - 14)**

To receive the minutes of the meeting held on 25<sup>th</sup> June 2014.

### **4. Public Question Time.**

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

### **5. Children's Centres Consultation. BDC (CM: FF) (Pages 15 - 24)**

### **6. Budget Management 2014/15. BDR (CM: RH) (Pages 25 - 38)**

### **7. Capital Programme Monitoring Fourth Quarter 2013/14 and Treasury Management Performance 2013/14. BDR (CM: RH) (Pages 39 - 60)**

### **8. Swindon Local Transport Plan - Implementation Plan 2014/15. HHT (CM: DH) (Pages 61 - 88)**

### **9. Swindon Local Flood Risk Management Strategy. HHT (CM: DH) (Pages 89 - 110)**

### **10. Swindon Emergency Assistance Fund. HRB (CM: RH) (Pages 111 - 116)**

### **11. Council Tax Recovery and Debt Management. HRB (CM: RH) (Pages 117 - 134)**

**Date of Despatch:** 15 July 2014

### **Key:**

#### **Officers:**

CE	-	Chief Executive
BDC	-	Board Director Commissioning (DCS/ DASS)
BDSD	-	Board Director Service Delivery
BDR	-	Board Director Resources (Section 151 Officer)
DPH	-	Director of Public Health
DLDS	-	Director of Law and Democratic Services (Monitoring Officer)
HRB	-	Head of Revenue and Benefits
HHT	-	Head of Highways and Transport

#### **Cabinet Members Responsible for the Service Area concerned:**

DR	-	David Renard	Leader of the Council and Chair of Cabinet
BM	-	Brian Mattock	Deputy Leader of the Council, Vice-Chair of Cabinet, Cabinet Member for Health and Adult Social Care
EF	-	Emma Faramarzi	Cabinet Member for Housing and Public Safety
FF	-	Fionuala Foley	Cabinet Member for Children's Services

BF	-	Brian Ford	Cabinet Member for Streetsmart
DH	-	Dale Heenan	Cabinet Member for Strategic Planning, Sustainability and Transport
RH	-	Russell Holland	Cabinet Member for Finance
RHu	-	Richard Hurley	Cabinet Member for Communities and Volunteering
GP	-	Garry Perkins	Cabinet Member for the Economy, Regeneration and Skills
KW	-	Keith Williams	Cabinet Member for Corporate and Leisure Services

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

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, 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://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

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## CABINET

WEDNESDAY, 25 JUNE 2014

PRESENT:- Councillors David Renard (Chair), Brian Mattock (Vice-Chair), Russell Holland, Fionuala Foley, Dale Heenan, Richard Hurley, Keith Williams, Brian Ford and Emma Faramarzi.

An apology for absence was received from Councillor Garry Perkins.

Councillor Des Moffatt attended the meeting in respect of Minutes 5 and 6.  
Councillor Jim Robbins attended the meeting in respect of Minute 5.  
Councillor Stan Pajak attended the meeting in respect of Minutes 5 and 9.  
Councillor Jim Grant attended the meeting in respect of Minutes 5, 7, 10 and 11.  
Councillor Nadine Watts attended the meeting in respect of Minute 5.  
Councillor Andrew Bennett attended the meeting in respect of Minute 8.  
Councillor Bob Wright attended the meeting in respect of Minutes 9, 11, 12 and 13.

### 1. **Declarations of Interest.**

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

Councillor Brian Mattock made a personal declaration of interest in respect of Agenda Item 13 (References from Other Council Bodies (Economic, Environmental and Sustainability Overview and Scrutiny Committee / Town Twinning Network)) as he is a former Secretary of the Swindon Twinning Association.

### 2. **Minutes.**

Resolved – That the minutes of the meeting held on 23 April 2014, be confirmed and signed as a correct record.

### 3. **Public Question Time.**

#### Questioner

Mr Des Morgan had submitted written questions to the Cabinet Member for Economy, Regeneration and Skills regarding Agenda Item 9 – Superfast Broadband Extension Programme prior to the meeting.

#### Response

The written response from the Cabinet Member was tabled at the meeting and noted.

#### Questioner

Mr Terry Reynolds, Wheeler Avenue, Swindon, had submitted written questions to the Cabinet Member for Economy, Regeneration and Skills regarding Agenda Item 9 – Superfast Broadband Extension Programme prior to the meeting.

Mr Reynolds asked a supplementary question regarding two separate internet providers being financed by the Council. He also noted that he had not received a

written response to his question submitted to the Annual Council meeting on 6 June 2014 regarding vending machine hire from the Cabinet Member for Corporate Services and Leisure.

Response

The written response from the Cabinet Member for Economy, Regeneration and Skills was tabled at the meeting and noted. The Chair responded at the meeting to the supplementary question. The Cabinet Member for Corporate Services and Leisure undertook to ensure Mr Reynolds will receive a written response to his question to Annual Council.

Questioner

Mr Mike Bawden addressed the Cabinet on behalf of the Swindon Masonic Lodge regarding Agenda Item 14 – Progressing the Economic Strategy – Corn Exchange, Old Town, Swindon, and requested a meeting between the Cabinet Member for the Economy, Regeneration and Skills, relevant officers and representatives from the Masonic Lodge, to discuss the decision and associated issues.

Response

The Chair thanked Mr Bawden for his comments and agreed that a briefing would be arranged.

Questioner

Mrs Martha Parry, on behalf of Swindon Civic Voice, had submitted written questions to the Cabinet Member for Corporate and Leisure Services regarding Agenda Item 6 – Options Appraisal – Leisure Commissioning, prior to the meeting.

Response

The written response from the Cabinet Member was tabled at the meeting and noted.

Questioner

Mr Brian Cockbill asked a question regarding a report being made available on the consultation undertaken with Primary Schools concerning free hot meals being made available by September 2014, with particular reference to the dates the Stratton Grange Federation were contacted.

Response

The Cabinet Member for Children's Services undertook to provide a written response to Mr Cockbill.

Questioner

Mrs Boyd asked a question regarding a legal clause that allows the Council to build on Croft fields, and what the Council's intentions were in the future.

Response

The Chair thanked Mrs Boyd for her question and comments and advised that a written response would be provided.

**4. 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 Agenda Item No. 14 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. (Minute 13 refers)

## **5. Options Appraisal - Leisure Commissioning.**

The Cabinet Member for Corporate Services and Leisure and the Board Director, Service Delivery submitted a joint report concerning the implementation of the next stage of the Leisure and Culture Commissioning change programme in respect of the Council's leisure and golf facilities, which will ensure the most viable option for continued delivery of a sustainable provision within the Borough. The report outlines the results of additional consultation and engagement, and will be considered by both Cabinet and Council.

Councillor Keith Williams, Cabinet Member for Corporate Services and Leisure, introduced the report and referred to how the proposals will both reduce the leisure subsidy to zero and remove any maintenance costs to the Council. He noted the two prospective providers that have been shortlisted, and set out their suitability and commitment to these proposals.

Councillor Des Moffatt (Rodbourne Cheney Ward) welcomed the exclusion of Moredon Golf from the proposals and asked for further consideration of the area with a view to creating a sports and leisure hub with possible third party management of the site.

Councillor Williams noted that proposals for the Moredon Golf site are aspirational and would require funding. Sport England is keen to develop sporting hubs, but local support would be required to move proposals forward.

Councillor Jim Robbins, Opposition Spokesperson for Leisure, Libraries and Culture, indicated his support of the proposals contained within the report, and noted the possibility of Haydon Wick Parish Council taking over responsibility for the Haydon Centre. He also suggested that the Council should retain golf courses rather than lease them out, and asked that the Croft playing fields be removed from the proposals with Greenwich Leisure Limited (GLL) managing them on the Council's behalf.

Sue Mendham, Head of Commercial Services, advised that representatives of Haydon Wick Parish Council had attended the soft market testing meetings undertaken by the Council in June 2013, but unfortunately had been unable to answer the questions supplied in advance of the meeting. She further advised that the Council had tried to contact the Parish Council at the point of publication of the July 2013 Cabinet report on the Leisure Options, but received no response. She also noted that if Croft playing fields were removed from the proposal and were required to be managed under a Management Contract, under EU procurement law there would have to be a tender for the services and GLL could choose whether or not they wished to bid.

Councillor Williams noted that if the Council retains control of the golf courses they

also retain liability if profits are not meeting expectations.

Councillor Russell Holland, Cabinet Member for Finance, queried the implications on the proposals if the golf courses were retained by the Council. Councillor Williams noted that the golf courses are the subject of a separate proposal already.

Councillor Stan Pajak, Leader of the Minority Group, indicated his support of the proposals but noted the length of the lease for golf was still quite long. He also queried if the private operators will be reviewed to ensure they are doing well.

Councillor Williams noted that golf is in decline but that the private operator intends to fund investments requiring a longer lease. They will be in charge of their own businesses but both private operators will be assessed.

Councillor Jim Grant, Leader of the Opposition, indicated that Haydon Wick Parish Council had not been kept informed of developments and suggested that their wishes to take over the management of the Haydon Centre had not been progressed.

The Chair queried whether Councillor Grant was confusing the two issues and advised that he had been personally keeping the Parish Council updated on the project, but that until the commercial discussions had concluded he had been unable to share full details. He further noted that there had been no written notification from the Parish Council to him of a wish to take over the Haydon Centre.

Sue Mendham confirmed that Haydon Wick Parish Council had not submitted a bid for the lease as referred to earlier in the Cabinet discussions. Councillor Heenan noted that the Minutes of the Haydon Wick Parish Council meetings contained referral to the Council's soft market testing at two meetings.

Councillor Brian Mattock, Cabinet Member for Health and Adult Social Care, indicated his support of the proposals and noted that the Council will retain the freeholds, the leases have been shortened from the original lengths proposed, and that there will be £1.5m savings made from these contracts.

Councillor Fionuala Foley, Cabinet Member for Children's Services, referred to the amount of work done on these proposals and congratulated those involved.

Councillor Nadine Watts, Old Town Ward Councillor, queried why the car park at Croft had not been removed from the proposals along with Marlborough Lane.

Sue Mendham advised that should members decide to remove the car park from the proposals, GLL will have to be approached to check if they would still take the lease on.

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, indicated his support of the proposals and queried if the Dorcan School playing fields were part of it. It was noted that the site plan was contained in Appendix 3 to the report.

Resolved – (1) To note the results of the consultation set out in detail in Appendix 2 and 3, and the changes that have been made to the proposed



commercial approach.

Subject to approval of the proposal by Council:

(2) To authorise the Board Director, Service Delivery, in consultation with the Cabinet Member for Corporate Services and Leisure, Director of Law and Democratic Services and the Board Director, Resources to proceed with the next steps to appoint preferred bidders to take over the operation of the Council's leisure and golf facilities, as listed within the report, in accordance with the approach to the revised key commercial terms.

(3) To approve the recommendation of preferred bidder as Greenwich Leisure Limited (GLL) for the leisure facilities.

(4) To approve the recommendation of preferred bidder as Twigmarket Limited for the golf facilities.

(5) To approve the removal of Moredon Golf Course from the portfolio recommended for transfer and authorise the Board Director, Service Delivery to explore options for alternate recreational uses for the site for the reasons set out in paragraph 3.19 of the report.

(6) To authorise the Director of Law and Democratic Services in consultation with the Board Director, Service Delivery, Cabinet Member for Corporate Services and Leisure and the Board Director, Resources to complete all necessary documentation to transfer the operation of the leisure and golf facilities on the proposed leases, on such terms he considers appropriate to protect the Council's interests.

(7) To authorise the Head of People and Change to plan and undertake a TUPE consultation exercise with all relevant staff, recognising that under the proposals staff engaged on those undertakings will transfer to the new operator.

(8) To note that £3.15m of one-off resources has been earmarked on the Council's Balance Sheet to fund the reverse premium and transition arrangements as set out in paragraphs 5.4 to 5.6 and to cover the costs of any necessary financial, legal or technical advice required to support the conclusion of the negotiations and completion of the relevant contractual documentation.

(9) To authorise officers to open discussions with the Highworth Town Council, the Recreation Trust and the leisure preferred bidder regarding the potential transfer of the Highworth Recreation Centre at a later date, due to the current joint ownership arrangements and legal status of the Trust, noting that in the event a transfer cannot be agreed financial support (including all associated Council central overheads) from the Council to the Centre will cease from 31st March 2016.

(10) To formally thank the team involved for their work on these proposals.

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

## **6. Budget Management 2013/14 - Out-turn.**

The Cabinet Member for Finance and the Board Director, Resources, submitted a joint report concerning the 2013-14 Revenue Budget out-turn based on actual expenditure incurred during the financial year ending 31 March 2014, including (a) the 2013-14 General Fund Out-turn, (b) a summary of spending across the departments, (c) the details of new funding available in 2014-15, (d) the Business Rates Retention Scheme, (e) detail on Swindon Commercial Services Ltd, (f) the Housing Revenue Account, (g) the Dedicated Schools Grant, and (h) a Capital Programme update.

Councillor Russell Holland, Cabinet Member for Finance, introduced the report and referred to paragraph 10.4 on page 45 of the report and asked members to note that it should read that all schools will be asked to contribute at least 5% towards their costs, not 20%.

Councillor Des Moffatt requested that the Thamesdown Drive extension to Barnfield be considered again in light of the total £6.789m infrastructure reserve.

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, indicated his support for the Thamesdown extension road but confirmed that £600k would not be spent on consultants.

The Chair confirmed that all infrastructure funding is now sourced through the Local Enterprise Partnership. The required funding of around £60m to build the extension would have to be in place before this Council would consider spending £600k.

Resolved – For 2013-14: (1) To note that the 2013-14 Out-turn was delivered within Budget for the eighth year running.

(2) To note that the out-turn for each service area set out in Table One and Appendix One assumes that the proposed reserve movements reflected in the balances set out in Appendix Three are agreed.

(3) To approve the level of specific Council reserves held as at 31st March 2014 as set out in Appendix Three, noting the key changes recommended by the Board Director, Resources set out in Table Two.

(4) To note the out-turn position for the Housing Revenue Account and Dedicated Schools Grant.

For 2014-15:

(5) To agree to continue the practice of implementing Budget savings as early as possible to generate in-year capacity to fund any up-front costs associated with delivering on-going Budget savings, noting that this may well result in the current year Budget being underspent.

(6) To endorse the carry forward of £313,878 of the unspent Emergency Assistance Fund into 2014-15 to allow the Council to use all of this earmarked funding to support vulnerable people as was intended by the Government.

(7) To approve that £125k of new Care Bill Implementation Grant is added to the 2014-15 Budget for Adult Social Care.

In respect of the Council's Capital Programme:

(8) To note that Swindon has received a capital allocation of £360,965 for community and voluntary controlled schools to fund the implementation of Universal Infant Free School meals and approve that this funding is incorporated into the Council's Capital Programme and fully allocated across schools during 2014-15.

(9) To approve the additional capital budget for Plas Pencelli enhancement works of £167,000 to be funded from Plas Pencelli reserves of £77k and borrowing of £90,000, to be repaid from the additional revenue generated over a 10 year period.

(10) To approve a budget of £149k to progress work at Eastern Villages through the CH2M Hill (formerly Halcrow) contract, under the terms of their appointment as the Council's Term Consultant for engineering and highways services including land drainage.

(11) To approve a transfer of £50k of grant funding within the capital programme schemes for Adult Social Care, to fund additional costs associated with the works to Sanford House, and that the capital scheme to move Shopmobility

should be incorporated within the Sanford House project in order that they can be managed most effectively together.

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

## **7. Ofsted and Care Quality Commission Inspection of Services for Children.**

The Cabinet Member for Children's Services and the Board Director, Commissioning (DCS/DASS) submitted a joint report concerning the findings of the Care Quality Commission inspection of health services for children looked after and safeguarding, and Ofsted's inspection of services for children in need of help and protection, children looked after and care leavers and the review of the effectiveness of the Local Safeguarding Children's Board, and the actions planned to meet the identified areas for development.

Councillor Fionuala Foley, Cabinet Member for Children's Services, introduced the report and referred to the average numbers of children in Swindon who are on protection plans or being looked after. She noted that this report has been taken to other arenas such as the Local Safeguarding Children's Board and that the associated action plans will be monitored.

Councillor Jim Grant, Leader of the Opposition, queried if the action plan resulting from the Ofsted inspection will be fleshed out prior to the Scrutiny Committee meeting in September 2014. He also queried how much funding would be required to achieve the improvements requested from the reviews.

Councillor Foley confirmed that all background information pertaining to the action plans is already available, and welcomed that a whole meeting of the Scrutiny Committee be devoted to this. Councillor Foley also noted that improvements will be achieved through restructuring and better recruitment and retention of staff.

Resolved – (1) To note the findings of the inspections and satisfy itself that the action plans in response will deliver the intended outcomes.

(2) To note that the Board Director, Commissioning, and the Cabinet Member for Children's Services, have responsibility for monitoring the implementation of the action plans, involving the Health, Adults and Children's Services Overview and Scrutiny Committee in areas particularly important to the Council, including the strategic priorities identified at 4.6.

(3) To delegate to the Board Director, Commissioning and Cabinet Member Children's Services the authority to amend the action plans following Ofsted's review at the start of July 2014.

(4) To thank the officers involved for their work on the inspections formally.

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

## **8. Superfast Broadband Extension Programme.**

The Cabinet Member for the Economy, Regeneration and Skills and the Board Director, Resources, submitted a joint report concerning the Council's involvement

in the Superfast Broadband Extension Programme being promoted by the Government through its agency Broadband Delivery UK including (a) Swindon joining the Superfast Broadband Extension Programme, (b) procuring a delivery partner for the project and (c) next steps in the process.

The Chair introduced the report and referred to the fact that all commercial roll-outs have been done in Swindon now, requiring these next steps to further improve the broadband service offered in the area.

Stuart McKellar, Board Director, Resources, noted that the areas to be targeted are not yet known as this will be an on-going process.

Councillor Andrew Bennett, (Ridgeway Ward), indicated his support of the proposals and noted that BT needs to improve its infrastructure in the area.

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, noted that there is an aim to solve the infrastructure problems in Swindon. The proposal is to go through an 'OJ tender' and BT is not the default option for a provider.

**Resolved** – (1) To authorise the Board Director Resources to submit a formal request for funding to Broadband Delivery UK (BDUK) by 30<sup>th</sup> June 2014 that will signal the Council's intent to participate in the next stage of the Superfast Broadband Extension Programme.

(2) In support of the request for funding, approve that a further £1.540m be set aside from the Infrastructure Fund established by Council in February 2014 as the Council's match funding contribution and to cover project costs, as detailed in Table 1 of the report.

(3) To agree that an EU compliant open tender process be entered into for this project in order to enable bids to be received for a range of possible technical solutions, as outlined in section 5 of the report.

(4) To support on-going dialogue with Parish Councils and other stakeholders, both through a formal "open market assessment" and through other channels, to assess how they can best be involved in the programme.

(5) To authorise the Director of Law and Democratic Services, in consultation with the Cabinet Member for the Economy, Regeneration and Skills and the Board Director Resources, to complete and enter into such agreements and associated documentation on such terms as he considers necessary to protect the Council's interests in this matter.

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

## **9. Swindon Sports Strategy 2013-2017.**

The Cabinet Member for Corporate Services and Leisure and the Board Director, Service Delivery, submitted a joint report concerning the consultation undertaken seeking the views of the public and those interested in sport on the draft Swindon Sports Strategy. The consultation was undertaken in partnership with the Swindon Sports Forum and Wiltshire and Swindon Sport. The report outlines the results of the consultation and sets out the Swindon Sports Strategy that reflects, as far as possible, the comments and views received during the consultation.

Councillor Keith Williams, Cabinet Member for Corporate Services and Leisure, introduced the report and referred to the on-going challenge of capacity issues and targeting hard to reach members of the public.

Councillor Bob Wright, Opposition Group Spokesperson for Housing and Transport, referred to the Section 106 monies available for investing and improving upon the structures and facilities available at the County Ground. He also expressed concern that the athletics track is not up to standard.

The Chair indicated that he will take a personal interest in this issue and agreed that a briefing would be circulated.

Councillor Stan Pajak, Leader of the Minority Group, indicated his support of the proposals and suggested that Tesco could become involved due to their close vicinity.

Resolved – (1) To note the results of the consultation set out in detail in Appendix 1, and the changes that have been made to the draft Strategy as a result of the comments and views received attached as Appendix 2.

(2) To adopt the Swindon Sports Strategy 2014 – 2017 attached as Appendix 3, in partnership with the Swindon Sports Forum and Wiltshire and Swindon Sport.

(3) To authorise the Board Director, Service Delivery, in consultation with the Cabinet Member with portfolio responsibility and partner organisations, to progress those elements of the Swindon Sports Strategy that are within the remit of the Borough Council.

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

## **10. Future Direction of Swindon Capita Partnership.**

The Cabinet Member for Finance, the Cabinet Member for Corporate Services and Leisure, and the Board Director, Resources, submitted a report concerning the proposed changes for services provided under the Council's strategic partnership with Capita including (a) an overview of the partnership and its financial performance, and (b) detail on the proposals and the projected timescale for changes.

Councillor Russell Holland, Cabinet Member for Finance, introduced the report and referred to how the Council's situation has changed since the beginning of the relationship with Capita in 2007. He noted that the proposals contained within the report will achieve savings on the 2014-2015 budget.

Councillor Fionuala Foley, Cabinet Member for Children's Services, noted the difference in circumstances between when the contract was appointed in 2007 and now. She also recognised Capita's achievements such as the One Stop Shop and the Contact Centre.

Doug Maclean, Interim Head of IT Strategy, referred to the ICT Strategy for 2014-2019. He outlined some of the suggested proposals for the Council such as virtual desk tops and a cloud-based environment.

Councillor Jim Grant, Leader of the Opposition, expressed his concern with the IT systems staying with Capita and suggested that local businesses could be utilised to provide the Council's IT systems.

Stuart McKellar, Board Director, Finance, confirmed that there is a 15 year contract with Capita but that they are aware of the requirements they have to fulfil.

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, expressed his concern at the length over which the IT Strategy will operate, the internal focus and that customer services is not reflected.

Resolved – (1) To note the success of the partnership in supporting the Council with its transformation as set out in more detail in paragraphs 3.4 to 3.5 of the report.

(2) To authorise the Board Director, Resources to negotiate the return to direct Council management of the following services currently provided by Capita:

- Business Support
- Customer Services
- Finance Administration
- Human Resources and Payroll Administration
- Print and Logistics
- Partnership Management

(3) To maintain the Revenues and Benefits service within the Partnership under broadly similar arrangements that are currently in place as at June 2014.

(4) To agree the proposed ICT Strategy 2014-2019 set out in Appendix 1 to the report as the basis for renegotiating the ICT service to remain within the partnership to create a modernised, more resilient and financially sustainable service, subject to a satisfactory position being reached on commercial and service delivery arrangements.

(5) To authorise the Board Director Resources, in consultation with the Cabinet Member for Finance, and the Cabinet Member for Corporate Services and Leisure, to conclude negotiations with Capita for the future provision of ICT services, within the parameters set out in the report.

(6) To authorise the Board Director Resources to spend up to £3m of one-off monies over and above the 2014-15 Budget for services within the Partnership to partially terminate the partnership agreement to realise 2015-16 on-going savings of around £2m per annum excluding ICT services.

(7) To authorise the Director of Law and Democratic Services in consultation with the Cabinet Member for Finance, the Cabinet Member for Corporate Services and Leisure, and the Board Director Resources, to enter into the relevant documentation to give effect to the proposals set out in this report, on such terms as he considers necessary to protect the Council's interests.

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

## **11. Sale of John Street Multi-Storey Car Park.**

The Cabinet Member for the Economy, Regeneration and Skills, the Cabinet Member for Highways, Strategic Planning, Sustainability and Transport, and the Board Director, Commissioning, submitted a report concerning the agreed terms

between the Council and UK Commercial Property Estates Limited, and the savings the Council will make by virtue of the sale and demolition of the John Street Car Park.

The Chair introduced the report and referred to the improvements planned for this area of Swindon.

Councillor Bob Wright, Opposition Group Spokesperson for Housing and Transport, queried why only 50% of the profit will be retained by the Council if the site is redeveloped when this car park had been earmarked for demolition anyway. He also referred to logistical problems in the area.

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, confirmed that a decision had already been made on car park rationalisation and that the Council will not be required to spend money through these proposals.

Resolved – (1) To authorise the Head of Property Assets to enter into negotiations for the sale of the John Street Multi-Storey Car Park (MSCP) to UK Commercial Property Estates Limited (UKCPEL) on the basis that:

- The MSCP is sold for a peppercorn on the basis that UKCPEL demolish the car park at their own cost.
- The Council has the option to reacquire the MSCP after 18months for a peppercorn if demolition has not been completed or after 5 years if the site has not been redeveloped for commercial use.
- The Council receives 50% of any profit if the site is redeveloped.

(2) To authorise the Director of Law and Democratic Services, in consultation with the Board Director, Resources and the Head of Property Assets, to complete the disposal on such terms and conditions as the Director of Law and Democratic Services considers necessary to protect the Council's interests.

(3) To approve a budget of up to £10,000 from the Regeneration Reserve for the payment of legal fees for the disposal.

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

## **12. References from Other Council Bodies (Economic, Environmental and Sustainability Overview and Scrutiny Committee / Town Twinning Network).**

The Cabinet Member for Strategic Planning, Sustainability and Transport, the Leader of the Council and the Director of Law and Democratic Services submitted a report concerning recommendations arising from the Economic, Environmental and Sustainability Overview and Scrutiny Committee held on 1<sup>st</sup> April 2014, and from the Town Twinning Network held on 2<sup>nd</sup> April 2014.

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, expressed his support for noting the recommendations arising from the Economic, Environmental and Sustainability Overview and Scrutiny Committee.

The Chair offered his support for noting the requests arising from the Town

Twinning Network but declining the provision of funding due to the lack of information provided on what the funding is required for. He invited the Cabinet Member for Health and Adult Social Care to investigate what assistance the Council can provide in response to both items.

Councillor Russell Holland, Cabinet Member for Finance, noted that the original report to the Town Twinning Network indicated that there were no financial implications involved so it is unclear where the £20k request had arisen from and why.

Resolved – (1) That, further to Minute 25 of the Economic, Environmental and Sustainability Overview and Scrutiny Committee, to note the recommendations arising from the meeting.

(2) That, further to Minute 36(1) of the Town Twinning Network, to note the request but to decline the provision of £10k funding to the Town Twinning Network to support Town Twinning Activities over the next 3 – 5 years.

(3) That, further to Minute 37(2) of the Town Twinning Network, to note the request but to decline the request for a one-off budget to support the 40th anniversary celebrations during 2015 of the Swindon / Salzgitter Town Twinning link.

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

### **13. Progressing the Economic Strategy - Corn Exchange, Old Town, Swindon**

The Cabinet Member for the Economy, Regeneration and Skills, the Cabinet Member for Finance, the Board Director, Commissioning and the Board Director, Resources, submitted a report concerning how the Council can use its financial powers to play an enabling role in the regeneration development of the Corn Exchange in Old Town, which is a key historic building within Swindon.

The Chair introduced the report and referred to the aim to promote regeneration in this area of Swindon and how these proposals support that aim.

Paddy Bradley, Head of Commissioning for Economy and Attainment, noted the challenging factors on this site but that the proposals were in line with the town centre master plan. All risks to the Council on the project are also protected.

Councillor Russell Holland, Cabinet Member for Finance, raised questions regarding the acquiring of commercial sites and the letting viability assurances.

Councillor Brian Ford, Cabinet Member for Streetsmart, expressed some concern on risk to the Council but indicated his support for the proposals and the benefits to the area if it proceeds.

Councillor Bob Wright, Opposition Group Spokesperson for Housing and Transport, queried the Council funding and noted the competing demands across the town.

Councillor Holland queried the timescales involved, figures and the long term plans



as presented in the report, and noted the heritage building on the site.

Resolved – (1) To agree in principle that the Council should seek to take an Enabling Approach towards development in the Borough, within the context of the considerations set out in paragraph 5 of the report.

(2) To authorise the Director of Law and Democratic Services in consultation with the relevant Board Directors and Cabinet Members, to enter into formal agreements with the owner of the Locarno, Old Town, Swindon, with a view to combining our respective landholdings and facilitating the development of a high quality mixed commercial leisure and residential scheme that complies with the approved planning brief, subject to being satisfied that the owner and/or his nominated developer have the financial means to finance all the 'predevelopment works' including marketing, design and planning fees.

(3) To agree that, if necessary, Swindon Borough Council promote a Compulsory Purchase Order (CPO) to acquire the buildings known as the Forum (Marlborough Road), the Masons (The Planks) and 17-23 Marlborough Road Old Town, Swindon at the cost of the owner of the Locarno or his nominated developer.

(4) To authorise the Board Director, Resources to provide the owner of the Locarno a contribution up to a maximum of £1million towards the cost of the restoration of the heritage buildings provided that this is done in such a way that is compliant with financial and legal mechanisms that do not constitute State Aid.

(5) To agree to dispose of its landholding (shown in red on attached plan) to GM for £500k, payable on completion of the development.

(6) To agree to undertake improvements to the public highway along the High Street and its junction with Newport Street at a maximum cost of £350k including the provision of 'shared surfaces', improvements to public footways etc.

(7) To approve a one-off contribution toward the costs of the public realm within the development of up to £150,000, within the level of permissible State Aid under the 'de-minimis' regulations.

(8) To agree to purchase the commercial element of the completed scheme at an independently assessed market value based on the level of rental income, payable in staged payments as the construction works progress, subject to; there being agreements for leases in place for terms of not less than 20 years and to cover no less than 80% of the annual rental income.

(9) To agree that on disposal of the commercial asset – 10 years after completion of the purchase - the Council will pay to the owner of the Locarno 16.67% of any uplift in the value of the commercial asset over and above the base appraisal value.

(10) To authorise the Director of Law and Democratic Services to conclude an agreement and all necessary documentation which provides comfort to the owner and his nominated developer to continue to invest in the pre-development work and then to conclude a Development Agreement (DA) between the Council, the owner of the listed structures as named in the report, and a Joint Venture (JV) company formed between the owner and Swindon Corn Exchange Limited (SCEL).

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

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## Children's Centre Consultation

**Cabinet**

**Date: 23<sup>rd</sup> July 2014**

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Author:	Cabinet Member for Children's Services Board Director, Commissioning/Head of Commissioning Children & Adults
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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### **1. Purpose and Reasons**

- 1.1 This report will present proposals for consultation for possible changes to the Children Centre service to focus the service in the areas of the Borough with the highest number of vulnerable children. Through this, we expect to realise savings to contribute towards our future years' budget position.
- 1.2 The report will also set out how vulnerable children will be supported through the increase in health visitors and fifteen hours of early years' education for vulnerable two year olds.
- 1.3 As part of the consultation, we would like to invite and explore innovative ways to use existing community facilities/children's centres in order to build self-supporting communities and improve children's lives.
- 1.4 The proposals could lead to the creation of multi-generational family centres for Swindon. We are seeking views about what form these new centres would take.
- 1.5 The proposals could also result in the de-commissioning of several Children's Centres in Swindon that would then be followed by de-registration by Ofsted.
- 1.6 Local Government is currently experiencing its biggest challenge in at least a generation. The national austerity programme is bringing unprecedented reductions in funding at the same time as demand for services is increasing rapidly. As a result, over the next three years this Council will need to find around a further £48m of savings, on top of £70m over the past five years. If we are to achieve this and secure a sustainable future for the Council and the Borough, we need to look very carefully at all services the Council provides and supports.
- 1.7 The proposals for consultation contribute to the Council's Corporate Strategy of 'making the best use of available resources'.
- 1.8 As this proposal is not on the Cabinet Forward Plan/Work Programme, notice has been given in accordance with the requirements of the constitution in order to enable a decision to be made by Cabinet.

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Further information on the subject of this report can be obtained from Sue Wald (01793) 463169, [swald@swindon.gov.uk](mailto:swald@swindon.gov.uk).

# Children's Centre Consultation

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**Date: 23<sup>rd</sup> July 2014**

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## **2. Recommendations**

Cabinet is recommended to:

- 2.1 Endorse the approach set out in this report in relation to improving children's lives in those areas with the most vulnerable.
- 2.2 Note that the following Children's Centres will remain unchanged: Penhill & Pinehurst, Moredon, Drove, Gorse Hill (referred to as Supercluster) and Parks & Walcot East.
- 2.3 Authorise the Board Director, Commissioning to undertake a public consultation on:
  - 2.3.1 Two pilot multi-generational family centres to be established in West Swindon (West Swindon Family Project) and Abbey Meads (Butterflies) with two thirds of their existing funding for a period of up to two year during which the centres are required to raise funds and work towards reducing the need for funding.
  - 2.3.2 Developing innovative ways to use existing community facilities at Robert Le King and Ladybird (Highworth) in order to build self-supporting communities and improve children's lives.
  - 2.3.3 De-commissioning the remaining facilities as Children's Centres by 1<sup>st</sup> April 2015. This applies to Butterflies, Ladybird, Eldene, Croft, Saltway, Robert Le Kyng, and West Swindon Children's Centres and may lead to their de-registration by Ofsted.
- 2.4 Note that the buildings at Croft, Eldene, Greenmeadow and Saplings are now used by primary school or early years' education providers, and are not affected by these proposals.
- 2.5 Note that savings of £770k will be achieved if these proposals are implemented.
- 2.6 Confirm that the consultation process should run from 29<sup>th</sup> July until 3<sup>rd</sup> October 2014, as Children's Centres remain open during the summer holidays.
- 2.7 Present findings from the consultation to a future Cabinet meeting on the 22<sup>nd</sup> October 2014.

## **3. Detail**

Proposal for consultation

- 3.1 Swindon Borough Council wishes to consult with parents, carers and stakeholders on the option to change the provision of Children's Centres and support to families with children under the age of five. If these proposals are implemented, then savings of £770k per annum would be achieved.

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# Children's Centre Consultation

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Date: 23<sup>rd</sup> July 2014

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3.2 We are proposing to consult on:

- 3.2.1 Two pilot multi-generational family centres to be established in West Swindon (West Swindon Family Project) and Abbey Meads (Butterflies) with two thirds of their existing funding for a period of up to two year during which the centres are required to raise funds and work towards reducing the need for funding.
- 3.2.2 Developing innovative ways to use existing community facilities at Robert Le King and Ladybird (Highworth) in order to build self-supporting communities and improve children's lives.
- 3.2.3 De-commissioning the remaining facilities as Children's Centres by 1<sup>st</sup> April 2015. This applies to Butterflies, Ladybird, Eldene, Croft, Saltway, Robert Le Kyng, and West Swindon Children's Centres and may lead to their de-registration by Ofsted.

## Background

3.3 Alongside children's centre services, there is now a range of universal services offered across in Swindon.

- 3.3.1 Health visitors provide additional support for vulnerable children. The number of health visitors is due to increase from 35 to 52 in April 2015.
- 3.3.2 Parents or guardians of vulnerable children aged 2 can apply for 15 hours of early years' education per week. Currently just under 600 are supported with an additional 400 places by March 2015.
- 3.3.3 All children aged 3 and 4 are entitled to 15 hours of early education per week and 90% of children receive this service. During 2015, all vulnerable 3 and 4 year-old children will receive an additional £300 to enable them to be ready for school. This money will be paid to early years' education providers.
- 3.3.4 A range of mother and toddler groups and self-help groups run by parents and for parents operate across Swindon. This information will be made available on line through My Care My Support website for children and young people from September 2014.

3.4 During 2012-2014, there have been significant changes in Swindon. Our population of children under five has grown significantly due to a rising birth rate and the expansion of Swindon in the north and now in the south. The demand for specialist children's social care services has been unprecedented. In the past twelve months, the number of children in need of protection from abuse and neglect has increased by almost 50% (147 children in March 2013 to 217 children in March 2014). At the same time, referrals to social workers have increased by 25%.

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# Children's Centre Consultation

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Date: 23<sup>rd</sup> July 2014

- 3.5 Linked to the national measures to restore fiscal responsibility and the rising demand for services within Swindon, the Council is facing highly significant financial pressures with a projected funding gap of £17.6m for 2015-16. This is on the back of needing to find a similar scale of savings in previous years and a likelihood that austerity will continue for at least a further three years.
- 3.6 In February 2013, Swindon Borough Council reduced funding for Children's Centres by 7.9% in 2013/14 and a further 7.9% in 2014/15. In September 2013, Cabinet agreed a new model to cluster the 12 children's centres into six clusters with 80% of funding based on the number of vulnerable children in each cluster (Cabinet Minute 40, 2013/14 refers).
- 3.7 This greater focus on vulnerable families is prescribed by Ofsted and centres are inspected to review progress around improving the outcomes for children from vulnerable families. Between January and March 2014, four buildings were de-commissioned as part of the reshaping of centres at Croft, Eldene, Greenmeadow and Saplings. All of these are now used by primary schools or early years' education providers for children under the age of five and are not affected by these proposals. The centres are listed below.

Centre	Provider	Children under Five	Vulnerable children	Current budget 2014/15 £
Supercluster: Sure Start Penhill & Pinehurst , Gorse Hill, Moredon, Drove	4Children	4154	1268 (30%)	764,000
Parks and Walcot east Children's Centre	Goddard Park Academy	1033	516 (49%)	264,000
West Swindon Children's Centre	West Swindon Children & Family Centre	855	284 (33%)	156,000
Eldene Outreach service only – no building	The Children's Society	865	184 (21%)	113,000
Saltway	The Children's Society	949	184 (19%)	116,000
Robert le Kyng	The Children's Society	819	211 (25%)	123,000
Croft Outreach service only – no building	The Children's Society	1504	222 (15%)	154,000
Ladybird	Westrop Primary School	1520	285 (19%)	182,000

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# Children's Centre Consultation

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Centre	Provider	Children under Five	Vulnerable children	Current budget 2014/15 £
Butterflies	Abbey Meads Primary School	2938	389 (13%)	281,000

## What is the vision for Children's Centres?

- 3.8 The Council's policy is that all children in poverty/children in need will have access to the national core offer of Children Centre Services (including expectations identified in the Ofsted Framework for the inspection of Children's Centres). In addition to this, there is a programme of early intervention for children in poverty/children in need so that demand on high cost specialist services reduces.

## What services do Children's Centres offer?

- 3.9 The provision of services is based on the national core offer, the Ofsted inspection framework, and analysis of local needs of families. At the core, all centres provide the following:-
- 3.9.1 Providing access to universal services (currently funded at 20%). The main universal services provided by centres are advice and information to parents about what else is available in the local area and signposting to early years' education and specialist services. Centres offer universal Stay and Play sessions for parents, health eating, breastfeeding, and parenting. Where parents are wishing to find training or employment, links should be made with Job Centre and Job Centre plus and adult learning programmes. Although, only 20% of the funding is earmarked for these services, a much higher proportion of non-vulnerable families are making use of these services.
- 3.9.2 Targeted support for vulnerable families (currently funded at 80% of funding). The targeted services include the following:
- a. **Parenting and family support** including outreach work, parenting groups and individual work with families to strengthen parenting capacity.
  - b. **Individual and small group support** in response to identified strengths and risk factors within individual families.
  - c. **Targeted evidence-based early intervention programmes**, where published evaluation demonstrates that particular interventions can help families make accelerated progress in improving outcomes where

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they are at greatest risk of falling furthest behind. In Swindon, centres are delivering Baby Steps - a parenting programme developed by the NSPCC aimed at supporting vulnerable parents.

- d. **Links to specialist services** where Children's Centres refer to health visiting or children's social care, support parents whose children have a child protection plan and children in need.

## Who do Children's Centres support?

- 3.10 Although 80% of the funding is targeted at the services listed in 3.10.2, many are not reaching vulnerable families, especially in those areas where there are high numbers of families that are not vulnerable making use of the centres.

Vulnerable families are defined by Ofsted as:-

- a. lone parents, teenage mothers and pregnant teenagers,
- b. children from low income backgrounds,
- c. children living with domestic abuse, adult mental health issues and substance abuse,
- d. children 'in need' or with a child protection plan,
- e. children of offenders and/or those in custody,
- f. fathers, particularly those with any other identified need, for example, teenage fathers and those in custody,
- g. those with protected characteristics<sup>1</sup>, as defined by the Equality Act 2010,
- h. children who are in the care of the local authority (looked after children),
- i. children who are being cared for by members of their extended family such as a grandparent, aunt or older sibling,
- j. families identified by the local authority as 'troubled families' who have children under five,
- k. families who move into and out of the area relatively quickly (transient families), such as asylum seekers, armed forces personnel and those who move into the area seeking employment or taking up seasonal work, and
- l. any other vulnerable groups or individual families including those young children and families identified as at risk of harm by other services – such as adult social care, schools, police, and health services.

## What are our reasons for consultation?

- 3.11 By April 2015, the number of health visitors is planned to increase to 52, which gives additional capacity to support vulnerable children. In addition, the number of places for vulnerable two year olds receiving 15 hours of early years' education per week increases by 400.

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<sup>1</sup> Children and families with protected characteristics may include: those for whom English is an additional language; those from minority ethnic groups; those from Gypsy, Roma and Traveller families; those from lesbian, gay and transgender families.

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# Children's Centre Consultation

**Cabinet**

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- 3.12 The supercluster was established in April 2014 and the service is now provided by the organisation 4Children, which specialises in the provision of children's centres. This area has the highest number of vulnerable children in Swindon. This area also generates high levels of demand for children's social care services. We also know from our data that many parents in this area do not necessarily attend their local centre. For example, many families from black and ethnic minority communities attend Drove. We are therefore proposing that the Supercluster is maintained as a provision, improving their service to reach 100% of vulnerable children and supporting a reduction in demand for children's social care. Vulnerable parents living in the central area, Old Town and Wichelstowe of Swindon will be encouraged to attend Drove Children's Centre.
- 3.13 Parks & Walcot East has the second highest number of vulnerable children. It is geographically close to Eldene. We would propose that vulnerable parents from the Eldene area are encouraged to attend the centre in the Parks & Walcot East.
- 3.14 It is proposed that there are two multi-generational family centres in Abbey Meads (Butterflies) and West Swindon Children & Family Project, with a reduced level of funding than the current children's centres in the areas. This would ensure a geographical spread of provision. A multi-generational family centre would bring together groups run by parents for parents and for wider use by the community, health services, and others. The model used in the 'inter-generational centres' is providing funding for a co-ordinator and some running costs. The role of the co-ordinator would be to work with local parents, older people, and community groups to recruit volunteers and offer space for groups to meet and support each other. Each centre could charge and fund-raise locally or from charitable trusts.
- 3.15 As Children's Centres are de-commissioned, the centres could set themselves up as local charities (an example of this is West Swindon Children & Family Protect) or a community interest company. Voluntary Action is commissioned by the local authority to support groups in establishing themselves as charities or community interest companies. We would need to negotiate with existing providers over the name of each multi-generational centre as part of the processes of commissioning alternative services.
- 3.16 Vulnerable parents currently attending Saltway, would be encourage to attend West Swindon Family Centre. We would be negotiating for vulnerable families living in Stratton to attend services in the supercluster. The additional space at Saltway could be used for services to support disabled children.
- 3.17 The strategy being proposed has a strong fit with the Council's Stronger Together outcomes to better target services provided by the Council and to work with communities to support each other. The consultation needs to help encourage different groups and networks to come forward to give innovative solutions as part of the 'offer' of multi-generational family centres
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Further information on the subject of this report can be obtained from Sue Wald (01793) 463169, [swald@swindon.gov.uk](mailto:swald@swindon.gov.uk).

# Children's Centre Consultation

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Date: 23<sup>rd</sup> July 2014

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## What is the consultation process?

- 3.18 It is proposed that a comprehensive consultation exercise is conducted across key stakeholders: children, parents and families; local community organisations, early year's settings, schools and health services. Department for Education will also need to be consulted in accordance with statutory requirements in relation to "a significant service no longer being provided at a children's centre" and/or "a greatly reduced level of services provided at a children's centre." The proposal is that consultation will take place over 10 weeks from 29<sup>th</sup> July until 3<sup>rd</sup> October 2014. The consultation will accord with the principles affirmed in the Council's Consultation Policy (Cabinet Minute 89, 2013/14 refers).
- 3.19 Due consideration will need be given to all aspects of diversity and equality throughout the consultations and the views of all key partners will be fundamental in ensuring that service delivery meets the needs of children and families in greatest need.
- 3.20 It is planned that a report on the outcome of the consultation will be presented to Cabinet on 22<sup>nd</sup> October 2014 with potential implementation of a new model of delivering services in April 2015.

## **4. Alternative Options**

- 4.1 Members would have to consider savings from other services. This is extremely challenging as demand for children's services provided by the local authority is increasing

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 The current budget for children's centres is £2,098,000 per annum plus a contribution of £74,400 from Swindon Clinical Commissioning Group for the children's centre in Super cluster (Penhill & Pinehurst). Funding is allocated to twelve centres in six clusters based on 80% of funding targeted at vulnerable children. The proposals for consultation represent a £770k reduction in funding.
- 5.2 The contracts for Parks & Walcot East Children's Centre and West Swindon Children and Family Project end in March 2015. A tender may therefore be required.
- 5.3 There will be potential redundancy costs associated with the proposals for which the local authority is liable as contracts are ended.

# Children's Centre Consultation

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## Legal and Human Rights Implications

- 5.4 All legal and human rights implications have been taken into consideration in preparing this report. It is considered that the report's recommendations are compatible with Convention Rights.

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

- 5.5 There are significant implications for staff employed by children's centres as the proposals involve the potential loss of staff and. It is also possible that the delivery of services may deteriorate as staff retention may reduce.

## Diversity Impact Assessment

- 5.6 A Diversity Impact Assessment has been undertaken and a copy can be obtained from the author.
- 5.7 There will be vulnerable children in areas of Swindon who will not receive support from a centre under the proposals. This may include children from minority ethnic communities, those living in households where parents are not in work and children living with lone parents. The Early Help services of the local authority will support families with children under five through the health visiting service. We are also consulting on a proposal to use buildings, which could include education for 2-year olds. Education for vulnerable 2 year olds is 15 hours a week could provide a greater level of service than those provided by centres currently through the increase in places.

## Risk Management

- 5.8 The risks associated with the proposals for consultation are outlined in the Diversity Impact Assessment.

## **6. Consultees**

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None

## **8. Appendices**

- 8.1 None

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## 9. Key Decision/Decision in Forward Plan

- 9.1 This is a Key Decision not included in the Cabinet Work Programme / Forward Plan for July 2014, and the necessary public notice has been given in accordance with the provisions contained in paragraph 15 of the Council's Access to Information Procedure Rules, Part 4 Section 2 of the Council's Constitution.

## Budget Management 2014-15

Cabinet

Date: 23<sup>rd</sup> July 2014

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Authors:	Cabinet Member for Finance, and Board Director, Resources
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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### 1. Purpose and Reasons

- 1.1. This report presents the 2014-15 Revenue forecast out-turn at the end of May 2014.
- 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 underpins the Council's Strategic Objective of consistently making the best use of all available resources as well as providing focus for the Change Programmes.

### 2. Recommendations

Cabinet is recommended to:

- 2.1. Note the projected out-turn position for 2014-15 set out in Table 1 and Appendices 1 and 2;
- 2.2. Approve the virements set out in Appendix 3;
- 2.3. Approve the loan of £280k to Swindon Commercial Services Ltd to finance the can baler purchase and installation;
- 2.4. Approve the reduction in the maximum limit of the cashflow loan facility to Swindon Commercial Services Ltd from £2.25m to £1.25m;
- 2.5. Approve the sum of £88k for the deep clean and seal of surfacing in the Town Centre, to be funded from one-off resources;
- 2.6. Recommend to Council that
  - (a) the Board Director, Resources be authorised to
    - (i) submit applications for external funding which would further the Council's strategic objectives, and
    - (ii) accept the award of external funding which further the Council's strategic objectives, in consultation with the relevant Cabinet Member,

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(b) the Director of Law and Democratic Services be authorised to amend the Scheme of Delegation accordingly;

- 2.7. Note the proposed work to be undertaken on a detailed needs assessment of the Library service following recent consultation feedback.

## 3. 2014-15 Projected Out-turn

- 3.1. The only firm projected variance at this early stage in the financial year is a shortfall in rental income within the Council's commercial property portfolio. Although a number of risks within service areas are emerging, it is expected that the recently adopted strategy of early delivery of future year savings will continue as part of the mitigation. In this context, it is to be expected that the Council will deliver services within the overall cash limit for 2014-15.
- 3.2. The budget and projected out-turn by each Department is set out in Table 1 below and a more detailed analysis is set out in Appendices 1 and 2.

Table 1 – Projected Out-turn By Department

Department	Budget 2014/15 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000
Chief Executive	(2,219)	(2,119)	100
Resources	2,751	2,751	0
Corporate	(14,622)	(14,622)	0
Commissioning	98,832	98,832	0
Service Delivery	57,926	57,926	0
<b>Total General Fund</b>	<b>142,668</b>	<b>142,768</b>	<b>100</b>

## 4. Department Summaries and Explanation of Key issues

### Chief Executive

- 4.1. The Chief Executive's Department is currently projecting an overspend of £100k due to vacant commercial properties. A risk in relation to these vacant properties was identified in the 2014-15 Budget report but no base budget savings were identified to mitigate this on the basis that work would be undertaken to let the properties in 2014-15; this work is underway. In addition, the Property Assets team has previously been successful in securing non-recurring property related income. To date one-off income has been received from a covenant release, a successful legal claim for overpaid rent on Premier House and the recovery of dilapidations, which are mitigating the full effects from the pressure on rental income.

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## Resources

- 4.2. The Resources Department is currently projecting a balanced position. The most volatile budget within the Department is Revenues and Benefits due to the demand-driven nature of the service and, therefore, this is being closely monitored and variances will be reported as they emerge.

## Corporate

- 4.3. The Corporate budgets are currently projected to be on target, these budgets include most of the Council's non-ring-fenced grant income, PFI grant, investment income, debt charges, contributions to the superannuation fund deficit, redundancy costs, the Council's contingency of £0.5m and other smaller budgets.

## Commissioning

- 4.4. The Commissioning Budgets are currently projecting a balanced position.
- 4.5. Within Adult Services, targeted work on care packages suggest that savings of around £1m can be delivered. However, a recent legal ruling on deprivation of liberty safeguards (DOLS) could result in the cost of DOLS rising by up to £1m and therefore projections remain unchanged. The Local Government Association and the Association of Directors of Adult Social Services are lobbying the Government to get a resolution to this issue.
- 4.6. On Public Health, demand for sexual health services exceeded the budget by over £200k in 2013-14. The expectation is that this will continue to be a pressure and officers are working to identify options to balance the overall Public Health budget, which is funded by a specific grant.
- 4.7. The Children and Families service continues to have difficulties in recruiting staff and the increasing caseload has necessitated the use of agency social workers. Targeted work on recruitment and retention is on-going, however levels of social worker agency staff are currently at 20% of workforce. Current projections are dependent upon all vacancies being filled by permanent staff by 1<sup>st</sup> September 2014.

## Service Delivery

- 4.8. The Department is projecting a balanced position overall. Within this are a number of pressures arising from NNDR costs on car parks and a projected shortfall on PCN income, which are mitigated by increased planning income and other smaller savings.
- 4.9. Following the introduction of the green waste service, officers are conducting a review of the operational requirements to ensure they are aligned to the subscription levels. Take up for the new green waste service continues to increase every week with subscriptions now exceeding 10,000.

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- 4.10. Work is also on-going to assess recycling vehicle procurement/ refurbishment requirements following the receipt of tenders for refurbishment that were higher than the market testing indicated.
- 4.11. Finally, the budget for 2014-15 included assumptions for a Summer transfer of the leisure centre and golf course assets to the successful bidder(s). Following clarification work with potential bidders and pending authorisation by Council in July, a potential transfer date in the Autumn is more likely. Once the outcome of the Council meeting is known, any one-off impacts on this year's budget will be quantified in future reports.

## 5. Virements

- 5.1. Since setting the 2014-15 Budget, there have been some virements to reflect changes to the allocation of costs across business units. Members are asked to agree these virements as set out in Appendix 3.

## 6. Swindon Commercial Services Ltd (SCS)

- 6.1. SCS has approached the Council to request a loan facility of £280k in support of a business case to invest in a can baler.
- 6.2. Investing in a can baler will enable SCS to secure higher income overall from the sale of can recyclates by separating aluminium from steel. Without this, SCS will be unable to achieve the income assumed in the Refuse Derived Fuel (RDF) business plan from the sale of recyclates.
- 6.3. The rate being achieved for the sale of mixed cans is £169 per tonne. The current mix of cans is 70% steel and 30% aluminium, if separated these recyclates are expected to achieve rates per tonne of £125 and £650 respectively.
- 6.4. Based on the current tonnage information, SCS estimates that income above that currently being received of £79k per annum will be generated for the Council and £161k per annum for SCS. This income will contribute to the existing income targets for both organisations, as current prices for the disposal of recyclates are below the level assumed in the 2014-15 Budget.
- 6.5. In order to finance this investment SCS has requested a loan facility of £280k. It is proposed that this facility is granted for a period of 5 years from the date the facility is purchased at a market interest rate that reflects the certainty of return.
- 6.6. There is an existing cashflow facility that was first granted when SCS decoupled in January 2010 and updated terms were approved by Cabinet on 23<sup>rd</sup> October 2013. Following the transfer of assets back to the Council as part of the integration, the balance outstanding on this loan is £863k. It is proposed that the maximum value of this loan facility is reduced from £2.25m to £1.25m to reflect the smaller size of the company.



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- 6.7. There is no proposal to change any other terms of the loan, therefore the facility remains due to be fully repaid by 31<sup>st</sup> December 2015.

## **7. Town Centre Paving**

- 7.1. In 2013-14 there was significant additional expenditure on the town centre cleaning and an increase in the street cleaning programme was approved in the 2014-15 Budget.
- 7.2. To ensure that the cleanliness of the pavements can be easily maintained approval is sought to fund a deep clean and seal in the Town Centre at a cost of £88k. By applying the seal this should prevent dirt, gum etc. adhering so easily to the surface.
- 7.3. Members are asked to approve that this work is funded from one-off resources.

## **8. External Funding Bids**

- 8.1. The Council's constitution does not give specific authority to officers to sign-off external funding bids. As some bids often have short timescales, it is often difficult to seek Cabinet approval before the submission date, which risks the Council missing out on additional financial support. The nature of most funding bids is initially to express an interest for the authority to access additional resources, without a formal commitment to take them up until the grant award and its full terms and conditions are announced.
- 8.2. On this basis, it is suggested that authority be delegated to the Board Director, Resources to approve the submission of bids for external funding for applications that would further the Council's strategic objectives, and that he be authorised to accept such external funding in consultation with the relevant Cabinet Member, provided that the terms and conditions of such funding are in the Council's best interests.
- 8.3. It is confirmed that any submission of bids for external funding that does not fit with the Council's strategic objectives would need to have prior approval by Cabinet.

## **9. Libraries**

- 9.1. Cabinet at its meeting in December 2013 considered a draft updated Library Strategy. This was a refresh of the original 2011 Strategy and was developed in the context of the very significant financial challenges facing the Council. Earlier this year a public consultation was carried on the draft Strategy, with responses received mainly from library users. From the analysis of the results so far, views have emerged around the high value library users place on the services offered, but also in relation to areas that could be further developed such the availability of information about other Council services, the scope to work with local community groups, and the increased co-location of services.

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- 9.2. In the light of this, it is proposed that an officer work-stream is established to produce a detailed Needs Assessment of the library service and wider community assets taking into consideration the results of the consultation. The draft Strategy will be further developed by examining viable solutions with residents and Members, and reporting back to Cabinet with some worked-up proposals. A report on progress will be made to Cabinet in the Autumn.

## 10. Housing Revenue Account (HRA)

- 10.1. HRA Budget Managers are currently forecasting an underspend of £14k as at the end of May 2014. Current analysis of staff costs indicates that there may additional savings of up to £200k and the Finance team is working with Budget Managers to clarify this position, the outcome of which will be reported in the next Budget Management report to Cabinet.
- 10.2. The Repairs team is currently in the process of recruiting a number of additional operatives, which should result in a reduction of direct contract payments. This situation will be closely monitored over the next few months to ensure that the budget overall is accurately forecast.
- 10.3. Currently the Capital delivery team is in the process of letting a number of short-term (up to 12 months) contracts. This will enable the current programme of works to be progressed with minimum delay but will also test the market with a view to moving towards longer term contracts.

## Dedicated Schools Grant (DSG)

- 10.4. Although early years, school and all areas of the centrally retained budget were agreed for 2014-15 at the January 2014 and March 2014 Schools Forum meetings, the Local Authority is still negotiating its High Needs DSG funding with the Department for Education. As the Local Authority has yet to determine funding for high need students in Further Education the overall DSG position cannot be determined although no variances have been identified at this stage. The Local Authority finished 2013-14 with a sizeable DSG balance carried forward from 2013-14 and options on how this could be utilised will be presented to Schools Forum in July.

## 11. Alternative Options

- 11.1. Cabinet could choose not to approve the virements as set out in Appendix 3 or the one-off investments proposed, but that would have a detrimental effect on those service areas and the ability to drive further efficiency savings in future years. The other recommendations are only to note.

# Budget Management 2014-15

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## 12. Implications, Diversity Impact Assessment and Risk Management

### Financial and Procurement Implications

- 12.1. Where there are specific financial implications these have been reflected in the body of the report.

### Legal and Human Rights Implications

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

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

- 12.3. There are no such direct implications.

### Diversity Impact Assessment (DIA)

- 12.4. A Diversity Impact Assessment (DIA) has not been done as this report does not make any new recommendations that would have a detrimental impact on services.

## 13. Consultees

- 13.1. The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted on all reports.

## 14. Background Papers and Appendices

Appendix 1 – Forecast Out-turn by Directorate 2014-15  
Appendix 2 – Forecast Out-turn by Service 2014-15  
Appendix 3 – Proposed Budget Virements 2014-15

## 15. Key Decision/Decision in Forward Plan

- 15.1. This is not a key decision and is included in the Cabinet Work Programme / Forward Plan for July 2014.

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Tier 1 Pillar	Tier 2 Function	Budget 2014/15 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Projected Variance - last report £'000	Movement since last report £'000	Commentary on Reasons for Variance
General Fund	Chief Executive	195	195	0	0	0	Base budget rent pressure due to void properties at Cheney Manor and the DMJ Tower (£500k) partially mitigated by non-recurring receipts
	Stronger Together	375	375	0	0	0	
	Internal Audit	359	359	0	0	0	
	Localities	0	0	0	0	0	
Resources	One Swindon	(3,148)	(3,048)	100	0	100	
	Transformation Hub						
	Economy & Skills						
Commissioning	Finance	(2,219)	(2,119)	100	0	100	
	Revenues & Benefits	3,168	3,168	0	0	0	
	Corporate	(1,872)	(1,872)	0	0	0	
	IT & HR	(14,622)	(14,622)	0	0	0	
	Communication & Insight	1,129	1,129	0	0	0	Early indications through targeted work on care packages suggest early delivery of 2015-16 savings of £1m. However a recent legal ruling on deprivation of liberty safeguards (DOLS) could result in cost of DOLS rising by £1m. LGA and ADASS are lobbying government to get a resolution to this issue.
	Law & Democratic Services	326	326	0	0	0	
		(11,871)	(11,871)	0	0	0	
		2,764	2,764	0	0	0	
	Management	758	758	0	0	0	Demand for sexual health services exceeded budget by over £200k in 2013/14. Expectation is that this will continue to be a pressure and officers are identifying options to balance the overall Public Health budget.
	Children & Adults	63,156	63,156	0	0	0	
	Economy / Attainment	2,427	2,427	0	0	0	
	Public Health	9,927	9,927	0	0	0	
Service Delivery	Children and Families	19,457	19,457	0	0	0	Difficulties in recruiting staff and increasing caseload have necessitated the use of agency social workers. Current projections are dependent upon all vacancies being filled by permanent staff by 1 September. Targeted work on recruitment and retention is ongoing however levels of social worker agency staff are currently at 20% of workforce.
	Housing Services	343	343	0	0	0	
	Commercial Services	98,832	98,832	0	0	0	
		11,485	11,485	0	0	0	

Tier 1 Pillar	Tier 2 Function	Budget 2014/15 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Projected Variance last report £'000	Movement since last report £'000	Commentary on Reasons for Variance
	Streetsmart	12,077	12,055	(22)	0	(22)	Take up for the new green waste service continues to increase every week with subscriptions now exceeding 10,000. As this is a new service it was anticipated that there would need to be a reviewing of the budget to ensure that the resources are appropriate for the number of customers. This is underway and an updated projection will be included in the June report. Work is also on-going to assess recycling vehicle procurement/ refurbishment requirements following the receipt of tenders for refurbishment that were higher than the market testing indicated. Any impact from this will also be covered in the next report.
	Leisure, Libraries, Culture & Traded Services	3,964	3,956	(8)	0	(8)	The budget for 14/15 included assumptions for a Summer transfer of the leisure centre and golf course assets to the successful bidder(s). Following clarification work with potential transfer date in pending authorisation Council in July, a potential transfer date in the Autumn is more likely. Once the outcome of the Council meeting is known, any one-off impacts on this year's budget will be quantified in future reports.
	Highways & Transport	8,803	8,893	90	0	90	Car parks increased NNDR £50k, Car parks PCN pressure £65K partially offset by staff savings (£25k)
	Planning & Regulatory Business Services & Support	162	102	(60)	0	(60)	Increased one off planning fee income
	Delivery Assets	19,083	19,083	0	0	0	
		2,352	2,352	0	0	0	
		57,926	57,926	0	0	0	
		142,668	142,768	100	0	100	
General Fund Total							
Health	Health Commissioning	36,731	36,731	0	0	0	Services are funded by Swindon CCG and represent no financial risk to SBC.
	Health Service Delivery	1,875	1,875	0	0	0	A pressure relating to a saving target within Health is off-set by one-off savings whilst work is currently being undertaken to mitigate this pressure for future years.
	Income from CCG and NHS England	(38,606)	(38,606)	0	0	0	
Health Total		0	0	0	0	0	
Dedicated Schools Grant	DSG Commissioning	149,000	149,020	20	0	20	New school start up - pupil growth for Tadpole Lane
	Dedicated School Grant	(149,000)	(149,000)	0	0	0	
Dedicated Schools Grant Total		0	20	20	0	20	
Housing Revenue Account	Housing Revenue Account	(36,571)	(36,585)	(14)	0	(14)	The Finance Team is estimating staff savings to be around £200k.
	Special Services	118	118	0	0	0	This is currently being discussed with the Housing Management team and updated projections will be reported in the June
	Repairs	10,704	10,704	0	0	0	
	HRA Capital Financing	25,749	25,749	0	0	0	
Housing Revenue Account Total		0	(14)	(14)	0	(14)	
Grand Total		142,668	142,774	106	0	106	

# Budget Management 2014-15 - Projected Out-turn By Service

## Appendix 2

Service Area Summary 2014-15	Budget 2014-15 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Projected Variance - last report £'000	Movement since last report £'000
Culture, Leisure & Libraries	4,496	4,477	(19)	0	(19)
Education and Other Children Services	9,306	9,306	0	0	0
Environmental & Regulatory	16,067	16,056	(11)	0	(11)
Highways & Transport	1,347	1,437	90	0	90
Housing GF	3,505	3,505	0	0	0
Planning & Development	(3,246)	(3,206)	40	0	40
Public Health	9,927	9,927	0	0	0
Revenues & Benefits	(2,163)	(2,163)	0	0	0
Social Care - Adults	57,156	57,156	0	0	0
Social Care - Children	19,116	19,116	0	0	0
<b>Corporate &amp; Support:</b>					
Central Services	15,992	15,992	0	0	0
Contingency Split out	507	507	0	0	0
Debt Management (Debt Charges & Investments)	10,656	10,656	0	0	0
<b>Total General Fund</b>	<b>142,668</b>	<b>142,768</b>	<b>100</b>	<b>0</b>	<b>100</b>
Total DSG	0	20	20	0	20
Total Health	0	0	0	0	0
Total HRA	0	(14)	(14)	0	(14)
<b>Grand Total</b>	<b>142,668</b>	<b>142,774</b>	<b>106</b>	<b>0</b>	<b>106</b>

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	Chief Executive £'000	Resources & Corporate £'000	Commissioning £'000	Delivery £'000	Contingency Fund £'000	Total General Fund £'000
<b>Council 24/02/2014</b>	<b>1,346</b>	<b>-17,530</b>	<b>96,701</b>	<b>60,942</b>	<b>1,200</b>	<b>142,659</b>
<i>Virements approved Full Council 26/02/2014 :-</i>						
Additional formula grant					9	9
Additional management hours for Wroughton Youth		2			-2	0
<i>Post budget report virements to allocate proposals across Groups:-</i>	<b>1,346</b>	<b>-17,528</b>	<b>96,701</b>	<b>60,942</b>	<b>1,207</b>	<b>142,668</b>
Reflect impact of integration of ex SCS budgets and associated savings in the correct Department	0	5,026	0	-4,326	-700	0
Corporate Capacity Funding Allocations for 14-15	5	-332	0	327	0	0
Allocation of corporately held funding for the increase in employers superannuation	11	-269	119	139		0
Remove contract payment for Swindon Dance and associated rental income budget		50		-50		0
Allocation of staffing budgets and savings on employee budgets to the relevant Departments	-39	27	-73	85		0
Allocation of savings on cash collection, stationary contract, office cleaning, Adverts, external phones, car park equipment, traffic signals and mobile phones	0	152	-30	-122		0
Social Fund Grant allocated to services		200	-188	-12		0
Transfer of ICT budgets between Strategy & Delivery		-33		33		0
Capita Contract budget changes reflecting contract price for 14/15		91		-91		0
Transfer of Occupational Health and Staff Support budgets		-39		39		0
Reflect contractual obligations relating to Seqol VAT and pension costs in appropriate budgets		-100	100			0

	Chief Executive £'000	Resources & Corporate £'000	Commissioning £'000	Delivery £'000	Contingency Fund £'000	Total General Fund £'000
CCG funding		-413	413			0
Changes in the internal recharge of rental income for the Seqol equipment store at Waterside (ICES) following their move to Enterprise Works		90	-90			0
Split of Community Safety Partnership between Departments following structural changes			48	-48		0
Changes in PFI Financing		-15		15		0
Switch of budgets related to Culture and re-allocation of savings on Leisure Options		-48		48		0
Allocation of inflation budgets to associated Department budgets		-1	-85	86		0
Reallocation of small budgets to the correct Department following the formal Budget setting process in February	-3	61	-68	10		0
SEN Reform grant allocated from Central Government to support the transitioning of the new scheme		-277	277			0
Hierarchy changes to reflect the Tier 2 restructure agreed by Special Committee in March 2014	-3,464	1,909	1,257	298		0
						0
<b>Revised Base Budget</b>	<b>-2,144</b>	<b>-11,449</b>	<b>98,381</b>	<b>57,373</b>	<b>507</b>	<b>142,668</b>
<u>New Virements</u>						
Transfer of posts between Service Areas		11	33	(44)		
Transfer of Housing Services from Delivery to Commissioning			342	(342)		
<b>Cabinet 23/07/14</b>	<b>(2,144)</b>	<b>(11,438)</b>	<b>98,756</b>	<b>56,987</b>	<b>507</b>	<b>142,668</b>

**Capital Programme Monitoring 4<sup>th</sup> Quarter 2013/14 and  
Treasury Management Performance 2013/14**

**Cabinet**

**Date: 23<sup>rd</sup> July 2014**

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Author: Cabinet Member for Finance  
Board Director, Resources

Wards: All

Locality Affected: All

Parishes Affected: All

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**1. Purpose and Reasons**

- 1.1 This report sets out the 2013/14 Capital Programme position as at the end of March 2014 and the Treasury Management performance for 2013/14.
- 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 2013/14 Capital Programme position as detailed at paragraphs 3.1 to 3.8.
- 2.2 Approve the changes to the 2014/15 Capital Programme as detailed at paragraphs 4.1 to 4.2
- 2.3 Approve the response to the Council motion of April 3<sup>rd</sup> 2014 as detailed at paragraph 4.3 to 4.4
- 2.4 Note the 2013/14 Treasury Management performance as detailed at paragraphs 4.5 to 4.17 and Prudential Indicators shown at Appendix 2.
- 2.5 Approve the change to the 2014/15 Prudential Indicator for the Authorised Limit as detailed at paragraphs 4.19 to 4.20.

**3. Detail**

Current Capital Programme

- 3.1 Table 1 below provides a summary of the forecast position at year-end by Reporting Group compared with the approved total scheme budgets as at the end of March 2014. This is based upon total scheme budgets, which in many cases cut across several financial years.

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Further information on the subject of this report can be obtained from Paul Smith on Direct Dial No.463976, or Email psmith2@swindon.gov.uk.

# Capital Programme Monitoring 4<sup>th</sup> Quarter 2013/14 and Treasury Management Performance 2013/14

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Date: 23<sup>rd</sup> July 2014

**Table 1 – Budget Forecasts and Variances**

Reporting Group	Approved Total Scheme Budget £'000's	Forecast £'000's	Variance £'000's
Schools	31,637	30,004	(1,633)
Social Care	1,036	672	(364)
Community Works	12,532	12,251	(281)
Corporate Projects	18,332	18,332	0
Transport	16,112	16,112	0
S106 funded schemes	17,347	17,429	82
<b>GF Services</b>	<b>96,996</b>	<b>94,800</b>	<b>(2,196)</b>
Housing Revenue	32,811	32,811	0
<b>Service Totals</b>	<b>129,807</b>	<b>127,611</b>	<b>(2,196)</b>

- 3.2 The main area of forecast underspend relates to school projects. A review is being undertaken to best utilise the funding sources available and any changes will be included in the next capital monitoring report to Cabinet.
- 3.3 Table 2 below shows how the programme shown at Table 1 above is being funded. This includes the impact of additions for the schemes requesting approval in section 4.
- 3.4 Changes to the capital programme agreed by Cabinet in February 2014 relate to 2014/15 starts, and will be reflected in the next monitoring reports, together with full scheme and annual forecasts for 2014/15.

**Table 2: Capital Programme funding**

	Current Budget Requirement	Requiring Approval	Future Budget Requirement
Expenditure	£'000s	£'000s	£'000s
Budget	129,806	3,087	132,893
Contingency	3,279	0	3,279
<b>Balance to be financed:</b>	<b>133,085</b>	<b>3,087</b>	<b>136,172</b>
Capital Receipts	12,762	0	12,762
S106 Deposits	21,619	3,194	24,813
Grant Funding	41,410	(175)	41,235
Revenue Contributions	2,010	828	2,838
HRA balances	31,511	0	31,511

Further information on the subject of this report can be obtained from Paul Smith on Direct Dial No.463976, or Email [psmith2@swindon.gov.uk](mailto:psmith2@swindon.gov.uk).

# Capital Programme Monitoring 4<sup>th</sup> Quarter 2013/14 and Treasury Management Performance 2013/14

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Borrowing Requirement – CFR	23,773	(760)	23,013
<b>Total</b>	<b>133,085</b>	<b>3,087</b>	<b>136,172</b>

## 2013/14 Expenditure

- 3.5 Table 3 below provides a summary of 2013/14 spend (as opposed to the whole scheme forecasts in table 1), and compares the actual spend against the original forecast made by budget managers at the start of the year. Appendix 1 provides a full scheme-by-scheme breakdown of the figures contained in Tables 1 and 3.
- 3.6 Although the actual spend is lower than the original forecast, the total value of expenditure is broadly in line with that incurred in 2012/13 (£53.6m). Underspends, against the in- year forecast will, in the majority of cases, reflect either a delay to the programme of works or an over optimistic forecast in terms of the pace at which the project could be delivered. Additional work will be undertaken with budget managers in 2014/15 on in-year forecasting alongside projections for the total scheme cost.

**Table 3 – Expenditure in year compared with annual forecast**

Group	2013/14 Forecast Expenditure £000	2013/14 Actual Expenditure £000	Variance £000
Schools	13,051	6,759	(6,292)
Social Care	484	693	209
Community Works	4,635	3,685	(950)
Corporate Projects	18,574	11,115	(7,459)
Transport	6,810	8,626	1,816
S106	14,385	2,424	(11,961)
<b>GF Services</b>	<b>57,939</b>	<b>33,302</b>	<b>(24,637)</b>
Housing Revenue Account (HRA)	20,355	18,963	(1,392)
<b>Service Totals</b>	<b>78,294</b>	<b>52,265</b>	<b>(26,029)</b>

- 3.7 The expenditure incurred in 2013/14 of £52.2m has been funded by the sources included in Table 4 below.

Further information on the subject of this report can be obtained from Paul Smith on Direct Dial No.463976, or Email psmith2@swindon.gov.uk.

# Capital Programme Monitoring 4<sup>th</sup> Quarter 2013/14 and Treasury Management Performance 2013/14

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**Table 4 – Funding of 2013/14 spend**

	£000
<b>Balance to be financed:</b>	<b>52,265</b>
Capital Receipts	8,385
S106 Deposits	2,820
Capital Grant	8,534
Revenue Contributions	124
HRA Contributions	18,963
Borrowing – increase in Capital Financing Requirement (CFR)	13,439
<b>Total</b>	<b>52,265</b>

- 3.8 The Capital Financing Requirement, (which represents the long-term borrowing requirement), increased by £13.439m over the year to £411m against actual debt of £253.7m. Further detail is provided elsewhere within this report.

## **4. Changes to the 2014/15 Programme**

- 4.1 Cabinet is asked to approve the following changes to the 2014/15 Capital Programme.
- 4.1.1 St Marks Recreation Ground - £666k funded from Section 106 Planning Agreement (S106) income for a new Pavilion & landscape works.
  - 4.1.2 Havelock Square - £697k funded from S106 income for Public Realm Improvements.
  - 4.1.3 Even Swindon School - £14k funded from S106 income for a School Safety Zone.
  - 4.1.4 An increase of £250k in the budget for flood defence, funded from additional grant received from the Department for Transport weather repair fund, to alleviate impact of recent bad weather.
  - 4.1.5 Dorcan Sports Centre - £94k funded from external grant (from Sport England and England Netball) to install a new air ventilation system in the Dorcan netball dome.
  - 4.1.6 Westleaze Canal - £14k funded from S106 income for emergency works to restore a section of the canal.
  - 4.1.7 Budget virements to the following schools schemes following latest estimates:

Further information on the subject of this report can be obtained from Paul Smith on Direct Dial No.463976, or Email [psmith2@swindon.gov.uk](mailto:psmith2@swindon.gov.uk).

# Capital Programme Monitoring 4<sup>th</sup> Quarter 2013/14 and Treasury Management Performance 2013/14

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Scheme	Current Remaining Budget	Proposed Revised Budget	Reasons for change
Haydonleigh primary School - expansion	£3,788,819	£3,588,819	Updated following receipt of tender information
Even Swindon Primary School - expansion	£3,937,213	£2,837,213	Updated following receipt of tender information
Ridgeway School	£630,000	£1,232,000	Original budget based on 15 places, now delivering 25 places
Commonweal School - expansion	£530,000	£655,000	Updated following receipt of tender information
Orchid Vale – additional places 13/14	£336,000	£409,000	Increase in size of accommodation to allow for removal of existing unit to Chalet & free site for permanent expansion
Orchid Vale 1FE - expansion	£3,200,000	£3,550,000	The detailed design works have now been completed & costs are now robust
Crowdys Hill	£1,500,000	£1,750,000	Existing budget insufficient for a fit out of all phase 1 replacement accommodation
Catherine Wayte	£400,000	£300,000	Updated following receipt of tender information
<b>Total</b>	<b>£14,322,032</b>	<b>£14,322,032</b>	

4.2 Various sums to enable feasibility (primarily preliminary design) works to take place on a number of strategic projects. This will be funded from the Regeneration Reserve as previously agreed at Cabinet:

4.2.1 £167,090 for White Hart Junction, relating to the delivery of a high quality transport improvement associated with the New Eastern Villages (NEV)

Further information on the subject of this report can be obtained from Paul Smith on Direct Dial No.463976, or Email psmith2@swindon.gov.uk.

## Capital Programme Monitoring 4<sup>th</sup> Quarter 2013/14 and Treasury Management Performance 2013/14

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development to ensure expedient movement of vehicles on the A419/A420 junction.

- 4.2.2 £55,640 for A420 Corridor Improvements, a package of improvements to increase capacity, including limited widening and junction improvements on the A420 corridor between White Hart Junction to the West and Acorn Bridge to the East, and junctions west of A419.
  - 4.2.3 £50,950 for “The Green Bridge”, a new link across the A419 to facilitate public transport, walking and cycling priority to link the proposed Eastern Villages with the existing community west of the A419 and Swindon Town Centre. The Green Bridge will directly serve the new Eastern Villages District Centre and Employment.
  - 4.2.4 £139,820 for Southern Connector Road - A link between the new Eastern Villages and Commonhead roundabout to facilitate access to the strategic road network (M4/A419).
  - 4.2.5 £104,600 for mitigation works west of the A419, junction improvements to mitigate growth to the east of Swindon including works to Oxford Road, Coate, Picadilly and Greenbridge Roundabouts.
- 4.3 The following motion was carried at the Council meeting on April 3rd 2014
- 4.3.1 “This Council recognises that since 2003 Coate Water Country Park has received far less investment than other country parks in the town and, in particular, Lydiard Park. This Council notes that from the S106 agreement the Council has reached with the developer of the Commonhead development, new investment could be provided to improve Coate Water Country Park. This Council urges Cabinet to agree that as much of the Commonhead Section 106 money as possible is invested in Coate Water Country Park. This Council requests the Leader of the Council bring forward a report to Cabinet detailing how the Council could provide additional resources to East and South Swindon Localities to start a public consultation on how this Section 106 money could improve Coate Water Country Park.”
- 4.4 The response to this motion is as followed:
- 4.4.1 “The Council expects to receive £1,000,000 in S106 contributions towards Coate water Country park and leisure provision from the Commonhead development. Of this, some £350,000 is earmarked for specific areas within the park. The remainder is available for improvements to leisure within the Borough, which could include a proportion going towards the Country Park. However this payment is not triggered until occupancy of the 750th dwelling on the development, which is unlikely to be before

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Further information on the subject of this report can be obtained from Paul Smith on Direct Dial No.463976, or Email [psmith2@swindon.gov.uk](mailto:psmith2@swindon.gov.uk).



# **Capital Programme Monitoring 4<sup>th</sup> Quarter 2013/14 and Treasury Management Performance 2013/14**

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2020. Once we are clearer on when this is likely to be officers will establish a mechanism to open the debate with members and local communities on how it should be spent.”

## **Treasury Management Performance 2013/14**

- 4.5 The Council is involved in two types of treasury activity: Borrowing for capital purposes and for temporary cash flow purposes and the investment of surplus cash.
- 4.6 The activity and performance in respect of each of these two activities is summarised in the sections below.

### **Borrowing**

- 4.7 In 2013/14, new long-term borrowing totalling £30m was taken out as follows:
  - 4.7.1 On 16<sup>th</sup> May 2013, £10m at 1.44% for 5 years from London Borough of Newham,
  - 4.7.2 4<sup>th</sup> November 2013, £10m at 2.79% for 6 ½ years from PWLB (Public Works Loans Board), and
  - 4.7.3 20<sup>th</sup> January 2014, £10m at 3.39% for 8 years from PWLB.
- 4.8 A number of long-term loans totalling £11.512m matured during the year which were running at an average of 4.10%. Total long term debt has therefore increased from £235.3m to £253.8m over the year. The average maturity period of all long term debt is 18 years.
- 4.9 The average rate the Council paid on all external debt (both long term and short term) over the whole of 2013/14 was 3.42%. This is an increase of 0.01% from the previous financial year.

### **Investments**

- 4.10 The Council's agreed Treasury Policy states that the Council utilises the credit worthiness service provided through Capita Asset Services (formerly Sector Treasury Services). This service uses credit ratings from the three main ratings agencies as well as overlaying other relevant market data, and then recommends a duration that counterparties should be invested with of between 3 months and 2 years. Currently, the Council is limiting investments to any counterparty to a maximum of 1 year in order to minimise risk.
- 4.11 During 2013/14 there was an average daily investment balance of £71 million which was managed entirely in-house. This balance was sufficient to manage the

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peaks and troughs of the Council's cash flows and provided the flexibility to choose longer investment periods which provided higher interest rates.

- 4.12 In total, interest of £497k was earned in 2013/14 on these investments at an average rate of 0.70%. The average investment rate achieved in 2012/13 was 0.85%. Over the full year, this rate exceeded the "benchmark" 7-day rate of 0.38%, as well as the 3 month LIBOR (London Interbank Offer Rate) rate of 0.52%.
- 4.13 The Council's debt and investment position as at 31 March 2014 is summarised in the table below:

**Table 5 - Analysis of Debt and Investments**

Debt & Investments	31/03/2013		31/03/2014	
	£'000	Av. Rate (%)	£'000	Av. Rate (%)
Long Term Debt PWLB	195,276	3.92%	203,764	3.75%
Long Term Debt Market	40,000	2.04%	50,000	3.23%
<b>Total Long Term Debt</b>	<b>235,276</b>	<b>3.63%</b>	<b>253,764</b>	<b>3.65%</b>
<i>Of which HRA</i>	<i>145,532</i>		<i>140,532</i>	
<i>Of which GF</i>	<i>89,744</i>		<i>113,232</i>	
Short-term Borrowing	29,500	0.36%	12,800	0.35%
<b>Total Debt</b>	<b>264,776</b>	<b>3.41%</b>	<b>266,564</b>	<b>3.42%</b>
Investments	(25,050)	0.93%	(55,440)	0.71%
<b>Net Borrowing Position</b>	<b>239,726</b>		<b>211,124</b>	

- 4.14 The paragraphs above detail the actual borrowing and lending positions at a point in time, but this doesn't take into account the overall requirement for future borrowing to fund the capital programme.
- 4.15 The Council's Capital Financing Requirement, "CFR", represents the actual borrowing requirement based on existing capital programme approvals, irrespective of whether the underlying borrowing has actually been taken out or not.

Further information on the subject of this report can be obtained from Paul Smith on Direct Dial No.463976, or Email psmith2@swindon.gov.uk.

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- 4.16 The CFR is always higher than the actual level of borrowing, the difference being “internal borrowing” which represents the temporary funding of capital spend from cash balances in advance of external borrowing being taken out. The CFR has increased from £398m to £411m (This indicates that there is a further long-term borrowing requirement of £157m). At the average long-term debt rate of 3.64%, taking out this further requirement immediately would add around £5.7m to the annual revenue budget requirement and therefore this requirement is balanced over time between the cost of the interest payable on new loans against future interest rate forecasts.
- 4.17 The table below compares the CFR with the long term debt position between the General fund and the Housing Revenue Account (HRA) and the resulting borrowing requirement. This excludes Public Finance Initiative (PFI) liabilities of £56,751k, which are, technically, part of the CFR calculation.

	<b>GF</b> <b>£k</b>	<b>HRA</b> <b>£k</b>	<b>Total</b> <b>£k</b>
<b>Actual Long Term Debt</b>	113,232	140,532	253,764
<b>CFR</b>	270,575	140,532	411,107
<b>Further Borrowing Required</b>	157,343	Nil	157,343

## **Prudential Indicators (PI's)**

- 4.18 In order to demonstrate that local authorities have fulfilled the objectives of the Prudential Code, it 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. Prudential Indicator out-turn figures for 2013/14 are detailed at Appendix 2.
- 4.19 One of the PI's, the “Authorised Limit”, has been exceeded in relation to “other long-term liabilities”. As part of the closure of the annual accounts, a review of the Balance Sheet PFI liability was undertaken with reference to a remodelling recommended by the external auditors. The result of the updated model was to increase the stated liability. The updated model takes account of earlier timing of cash flows and better reflects the impact of initial prepayments on the scheme,

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which results in the initial liability being higher. Actual payments due to the PFI provider are unaffected as this adjustment relates purely to accounting treatment.

- 4.20 As a result of this accounting change, Cabinet is asked to recommend an increase to the Authorised Limit Prudential Indicator for 2014/15 previously approved at Cabinet in February. The recommended change is as follows:

	Current PI	Recommended PI
Borrowing	£405,905k	£405,905K
Other Long-term liabilities	£51,294k	£61,751k
<b>Total</b>	<b>£457,199</b>	<b>£467,656k</b>

## Compliance with Treasury Limits

- 4.21 During the 2013/14 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, with the exception of the Authorised Limit indicator as explained above.

## 5. Alternative Options

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

## 6. Implications, Diversity Impact Assessment and Risk Management

### Financial and Procurement Implications

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

### Legal and Human Rights Implications

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

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

- 6.3 There are no such direct implications.

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## Capital Programme Monitoring 4<sup>th</sup> Quarter 2013/14 and Treasury Management Performance 2013/14

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### Diversity Impact Assessment (DIA)

- 6.4 DIA's have been carried out for the new approvals contained in this report and do not identify any adverse impact. These are help in the relevant service areas.

### **7. Consultees**

- 7.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

### **8. Background Papers**

- 8.1 None

### **9. Appendices**

- 9.1 Appendix 1 – Capital Monitoring Report Scheme detail  
9.2 Appendix 2 – Prudential Indicators

### **10. Key Decision/Decision in Forward Plan**

- 10.1 This is not a Key Decision and is included in the Cabinet Forward Plan for July 2014.

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		Appendix 1				
Grouping	Scheme Name	13/14 Est. Budget/Spend £	Total 13-14 Spend	Total Scheme Budget £	Projected Scheme Outturn £	Projected Variance for Scheme £
Community Works	Smart Meters at Hay Lane Travellers site	40,000	0	40,000	40,000	0
Community Works	Wichelstowe District Centre	120,000	0	120,000	120,000	0
Community Works	Kingsdown Cemetery	11,133	0	11,133	11,133	0
Community Works	Dorcan Pool - new plant		0	37,005	37,005	(0)
Community Works	Link re-roofing		23,131	2,392	12,807	10,415
Community Works	Playground refurb 14/15		0	200,000	200,000	0
Community Works	Playground refurb 12/13		154,184	584,222	584,222	0
Community Works	Crematorium Replace Cremators	1,180,580	111,951	1,180,580	1,180,580	(0)
Community Works	Kingsdown Crematorium - Refurbishment of Site		3,903	0	0	0
Community Works	Kingsdown Crematorium - Replace Cremators		258,162	0	0	0
Community Works	Kingsdown Crematorium - Visitor Facilities		210	0	0	0
Community Works	Highworth Community Centre Lift		11,753	0	0	0
Community Works	Link Centre - Ice Rink Plant & Associated Works		768,000	768,000	768,000	0
Community Works	"Platform" Project - Construction		5,075	0		0
Community Works	Mechanics Institute		6	0	0	0
Community Works	Lydiard Site traffic management	0	99,413	159,541	159,541	0
Community Works	Academy - Community Relocation (Pine Trees)		58,657	0	0	0
Community Works	Hay lane Caravan Site	30,000	17,686	290,229	290,229	(0)
Community Works	Union Square Housing Development		0	530,000	530,000	0
Community Works	East Wichel Community Centre	202,198	194,809	202,198	202,198	(0)
Community Works	Village Centres 13/14	200,000	93,638	450,000	450,000	0
Community Works	Redhouse Community Centre		249,070	0	0	0
Community Works	S106 Redhouse Community Centre		0	240,000	240,000	0
Community Works	Community Centre Unilateral Agreement		(90,166)	0	0	0
Community Works	S106 Haydon Brook Flood Alleviation	60,000	0	60,000	60,000	0
Community Works	Redevelopment of Dorcan House / Eldene Shopping Centre	500,000	0	500,000	500,000	0
Community Works	Dorcan sports centre - Netball funding		93,600	0	0	0
Community Works	Disabled Facilities Grant	890,000	564,627	890,000	714,525	(175,475)
Community Works	Private Sector Renewal Grants	175,000	50,134	175,000	63,300	(111,700)
Community Works	Decent Homes Assistance	250,000	171,998	250,000	212,000	(38,000)
Community Works	Reinvestment in Allotments		1,620	109,174	109,174	0
Community Works	Flood Defence Grant	218,834	77,491	218,834	218,834	0
Community Works	Street Smart IT	15,719	8,698	15,719	15,719	(0)
Community Works	Shaw Forest Park Restoration Works		1,709	0	0	0
Community Works	Surface Water Management	0	111,683	594,253	594,253	0

Grouping	Scheme Name	13/14 Est. Budget/Spend £	Total 13-14 Spend	Total Scheme Budget £	Projected Scheme Outturn £	Projected Variance for Scheme £
Community Works	Asset Liability Management	155,343	26,962	155,343	155,343	(0)
Community Works	Relocation of Shopmobility	0	0	145,000	145,000	0
Community Works	Safe & Warm		34,015	0	33,317	33,317
Community Works	Street Lighting Concrete Column Replacement Programme 12/13	368,162	342,148	368,162	368,162	0
Community Works	Hodson Road embankment stabilisation	0	(850)	348,588	348,588	0
Community Works	Cricklade Road Footway Reconstruction		0	202,541	202,541	0
Community Works	PRG Swindon Day Centre		0	113,000	113,000	0
Community Works	Clive Parade re-surfacing	175,748	3,440	175,748	175,748	(0)
Community Works	Rodbourne Lagoon		226,496	3,353,000	3,353,000	0
Community Works	Town Centre surplus street furniture removal	42,585	12,156	42,585	42,585	0
Community Works	<b>Sub -Total Community Works</b>	<b>4,635,302</b>	<b>3,685,407</b>	<b>12,532,248</b>	<b>12,250,804</b>	<b>(281,444)</b>
Corporate Projects	Kimmerfields Compulsory purchase		0	1,663,000	1,663,000	0
Corporate Projects	Wichelstowe Infrastructure Expenditure	6,925,357	767,005	1,627,769	6,925,357	5,297,588
Corporate Projects	Wichelstowe - Contract 4	0	107,205	0	0	0
Corporate Projects	Wichelstowe - Contract 2,3,3A	0	17,551	0	0	0
Corporate Projects	Wichelstowe - Fees	0	3,700	0	0	0
Corporate Projects	Wichelstowe - Contract Administration	0	9,350	0	0	0
Corporate Projects	Wichelstowe - Ecologist	0	12,496	0	0	0
Corporate Projects	Wichelstowe - Strategic Cycleways, Bridleways, Footpaths etc.	0	(931)	0	0	0
Corporate Projects	Wichelstowe - Development Expenses/Maintenance	0	4,559	0	0	0
Corporate Projects	Wichelstowe - Development Expenses/PR & Mktg	0	5,674	0	0	0
Corporate Projects	Wichelstowe - Landscaping Design	0	2,726	0	0	0
Corporate Projects	Wichelstowe - Middle Wichel Development	4,683,994	3,247,167	4,683,994	0	(4,683,994)
Corporate Projects	Wichelstowe - Landscaping Works		53,913	613,594	0	(613,594)
Corporate Projects	Pollution Control - Borough Farms	10,000	0	26,368	26,368	0
Corporate Projects	Asbestos Management	50,000	10,524	138,577	138,577	0
Corporate Projects	Capital Repairs and Maintenance 12/13 & 13/14	2,316,196	2,180,046	2,171,196	2,171,196	0
Corporate Projects	Feasibility Studies	250,000	80,822	646,676	646,676	0
Corporate Projects	Disability Discrimination Act Related Works	30,000	153	117,812	117,812	0
Corporate Projects	Estate Rationalisation	33,281	151,949	10,281	10,281	0
Corporate Projects	Growth Feasibility		0	1,000,000	1,000,000	0
Corporate Projects	Contribution to Superfast Broadband	0	0	260,000	260,000	0
Corporate Projects	Payroll/HR IT		0	99,293	99,293	0
Corporate Projects	Photovoltaic solar panels - various sites	109,600	109,600	109,600	109,600	0
Corporate Projects	Oracle Upgrade		46,378	54,898	54,898	0



Grouping	Scheme Name	13/14 Est. Budget/Spend £	Total 13-14 Spend	Total Scheme Budget £	Projected Scheme Outturn £	Projected Variance for Scheme £
Corporate Projects	Compulsory Purchase 9 Deburgh Street	0	28,532	71,015	71,015	0
Corporate Projects	Purchase 5 Hackleton Rise	58,036	65,989	58,036	58,036	0
Corporate Projects	NWOW IT	693,748	466,463	693,748	693,748	0
Corporate Projects	Localities - buildings	67,114	2,224	67,114	67,114	0
Corporate Projects	Localities - IT element	296,565	107,923	296,565	296,565	0
Corporate Projects	Strategic Acquisition (Aspen)	897,269	83,984	897,269	897,269	0
Corporate Projects	Aspen House Public Realm	500,000	0	500,000	500,000	0
Corporate Projects	Stronger Together	268,693	176,691	268,693	268,693	0
Corporate Projects	Adapting Sanford House for 3rd Sector Advice and Information Hub	350,000	42,851	350,000	350,000	0
Corporate Projects	Contact point, Clarence House Refurbishment	534000	2,778	1,406,000	1,406,000	0
Corporate Projects	Plas Pencelli Lodge Extension		226,516	0	0	0
Corporate Projects	Universal Technical College	500,000	3,101,427	500,000	500,000	0
	<b>Sub -Total Corporate Projects</b>	<b>18,573,853</b>	<b>11,115,262</b>	<b>18,331,497</b>	<b>18,331,497</b>	<b>0</b>
HRA	HRA - Aids & Adaptations (was contingency)	1,158,175	1,392,681	1,158,175	1,158,175	0
HRA	HRA - Bathrooms	966,374	1,117,756	966,374	966,374	0
HRA	HRA - Central heating	2,974,743	3,677,955	2,974,743	2,974,743	0
HRA	HRA - Contingent Major Repairs	1,269,868	1,313,728	1,269,868	1,269,868	0
HRA	HRA - Electrics	1,684,721	1,507,015	1,684,721	1,684,721	0
HRA	HRA - Environmental & Communal Areas	283,622	338,840	283,622	283,622	0
HRA	HRA - Exceptional Extensive	100,000	97,160	880,000	880,000	0
HRA	HRA - External/Entrance Doors	807,404	1,249,665	807,404	807,404	0
HRA	HRA - External Walls	99,960	80,191	99,960	99,960	0
HRA	HRA - Improvements	1,062,487	469,215	1,062,487	1,062,487	0
HRA	HRA - Kitchens	2,697,368	2,194,151	2,697,368	2,697,368	0
HRA	HRA - Planned Maintenance	2,579,819	1,363,933	2,579,819	2,579,819	0
HRA	HRA - Related assets	406,007	165,651	406,007	406,007	0
HRA	HRA - Roofs	2,168,632	2,401,010	2,168,632	2,168,632	0
HRA	HRA - Windows.	760,445	308,915	760,445	760,445	0
HRA	Replacement PVCu external doors		826	0	0	0
HRA	Level access showers etc		4,654	0	0	0
HRA	HRA - Regeneration and Acquisition Programme	300,000	716,281	1,000,000	1,000,000	0
HRA	HRA - Sussex Square	150,000	55,775	9,244,284	9,244,284	0
HRA	HRA - The Circle	650,000	497,835	1,298,630	1,298,630	0
HRA	HRA - Bourne Road - Bungalows	100,000	9,675	417,925	417,925	0
HRA	HRA - Upgrade St Ives Court	50,000	0	600,000	600,000	0
HRA	HRA - Conversion Baileys Farm Gardens	5,000	0	60,000	60,000	0

Grouping	Scheme Name	13/14 Est. Budget/Spend £	Total 13-14 Spend	Total Scheme Budget £	Projected Scheme Outturn £	Projected Variance for Scheme £
HRA	HRA - Scooter stores sheltered	80,000	0	390,000	390,000	0
	<b>Sub - Total HRA</b>	<b>20,354,625</b>	<b>18,962,912</b>	<b>32,810,464</b>	<b>32,810,464</b>	<b>0</b>
S106	S106 Neighbourhood watch scheme signage	4,006	0	4,006	4,006	0
S106	S106 Whitehouse Road Cycling Scheme		2,836	6,682	2,836	(3,846)
S106	S106 Okus Traffic Mgmt		(3,639)	0	0	0
S106	S106 Moulden Country Park - Provision of Car Park	9,900	0	9,900	9,900	0
S106	S106 Mouldon Hill Country Park	10,000	2,327	236,971	236,971	0
S106	S106 St Marks Recreation Ground	5,000	1,895	9,000	9,000	0
S106	S106 St Marks Recreation Ground		640	0	0	0
S106	S106 Mannington Recreation Ground - informal footpath works and play area	40,000	0	57,717	57,717	(0)
S106	S106 Angel Ridge Public Open Space	100,000	19,167	432,598	432,598	0
S106	S106 Great Eastern House Open space	6,000	0	16,361	16,361	(0)
S106	S106 Lawn Park - Improvements to High St Entrance	0	0	55,020	55,020	0
S106	S106 NDA - Management of Protected Species Reserve	60,480	8,481	60,480	60,480	0
S106	S106 New College 2001/02 Open Space and play area improvements	0	0	25,000	25,000	0
S106	S106 Cavendish Square - Public Open Space and Play Facilities	150,000	52,454	363,286	363,286	(0)
S106	S106 Pre-adoption maintenance period for playgrounds	30,000	0	67,414	67,414	0
S106	S106 Off Site Playground (Coleview) transfer to Stratton PC	0	0	113,000	113,000	0
S106	S106 Recreational Improvements at Dorcan College	3,000	0	12,265	10,000	(2,265)
S106	S106 Wildlife Habitat Improvements to New Hospital Site	0	4,500	4,000	4,000	0
S106	S106 Catalint UK Ltd Blagrove	0	0	21,735	21,735	0
S106	S106 Town Centre Temporary Site uses	2,500	0	5,877	5,877	0
S106	S106 Green Spine	5,000	0	10,000	10,000	0
S106	S106 Tree and Landscape Improvements	15,000	0	40,000	40,000	0
S106	S106 Wichelstowe Conservation Project	20,000	0	20,000	20,000	0
S106	S106 Wichelstowe Off Site Landscape and Nature Conservation	333,966	16,068	333,966	333,966	0
S106	S106 Haydon Flood Alleviation	275,000	265,000	175,000	265,000	90,000
S106	S106 Gipseys Lane & Cirencester Way Junction Improvement	3,082	3,082	3,082	3,082	0
S106	S106 Shaw Road Traffic Regulation	500	449	11,000	500	(10,500)
S106	S106 Highworth Road Cycleway		(7,804)	0	0	0

Grouping	Scheme Name	13/14 Est. Budget/Spend £	Total 13-14 Spend	Total Scheme Budget £	Projected Scheme Outturn £	Projected Variance for Scheme £
S106	S106 Mannington Roundabout Great Western Way Part Time Signals Pilot		9,489	30,000	30,000	0
S106	S106 Queens Drive Amelioration		(1,499)	0	0	0
S106	S106 Thamesdown Drive Speed Amelioration	180,573	77,465	186,965	180,573	(6,392)
S106	S106 Haydon End Lane Phase 2		(0)	0	0	0
S106	Theatre Square Re-decoration		1,654	0	0	0
S106	S106 RTPI - Mannington Retail	0	0	11,260	11,260	0
S106	S106 Comet Way Bus Stop Improvements		2,500	0	0	0
S106	S106 East Wichel Major Open Space	20,000	1,187	392,608	392,608	(0)
S106	S106 East Wichel Local Open Space	40,000	38,029	277,365	277,365	0
S106	S106 Mannington Subway Lighting	10,156	6,792	10,156	10,156	(0)
S106	S106 Bruce Street Bridges and Baileys Corner	4,007,966	695,275	4,007,966	4,007,966	0
S106	S106 North Star roundabout and Cocklebury Roundabout Great Western Way	3,102,552	2,926	3,102,552	3,102,552	0
S106	S106 Mead Roundabout	991,207	8,457	991,207	991,207	0
S106	S106 Transfer Bridges	3,279,502	92,872	3,279,502	3,279,502	0
S106	Stratton Woods Public Art		96,956	172,377	172,376	(1)
S106	S106 LSTF Work Package 3		30,618	30,618	30,618	(1)
S106	S106 LSTF Work Package 4		32,056	82,270	82,270	0
S106	S106 Moredon Rd Toucan Crossing	95,000	2,586	87,664	87,664	0
S106	Urban Woodland Management 04-JUL-2012		37,383	0	0	0
S106	S106 Christchurch Community Hall (contribution to)	229,723	229,410	229,723	229,723	0
S106	S106 Drove Rd / Upham Rd Junction	0	0	13,844	13,844	0
S106	Stanton & Stratton Access Works		64,796	0	0	0
S106	Jubilee Wood		57,174	0	0	0
S106	S106 Town Centre TV		0	14,849	14,849	0
S106	S106 Union Sq Phase 1 Highways		14,626	0	0	0
S106	S106 Croft School S106 Highways Works	500,000	0	500,000	500,000	0
S106	S106 Boness Road - Wroughton	10,000	0	10,000	10,000	0
S106	S106 Highway Works in the vicinity of Whalebridge Roundabout	0	0	200,000	200,000	0
S106	S106 Diamond Jubilee Woodlands	110,000	0	174,999	174,999	(0)
S106	S106 Swindon Urban tree planning programme	75,000	14,719	81,081	81,081	0
S106	S106 Stratton & Stanton Woods Access Project	100,000	12,791	258,874	258,874	0
S106	S106 Highway works at Islington Street	160,000	264,565	313,000	313,000	0
S106	S106 Alley Gate Public Art	10,500	0	10,500	10,500	0
S106	Subway at Great Western Way		0	10,500	10,500	0

Grouping	Scheme Name	13/14 Est. Budget/Spend £	Total 13-14 Spend	Total Scheme Budget £	Projected Scheme Outturn £	Projected Variance for Scheme £
S106	Hesketh Crescent play area improvements		5,391	164,337	164,337	0
S106	St Michaels Ave Lighting		10,309	10,309	10,309	0
S106	S106 Thamesdown Drive Extension	61,068	78,528	60,000	84,777	24,777
S106	S106 Ermin Street Traffic Management	15,017	13,017	25,000	15,017	(9,983)
S106	S106 Kingsfarm Woodland	0	110,682	0	0	0
S106	S106 Highway works in the vicinity of Purton Road Shopping Area	12,578	505	12,519	12,519	0
S106	S106 Marshgate Link Improvements	0	0	25,454	25,454	0
S106	Bus Lane and Gate Enforcement in Swindon Outside Haydon Development Area		29,872	159,600	159,600	0
S106	All Weather Grass Pitch at Stratton Leisure Centre		0	14,640	14,640	0
S106	Brimble Hill to Alexandra Park	101,000	12,814	101,000	101,000	0
S106	Even Swindon School - Highway Works		0	0	0	0
S106	S106 Enforcement of bus lanes at Mead	200,000	0	200,000	200,000	0
S106	Havelock Square - Public Realm		4,401	0	0	0
	<b>Sub -Total S106</b>	<b>14,385,275</b>	<b>2,423,803</b>	<b>17,347,099</b>	<b>17,428,888</b>	<b>81,789</b>
Schools	Childrens Retention		1,060	0	0	0
Schools	Nyland former Swimming pool		(8,292)	0	0	0
Schools	Pinehurst Surestart Academy		45,578	0	0	0
Schools	Swindon Academy Essential Highways Work		31,252	0	0	0
Schools	DFC Allocations to Schools	369,839	369,847	369,839	369,847	8
Schools	Red Oaks Special Resource Provision	14,000	0	59,799	30,000	(29,799)
Schools	Haydonleigh School expansion	3,000,000	2,788,011	3,788,819	3,488,819	(300,000)
Schools	Swindon Academy - DFE Loan Repayment	385,465	388,811	1,900,000	1,917,465	17,465
Schools	Headlands School	0	0	461,965	461,965	0
Schools	Aiming High Short Breaks	199,416	50,208	199,416	199,416	0
Schools	St Francis School to become 2FE	283,833	132,878	683,833	283,833	(400,000)
Schools	Catherine Wayte - infrastructure works 12/13	390,000	283,275	400,000	340,000	(60,000)
Schools	Crowdys Hill School Improvements		2,473	0	0	0
Schools	Abbey Meads Primary School Additional Classroom		10,107	0	0	0
Schools	Rodbourne Cheney - additional places 12/13 & 13/14	130,000	68,666	101,110	81,110	(20,000)
Schools	Even Swindon expansion	1,750,000	720,965	3,937,213	2,547,213	(1,390,000)
Schools	Orchid Vale - additional places 13/14	379,299	337,742	336,000	406,602	70,602
Schools	Chalet School ASC	200,000	200,330	270,000	281,000	11,000
Schools	Ridgeway school ASC	500,000	72,048	630,000	800,000	170,000
Schools	Town Centre Primary School - St Josephs Catholic College 2FE	1,500,000	0	3,500,000	3,500,000	0

Grouping	Scheme Name	13/14 Est. Budget/Spend £	Total 13-14 Spend	Total Scheme Budget £	Projected Scheme Outturn £	Projected Variance for Scheme £
Schools	North Swindon Primary School 2FE - New build Tadpole Farm	1,500,000	403,006	8,900,000	8,670,000	(230,000)
Schools	North Swindon Primary School 1FE - Orchid Vale PFI Expansion	1,000,000	550,960	3,200,000	3,550,000	350,000
Schools	Early Years places - Tick Tock Nursery - Mobile Replacement	100,000	0	100,000	100,000	0
Schools	Early Years provision - Grow 2gether dis-advantaged 2 Year Olds		25,000	125,000	125,000	0
Schools	Physical Disabilities SRP Expansion at Commonweal	600,000	89,679	530,000	650,000	120,000
Schools	Crowdy's refurbishment	500,000	0	1,500,000	1,500,000	0
Schools	Ruskin Special Resource Provision - replacement mobiles	70,000	0	70,000	70,000	0
Schools	Infant Free School Meals		0	0	0	0
Schools	Croft - provision of 2FE school	50,000	127,052	0	87,000	87,000
Schools	Condition Works Identified within the Asset Management Plan	100,000	81,280	544,777	544,777	(0)
Schools	Ridgeway - urgent condition issues (subject to Academy status)	28,933	(12,788)	28,933	1	(28,932)
	<b>Sub -Total Schools</b>	<b>13,050,785</b>	<b>6,759,150</b>	<b>31,636,704</b>	<b>30,004,048</b>	<b>(1,632,656)</b>
Social Care	Estate Rationalisation - CSS systems upgrade		(76,823)	113,722	113,722	0
Social Care	Swindon Health Centre		13,166	0	0	0
Social Care	ASC Equipment	0	0	206,000	0	(206,000)
Social Care	ICT & SWIFT phase 3 (Includes current spend on S202 & S203)	29,200	25,087	29,200	29,200	(0)
Social Care	SAP Equipment		0	74,171	74,171	0
Social Care	Assistive Technology	167,671	0	167,671	167,671	0
Social Care	H&SC Joint Working Projects		118,404	0	0	0
Social Care	Wheelchairs & Other Equipment		336,800	0	0	0
Social Care	Extra care sheltered accommodation	0	0	152,891	0	(152,891)
Social Care	Mental health supported capital expenditure		0	4,859	0	(4,859)
Social Care	Learning difficulties respite care reprovision (Hawthorns)	76,707	42,663	76,707	76,707	0
Social Care	Fessey House - Modernisation	14,689	0	14,689	14,689	0
Social Care	ICES reallocation	195,727	233,501	195,727	195,727	0
	<b>Sub -Total Social Care</b>	<b>483,994</b>	<b>692,799</b>	<b>1,035,636</b>	<b>671,887</b>	<b>(363,749)</b>
Transport	Fleet Vehicles (7)		0	645,227	645,227	0
Transport	H3 Balance to be allocated		0	1,347,000	1,347,000	0
Transport	Bridge Parapet Upgrading 2007/08 BC284 LTP		189	0	0	0

Grouping	Scheme Name	13/14 Est. Budget/Spend £	Total 13-14 Spend	Total Scheme Budget £	Projected Scheme Outturn £	Projected Variance for Scheme £
Transport	Car Park variable message signing - LTP		3,214	0	0	0
Transport	LTP Maintenance	1,505,000	2,397,100	2,505,000	2,505,000	0
Transport	LTP Bus Priority & Infrastructure 12/13	20,000	25,486	20,000	20,000	0
Transport	LTP Sustainable Transport 12/13	10,000	84,787	10,000	10,000	0
Transport	LTP Safety Schemes 12/13	429,878	516,392	429,878	429,878	0
Transport	LTP Traffic Management 12/13		0	0	0	(0)
Transport	UNION SQUARE CAR PARK		3,945,865	5,101,661	5,101,661	(0)
Transport	Strategic Highway Transport Schemes		1,450	0	0	0
Transport	NON LTP Maintenance	2,830,957	709,474	2,830,957	2,830,957	0
Transport	NON LTP Bridge Maintenance	62,399	63,255	62,399	62,399	0
Transport	NON LTP Traffic Signals	81,110	(73,851)	81,110	81,110	0
Transport	NON LTP Street Lighting	0	50,121	50,000	50,000	0
Transport	Demolition of MSCP	0	0	900,000	900,000	0
Transport	Public Realm at Wyvern MSCP Site	50,000	1,183	50,000	50,000	0
Transport	Local Sustainable Transport Fund (LSTF)	633,000	677,792	633,000	633,000	0
Transport	Davis Place Car Park	260,573	6,745	290,573	290,573	0
Transport	Highways Asset Management Grant Elements 1 and 2	216,500	0	216,500	216,500	0
Transport	Car Parks - Major Maintenance of MSCP		216,953	228,511	228,511	0
Transport	Winter Damage Various Schemes	710,412	0	710,412	710,412	0
	<b>Sub -Total Transport</b>	<b>6,809,829</b>	<b>8,626,155</b>	<b>16,112,227</b>	<b>16,112,228</b>	<b>0</b>
		<b>78,293,662</b>	<b>52,265,489</b>	<b>129,805,875</b>	<b>127,609,815</b>	<b>(2,196,059)</b>

## Appendix 2 - 2013/14 Prudential Indicators

<b>Affordability Indicators</b>		<b>Indicator 13/14</b>	<b>Actual 13/14</b>
<b>Operational Boundary</b>			
	Borrowing	267,806	266,564
	Other Long term liabilities	46,294	56,751
	<b>Total</b>	<b>314,100</b>	<b>323,315</b>
<b>Authorised Limit</b>			
	Borrowing	396,263	266,564
	Other Long term liabilities	51,294	56,751
	<b>Total</b>	<b>447,557</b>	<b>323,315</b>

The operational boundary is an estimate of the most likely level of external debt , whereas the authorised limit is the absolute approved limit. These are measured against actual external debt which includes all long and short term debt and PFI liabilities, but excludes investments

### Ratio of financing costs to net revenue stream

HRA	33.49%	35.84%
Non HRA	6.31%	5.15%

The key reason for the reduction in the ratio for Non HRA was due to a change to the MRP provision relating to Wichelstowe.

### Capital Financing Requirement:

HRA	137,555	140,532
Non-HRA	258,708	270,575
PFI	46,294	56,751
<b>Total</b>	<b>442,557</b>	<b>467,858</b>

### Capital Expenditure 13/14

HRA	15,300	18,963
Non-HRA	34,673	33,302
<b>Total</b>	<b>49,973</b>	<b>52,265</b>

Note: 13/14 PI's were set in February 2013 before 12/13 out-turn known, therefore differences between estimates and actuals will partly reflect 12/13 capital programme slippage

### Prudence Indicators

#### Net Borrowing and the CFR

Net Borrowing	222,490	211,124
CFR (incl PFI)	434,648	467,858

The Capital Financing Requirement (CFR) represents the underlying need to borrow. Net Borrowing should not exceed, except in the short-term, the CFR.

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## Swindon Local Transport Plan

### Implementation Plan 2014/15

**Cabinet**

**Date: 23<sup>rd</sup> July 2014**

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Author:	Cabinet Member for Strategic Planning, Sustainability and Transport Board Director, Service Delivery
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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#### **1. Purpose and Reasons**

- 1.1 The Local Transport Plan (LTP) is the principal means of delivering the Council's transport programme. It is the statutory document that contains the transport policies and programmes of the local transport authority. It is listed in Article 4 of the Council Constitution as a key document in forming the policy framework for the Council and it is subject to an annual report to the Cabinet in order to ensure transparency in the apportionment of the funding and aid the delivery of the programme.
- 1.2 The report seeks approval for the adoption of the Local Transport Plan Implementation Plan for 2014/15 and for the Local Transport Plan Capital Programme budget apportionment for 2014/15. In addition, approval is sought for the 2014/15 Local Sustainable Transport Fund programme.
- 1.3 The Local Transport Plan has a key role in implementing the Corporate Plan's priorities and objectives, particularly in relation to the "One Swindon" themes.

#### **2. Recommendations**

That Cabinet is requested to recommended to Council: to

- 2.1 Approve the Local Transport Plan (LTP) Implementation Plan for 2014/15.
- 2.2 Approve the Local Transport Plan Capital Programme budget categories and total spend for 2014/15, as detailed in Tables 1 to 9 of the Implementation Plan attached as Appendix 3.

Subject to approval of the Local Transport Plan Implementation Plan by Council: to

- 2.3 Authorise the Head of Highways and Transport, in consultation with the Cabinet Member for Strategic Planning, Sustainability and Transport to:
  - 2.3.1 Prioritise schemes in accordance with One Swindon priorities,

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Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, [pmartlew@swindon.gov.uk](mailto:pmartlew@swindon.gov.uk).

# **Swindon Local Transport Plan**

## **Implementation Plan 2014/15**

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- 2.3.2 Approve scheme progression in accordance with the updated Protocol (attached as Appendix 2 and originally approved by the Cabinet in July 2010),
  - 2.3.3 Amend the Protocol to reflect changing job titles and organisational restructuring,
  - 2.3.4 Vary allocations between different budget categories,
  - 2.3.5 Approve variations in scheme costs, and
  - 2.3.6 Add/substitute schemes, provided expenditure is contained within the approved total budget.
- 2.4 Approve the Local Sustainable Transport Fund (LSTF) budget categories and allocations for 2014/15 as detailed in Appendix 3.
- 2.5 Where delivery risks arise that will put in jeopardy the Council's ability to benefit in full from the annual grant allocation, authorise the Head of Highways and Transport in consultation with the Cabinet Member for Strategic Planning, Sustainability and Transport, and relevant Board Director(s), within the parameters of the implementation plan and LSTF bid document, to prioritise schemes and add/substitute schemes relevant to the Package Elements.
- 3. Detail**
- 3.1 The current Local Transport Plan (LTP3) was approved by Cabinet at the meeting of 9<sup>th</sup> March 2011 and by full Council at the meeting of 14<sup>th</sup> April 2011 (Cabinet Minute 94, 2010/11 and Council Minute 134 2010/11 refers). It sets out an overarching strategy document (covering the period 2011 to 2026) supported by nine thematic Supplementary documents and an Implementation Plan.
- 3.2 The Local Transport Plan - LTP3 - was prepared within the context of the Swindon Transport Strategy and under the supervision of the Local Development Plans Working Party. It is the delivery plan for the wider Transport Strategy and reflects the objectives of the Strategy. LTP3 also supports and is consistent with One Swindon and the Council's planning policies; in particular the draft Local Plan and Central Area Action Plan.
- 3.3 Seven key transport challenges have been identified which the Local Transport Plan must address. Seven transport outcomes have been identified that should be achieved in order to address the challenges. This has been translated into six transport policies, which form the core of LTP3. A copy of the full Local Transport Plan Strategy document and supplementary documents is available on the
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# Swindon Local Transport Plan

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Council's website and in the Members Room. A summary document setting out the headline policies is included as Appendix 1.

- 3.4 An Implementation Plan was produced for the first year of LTP3 and included indicative information for the period 2012/13 to 2014/15. This was approved by Council in April 2011. A Local Transport Plan Capital Programme for 2012/3 to 2014/5 was approved by Cabinet on 11<sup>th</sup> July 2012 (Cabinet Minute 24 2012/13 refers).
- 3.5 At its meeting on 24<sup>th</sup> February 2014 the Council approved the Capital Programme budget for 2014/15 (Council Minute 94, 2013/14 refers). This includes details of the overall Highways and Transport capital budget for 2014/15.
- 3.6 The draft Implementation Plan for the period 2014/15 is included as Appendix 3, which sets out the proposed breakdown of the overall Highways and Transport capital budget across the different expenditure categories. Following consultation with the Cabinet Member for Strategic Planning, Sustainability, and Transport the breakdown includes a number of priority projects. It also reflects the need to continue the priority given to maintaining the highway and the desire to avoid any further increase in the backlog of highway maintenance.
- 3.7 Individual schemes within the expenditure categories are authorised by the Head of Highways and Transport in consultation with the Cabinet Member for Strategic Planning, Sustainability, and Transport in accordance with the Protocol first approved by Cabinet in July 2010. The latest version of the Protocol is included as Appendix 2. The Protocol will be further revised to reflect changing job titles and amendments arising from structural reorganisation. Schemes will be selected from the pool of schemes in each category up to the value of the available budget.
- 3.8 At its meeting of 6<sup>th</sup> February 2013 the Cabinet approved the principle of the setting up of a "Local Transport Body" (LTB) with the Swindon and Wiltshire Local Enterprise Partnership (LEP) and Wiltshire Council (Cabinet Minute 99, 2012/13 refers). The role of the LTB is to develop a prioritised programme of major transport schemes for funding. Many of the projects in the schedule of major schemes set out in table 19 of Appendix 3 are likely to fall within the control of this group.

### Local Sustainable Transport Fund

- 3.9 Details of the Local Sustainable Transport Fund (LSTF) proposed schemes and expenditure were reported to Cabinet on 5<sup>th</sup> September 2012. As a result, a range of capital and revenue funded schemes to promote sustainable transport initiatives will be delivered through to 2014/15. Details of the four individual work

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streams promoted as “Swindon Travel Choices” are included in the LTP Implementation Plan.

- 3.10 Details are also included of the Swindon element of the “Access to Stations” LSTF project in which Swindon Borough Council is a partner along with other local authorities (led by Bedford Council) and the sustainable transport charity, Sustrans.

#### **4. Alternative Options**

- 4.1 The production of a Local Transport Plan is a statutory requirement for each local transport authority in England. Failing to produce and maintain a Local Transport Plan is not therefore an option. It is listed in Article 4 of the Council Constitution as a key document in forming the policy framework for the Council.
- 4.2 It is intended that LTP3 will be reviewed and refreshed during its life (more so than for previous LTPs). There is therefore the option to review and refresh elements of the plan as appropriate.
- 4.3 The Implementation Plan will be further updated for 2015/16 and is proposed to be presented to Cabinet in early 2015.
- 4.4 Alternative options to individual schemes within the Implementation Plan can be considered at the initial Business Case preparation stage. In so doing, there is a necessity to co-ordinate works with other supportive funding streams and strategic plans. Whilst, through consultation, specific schemes may change or be replaced the fundamental principles of delivering the Local Transport Plan Strategy approved by the Cabinet will be maintained.

#### **5. Implications, Diversity Impact Assessment and Risk Management**

##### Financial and Procurement Implications

- 5.1 The financial implications arising from producing the Local Transport Plan are met from existing Highways and Transport Delivery budgets.
- 5.2 The Local Transport Plan Strategy document sets out the policy background for establishing the transport spending priorities of the Council to 2026. The overall Highways and Transport budget is subject to separate annual approval by Cabinet as part of the Council's overall Capital programme.
- 5.3 The Implementation Plan sets out a pool of schemes. The Local Transport Plan does not necessarily commit the Council itself to funding proposals contained within it. This will largely be dependent on the outcome of the funding settlements from central government and the availability of developer contributions and other

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# Swindon Local Transport Plan

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grants and awards. It will serve as an important policy document to help the Council seek external funding and focus its spending.

- 5.4 Where the Implementation Plan refers to possible S106 funding for individual schemes this remains subject to the approvals process for the use of S106 funding.
- 5.5 Contracts for works and services in the programme are procured in accordance with Council Standing Orders.

### Legal and Human Rights Implications

- 5.6 The content of this report will not have a direct implication on human rights issues. It is believed that its recommendations are compatible with Convention rights.
- 5.7 There are no direct legal implications arising from the report. The production and adoption of the Local Transport Plan is a statutory duty covered by the Local Transport Act (2000) as amended by Part 2 of the Local Transport Act (2008).

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

- 5.8 A Strategic Environmental Assessment, Habitats Regulation Assessment and Health Impact Assessment have been carried out accordance with legislative requirements. Consultation has taken place with the appropriate LTP statutory consultees. A Rural Supplementary document was produced as part of LTP3.

### Diversity Impact Assessment

- 5.9 A Diversity Impact Assessment (DIA) was completed for the overarching LTP Strategy in 2011. This identified the need to promote schemes that facilitate access to local services for local residents and visitors regardless of age, gender, race, faith, disability or sexual orientation. This focuses particularly on alternatives to the private car and safety and security of such transport facilities. This DIA is available from the report author.
- 5.10 The DIA is reflected in the programme for 2014/15 through the schemes to improve footway surfacing and promote road safety for vulnerable highway users.
- 5.11 It is planned that a new DIA will be carried out for the 2015/16 programme, which is anticipated will cover a three year period.

### Risk Management

- 5.12 A risk register is maintained for the overall LTP programme.

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# **Swindon Local Transport Plan**

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### **6. Consultees**

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

### **7. Background Papers**

- 7.1 Guidance on Local Transport Plans – Department for Transport (July 2009)

### **8. Appendices**

- 8.1 Appendix 1: LTP3 Strategy Summary
- 8.2 Appendix 2: Protocol for approving capital funded schemes
- 8.3 Appendix 3: LTP3 Implementation Plan 2014/15

### **9. Key Decision/Decision in Forward Plan**

- 9.1 This is a Key Decision and is included in the Cabinet Work Programme/Forward Plan for July 2014.

# Swindon Local Transport Plan

## Implementation Plan 2014/15

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### Appendix 1

#### Swindon's third Local Transport Plan 2011-2026 Summary

##### Transport Mission for Swindon

The Mission for Swindon's third Local Transport Plan is to create:

*"A safe, effective and fit for purpose transport network that supports Swindon's ambitions for town centre regeneration and economic growth whilst protecting and enhancing quality of life and the environment for the benefit of local residents, visitors and businesses".*

It is intended that this vision will be delivered through the set of six transport policies detailed later in this document.

##### Challenges facing Swindon

Swindon's transport related problems and issues have been considered in the context of the national priorities for transport and wider local policies and goals, including the emerging "One Swindon" themes of the Sustainable Community Strategy. As a result, seven key transport challenges have been identified which the Local Transport Plan must address. A series of transport outcomes have been identified that will indicate that the challenges have been addressed. The challenges are:

- 1 – Optimising the operation of key strategic transport corridors and the local road network to allow the efficient and reliable movement of people and goods, which are vital for the economic prosperity of the area.
- 2 – Delivering transport measures and interventions that will accommodate housing and employment growth in an environmentally sustainable manner.
- 3 – Contributing towards carbon reduction targets by achieving a shift to a more sustainable transport network.
- 4 – Overcoming barriers and severance caused by key transport corridors and ensuring new developments are permeable for walking and cycling.
- 5 – Improving accessibility to/from the town centre, and ease of movement within it, to support regeneration of the town.
- 6 – Delivering transport solutions which are sympathetic to the local environment and do not adversely affect local quality of life.
- 7 – Reducing the negative health impacts of the transport system both in terms of road safety, and the wider health effects of transport.

##### Transport Outcomes

The Local Transport Plan has defined seven outcomes that should be achieved in order to have addressed the seven key transport challenges listed above.

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These outcomes define the policy framework for delivery. The table below details how the draft Local Transport Plan policies contribute to each of the outcomes.

1. Improved journey time reliability for all forms of transport
2. Improved road safety
3. Increased overall share of journeys for public transport, walking and cycling
4. Reduced need to travel and reduced dependence on the private car
5. Improved accessibility
6. Improved local environment and quality of life
7. Improved access to Swindon Town Centre

### **Transport policies**

The six emerging transport policies that follow (Policies A-F) set out the policy framework through which the Local Transport Plan will seek to address the key transport challenges by achieving the desired transport outcomes.

For each policy there is an explanation of why that policy has been chosen, how such a policy can be achieved, and a description of the proposed measures by which it will be delivered.

### **Policy A – Optimise the capacity of the highway network and improve journey time reliability for all forms of transport.**

Increasing levels of congestion affect both the efficient operation of the main road network and journey time reliability, impacting on economic productivity and discouraging investment in regeneration and economic growth.

The Local Transport Plan will work to better manage the existing highway network to ensure that existing capacity is optimised and used efficiently. This will entail using the latest traffic signal control technology and other traffic management techniques. It will involve the provision of up to date and accurate information to allow people to make informed decisions about their travel choices. It must also include measures to improve the attractiveness of alternatives to driving alone, particularly at peak periods.

Delivery options include–

- The modernisation, removal, or conversion to part time operation of traffic lights where this will improve the operation of the highway
- Changes to road layouts and lane markings where this will improve the operation of the highway.
- Improve pre- and in journey travel information using static and mobile media
- Improve co-ordination of road works and management of special events
- Improve network resilience through planning for incidents and extreme weather events

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- Priority measures for public transport services where they currently experience delays and unreliability on the network.

### **Policy B – Improve road safety**

Road traffic collisions, as well as causing distress to those involved, also result in wider costs to society in terms of the cost of providing healthcare treatment to those injured, and loss of productivity. Accidents create tailbacks and delays that adversely affect journey time reliability.

The Local Transport Plan will seek to reduce incidences of speeding and unsafe road user behaviour through a range of education, engineering and enforcement measures. Particular attention will be given to improving road safety amongst vulnerable road users especially where this restricts their quality of life or travel choices.

Delivery options include–

- Speed management measures where excess speeds are identified as an issue.
- Traffic management measures where accident records indicate potential issues related to the highway infrastructure. Safer Routes to School schemes and School Safety Zones.
- Road Safety education and training.

### **Policy C – Achieve and sustain a high quality, resilient and well maintained highway network for all members of the community**

Physical highway infrastructure deteriorates with age and use, and as a result requires regular maintenance to ensure it meets the needs of users and provides for the safe movement of people and goods. The economy of Swindon and quality of life of its residents depends on having a well maintained highway network that can cater for the movement of people and goods. The condition of the highway network is under pressure as a result of increasing numbers of extreme weather events and maintenance is of importance in order to increase the resilience of the network.

Highway maintenance investment will be targeted where it is needed most, and in a way that will ensure value for money whilst protecting and enhancing the condition of the network. Decisions will be based on the principles outlined in the Transport asset Management Plan.

Delivery options include –

- Annual maintenance programme on classified (major) roads
- Annual maintenance programme on unclassified (minor) roads
- Reactive maintenance across the network
- Annual renewal programme for street lighting
- Annual programme of maintenance of highway structures

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- Improvements to highway drainage at known flood risk locations.

### **Policy D – Integrate land use planning and transport to reduce the need to travel and mitigate the impact of new development on the transport network**

The location, scale, density and design of new development and the mix of land uses have a significant influence on the demand for travel. Encouraging development in the town centre, on brown field sites close to existing shops and services, and supporting, where viable, higher density, mixed use developments helps reduce the need to travel and the length of journeys, and makes it easier for people to walk, cycle or use public transport. It also reduces the need to fund expensive highway infrastructure.

The emerging Core Strategy will encourage mixed use developments to be brought forward in locations that are accessible by a range of travel methods. There will be encouragement to locate new housing and employment development within close proximity, to help reduce the need to travel and encourage the use of public transport, cycling and walking. Good design of residential developments will ensure that key services and facilities are provided locally and that neighbourhoods are walkable with good cycle and public transport links to nearby centres. Residential and workplace travel planning will be used to effectively manage the journeys created by development.

Delivery options include–

- The emerging Core Strategy
- Emerging town centre regeneration plans
- Developer contributions to mitigate the impact of new development on existing transport networks
- Residential Travel Plans
- Workplace Travel Plans.

### **Policy E – Deliver a high quality public transport network that is accessible, easy to use and supported by appropriate priority measures**

Improving the quality of public transport will widen travel choice giving a viable alternative to the private car for everyday journeys. For those without access to a car, buses and taxis are often the only realistic travel option for journeys to access goods and services. As Swindon town centre is regenerated more people will wish to access the area and it is essential that a good quality bus service is provided along the main corridors to the town centre. This will allow regeneration and growth to be accommodated while preventing deterioration of journey time reliability and the environmental impact of increased car use.

The Council will work closely with bus operators to support the commercial bus network. We will help plan and deliver service improvements and work towards a network of rapid transit corridors as economic growth progresses in future years. While focussed

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on the town centre the network will also cater for inter suburban journeys. The aim is to ensure that public transport provides a reliable and attractive alternative to the private car, with accurate and up to date information on how services are running. Measures will focus on improving the affordability, convenience and attractiveness of public transport.

Delivery options include–

- Development of proposals for a rapid transit network focussed on the town centre and an orbital bus route for implementation as economic growth continues
- New bus exchange for the town centre
- Network management measures to address congestion at locations where bus services are delayed
- Expanded traveller pre and in journey information provision.

### **Policy F – Encourage behavioural change in transport by promoting alternatives to driving alone, and develop supporting infrastructure where appropriate**

Encouraging and making it easier for people to choose to walk, cycle or use public transport for everyday journeys offers a range of benefits for individuals and the transport network generally. By building increased physical activity, such as walking and cycling, into daily routines there are significant health benefits. An increased share of journeys undertaken by walking, cycling and public transport will reduce congestion and pollution on the road network, improving air quality and reducing accidents.

The Council will work closely with partners in the health sector (eg PCT), the bus operators, and the voluntary sector (eg Sustrans) to promote the full range of alternatives to driving alone. This work will also identify locations where additional supporting infrastructure is required.

Delivery options include–

- School Travel Plans
- Workplace Travel Plans
- Residential Travel Plans
- Personalised travel planning
- Car sharing schemes
- Improved cycle parking facilities
- Signing and way-finding for walking and cycling networks
- Promotional bus tickets
- Integrated travel information system through variety of media.

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### **Appendix 2 : PROTOCOL FOR APPROVING CAPITAL FUNDED SCHEMES (EXCLUDING MAJOR SCHEME BIDS)**

- Report LTP implementation Plan to Cabinet.

- 
- Once approval given:

Officers produce outline business cases and present to Officer Project Board for challenge, to ensure scheme is in line with policy

Service Manager for Highway Asset Management and Project Delivery, or Highway Construction works, or Transport Planning and Traffic Management agrees outline business cases and informs Cabinet Member for Strategic Planning, Sustainability and Transport of schemes to move forward.  
(Business Case Approval Stage 1)

- 
- Officers develop business cases, including consultation with local Ward Members and Shadow Cabinet Members.

When sufficiently prepared, business cases presented to Officer Project Board, to ensure scheme is a priority prior to scheme implementation. Taking into account the views of Ward members and any other relevant observations.

Head of Highways & Transport, in consultation with Cabinet Member for Strategic Planning, Sustainability and Transport decides whether scheme progresses.  
(Business Case Approval Stage 2)

- 
- Corporate Capital RAG (Red, Amber, Green) reports are provided through the Project Management Office at programme level.
  - Scheme specific status reports are provided to Head of Highways & Transport and Officer Project Board. Head of Highways & Transport advises Cabinet Members on key decisions/issues and all Members are provided with 6 weekly high level RAG reports. Ward Members to be kept informed as scheme progresses. Use of Members Bulletin.
  - NB (a) - Any comment relevant to the progression of a scheme(s) discussed with the Cabinet Members shall be recorded.
  - NB (b) – Routine maintenance schemes will be presented for approval of both stage 1 & 2. Consultation will be through Members Bulletin, with regular updates.

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# **Swindon Local Transport Plan**

## **Implementation Plan 2014/15**

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### **Appendix 3 – LTP Implementation Plan**

#### **LTP3 Implementation Plan**

#### **2014/15**

This document sets out the indicative highways and transport capital programme for 2014/15.

Spending decisions for transport schemes are based upon the priorities set out in the main LTP strategy document, which in turn are based upon the wider priorities of the Council and its partners. The LTP priorities have been agreed in order to address the key transport issues identified in Swindon and their impact will be measured against a number of indicators and targets set out in the LTP.

Funding for transport comes from a number of sources –

- LTP Government Grant
- Council borrowing
- Local Sustainable Transport Fund
- S106 developer contributions
- Non government grants

On 24 February 2014 the Council approved its Capital budget for 2014/15 including the overall Highways and Transport capital budget (Minute 94 refers).

Table 1 sets out the allocation by budget heading of the overall budget. Funding allocations are split between various classes of maintenance schemes, with the remainder referred to as “integrated schemes” (ie all other schemes, including those related to passenger transport, walking and cycling, road safety and traffic management). The allocation to maintenance schemes reflects the priority given to maintaining highway infrastructure and avoiding a further increase in the backlog of maintenance of highways assets.

Details of the Local Sustainable Transport Fund and S106/capital receipt funding are dealt with later.

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**Table 1 – Capital funding by budget heading (£)**

<b>Budget Heading</b>	<b>Budget Allocation (£)</b>
LTP – maintenance grant	2,400,000
LTP – additional maintenance grant	247,000
LTP – integrated grant	1,970,000
LSTF grant funded	470,000
Pinch Point fund	2,041,000
Capital receipt funded	2,397,588
S106 funding	2,363,231
Borrowing requirement	713,181
<b>TOTAL</b>	<b><u>£12,602,000</u></b>

Table 2 sets out the overall allocation by activity. The split between maintenance and integrated schemes reflects the local priority given to maintaining highway infrastructure.

**Table 2 – Capital allocation by activity (£)**

<b>Activity</b>	<b>Budget Allocation (£)</b>
LTP maintenance	3,000,000
SBC maintenance	2,900,000
LTP integrated	1,961,000
SBC car park maintenance	500,000
Drainage schemes	300,000
Concrete light column replacement	400,000
Local Sustainable Transport Fund	470,000

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## Swindon Local Transport Plan

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Newcombe Drive Pinch Point	2,041,000
Highways and Transport Priority Projects	1,030,000
<b>TOTAL</b>	<b><u>£12,602,000</u></b>

#### Maintenance schemes

For 2014/15 table 3 sets out the proposed split of maintenance schemes capital funding between the different categories.

**Table 3 – Maintenance Schemes – allocation by category 2014/15**

<b>Activity</b>	<b>Budget Allocation (£)</b>
LTP Carriageway maintenance and surface dressing	1,800,000
LTP Rights of Way Improvement Plan	100,000
LTP Structural Maintenance	800,000
LTP Pavement Condition Management	50,000
LTP Street Lighting	250,000
SBC minor road maintenance	1,600,000
SBC footway maintenance	1,000,000
SBC Bridges and Structures	100,000
SBC Traffic Signals	150,000
SBC Street lighting	50,000
<b>TOTAL</b>	<b><u>£5,900,000</u></b>

Table 4 sets out the pool of maintenance schemes for 2014/15. It is not possible to list the exact schemes that will be completed. Most are subject to a range of delivery risks and a pool of schemes allows the risks to the overall programme to be managed effectively. Schemes will therefore be delivered from this pool of schemes up to the

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# Swindon Local Transport Plan

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value of the available budget in each category. Remaining schemes are likely to be carried forward to future years.

**Table 4 – Maintenance Schemes – Pool of schemes 2014/15**

<b>Scheme</b>	<b>Scheme Costs (£)</b>
<b>LTP Principal and non-principal roads</b>	
B4006 Beechcroft Road - Hyde Road to Meadowcroft (including funding for large patches near Dores Road junction further west)	
B4019 Eastrop, Highworth – Brewery Street to 70m east of 90 degree bend	
B4534 Westfield Way – Windflower Road to Thames Avenue (potential extension/ additional with patching in lengths up to Haydonleigh Drive (west) and Asda Rbt (east))	
B4587 Akers Way – Purton Road to Cheney Manor Industrial Estate Road (including £40,000 additional 2014/15 funding for St Marys Grove end carry over project)	
C114 Castle Eaton Village - Thames Bridge to Oxfordshire Boundary (including patching west of village towards Droveway)	
C141 South Marston - A420 to 50m north of Keypoint Roundabout	
Design & Investigation only: C402 Milford Street & Manchester Road – Investigation and design and preparation of strengthening and repair scheme. Review to include Wellington Street and Station Road (section)	
Rodbourne Flood Alleviation Scheme: Highway Maintenance Works Partial Contribution: Cheney Manor Industrial Estate Road (Darby Close to Baileys Corner) B4006 Cheney Manor Road - Baileys Corner Roundabout to north of Bessemer Road West junction; Northern Road (section)	
Safety & Maintenance Combined Sites including Skidding Management & Investigations	
DfT Funded Large Patching/ Joint Sealing Project Additional Financial Contribution	
A4259 Queens Drive – Magic Roundabout to Drakes Way (Pre-works)	
B4534 Whitehill Way Phase 2 – surface treatment to three sections (Pre-works)	
C142 Supermarine to B4000 – various treatments (Pre-works)	
C149 Hinton Parva – through village from west end speed limit to Short Drove (Pre-works)	
C3 - Foxhill Crossroads (C29) to C149 Hinton Parva (Pre-works)	
A3102 Wootton Bassett Road – Bowling Green to Kingshill including Westcot Place Roundabout	
A4312 Drakes Way – Marlowe Avenue to 100m north of Queens Drive Roundabout	

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A4361 Wroughton – Wharf Road junction (150m length)		
	Total	1,800,000
<b>SBC minor road maintenance</b>		
Frobisher Drive (section)		
Grove Hill		
Marlowe Avenue (section)		
Okus Road (section)		
Penhill Drive (section)		
St Pauls Drive (section)		
Thames Avenue (2 sections)		
Westlea Drive (section)		
Whitbourne Avenue (section)		
Worsley Road (section)		
Avebury Road (section)		
Axbridge Close		
Bowleymead (south)		
Durnford Road		
Elborough Road and Purton Road		
Fanstones Road area		
Ipswich Street and Newmarket Street		
Langport Close		
Lennox Drive (sections) and Beaumont Road		
Liddington Street (section) and Norman Road (section)		
Limes Avenue (section) and Hornbeam cul-de-sac		
[L] Linnetsdene		
Lyndhurst Crescent		
Merlin Way slip road cu-de-sac (section)		
Minety Road and Ramsbury avenue (section)		
Priors Hill (section)		
Sandgate		
Sandringham Road (section)		
Tattershall		
Terncliffe (section) and The Harriers		
Turnpike Road and Vorda Road		
Volta Road		
Westlea Drive estate roads (Moresby Close, Birdcombe Road (section) and Alveston Close		
Westmoreland Road		
Kingsdown Lane (sections)		
	Total	1,600,000
<b>SBC footway maintenance</b>		
Gorse Hill backways (sections)		
Kingshill Road backways (2 sections)		
Rodbourne Road backways (3 sections)		
Liden cycletrack and Liden Centre footpaths (sections)		
Mead Way cycleway (section) and Cartwright Drive section		
Chestnut Avenue (sections)		
Drew Street (section)		
Ferndale Road (section)		
Highworth Road (B4006) (section)		

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# Swindon Local Transport Plan

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Hurst Crescent (sections)	
Laburnham Road and Linden Avenue (section)	
Little Avenue	
Northern Road (section)	
Rodwell Close (section)	
Sandown Avenue (section)	
Stanmore Street	
Sunnyside Avenue	
Wey Close	
Abbey Stadium footpath (section)	
Saxon Mill – School Close footpath, Chiseldon (section)	
Blackstone Avenue, Compton Close, Farman Close and Grailey Close	
Brington Road, Byfield Way, Harlestone Road, Kilsby Drive and Gayton Way	
Broome Manor Lane (section), Leverton Gate and Brettingham Gate	
Bryanston Way, Canford Close, Saltram Close and Tregantle Walk	
Buller Street	
Coombe Road and Beauchamp Close	
Exe Close, Ray Close and Tees Close	
Hathaway Road and Hackett Close	
Honiton Road	
Kennet Road, St John Road and Barcelona Crescent, Wroughton	
Kershaw Road and Beresford Close	
Kingfisher Drive	
Pinnocks Place	
Raybrook Crescent	
Shrivenham Road (B4000), Highworth (section)	
St Pauls Drive and Wiseman Close	
Warbeck Gate and Hampton Drive (sections)	
Welcombe Avenue (Phase 1) (section)	
Total	1,000,000
LTP Pavement Condition Management	
UKPMS	50,000
Total	50,000
LTP Rights of Way	
Access to Old Town Rail Path	21,500
The Old Ridgeway Byway Improvements	20,000
Footpath linking Home Close to Church Street, Chiseldon	16,125
Church Lane Public Footpath, Bishopstone	26,875
Thames Path footbridge	50,000
Total	134,500
LTP Structural maintenance	
Princes Street Footbridge demolition or maintenance study and works	129,000

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## Swindon Local Transport Plan

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Coate Roundabout Subways – Decommissioning or upgrade, study and works	114,000
Bridge Principal Inspections 14/15	32,000
Hawksworth Great Western Way Subway Refurbishment	97,000
Moredon New Rail Bridge Major Maintenance	97,000
Tadpole Lane River Bridge	79,000
Rights of Way Bridge replacements	30,000
River Ray footbridge major maintenance and upgrade	90,000
Botswick Culvert replacement	67,000
Penhill Footbridge major maintenance	97,000
<b>Total</b>	<b>832,000</b>
<b>SBC bridges and structures</b>	
Backlog maintenance of minor structures	100,000
<b>Total</b>	<b>100,000</b>
<b>LTP Street lighting (£250k) &amp; SBC funded Street lighting (£50k)</b>	
Highworth Road (from Catsbrain Farm to 250m north of Supermarine roundabout)	100,000
Shrivenham Road & Stratton Road (phased)	100,000
Beechcroft Road incl. junction Ermin Street	100,000
<b>Total</b>	<b>300,000</b>
<b>SBC Traffic Signals (upgrades)</b>	
Junction Manchester Road/Corporation Street	40,000
Puffin Emlyn Square	30,000
Puffin Cheney Manor Road/Baileys Corner	30,000
Junction Park Lane/Church Place	40,000
Junction Drakes Way/Ocotol Way	10,000
<b>Total</b>	<b>150,000</b>

Table 5 sets out the Council funded car park maintenance schemes for 2014/15.

**Table 5 - SBC funded car park maintenance schemes 2014/15**

<b>Scheme</b>	<b>Budget (£)</b>
Brunel North Car Park upgrade	180,000
Fleming Way Car Park major maintenance	320,000
<b>Total</b>	<b>500,000</b>

Table 6 sets out the Council funded drainage schemes for 2014/15.

**Table 6 - SBC funded drainage schemes 2014/15**

<b>Scheme</b>	<b>Budget (£)</b>
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## Swindon Local Transport Plan

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Data Asset Collection Surveys (DACS)	75,250
Schemes arising from DACS surveys	188,950
Minor Flood Mitigation Schemes (Devizes Road, Wroughton, River Fleet, Kingshill and Sandpiper Bridge, Covington)	25,800
Cheney Manor Ponds access	10,000
<b>Total</b>	<b>300,000</b>

Table 7 sets out the Council funded street lighting column replacement programme

**Table 7 - SBC Capital funded Street Lighting column replacement programme 2014/15**

<b>Scheme</b>	<b>Budget (£)</b>
Shaftesbury Avenue/Marlowe Avenue (phased)	85,000
Lawns (all roads except Windsor Road) (phased)	100,000
Moredon from Blair Parade – Bessemer North and South, Wickdown Ave (phased)	100,000
Nythe south side (phase)	65,000
Kingswood Avenue	70,000
<b>Total</b>	<b>400,000</b>

#### Integrated schemes

This section sets out the range of Integrated schemes (ie all those other than maintenance schemes) for 2014/15 (including the main schemes funded in whole or part by S106 developer contributions). Section 106 developer contributions and Local Sustainable Transport Fund grants are available for a number of schemes relating to cycling, walking, public transport and traffic management. These are listed in the following tables.

For each category, schemes will be selected from the pool of schemes up to the value of the available budget.

In most cases it is not possible to list the exact schemes that will be completed as most are subject to a range of delivery risks and a pool of schemes allows the risks to the overall program to be managed effectively. Many involve consultation with the public, councillors and statutory bodies. Some require planning consent or are linked to other developments. Schemes that cannot be delivered in 2014/15 are likely to be carried forward to future years.

Table 8 sets out the Integrated schemes to be funded from LTP grant.

**Table 8 – LTP Integrated Schemes – allocation by category 2014/15 (£)**

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## Swindon Local Transport Plan

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Scheme	Scheme Costs
Passenger Transport	78,000
Walking, cycling, school travel	236,000
Traffic Management and Road Safety	1,656,000
<b>VALUE OF SCHEMES FOR LTP</b>	<b>1,970,000</b>

Table 9 sets out the pool of Integrated schemes for 2014/15. It is not possible to list the exact schemes that will be completed. Most are subject to a range of delivery risks and a pool of schemes allows the risks to the overall programme to be managed effectively. Schemes will therefore be delivered from this pool of schemes up to the value of the available budget in each category. Remaining schemes are likely to be carried forward to future years.

**Table 9 – Integrated Schemes – Pool of schemes 2014/15 (£)**

Scheme	Scheme Costs
<b>Passenger Transport</b>	
South West Public Transport Information system contribution	30,000
Minor bus stop improvements (hard standing, shelters, kerbs)	48,000
<b>Total</b>	<b>78,000</b>
<b>Walking, Cycling, School Travel</b>	
Bike-It Project	35,000
Pedestrian Crossing Request Review 14/15 (22 sites)	30,000
The Street, Moredon, Zebra crossing	20,000
Bridge Street/Fleet Street pedestrian area upgrades	100,000
Strategic cycle infrastructure prioritisation	51,000
<b>Total</b>	<b>236,000</b>
<b>Traffic Management and Road Safety</b>	
Locality scheme budget (7x £25k)	175,000
Rural Speed Management schemes (Chiseldon and Draycot Foliat)	160,000
Review existing residential 20mph areas (Penhill, Pinehurst, Parks)	50,000
Highways Responsive fund	150,000
Drove Road Local Safety Scheme	75,000
Whitworth Road Local Safety Scheme	50,000
Crombey Street/Curtis Street accident reduction scheme	50,000

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# Swindon Local Transport Plan

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Moonrakers junction – traffic surveys and options review (In response to Motion at Full Council March 2014 re congestion)	50,000
Grass verges in residential areas – review and costing of options (In response to Motion at Full Council March 2014 re verge parking)	50,000
Modelling of town centre traffic management options in response to town centre master planning	50,000
Improvement and upgrade to Swindon traffic data monitoring and reporting systems (Phase 1)	5,000
Community Speedwatch support	20,000
Operational review of traffic signals (Cricklade Road/Chapel Street, Queens Drive/Frobisher Drive, Polaris Way, A420 Gablecross)	40,000
Improvements to bridge height signs (Evelyn St, Westlecot Lane, Mill Lane, Wootton Bassett Rd, Park Lane)	50,000
HGV signing strategy (Phase 1)	80,000
Mannington Roundabout scheme minor amendments	10,000
Signing changes arising from road reclassification	65,000
Digitisation and update of signing records	25,000
Strategic refresh of road markings	80,000
Review of safety issues and development of feasibility designs for a 3 year delivery program at: Cricklade Rd/Poplar Ave, Elgin Roundabout, New Inn Roundabout, Commercial Road zebra, North Star Ave bus stops, B4289 Liddington, Friars Hill/B4000 junction, Red Barn crossroads, Akers Way pedestrian crossing, Beechcroft Road, Thamesdown Drive/Cricklade Road, Dorcan Way/Greenbridge Road, White Hart, A361 Highworth to Lechlade, North Star junction.	100,000

### Local Sustainable Transport Fund – Swindon Travel Choices

In July 2011 the Council was successful in its bid to the Department for Transport's Local Sustainable Transport Fund. This provides grant funding through to 2014/15 for a range of measures to support initiatives around sustainable transport. This "Swindon Travel Choices" project comprises four work streams – each with capital and revenue allocations. The following tables set out the program for each work stream which includes both capital and revenue elements. Full details of the overall project aims and objectives were set out in a report to Cabinet on 5 September 2012.

#### Workstream One – Town Centre Employers

**Table 10 – Workstream One – revenue schemes (£000)**

Scheme	Scheme costs
LSTF project wide administration (Project and programme management)	110

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# Swindon Local Transport Plan

## Implementation Plan 2014/15

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Workplace Personalised Travel Planning team	130
Marketing, communications, events and promotions	80
Tools, incentives and interventions for PTP work	50
<b>Budget</b>	<b>370</b>

**Table 11 – Workstream One – Pool of capital schemes (£000)**

Scheme	Scheme costs
Employer grant scheme	60
Bus infrastructure	70
Town centre public cycle parking facilities	70
<b>Budget</b>	<b>200</b>

### **Workstream two – residential**

**Table 12 – Workstream 2 - revenue schemes (£000)**

Scheme	Scheme costs
Residential Personalised Travel Planning	100
Residential PTP supporting tools and incentives	20
Residential PTP marketing and events	30
<b>Budget</b>	<b>150</b>

**Table 13 – Workstream 2 – Pool of capital schemes (£000)**

Scheme	Scheme costs
Schemes to address community concerns in residential PTP area through Locality consultation	60
<b>Budget</b>	<b>60</b>

### **Workstream 3 – “Western Flyer” Walking and Cycling route**

**Table 14 – Workstream 3 – revenue schemes (£000)**

Scheme	Scheme costs
Design of capital schemes including consultation	50
<b>Budget</b>	<b>50</b>

**Table 15 – Workstream 3 – Pool of capital schemes (£000)**

Scheme	Scheme costs
Upgrade of surfacing and refurbishment of the footbridge over the	150

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Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, [pmartlew@swindon.gov.uk](mailto:pmartlew@swindon.gov.uk).

# Swindon Local Transport Plan

## Implementation Plan 2014/15

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River Ray at Barnfield	
Budget	150

### **Workstream 4 – Barriers to Walking and Cycling in the Town Centre**

**Table 16 – Workstream 4 – revenue schemes (£000)**

Scheme	Scheme Costs
Design of capital schemes including consultation	50
Budget	50

**Table 17 – Workstream 4 – Pool of capital schemes (£000)**

Scheme	Scheme Costs
Measures to remove/reduce barriers to promoting walking and cycling to the town centre	50
Budget	50

### **Local Sustainable Transport Fund - Access to Stations**

Local Sustainable Transport Funding has also been obtained for Swindon through a consortium bid by local authorities (led by Bedford Council) and the sustainable transport charity Sustrans. This “Access to Stations” project seeks to improve and promote sustainable travel to rail stations as well as increasing the number of people travelling by train. Delivered through Sustrans the scheme at Swindon will comprise a range of activities based around Swindon Rail Station in partnership with First Great Western.

For 2014/2015 the scheme will involve grant funding from the Department for Transport of £190,000 revenue (for individualised promotion of behaviour change) and £10,000 capital (for pedestrian and cycling direction signing to the rail station).

### **Other local (non capital funded) transport programmes**

In addition to funding capital schemes in 2013/14 the Council will continue to support a range of local transport programmes and facilities through its revenue budget and various grants. These include

- Road safety, education and promotional activity
- Cycle training for school pupils
- Safe Routes to school, education and promotional activity

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Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, [pmartlew@swindon.gov.uk](mailto:pmartlew@swindon.gov.uk).

# Swindon Local Transport Plan

## Implementation Plan 2014/15

- Funding for bus services that are not able to be operated commercially
- Concessionary bus travel for elderly people and those with disabilities
- Dial a ride services for those unable to use conventional bus services
- Lift share website
- Work place travel plan programmes
- Real Time information system for buses
- Car Park Guidance system
- School crossing patrols
- Walking Champion promotional activities.
- Bike-It project

### Key Transport Projects funded by Section 106, capital receipts or grants

There are a number of key transport schemes priority schemes that are programmed for delivery through 2014/5 or will require significant preparatory work during this period. Table 18 summarises these projects and details the various sources of funding.

**Table 18 – Key Transport Projects (2014/15)**

Scheme	Cost (£)	Comments
Bruce Street Bridges and Newcombe Drive Improvements	2,886,000	£2,041,000 Pinch Point funding. Remainder S106.
Cheney Manor Flood Mitigation Scheme	3,351,000	£2,951,000 EA Grant. £400,000 SBC Capital
Highways Model update	400,000	Capital receipt
Wroughton Park and Ride entrance	120,000	Capital receipt
Bus lane enforcement infrastructure	110,000	Capital receipt
Gateway signage	400,000	Capital receipt

In addition there are a number of significant transport projects that are likely to be delivered beyond 2014/15 but for which preparatory planning and investigation work is being carried out. This largely involves feasibility work, concept design and liaison with partners over prioritisation. Funding sources have yet to be agreed. Preparatory work is necessary in order to establish priorities and to enable credible bids to be made for funding. Table 19 summarises these projects. Most of this programme of major schemes is being promoted by the Local Transport Board (LTB) through the Wiltshire and Swindon Local Enterprise Partnership (LEP) and through the Strategic Economic Plan (SEP) submitted to central government in April 2014.

Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, [pmartlew@swindon.gov.uk](mailto:pmartlew@swindon.gov.uk).

# Swindon Local Transport Plan

## Implementation Plan 2014/15

**Table 19 – Key Transport Projects for delivery beyond 2014/15**

<b>Scheme</b>	<b>Cost (£)</b>	<b>Comments</b>
M4 Junction 16 re-modelling	£5.5m	Depends on phasing of Wichelstowe development
White Hart roundabout A419/A420 re-modelling	£23m	Depends on phasing of Eastern Villages development
Green Bridge over A419 at Eastern Villages	£7.6m	Depends on phasing of Eastern Villages development
Commonhead link to Eastern villages	£5m	Depends on phasing of Eastern Villages development
Bus Exchange	£10m	Depends on phasing of Kimmerfields development
Footbridge rail station to North Star	£5.1m	Depends on phasing of North Star redevelopment
Rapid Transit corridors to town centre from Wichelstowe, Eastern Villages and North Swindon	£12.478m	Depends on phasing of the respective development areas
Commonhead Access, incl M4 junction 15	£1.1m	Depends on phasing of Commonhead development
Re-configure Fleming Way at Kimmerfields	£1.5m	Timing depends on Kimmerfields development
Great Western Way - Transfer Bridges	£5,150,000	Delivery in 2015/16
Great Western Way - North Star & Cackleberry junctions	£3,469,000	Timing depends on outcome of feasibility work
Great Western Way - Meads junction	£1,150,000	Timing depends on outcome of feasibility work
Thames Path upgrade	£184,000	

Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, [pmartlew@swindon.gov.uk](mailto:pmartlew@swindon.gov.uk).

## Swindon Local Flood Risk Management Strategy

**Cabinet**

**Date: 23<sup>rd</sup> July 2014**

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Author:	Cabinet Member for Strategic Planning, Sustainability and Transport. Head of Highways & Transport
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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### **1. Purpose and Reasons**

- 1.1 The Flood and Water Management Act 2010 requires the Council to develop, maintain, apply, and monitor a Local Flood Risk Management Strategy for surface water, groundwater, and ordinary watercourses. The purpose of this report is to recommend the adoption of the proposed Strategy and the year one Action Plan.
- 1.2 This report supports the Council's strategic priority of 'Work with residents to create well cared for neighbourhoods.'

### **2. Recommendations**

Cabinet is recommended to:

- 2.1 Approve the adoption of the Local Flood Risk Management Strategy and the year one Action Plan.
- 2.2 To authorise the Head of Highways and Transport, in consultation with the Cabinet Member for Strategic Planning, Sustainability, and Transport, to develop and publish annual action plans to deliver the objectives of the Local Flood Risk Management Strategy.

### **3. Detail**

- 3.1 Under the Flood and Water Management Act 2010, the Council has new powers and responsibilities for co-ordinating local flood risk management.
- 3.2 One of the Council's primary responsibilities is to produce a strategy which sets objectives for how the Council, will seek to manage flooding from surface runoff, ordinary watercourses and groundwater, in partnership with a range of other organisations and the public.
- 3.3 The development of the draft strategy has been overseen by an advisory group of Councillors, the Environmental Agency, Thames Water and the neighbouring Flood Risk Authorities of Wiltshire and Oxfordshire.

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Further information on the subject of this report can be obtained from Tim Price, Direct Dial Telephone Number 01793 466254, [tprice@swindon.gov.uk](mailto:tprice@swindon.gov.uk).

# Swindon Local Flood Risk Management Strategy

**Cabinet**

**Date: 23<sup>rd</sup> July 2014**

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- 3.4 A public consultation exercise was undertaken from 19<sup>th</sup> December 2013 to 10<sup>th</sup> March 2014. Thirty-two responses were received. A summary of the responses received is included as an appendix to the strategy.
- 3.5 Twenty three of the twenty five respondents felt that the objectives of the strategy were generally suitable (seven did not respond to this question). When asked whether the strategy had correctly identified the areas at greatest risk of flooding, eight respondents said they felt generally happy that the areas had been correctly identified. Ten respondents felt that specific areas had been missed in the strategy. Eighteen respondents supplied information about local flooding issues. Detailed local information provided in responses has been noted and will be taken into account during the on-going programme of flood management work included in future Action Plans.
- 3.6 The strategy covers the period 2014-2019, however the nature of flood risk requires a responsive approach and therefore a review of the strategy would be instigated in the event of significant flood events that challenge the conclusions of the flood risk assessments, or the annual monitoring identifies that the strategy is not achieving its objectives.
- 3.7 The strategy aims to help manage flood risk in a way that will benefit people, property and the environment. The following objectives have been developed to support this aim. These objectives will be used to guide the development and implementation of the strategy:
- 3.7.1 Improve our knowledge and understanding of all flood risk in Swindon.
  - 3.7.2 Ensure appropriate development that takes account of flood risk.
  - 3.7.3 Improve awareness of flood prediction, warning and post flood recovery.
  - 3.7.4 Encourage communities to manage their own localised flood risks.
  - 3.7.5 Develop a prioritised action plan to manage flood risk by maintaining, and improving where appropriate, local flood risk management infrastructure and systems.
  - 3.7.6 Ensure the actions and measures proposed to manage flood risk deliver multiple benefits, including environmental, social and economic.
  - 3.7.7 Ensure the Local Flood Risk Management Strategy is integrated with and supports Swindon's wider objectives and aspirations.
  - 3.7.8 Work in partnership with other Risk Management Authorities to manage flooding in Swindon.
  - 3.7.9 Understand and address cross boundary flood risk issues by working in partnership with neighbouring Lead Local Flood Risk Authorities.
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Further information on the subject of this report can be obtained from Tim Price, Direct Dial Telephone Number 01793 466254, [tprice@swindon.gov.uk](mailto:tprice@swindon.gov.uk).

# Swindon Local Flood Risk Management Strategy

Cabinet

Date: 23<sup>rd</sup> July 2014

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- 3.8 As identified in 3.7.5 above, annual action plans will be published that describe the key planned interventions to reduce risk in those communities most at risk of local flooding. Action plans will be developed and published by the Head of Highways and Transport, in consultation with the Cabinet Member supported by the flood risk advisory group, which includes Town and Parish Councils and stakeholders. A copy of the year one action plan is included in Appendix B.

## **4. Alternative Options**

- 4.1 There is a duty on the Council to produce and publish a local strategy therefore no alternative option to its production has been considered.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 Capital funding to support future flood mitigation schemes included in the action plan will be subject to approval of the Council's Capital Programme. The Capital Programme for 2014/15 includes £300k for drainage improvement schemes. Defra grant funding and Local Levy funding administered by the Environment Agency is available to support schemes in areas of significant flood risk subject to agreed criteria and match funding.

### Legal and Human Rights Implications

- 5.2 Legal and Human Rights implications have been taken fully into account in the preparation of this report and it is believed its recommendations are compatible with Convention rights.

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

- 5.3 No specific implications have been identified.

### Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment has not yet been completed for this strategy. The objectives of the strategy are clearly set out and their delivery is unlikely to establish a direct adverse impact for any equality group (particularly given the organic nature of flooding). A level of engagement is required which will require better understanding of local equality groups and communities. A Diversity Impact Assessment will be completed to support the local implementation of the strategy and any associated communication.



# Swindon Local Flood Risk Management Strategy

Cabinet

Date: 23<sup>rd</sup> July 2014

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## Risk Management

- 5.5 The strategy has been developed using a risk based approach. The strategy improves our understanding of the local flood risks across the Borough and the measures we can take to minimise and mitigate these risks.
- 5.6 Our understanding of the current risk of flooding in the Borough is based upon records of past flood events and numeric modelling of flood risk. Information about past flooding can tell us about locations at risk, but there is not enough recorded information to understand the frequency of flooding, or the severity or consequences. The use of modelled data allows the assessment of frequency of flooding and also shows areas that may be at risk but have not yet flooded.
- 5.7 Each data source has advantages and disadvantages. We can be sure that flooding occurred where the Council holds records of this. However recorded data is unlikely to be complete and may miss locations that are at risk. Modelled information is based on modelled assumptions and there is a limit to how well this represents reality. Modelled data can however provide more standardised information and can be used to estimate depths and frequency of flooding. The strengths and weaknesses of each of the types of information is outlined in more detail in section 5 of the strategy.

## **6. Consultees**

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.
- 6.2 The strategy has been prepared under the guidance of the Swindon Strategic Flood and Water Management Advisory Group, which comprises of representatives from neighbouring Lead Local Flood Authorities, Thames Water, the Environment Agency and Members of Swindon Borough Council.
- 6.3 The draft strategy was made available for consultation between 19<sup>th</sup> December 2013 and 10<sup>th</sup> March 2014. Thirty-two responses were received. A summary of the responses received is included as an appendix to the strategy.

## **7. Background Papers**

- 7.1 None

## **8. Appendices**

- 8.1 Appendix A: Swindon Local Flood Risk Management Strategy (Summary Document)
- 8.2 Appendix B: Year 1 Action Plan.

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Further information on the subject of this report can be obtained from Tim Price, Direct Dial Telephone Number 01793 466254, [tprice@swindon.gov.uk](mailto:tprice@swindon.gov.uk).



# Swindon Local Flood Risk Management Strategy

**Cabinet**

**Date: 23<sup>rd</sup> July 2014**

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8.3 A full copy of the Swindon Local Flood Risk Management Strategy is available on the Council website.

**9. Key Decision/Decision in Forward Plan**

9.1 This is a Key Decision and is included in the Cabinet Work Programme and Forward Plan for July 2014.

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# Swindon's Local Flood Risk Management Strategy (LFRMS)



## **What is this all about?**

Swindon's Local Flood Risk Management Strategy, LFRMS for short, is an important new tool to help understand and manage flood risk across Swindon. Its primary focus is on local flooding from surface water, streams and ditches.

The Strategy will help Swindon Borough Council and our partners better understand the risk of local flooding and how we can work together to manage that risk.

## **Further information...**

This Summary document highlights the key parts of the Strategy and gives an overview of the most important issues.

The full Strategy can be downloaded from [www.swindon.gov.uk/floodrisk](http://www.swindon.gov.uk/floodrisk)

## Swindon's role in managing local flooding...

Under the Flood and Water Management Act 2010, Swindon Borough Council now has new powers and responsibilities for coordinating local flood risk management.

We are now a Lead Local Flood Authority (LLFA) and have a responsibility to work with local partners to better manage local flooding.

Key to our new responsibilities is the requirement to 'develop, maintain, apply and monitor a Strategy for local flood risk management' in Swindon.

It is not economically, technically, socially or environmentally feasible to wholly prevent flooding. However, we can reduce and mitigate the impacts of flooding through good planning and management and effective investment.

Our Local Flood Risk Management Strategy, or LFRMS for short – referred to in this document as 'the Strategy' – sets out how we will meet our responsibilities

## What stage is the Strategy at?

The development of the Strategy has been overseen by a Strategic Flood and Water Management Advisory Group which includes representatives from Swindon Borough Council (both Officers and Members), the Environment Agency and Thames Water. Representatives from Wiltshire Council and Oxfordshire County Council were also invited to meetings of this group as these are our neighbouring Lead Local Flood Authorities.

Consultation on a draft version of the Strategy took place between December 2013 and March 2014. The final Strategy, which takes account of the consultation comments raised, was published in July 2014.

The full version of the Strategy is available on

[www.swindon.gov.uk/floodrisk](http://www.swindon.gov.uk/floodrisk)

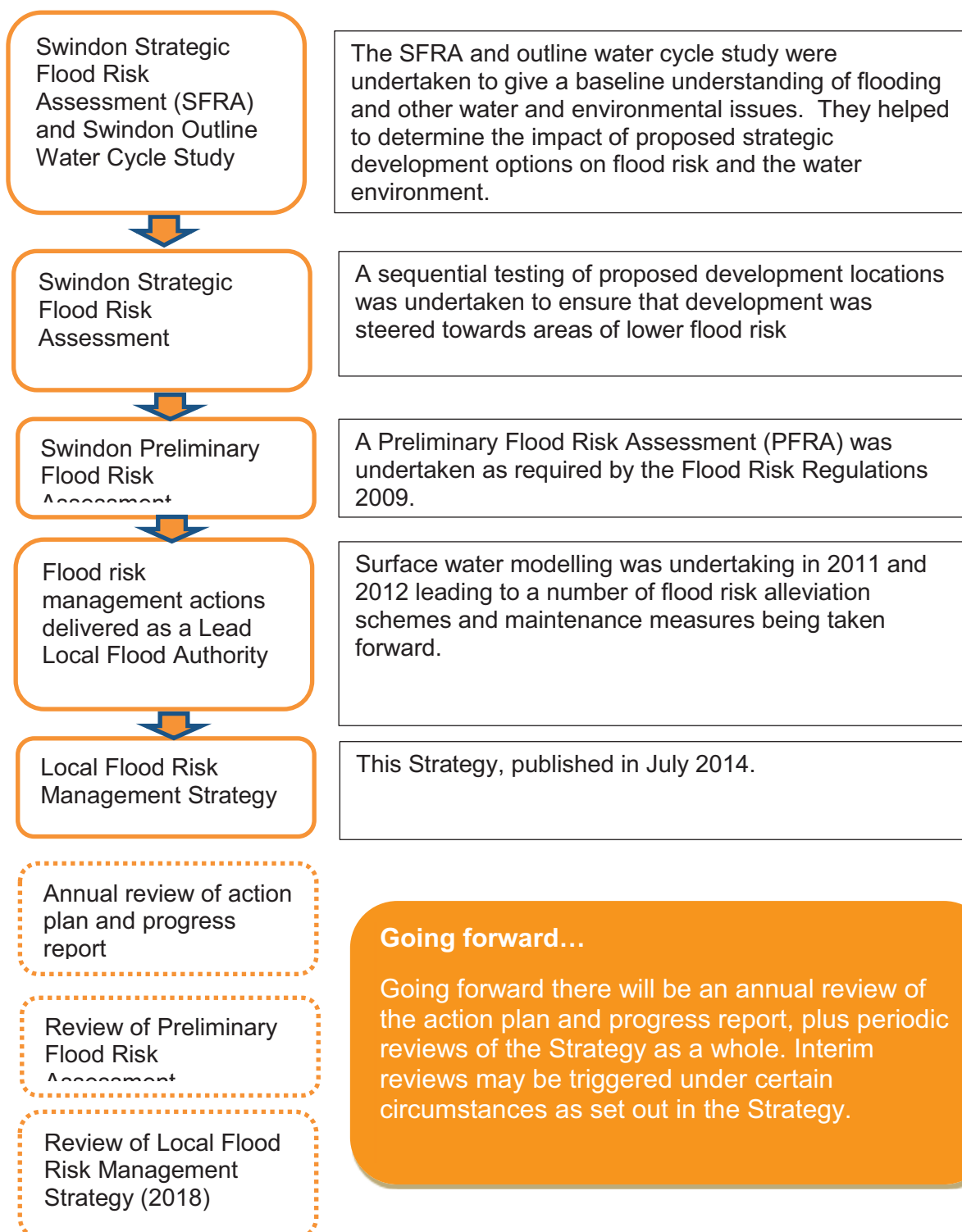
### The documents that make up the Strategy

<b>Summary</b>	This document! This provides an overview of the Strategy, including the background, the findings of the flood risk assessment and the proposed actions.
<b>The Local Flood Risk Management Strategy Report</b>	This is the 'main report'. It includes an assessment of local flood risk. This explains the key flood risks in each Locality area, the measures that have already been taken to minimise flood risk and the measures and actions that will need to be taken to address these risks going forward.
<b>Action Plan and Progress Report</b>	This document summarises actions delivered in the previous 12 months, and what actions are planned for the next 4 years. It will be published annually.
All of these documents are available via <a href="http://www.swindon.gov.uk/floodrisk">www.swindon.gov.uk/floodrisk</a>	



## Links with previous work...

Although this is the first Local Flood Risk Management Strategy that has been prepared for the Borough, the Council has prepared a number of Borough wide appraisals of flooding since 1998. This Strategy builds on all the previous work.



## Going forward...

Going forward there will be an annual review of the action plan and progress report, plus periodic reviews of the Strategy as a whole. Interim reviews may be triggered under certain circumstances as set out in the Strategy.

## What is local flooding?

The Borough Council's responsibility, and the focus of this Strategy, is the management of local flooding. By this we mean flooding from surface water, groundwater and small streams or rivers. The table below provides more detail about each type of flooding.

These types of local flooding are becoming increasingly common, through more intense localised rainfall events. The most severe flooding is often caused when different types combine.

Developing and delivering the Strategy requires engagement with Thames Water and the Environment Agency. The Strategy identifies a partnership approach for dealing with all sources of river and sewer flooding.

## Recent flooding in Swindon

In July 2007, we experienced severe fluvial (river) and surface water flooding, in common with large parts of England.

In heavy rainfall events the existing drainage network has capacity problems. This has resulted in parts of the sewerage network causing localised flooding over recent years.

Swindon Borough Council, Thames Water and the Environment Agency have worked in partnership over recent years to deliver schemes to reduce the risk of flooding in some of these areas.

What do we mean by local flooding?	
<b>Surface water flooding</b>	<p>This occurs when rainfall cannot soak into the ground, overwhelms the local drains and flows across the ground.</p> <p>It is often (but not exclusively) associated with high intensity rainfall and occurs very quickly during or after the rainfall event. Surface water flooding is often quite localised and is much more difficult to predict than river or coastal flooding. This means there is often limited advanced notice of this type of flooding.</p>
<b>Groundwater flooding</b>	<p>Water held within permeable rocks beneath the surface of the ground is known as groundwater. This can cause flooding when the water levels within these rocks rise above the surface.</p> <p>Levels of groundwater tend to respond to rainfall more slowly than water levels in rivers or on the surface. This slow response of groundwater levels also means that when groundwater flooding occurs it tends to last longer than other forms of flooding, often for several weeks or months.</p>
<b>Fluvial flooding (from small rivers and streams)</b>	<p>This type of flooding occurs when a river cannot hold the volume of water which drains into it from the surrounding land (known as a catchment). There is a network of streams and ditches across the Borough that flow into the River Ray and the River Cole, before flowing into the River Thames. In periods of heavy and/or prolonged rainfall, some of these become inundated, which can result in flooding.</p>
Managing risk from all these types of flooding is the responsibility of the Borough Council in its role as LLFA.	

## Who is responsible?

A wide range of organisations shares responsibility for managing local flooding.

In the future, there will be an increasing need for everyone to work together to address flooding issues.

Responsibilities for managing flood risk in Swindon	
<b>Swindon Borough Council</b>	We are the Lead Local Flood Authority. We are responsible for taking the lead in managing flood risk from local sources and also where there is an interaction between these sources and Main Rivers. Swindon Borough Council also has other related roles in emergency planning and highway drainage. In our role as Local Planning Authority we are also responsible for ensuring that new developments put in place adequate measures to mitigate flood risk.
<b>The Environment Agency</b>	The Environment Agency is responsible for managing flood risk from the Main Rivers, such as the River Ray and the River Cole. It also has a key role in providing flood warnings to the public, supporting emergency responders when flooding occurs, protecting and improving the environment and promoting sustainable development.
<b>Thames Water</b>	Our local water company, Thames Water, is responsible for managing flooding from sewers. This often occurs at the same time as other types of flooding (particularly surface water flooding) and can be a result of blocked drains or the sewer network not being able to hold all the water flowing into it.
<b>The Highways Agency</b>	The Highways Agency is responsible for managing flood risk on the M4 and the A419.
<b>Local Resilience Forum</b>	This is a multi-agency forum that co-ordinates work on risk assessment, contingency planning, training and exercises to enhance our preparedness for emergencies.
<b>Regional Flood and Coastal Committees (RFCC)</b>	The RFCC is primarily responsible for ensuring there are coherent plans to identify, communicate and manage the risk from all sources of flooding. RFCCs also have a key role in allocating government grants for flood risk management to efficient, targeted and risk-based projects.
<b>Parish and Town Councils</b>	Our Parish and Town Councils have a key role to play in encouraging and supporting local groups to prepare for flooding, providing information to their local community and preparing local community flood plans.
<b>Land and home owners</b>	People who own land which adjoins a watercourse (also known as riparian owners) have a responsibility to make sure that the flow of water is not obstructed (for example, by clearing gullies and vegetation) and maintaining existing flood defences.
<b>Developers</b>	Developers are responsible for properly considering flood risk so that they do not put occupants of new developments at risk or make things worse for existing neighbours.
<b>Residents</b>	Everyone has a role to play in reporting flooding problems and ensuring that they are themselves prepared for flooding, should it occur.

## The Strategy objectives...

The aim of this Strategy is to help manage flood risk in a way that will benefit people, property and the environment.

The following objectives have been developed to support this aim.

### The Strategy aims to...

... manage flood risk in a way that will benefit people, property and the environment.

The Strategy objectives	
1	Improve knowledge and understanding of all flood risk in Swindon.
2	Ensure appropriate development that takes account of flood risk.
3	Improve awareness of flood prediction, warning and post-flood recovery.
4	Encourage communities to manage their own localised flood risk.
5	Develop a prioritised action plan to manage flood risk by maintaining, and improving where appropriate, local flood risk management infrastructure and systems.
6	Ensure that actions and measures proposed to manage flood risk deliver multiple benefits, including environmental, social and economic.
7	Ensure the LFRMS is integrated with, and supports, Swindon's wider objectives and aspirations.
8	Work in partnership with other Risk Management Authorities to manage flooding in Swindon.
9	Understand and address cross-boundary flood risk issues by working in partnership with neighbouring LLFAs.

## Timescales...

The Strategy covers the period to 2019.

We have also identified a number of triggers that would require an early review of the Strategy. For example if there is a significant flood, or if significant new data become available.

### Your role...

These objectives rely on information and co-operation from you. Your continuing input and commitment are invaluable.



## Understanding potential local flood risk.....

An important part of the work on the Strategy has been to undertake a risk assessment. This has helped to identify the areas likely to be most at risk from local flooding now and in the future. We will use this information so that we can target investment where it will provide the greatest benefit.

## Previous flooding...

The Council holds records of where flooding is known to have occurred previously. Some of these data come from flood reports (where a householder reports a flooding incident to the Council) and some are from surveys undertaken with Parish Councils (where the Parishes have used their local knowledge to comment on areas that have suffered from flooding).

Whilst this information is useful, we know that flooding is often not reported, therefore it is unlikely that these data give an accurate impression of flooding problems. In addition these data do not give us enough information to understand the probability of the flooding. We have therefore also used Environment Agency data about the probability of flooding and also which show areas that may be at risk but have not yet been flooded.

## Surface Water Flooding...

We have used information provided by the Environment Agency to understand the risk of flooding from surface water. This information is based on data relating to rainfall depths, durations and frequency together with information about ground levels, drainage capacity and the location of properties and roads.

## Fluvial (river) flooding...

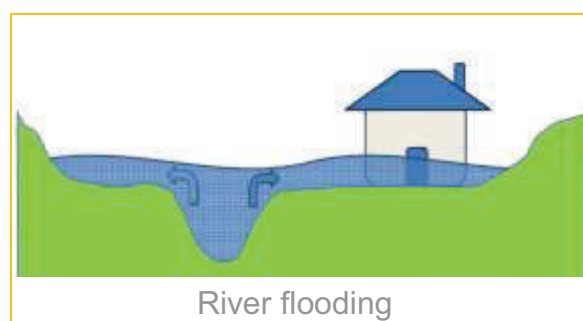
We have used Environment Agency's Flood Maps and its National Flood Risk Assessment (NaFRA) data to understand fluvial flood risk. This allows us to look at the number of properties at risk from fluvial flooding.

## Groundwater flooding...

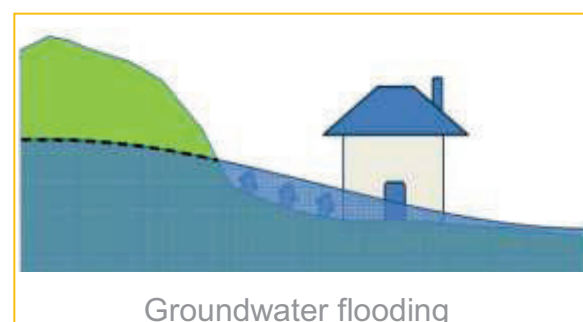
There are no areas of Swindon Borough at Significant Risk of groundwater flooding.



Surface water flooding



River flooding



Groundwater flooding

You can report flooding to the Council on 01793 445500.

[www.swindon.gov.uk/floodrisk](http://www.swindon.gov.uk/floodrisk) provides details about what to do in the event of a flood.

## Areas at risk...

All of this information has helped us to develop an understanding of the properties within the Borough that have a significant risk of flooding. This level of risk is defined by the Environment Agency as: any property that has a 1.3 in 100 chance of flooding in one year (equivalent to approximately 1 in 75 years).

We have focussed on properties that are at risk of flooding internally as this is where the potential for harm to people and property is greatest.

The table below shows the number of properties in each Locality where we hold records of internal flooding in 2007 and 2009. It also shows the percentage of properties predicted to be at significant risk of surface water flooding as well as fluvial flooding by Environment Agency data. A map showing the boundaries of the Locality areas is available from [www.swindon.gov.uk/localityworking](http://www.swindon.gov.uk/localityworking).

## Action plans...

We will be preparing detailed action plans for the communities at the greatest risk. These may be for a whole Locality, or for a particular community which is at risk. The table below shows our latest action plan programme.

Community at risk of local flooding	Action Plan
Covingham and Nythe	Minor improvements in 2014 whilst investigation underway
Haydon Wick	SBC, EA and Thames Water flood alleviation schemes delivered or in construction
South Marston	To be investigated in 2015/16
Upper Stratton	To be investigated in 2015/16
Shaw - Roughmoor	To be investigated in 2015/16
Central – River Fleet	Pilot partnership project underway
Town Centre	To be investigated in 2014/15
Wanborough	Investigation completed, design of Lower Wanborough flood mitigation scheme subject to funding bid approval.
Rodbourne Cheney	Cheney Manor Flood Mitigation Scheme due to commence Summer/Autumn 2014
Walcot and Park North	To be investigated in 2014/15
Gorsehill	To be investigated in 2016/17
Middleleaze	To be investigated in 2017/18
Wroughton	Minor improvements planned for 2014. Further investigation in 2017/18
Tadpole Lane	To be investigated in 2017/18
Lower Stratton	Drainage survey to be undertaken in 2014 to identify drainage defects. Any defects identified to be prioritised for improvement.

Locality	Predicted risk		Recorded incidents (2007 and 2009 floods)	
	Domestic properties at significant risk of surface water flooding (% of total number of domestic properties in Locality)	Domestic properties at significant risk of fluvial flooding (% of total number of domestic properties in Locality)	Number of properties that have flooded internally from surface water flooding	Number of other flooding incidents (including internal property flooding from fluvial sources)
East	0.13%	1.16%	3	137
North	0.14%	2.17%	1	84
North Central	0.00%	0.01%	4	77
North East	0.03%	0.11%	2	172
South	0.15%	0.00%	14	98
Town Centre	0.04%	0.62%	0	28
West	0.30%	0.62%	0	30
<b>Total</b>	<b>0.11%</b>	<b>0.70%</b>	<b>24</b>	<b>626</b>

## Shared responsibilities for flooding...

In the future, there will be an increasing need for everyone to work together to address flooding issues. The items below are just some examples of the various responsibilities we all have. The main strategy sets out a detailed action plan.

In addition, it will be important to ensure that the threat from flooding is reduced through robust planning policies, good land management practices and regular maintenance of water bodies and water management structures.

## Measures and actions...

The table on the next page shows the general measures we have/propose to put in place to achieve the Strategy objectives. Some of these measures are already being delivered, others are new commitments. The main LFRMS document provides further detail.

Who...	What...
Swindon Borough Council	... will need to continue to build its evidence base to help better understand flooding. We will also need to continue to work with partners, maintain assets, and undertake work on watercourses. We will also develop a funding strategy for flooding and ensure our planning policies address flood risk.
Thames Water and the Environment Agency	... will need to continue to work with us on this Strategy and work in partnership to tackle sewer and Main River flooding.
Town and Parish Councils	...will need to work with community groups and flood groups need to prepare their own flood plans and consider whether they can help by inspecting flood management infrastructure in their area.
Developers	... need to ensure they use sustainable drainage and design sites to make the best use of natural drainage.
Landowners	... need to ensure that water is able to flow through their land without obstruction and regularly maintain and clear water courses for which they are legally responsible.
Individuals	... ought to sign up for flood warnings and take their own steps to make their properties more resilient to flooding.

## Measures to reduce local flood risk....

	Objective	Key actions Swindon Borough Council proposes to take to achieve the objective (see main document for full details)
1.	Improve knowledge and understanding of all flood risk in Swindon	<ul style="list-style-type: none"> <li>- Update the LFRMS to take account of new data as they become available.</li> <li>- We have already developed a procedure for investigating flooding.</li> </ul>
2	Ensure appropriate development that takes account of flood risk	<ul style="list-style-type: none"> <li>- Evaluate the need for local policy and design guidance on Sustainable Urban Drainage Systems (SuDS).</li> <li>- Ensure that changes to the Local Plan are consistent with this LFRMS and other relevant policies.</li> </ul>
3	Improve awareness of flood prediction, warning and post flood recovery	<ul style="list-style-type: none"> <li>- Take a lead role in the management and co-ordination of flood risk.</li> <li>- Act as the primary point of contact for our communities at risk of flooding, or who have experienced flooding.</li> </ul>
4	Encourage communities to manage their own localised flood risk	<ul style="list-style-type: none"> <li>- Work with The National Flood Forum to engage with all Localities and to ensure that communities are equipped with the knowledge and expertise to protect themselves.</li> <li>- Work with Swindon's new Resilience Pathfinder Officer.</li> </ul>
5	Develop a prioritised action plan to manage flood risk by maintaining, and improving where appropriate, local flood risk management infrastructure and systems	<ul style="list-style-type: none"> <li>- Undertake 3 investigations of the highest risk communities every financial year.</li> <li>- Ensure that our highway maintenance schedules use flood risk as a factor in planning highway maintenance.</li> <li>- Continue to improve our register of drainage and flood related assets.</li> </ul>
6	Ensure that actions and measures proposed to manage flood risk deliver multiple benefits, including environmental, social and economic	<ul style="list-style-type: none"> <li>- Ensure that structural flood management schemes undertake a Water Framework Directive risk assessment to ensure that there are no negative environmental impacts.</li> </ul>
7	Ensure the LFRMS is integrated with, and supports, Swindon's wider objectives and aspirations	<ul style="list-style-type: none"> <li>- Ensure this LFRMS is taken into account when developing new policy and objectives.</li> <li>- Continue to engage with Swindon's communities on the flooding issues.</li> </ul>
8	Work in partnership with other Risk Management Authorities to manage flooding in Swindon	<ul style="list-style-type: none"> <li>- Continue to work with Strategic Flood and Water Management Advisory Group.</li> <li>- Share our data with the other Risk Management Authorities.</li> </ul>
9	Understand and address cross-boundary flood risk issues by working in partnership with neighbouring LLFAs.	<ul style="list-style-type: none"> <li>- Continue to work with neighbouring LLFAs.</li> <li>- Continue to involve neighbouring LLFAs in implementation of the strategy.</li> </ul>

## Things you can do....

There are lots of steps that you can take to make sure you are aware of flood risks and well prepared in the event of a flood. Here are details of some of the main things you can do.

### Sign up for flood warnings

Floodline is a free service that provides automated flood warnings by telephone, mobile, email, SMS text message or fax, whichever you prefer. You can sign up online at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) or by calling Floodline on 0845 988 1188

### Make a flood plan

Completing a community flood plan will help community members and groups plan how they can work together to respond quickly when flooding happens. A flood plan will help you decide what practical actions to take before and during a flood, which will help reduce the damage flooding could cause.

You can download packs to help you write a flood plan from [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

### Prepare for flooding

Our website contains useful information about how you can prepare your home for a flood, what to do before a flood and what to do during a flood. See [www.swindon.gov.uk/floodrisk](http://www.swindon.gov.uk/floodrisk)

### Report flooding

If you need to report a flood or blocked drain on a road or footpath, or flooding which is related to a small river or stream, you can contact us via [www.swindon.gov.uk](http://www.swindon.gov.uk) or call 01793 445500.

If you suspect that a flood might be related to the public sewers then please inform Thames Water. They have a 24 hour telephone line 0845 9200 800. Further details are provided on their website [www.thameswater.co.uk](http://www.thameswater.co.uk).

### Useful websites:

#### Swindon Borough Council

[www.swindon.gov.uk/floodrisk](http://www.swindon.gov.uk/floodrisk)

#### The Environment Agency

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

#### National Flood Forum

[www.floodforum.org.uk](http://www.floodforum.org.uk)

#### Thames Water

[www.thameswater.co.uk](http://www.thameswater.co.uk)

### Alternative formats

This document can be made available in large print, on audio media, in Braille or in some other languages. To request this document in an alternative format, please contact Rosie Halpin:

**Telephone:** 01793 466338

**Email:** [rhalpin@swindon.gov.uk](mailto:rhalpin@swindon.gov.uk)

**Internet:**

[www.swindon.gov.uk/floodrisk](http://www.swindon.gov.uk/floodrisk)

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## Year One Action Plan

Priority area	Review of last 12 months	Implementation plan
Covingham and Nythe	Investigations into the mechanisms of the combined causes of flooding began in September 2013. The Environment Agency have updated their model of the River Cole and Dorcan Brook, and outputs from this model are being used as part of the combined causes of flooding assessment. An initial evaluation of the costs and benefits of a flood	Investigations are ongoing to identify local improvement measures that can be delivered whilst the feasibility of a wider FDGIA funded strategy is assessed further. <b>We will be desilting Sandpiper Bridge during the summer of 2014.</b> Other options being considered for delivery this financial year are:
Haydon Wick	Haydon Wick Flood mitigation scheme in partnership with EA has taken 118 properties, 4 commercial and 1 substation out of significant flood risk. Works completed on Haydon Brook.	No planned works.
South Marston	Highway Drainage improvement works completed in Thornhill Road.	1. Desk study to develop feasibility of FDGIA partnership or minor improvement scheme planned for 2015/16. 2. A420 Gablecross Roundabout highways drainage assets to be surveyed for defects
Upper Stratton - Meadowcroft area	Investigation concluded. Previously completed maintenance scheme has removed the risk of flooding	None
Upper Stratton – Beechcroft area	Investigation concluded. Previously completed maintenance scheme has removed the risk of flooding	None
Upper Stratton - whole area		Desk study to develop feasibility of FDGIA partnership funded flood risk management scheme in 2015/2016
Shaw - Roughmoor		Desk study to develop feasibility of FDGIA partnership funded flood risk management scheme in 2015/2016
Central - River Fleet	Investigations identify need for desilting of the River Fleet.	A pilot partnership strategy between Swindon Borough Council, local residents, and other agencies will deliver multiple improvements, including - <b>Desilting the River Fleet</b> - Watercourse bankside clearance programme - Education and outreach programme to ensure riparian owners are aware of their responsibilities
Town Centre		Investigation in 2014/15, linked to cluster analysis
Wanborough	FDGIA funding bid submitted.	Design of Lower Wanborough flood mitigation scheme subject to funding bid approval. Drainage survey planned to identify issues in the Burycroft Area.
Rodbourn Cheney	FDGIA funding been secured	<b>Cheney Manor Flood Mitigation Scheme due to commence Summer/Autumn 2014</b>
Walcot and Park North		Investigation in 2014/15, in partnership with East Locality Flood Action Group established under the Pathfinder Project. Drainage survey planned to identify defects in Queens Drive.
Wroughton	Concerns about Devizes Road culvert raised by Wroughton Parish Council during winter 2013/14. Desk study identifies defects with the asset.	<b>Capital scheme to improve the culvert to be delivered by winter 2014.</b> Brimble Hill highway drainage investigation works and potential minor improvement scheme. Support Wroughton Parish Council to develop a Local Flood
Tadpole Lane		Investigation in 2017/18, linked to cluster analysis
Lower Stratton	Desk study identified surface water and drainage issues as likely cause of flood risk	Drainage survey planned to identify drainage defects in Church Street/Kenwin Close.
Prory Vale		Drainage survey planned to identify drainage defects in Queen Elizabeth Drive.

Highworth		Drainage survey planned to identify drainage defects in Homefarm.
Blunsdon		<b>High Street, highway drainage improvement works.</b> Drainage survey planned to identify drainage issues in Broad Bush.
All		Review gully cleansing regimes with a view to moving towards a risk based approach to cleansing frequencies.



## Year One Action Plan

Objective	Measure	Type	Review of last 12 months	Implementation plan for next 12 months
Improve knowledge and understanding of all flood risk in Swindon	The risk assessment assimilates the best data available and provides the most up-to-date understanding of flood risk in Swindon. The risk assessment will be updated annually at the start of the financial year, and the priority list of communities at risk of local flooding will be published annually.	Information	The risk assessment is currently being updated with data from the winter 2013/2014 data. The updated communities at risk will be published on Swindon.gov.uk/localflooding when complete.	The risk assessment is currently being updated with data from the winter 2013/2014 data. The updated communities at risk will be published on Swindon.gov.uk/localflooding when complete. Following this, risk assessment will be reviewed in April 2015.
	The draft risk assessment will be updated with data gathered through the consultation and when the Environment Agency publishes new data in December 2013.	Information		
	This draft document is being made publicly available and will be communicated directly with communities through the Strategy consultation, and the Strategy will be reviewed in line with responses received.	Community engagement and resilience		
	Swindon Borough Council will develop an investigations procedure and publish this in the LFRMS.	Procedures	The investigations procedure is published as Appendix F	
Ensure appropriate development that takes account of flood risk	Policy EN6 has been agreed with the Environment Agency and provides the necessary protection to ensure that development takes account of flood risk.	Policy	Policy being examined for soundness as part of the Examination in Public of Swindon's Local Plan.	Policy will be updated or amended based on the Planning Inspectors recommendations as necessary. Planning officers will be briefed on how to apply the policy once the Local Plan is adopted.
	The SuDS Approval Body (SAB) requirement will commence in April 2014. At this point in time all large development applications will need a separate approval from the SAB to ensure that development takes account of flood risk and climate change.	Policy	Defra have announced the SuDS approval body will now not commence until 2015. We are awaiting a formal announcement in summer of 2014 to confirm the date.	Defra have announced the SuDS approval body will now not commence until 2015. We are awaiting a formal announcement in summer of 2014 to confirm the date.
	Swindon Borough Council is currently developing policies and procedures to implement the SAB, but these cannot be made public until the government confirms the commencement and the development size thresholds in April 2014.	Procedures	We are just starting a project to define a drainage masterplan and define drainage standards and guidance for the Eastern Villages. Once complete (by end 2014), we will review if it is appropriate to extend the coverage of these standards to the whole of Swindon Borough.	We are just starting a project to define a drainage masterplan and define drainage standards and guidance for the Eastern Villages. Once complete (by end 2014), we will review if it is appropriate to extend the coverage of these standards to the whole of Swindon Borough.
	Swindon Borough Council will evaluate the need for Local SuDS policy and design guidance. If local guidance is needed to supplement the national standards (not yet published), this will be developed and published when appropriate. If we consider that different areas within Swindon Borough require different local standards, we will publish local flood risk areas or critical drainage areas as part of the local guidance.	Guidance		
	Swindon Borough Council has powers to designate structures and features that affect flooding. We will exercise these powers where necessary to ensure that these features are protected. If structures are designated, they will be identified on the asset database and the information will be available on the Land Charges Register.	Procedures	Powers not exercised	SBC to review if any structures need designating by April 2015.
		Information		
	Where we are notified that works that affect flood risk have been completed on a watercourse without our consent, we will take enforcement action where appropriate and proportionate to the risk.	Enforcement	No enforcement actions undertaken.	Enforcement action will be undertaken where we are notified of a breach.
Improve awareness of flood prediction, warning and post-flood recovery	Swindon Borough Council will take a lead role in the management and coordination of flood risk. We will act as the primary point of contact for our communities at risk or with experience of local flooding. However, fluvial flooding from main rivers and flooding from public sewers remains outside of our direct control. We will work in partnership with the Environment Agency and Thames Water to reduce confusion and present a united Strategy to manage flooding.	Policy	Swindon Flood and Water Management Act advisory group to meet biannually. Next meeting planned Autumn 2014.	Swindon Flood and Water Management Act advisory group to meet biannually. Next meeting planned Autumn 2014.
	The Civil Protection Unit is already working on a number of activities to build community resilience and has been involved in the production of the LFRMS.	Community engagement and resilience	Established Flood Action Groups in order that they may be the conduit for future weather and flooding predictions. Thus providing the local communities with up to date information and the ability to put in place resilience measures.	Ensure the Flood Action Groups are copied in to flood warnings and can disseminate this information throughout local networks.
Encourage communities to manage their own localised flood risk	We will work with our partners to engage with all Localities and to ensure that communities are equipped with the knowledge and expertise to protect themselves.	Guidance	A pilot study is underway (as a partnership between a number of organisations including SBC, UWE and National Flood Forum) in the East Locality to build community resilience and improve their capacity to protect themselves. The Pathfinder officer leading the project is also working with other localities who have expressed a desire to develop community flood action plans.	
	The Civil Protection Unit is already working on a number of activities to build community resilience and has been involved in the production of the LFRMS.	Community engagement and resilience		
Develop a prioritised action plan to manage flood risk by maintaining, and improving, where appropriate, local flood risk management infrastructure and systems.	We will develop a prioritised action plan based on the communities at risk of local flooding and the locality risk assessment. We will undertake three investigations of the highest risk communities every financial year. These investigations will identify if there are cost beneficial, locally specific actions to reduce or manage risk and that provide other benefits beyond just flood risk. The output of the investigation will be a project mandate for consideration in the Council's capital spending review. Detailed design and implementation of the actions will depend on funding being secured from the Council, the Environment Agency and other partnership organisations.	Action plan	Draft prioritisation published in the consultation draft LFRMS has been updated based on consultation responses and published in final LFRMS.	The prioritisation of investigations, and capital improvements will be reviewed in April 2015.
	We will ensure that our highways maintenance schedules use flood risk as a factor in planning when and where highways maintenance takes place.	Maintenance	We are undertaking a frequency and cluster analysis of all reported flood risk incidents that were resolved with operational maintenance. We will use that analysis to help prioritise highway and drainage asset maintenance schedules.	
	A register of drainage and flood-related assets is being developed. We have an ongoing programme to improve the data in this register and are currently undertaking a pilot study to understand the costs and multiple benefits of extending or continuing this programme.	Information Maintenance		

Ensure that actions and measures proposed to manage flood risk deliver multiple benefits, including environmental, social and economic	Any structural flood management schemes will need to undertake a Water Framework Directive Risk assessment to ensure that there are no negative environmental impacts. This will comply with the WFD risk assessment requirements as set out in the Environment Agency's advice on consenting works in ordinary watercourses.	Policy	Appendix E contains details on how to apply for a consent for works to an ordinary watercourse. SBC officers will advise applicants on the need for a WFD assessment when applicants contact them for an application form.	
	Swindon Borough Council will evaluate the need for local SuDS policy and design guidance to ensure that drainage and flood risk management activities associated with new developments achieve multiple benefits. If local guidance is needed to supplement the national standards (not yet published), this will be developed and published by April 2014.	Policy Guidance		We are just starting a project to define a drainage masterplan and define drainage standards and guidance for the Eastern Villages. Once complete (by end 2014), we will review if it is appropriate to extend the coverage of these standards to the whole of Swindon Borough
	Where the risk assessment has identified the need for further actions or investigations to manage or reduce risk in communities at risk of local flooding, a multiple benefits assessment will be undertaken of the options put forward for further study.	Action plan		
	A register of drainage and flood-related assets will be created. We have an ongoing programme to improve the data in this register and are currently undertaking a pilot study to understand the costs and multiple benefits of extending or continuing this programme.	Information Maintenance	Ongoing	Ongoing
Ensure the LFRMS is integrated with, and supports, Swindon's wider objectives and aspirations	Local plan, water cycle study and LFRMS are working closely together with sustainability and Swindon Borough's wider objectives at the heart of the local plan.	Policy		
	Community engagement is being undertaken through the Localities, who are Swindon's representative group for ensuring council activities support Swindon residents' wider objectives and aspirations.	Policy		
Work in partnership with other Risk Management Authorities to manage flooding in Swindon	Throughout the development of the Strategy we have worked closely with our fellow flood Risk Management Authorities to ensure that the selected strategy, policy can be realistically delivered, taking into account the opportunities for funding likely to be available	Partnership approach		
	We will continue to facilitate the Strategic Flood and Water Management Advisory Group, working in partnership with the other RMAs and our stakeholders, including local communities, to deliver the aims and objectives of this Strategy. This will include the use of partnership funding where appropriate in order to enable schemes to go ahead	Partnership approach		

## Swindon Emergency Assistance Fund

**Cabinet**

**Date: 23rd July 2014**

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Author: Cabinet Member for Finance  
Board Director of Resources / Head of Revenues & Benefits

Wards: All Wards

Locality Affected: All

Parishes Affected: All

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### **1. Purpose and Reasons**

- 1.1 This report details the local welfare assistance provided to Swindon residents by the Swindon Emergency Assistance Fund ('the Fund') in 2013/14.
- 1.2 The values of the goods provided under the Fund are in excess of the Council's usual tender rules and it is recommended that this continues in the financial year 2014/15.
- 1.3 Amendments to the Fund are recommended in order to help "reduce vulnerability" and assist with helping residents to live independently.
- 1.4 Swindon Borough Council and its partners have a priority outcome to encourage residents to 'Live independently, protect from harm, lead healthy lives and make a positive contribution'. The use of these funds protects vulnerable residents through periods of difficulty.

### **2. Recommendations**

Cabinet is recommended to agree that:

- 2.1 The Swindon Emergency Assistance Fund ('the Fund') be altered so that awards can be made to persons who are subject to suspended benefit claims or 'sanctions' and who are in crisis or emergency need.
- 2.2 The Fund be amended to allow up to 4 awards per person or household per annum. Individuals receiving more than 2 awards will be asked to undertake training on how to budget.
- 2.3 The companies and groups from whom goods and services were purchased, as shown in the table in section 3 are used again in 2014/15 and in future years until improved arrangements can be negotiated by the Head of Revenues and Benefits.
- 2.4 The Head of Revenues and Benefits be authorised to use the Fund to procure services that help residents to prepare for the introduction of Universal Credits. Assisting with budgeting advice, employment support and training for using online systems. Monies should continue to be used to reduce poverty and assist in anti-poverty strategies (both national and Local).

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Further information on the subject of this report can be obtained from Andy Stevens, on Direct Dial 01793 464661 or email at [anstevens@swindon.gov.uk](mailto:anstevens@swindon.gov.uk).

# Swindon Emergency Assistance Fund

Cabinet

Date: 23rd July 2014

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## 3. Detail

### Background

- 3.1 Until April 2013, Crisis Loans and Community Care grants were provided by the Department of Works and Pension (DWP) as part of the Social Fund. These elements of the Social Fund were abolished and funds were distributed to local authorities, who were asked to set up their own local Welfare schemes. Swindon was granted a fund of £436,000 in 2013/14 and £92,000 to cover administration costs. Similar funds will be available in 2014/15, although local authorities will only be allocated the funds once they provide details on how they have been used. Indications for 2015/16 are that any funding will be part of the Council's main Revenue Support Grant and are likely to be reduced.
- 3.2 The Council's cabinet agreed a scheme for Swindon known as the Swindon Emergency Assistance Fund ('the Fund') in March 2013 (Minute 123, 2012/13 refers). Under this assistance is provided to individuals on low incomes (of less than £15,000 per annum) who are in crisis. The Fund allows 2 payments in a 12 month period and does not allow awards to be made to persons whose DWP benefits are suspended (or under sanction).

### What was Provided in 2013/14

- 3.3 The items shown below were provided to individuals and families in crisis or to help them remain in the community in 2013/14.
- 3.4 None of the providers appear to be willing to tender to provide the value of goods shown and without them it would be difficult to continue to run the Fund.
- 3.5 The Council publicised the Fund via a number stakeholder meetings (Swindon Welfare Reform Conference, Benefits Strategy and Welfare Reform meetings, Swindon Tenants Voice and Equalities Advisory Forum), via local community magazines (Housing Matters and Penhill News) and with the local media (BBC Wiltshire and Swindon Advertiser). Awards of goods and services as opposed to cash payments have reduced the number of applications.
- 3.6 The unspent allocation in 2013/14 has been carried forwards.
- 3.7 In the October 2013 budget report £200,000 of the fund for 2014/15 was reallocated to the following:
- 3.7.1 £88,000 for the purchase of equipment for persons with disabilities to allow them to remain in their own home.
  - 3.7.1 £12,000 to help Homeless persons.
  - 3.7.2 £100,000 to vulnerable families in crisis as decided by the Children and Families team in the Council.

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## Swindon Emergency Assistance Fund

**Cabinet**

**Date: 23rd July 2014**

Number of Awards	Value of Awards	Purchased From
2,128 Food Awards	£36,580	Tesco £31,705  Sainsbury £4,875 (Food tokens only recently available)
1,749 heating & electricity 'top ups'	£37,761	Utility companies used by individuals – paid by Paypoint
115 Clothing awards	£7,171	Trutex school uniforms £520  Price & Buckland school uniforms £150  Primark £6,386  British Heart Foundation £115 (recent addition)
401 furniture & white goods awards	£50,059	Gateway £2,890  Top Drawer £4,135  Second hand store £18,233  British Heart Foundation £5,280  Hoover Service Centre £9,260  Basics £827  Carpets4less £6,403  Selectline £3,031
Other items	£728	National Express £98  Thamesdown Transport £300  Boots £105  Recycles (Salvation Army) £90  As good as new (baby items) £85  Sleemans (gas bottles) £50
Total expenditure on goods	£132,299	

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# Swindon Emergency Assistance Fund

**Cabinet**

**Date: 23rd July 2014**

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- 3.8 The cost of administering the Fund in 2013/14 was £103,504.
- 3.9 The number of applications in 2013/14 was lower than anticipated. The information that DWP provided to the Council showed that in the year 2010/11 approximately 7,000 applications for social fund loans and grants had been made in Swindon. Awards with a value of £670,000 were made in that year. Very little information regarding the applicants was given to the Council by the DWP.

## Recommended Adjustments

- 3.10 When the 'Fund' was set in March 2013 the decision was taken to continue with the DWP Policy that payments would not be granted to persons who were not receiving DWP benefits that had been suspended or sanctioned. DWP claims may be suspended because claimants fail to make a DWP adviser appointment or fail to undertake an action aimed at helping with their chances of finding work, such as making job applications or refusing offers of employment. Benefits sanctions are a matter for DWP and Swindon Borough Council has no involvement in any decision to suspend benefits. It has been found that preventing applications to the 'Fund' may be causing hardship, since individuals in addition to losing DWP benefit are not able to claim emergency assistance. It is recommended that this be changed.
- 3.11 The current Fund allows 2 awards in a 12 month period, but certain individuals or households have needed to make more applications than this. This could be due to a number of changes in their circumstances arising in a short period of time. It is therefore recommended that the Fund is amended to allow a maximum of 4 awards per annum, but individuals requiring such assistance will be asked to undertake some 'budgeting training', provided by one of the Council's advice agency partners, or use online training .

## Future Provision

- 3.12 When the Council's Cabinet established the Fund in March 2013, it was expressed that the Council should look for the service to be provided by local Voluntary sector partners, together with Swindon's Advice and Information services. The Council's partners are currently moving to Sanford House and discussions regarding the provision of Local Welfare will be held shortly. If provision in this way cannot be agreed then the Council will need to consider how it will provide the service in the future.
- 3.13 The Service works closely with Swindon Foodbank. Foodbank has stated that they would not be able to provide support to all of the persons that the Fund have helped if the Fund did not exist.
- 3.14 With the planned introduction of 'Universal Credit' due to replace most existing state benefits, Council Members may wish to use some of this year's Fund to help Swindon residents to prepare for the change that will be introduced.

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# Swindon Emergency Assistance Fund

Cabinet

Date: 23rd July 2014

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Particular assistance may be needed to help people budget for monthly payments and for assistance with making online applications. We still have no knowledge when Universal Credit will start in Swindon, but the Department of Works and Pensions are asking Local Authorities and their partners to prepare residents now. Also help with finding employment may be offered.

- 3.15 Nationally the Government has issued a consultation on reducing Child Poverty and funds could be used to help with this and any local strategy on child poverty.

## **4. Alternative Options**

- 4.1 Alternative options would be to continue not to assist those whose DWP Benefits are suspended and to continue to allow only 2 awards in a 12 month period, or allow 3 awards every year

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 The £436,000 fund was underspent in 2013/14 and DWP are asking Local Authorities to confirm what they spend in 2014/15 before making allocations. Council Members will need to consider what they wish to provide if the allocations are reduced in future years.

### Legal and Human Rights Implications

- 5.2 Section 70, chapter 5 of the Welfare Reform Act 2012 abolished the national discretionary Social Fund. Local Authorities have been asked to administer their own discretionary schemes, under existing statutory powers.

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

- 5.3 Three members of staff currently provide the service. The staff are currently employed on temporary contracts. Without this fund there are concerns over the hardship certain vulnerable individuals would have to endure and there are also concerns that this may lead to an increase in crime.

### Diversity Impact Assessment

- 5.4 A Diversity Impact has been undertaken and no adverse impacts of the proposals have been identified. Equalities monitoring of the Fund is undertaken monthly. The percentage of applications from single 'working age' males is higher than the percentage of the population and claims from some ethnic groups have been underrepresented, particularly the Asian Community. Work to publicise the Fund amongst other groups is to continue.

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# Swindon Emergency Assistance Fund

Cabinet

Date: 23rd July 2014

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## Risk Management

- 5.5 Local Welfare is included in the Revenues and Benefits risk register and the possible reduction in funding for future financial years and the desire to involve the Voluntary Sector in helping to administer the Fund are significant risks.

## **6. Consultees**

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None

## **8. Appendices**

- 8.1 None

## **9. Key Decision/Decision in Forward Plan**

- 9.1 This is a Key Decision and is included in the Cabinet Forward Plan for July 2014.



## Council Tax Recovery and Debt Management

**Cabinet**

**Date: 23<sup>rd</sup> July 2014**

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Author: Cabinet Member for Finance  
Board Director Resources / Head of Revenues & Benefits

Wards: All

Locality Affected: All

Parishes Affected: All

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### **1. Purpose and Reasons**

- 1.1 To maintain Council Tax collection but utilise resources to encourage and assist customers to pay promptly and so reduce the need for debt recovery proceedings. Maintaining the Council's income and also helping vulnerable households avoid costs, hardship and distress. "Reducing vulnerability" and "working with people and families."
- 1.2 To advise Members on the position in relation to Debt Management in the Council.
- 1.3 The Council's Debt Management Policy requires officers to submit an annual report of write offs to the Cabinet. Improved debt management is a key component of the Council's Value for Money Strategy. Good Debt Management assists with Value for Money and the "Best use of Resources". Reducing the requirement for Council Tax recovery action helps "reduce vulnerability" and will assist with helping residents to live independently.

### **2. Recommendations**

Cabinet is recommended to:

- 2.1 Authorise the Head of Revenues and Benefits to implement measures to promote payment of Council Tax prior to the commencement of further recovery action.
- 2.2 Authorise a pilot scheme under which residents are telephoned or sent emails prior to receiving summonses for non-payment of Council Tax, in order to encourage prompt payment and to reduce the costs that are charged to potentially vulnerable households.
- 2.3 Note that in regard to Debt Management, Business Rate, Overpaid Benefits, Business Improvement District charges and Car Parking Penalty Charge Notice collections were improved in 2013/14. Council Tax and Housing rents reduced slightly following changes to welfare benefits, although the amounts collected were in excess of the levels predicted.
- 2.4 Note that Collection rates remain either top quartile or above average compared to other Unitary Authorities.

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Further information on the subject of this report can be obtained from Andy Stevens, Direct Dial 01793 464661, [anstevens@swindon.gov.uk](mailto:anstevens@swindon.gov.uk).

# Council Tax Recovery and Debt Management

Cabinet

Date: 23<sup>rd</sup> July 2014

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- 2.5 Note that, as shown in Appendix 2, over £296 million of invoiced income was collected by the Council in 2013/14.

## 3. Detail

### Council Tax Recovery

- 3.1 Some members of the community are still finding it difficult to pay their bills. With the changes to Council Tax Benefits, it remains important for the Council to maintain its income to support the delivery of its services. Debt advice is provided to help customers and the Council works with residents to ensure that debts are paid in accordance with Council requirements, and without creating any undue hardship.
- 3.2 Before undertaking recovery proceedings, residents are encouraged and assisted in making realistic repayment arrangements. Those with low incomes are given help to claim Benefits to help pay their debts. The Benefits Service ensures that claims are paid expediently.
- 3.3 In 2013/14, the Council Tax office issued 42,280 reminder notices, 14,024 summonses for non-payment and passed 7,200 debts to Enforcement Agents (bailiffs). The Council's strategic partner, Capita, runs the Council Tax service, and incurs a considerable amount of cost in issuing these notices and in referring debts to Enforcement Agents. These costs are passed to the Council as part of the contract cost of running the service.
- 3.4 When summonses are issued, the Council charges £60 costs to residents and a further £40 costs if it has to obtain a court order. These costs have been agreed with the Magistrates and are the same throughout Swindon and Wiltshire. In total, the Council received £700,000 of costs income in 2013/14 and this was used to offset part of the Capita cost of running the Council Tax service.
- 3.5 If debts are referred to Enforcement Agents (bailiffs) then the Agent will charge additional fees to the debtor. These fees are retained by the Agent to cover their costs and also any 'profit.'
- 3.6 From the 6<sup>th</sup> April 2014, new national regulations fixed the fees Agent's charges. An initial fee of £75.00 is due immediately a debt is referred to an Enforcement Agent (the fee is £75.00 per court order). At this stage the Agent must issue a 'Compliance letter' to the debtor giving notice that they intend to visit. If a visit is required Enforcement Agents will charge an additional Enforcement fee of £235 (and a further 7.5% of the value of the debt if it is in excess of £1,500). If in the rare event goods are removed a sale fee of £105, plus any auctioneers and storage costs will also be payable.
- 3.7 There are a number of reasons why residents fail to pay their Council Tax promptly. There are some residents who can afford to pay but are trying to delay
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or evade payment, but others are also having financial difficulties or may not be prioritising their finances. There are "Can't pays" and there are "Won't pays."

- 3.8 With the changes to Council Tax Benefit or Support, which were introduced in April 2013, and the resultant 10% reduction in Central Government Subsidy paid to the Council, approximately 6,000 customers, who had not paid anything in the previous financial year were asked to pay at least 20% of the full Council Tax bill. Another 2,000 residents also saw reductions in the level of support they received. Many of these residents have had difficulty in finding these monies, and this has led to an increase in the summonses the Council has issued (an increase of approximately 4,000).
- 3.9 Instruction has been given to the Council Tax staff to utilize Attachments to Benefits or Earnings orders, wherever possible. This avoids these residents incurring the distress of visits from Enforcement Agents and the costs that would be incurred, but they have still incurred the £100.00 court costs. Due to this instruction thankfully the number of debts referred to Enforcement Agents has not increased dramatically.

Debts Referred to Bailiffs	2010/11	2011/12	2012/13	2013/14
Council Tax debts	7,699	5,200	7,045	7,200
Car Parking Penalty Charge Notices	2,480	1,988	2,048	2,057

Number of Complaints Recorded	2010/11	2011/12	2012/13	2013/14
Council Tax Complaints – Bailiffs	32	29	20	34
Car Parking Complaints - Bailiffs	6	11	1	5

## **Measures Currently Being Undertaken to Help Residents**

- 3.10 During March and April 2013, at the time the Council Tax Benefits changed, the Council invited all the individuals affected to sessions to help them with budgeting. Unfortunately, very few people attended, only 31 of the 8,000 affected. Similar problems were encountered when only two of a 1,000 people invited attended an open day session organized by C.A .B.
- 3.11 Residents can now opt to pay over 12 monthly instalments instead of 10, thus reducing the amount paid each month (but losing the 2 'free' months).

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- 3.12 A system of sending Text message reminders to residents' mobile phones, where they are held, has been introduced. Reducing costs and increasing the number of prompts that people receive.

	2012/13	2013/14
Before Reminders & summonses	29,601	43,660
Broken Arrangements	1,699	2,636

- 3.13 Attachment to Benefits are used notwithstanding the deduction rate of £3.65 per week may not meet the full value of Council Tax falling that falls due in some cases (20% Council Tax on a band B property is £4.13 per week).

Action Being Undertaken	Number of accounts as at 1/4/13	Number of accounts as at 1/4/14
Attachment to Earnings	1,254	1,683
Attachments to Benefits	1,964	2,403

- 3.14 A 'pilot' scheme offering additional support to help some of those affected by the Benefit Cap in East Swindon is currently away. This involves members of the Locality team and Housing staff trying to establish contact with those affected and arrange further support for them. Seven Households are involved in this pilot and relationships with the Localities team have been built in four of the cases.
- 3.15 Data matching between Council Tax, Housing and Childrens Services is currently being undertaken, in order to produce lists of the households who may be vulnerable, but have been subject to council Tax recovery action. Once such lists are produced, discussions around what assistance can be provided to these households will occur.
- 3.16 Council officers are currently working with the Enforcement Agents to specify the minimum actions (above those in the regulations) that need to be undertaken at the initial 'Compliance stage' These include the making of at least one telephone call, where a telephone number is provided and attempts made to agree payment arrangements at this stage. The Enforcement Agents are advising that it also can be in their interests to collect debts at this stage, since visits are expensive, time consuming and can lead to conflict.
- 3.17 Other improvements that have been introduced which may speed up processing and reduce any customer confusion, include online forms for requesting benefits and discounts.

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- 3.18 Residents granted Discretionary Housing Payments and Local Welfare Assistance are encouraged to pay any Council Tax liability as part of the award.

## **Other Measures to Consider**

- 3.19 It is recommended that the Council tries to telephone all the residents it is due to summons prior to issuing summonses. In addition to collecting outstanding payments, people could be offered payments arrangements, budgeting and debt advice. In order to maintain its cash flow this action would need to be undertaken just after the reminder notice is issued.
- 3.20 Telephone numbers are available for about 20% of the cases against which recovery proceedings have been undertaken and so additional effort will be required in order to obtain telephone numbers. If numbers can be obtained for all residents affected it is estimated that 20,000-40,000 calls would be required per annum. This would require two additional members of staff to be employed if this task was to be undertaken permanently, but it is hoped that if successful it would reduce the staff numbers required in the Council Tax Recovery team.
- 3.21 Telephone calls could just be made to those considered more likely to be considered vulnerable. Such as those selected via the data matching exercise mentioned above or those households who are in receipt of Council Tax Support. 2,384 working age Council Tax Support claimants had an outstanding balance on their Council Tax account as at the end of March, but it is estimated that approximately 10,000 reminders were issued to these customers in 2013/14.
- 3.22 It is recommended that a pilot exercise be undertaken. Existing team members could be offered overtime to undertake telephoning in the early evening or on a Saturday morning or temporary resource could be employed. The results from this pilot could be analysed after a few months to see if the payment rate on reminder notices increases. During 2013/14 two thirds of reminders were satisfied and no summonses were required, to be a success this rate would need to be improved on.
- 3.23 Where email addresses are held then emails could be sent to Council Tax payers reminding them or inviting them to contact the Council to discuss any issues.
- 3.24 Although there will be an initial cost to this work, if successful there may be savings in the cost of Council Tax Recovery work in due course. Also, some of the most vulnerable members of the community may not incur additional costs and fees in paying their Council Tax. This would reduce hardship and may help in meeting some of the aims of the One Swindon Policy to allow independent living.
- 3.25 A review of the wording on the Council Tax reminder and recovery documentation is also being carried out to see if this can be improved changed and further assistance offered to customers.
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- 3.26 Further work is also being undertaken with Housing and Localities officers and organisations involved in giving debt advice in the Swindon area, in order to ensure that efforts are focused on achieving prompt payment without the need to undertake recovery proceedings.

## **Debt Management Summary 2013/14**

- 3.27 A summary of Swindon's collection rates is shown below and the total amount collected in 2013/14 is shown in Appendix 1 and 2.

### **Council Tax**

- 3.28 The in-year collection rates for Council Tax are shown below:

In year Council Tax Collection Rates		
Year	Council Tax Collection – Traditional Calculation Method	Council Tax Collection – Excluding Credits
2004/5	95.4%	94.2%
2005/6	97.1%	95.7%
2006/7	98.1%	96.6%
2007/8	98.0%	96.6%
2008/9	97.8%	96.7%
2009/10	97.7%	96.5%
2010/11	97.8%	96.8%
2011/12	97.8%	96.9%
2012/13	97.9%	97.1%
2013/14	97.4%	96.4%

- 3.29 As at 31<sup>st</sup> March 2014 the collection of Council Tax for the two previous financial years was:

2011-2012 – excluding credits = 98.67%

2012-2013 – excluding credits = 98.33%.

- 3.30 The introduction of a localised Council Tax Support (Benefit system), meant that all working age claimants, apart from households where someone has a

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disability, have to pay at least 20% of their Council Tax bill. This and changes to empty property discounts resulted in an increase in the Council Tax that was due, from £89,970,264 in 2012/13 to £94,183,239 in 2013/14. The Collection rate from customers that were in receipt of support in 2013/14 was 76.70%. This is higher than was originally predicted.

- 3.31 A full review of Council Tax discounts and exemptions was undertaken. Following the review approximately 2,000 discounts were withdrawn and a further £783,790 Council Tax was invoiced.

## Business Rates

- 3.32 The Council's Business Rates Collection Rate for 2013/14 was recorded as 98.3%. This represents an increase on the 97.8% and 98.0% achieved in the previous financial years. With the introduction of a National scheme under which part of the Business Rates Income is retained by local authorities from April 2013, it is important for the Council to continue to collect Business Rates income efficiently. For retention purposes the Council's income was affected by rating reductions enjoyed by ratepayers, who received £6 million worth of reductions in 2013/14.
- 3.33 A Retail Relief Policy was agreed by the Cabinet in March and in accordance with this application forms were sent to 800 businesses offering a £1,000 rates reduction in 2014/15.

## Business Improvement District Charges

- 3.34 The Council collects Business Improvement District (BID) charges on behalf of InSwindon Ltd who are responsible for Swindon Town Centre management. A collection rate of 95.1% was achieved in 2013/14, which was increase from 93.1% in 2012/13. The amount of £349,530 was collected.

## Housing Rents

- 3.35 Housing reported a £20,561 increase in current rent arrears during 2013/14. Housing believes the increase is related to cost of living pressures for tenants.

Balance of Current Housing Rent Arrears						
April 2005	April 2009	April 2010	April 2011	April 2012	April 2013	April 2014
£1.2m	£0.58m	£0.47m	£0.40m	£0.48m	£0.63	£0.65m

- 3.36 There has been an increase in evictions. 22 of the 39 tenants evicted, were single males with an average age of 35. The focus is always on early intervention and prevention and eviction is a last resort, performance will be

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monitored closely. The number of evictions is still far lower than in 2004/5. None of those evicted were evicted as a result of changes to Housing Benefits made as part of the Welfare Reforms.

Numbers of Evictions For Rent Arrears								
2004/5	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14
68	36	31	26	26	25	27	23	39

## Overpaid Housing Benefits

- 3.37 The amount of Housing Benefit overpayments created in 2013/14 was £3,339,171. Repayments of £2,886,597 were collected. This is a very high level of collection for what are difficult debts to collect. The value of overpayments created in 2012/13 was £3,837,040 and in 2011/12 £4,016,234. The vast majority of overpayments are caused by claimants failing to advise the Council of changes to their financial circumstances promptly.
- 3.38 The Benefits Team has undertaken additional measures to limit the number and value of overpayments. Benefit claims are suspended as soon as the Council becomes aware of improvements in the financial circumstances of claimants. The Council now receives electronic information from the Department of Works and Pensions (DWP), when there are changes to claimant's DWP Benefits or Tax credits. Overpayments created by error or delay are low and under the threshold set by the DWP, and so the Council receives maximum 'Benefits subsidy'. Unfortunately, many claimants are slow to advise the Council of changes in their circumstances.
- 3.39 Data matching undertaken by the Benefits Service and the Department of Work and Pensions generates some overpayments, where claimants have failed to notify the Council of changes. The Benefits Fraud Team considers whether 'fraud' has occurred in any of these cases.
- 3.40 Many customers continue to pay back their overpayments in regular instalments based upon their means. These arrangements often exceed 12 months.
- 3.41 No Overpaid Housing Benefits write off lists were submitted during 2013/14, but a list of cases with a value of £464,770 is currently being verified.

## Car Parking Penalty Charge Notices

- 3.42 The collection rate for Penalty Charge Notices issued in 2013/14 and collected by 31<sup>st</sup> March 2014 was shown as 73.12%. A further 10.8% remained outstanding and continued to be pursued for collection.

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- 3.43 Collection is still proceeding after the end of the financial year and it is likely that the collection rate will exceed the 73.80% achieved by similar authorities as an overall collection rate.

## Miscellaneous Debtors

- 3.44 The value of debts written off from the 'Miscellaneous Debtors' system was £269,266.
- 3.45 The collection rate in respect of Miscellaneous Debts is above average compared with other Unitary authorities. Prompt issuing of reminder notices and telephoning of large value debts has helped maintain this collection rate.

## Debt Management Summary

- 3.46 The total value of debt written off by the Council in 2013/14 is shown in Appendix 3. Whilst it is a significant sum, it is important for Members to note that it represents only 0.86% of the total that is collectable for the year. In most cases the debts that were written off also fell due in previous financial years, and a breakdown of the years during which the Council Tax fell due is shown in Appendix 4.
- 3.47 Officers will continue to pursue all debts in 2014/15 and to administer amounts written off in accordance with the criteria set out for irrecoverable debts contained in the Council's Debt Management Policy.

## **4. Alternative Options**

- 4.1 Alternative options in respect to the pre summons work are offered in this report. Attempts can be made to telephone all customers being sent reminder notices or just those in receipt of Council Tax Support or those with other 'vulnerable' indicators. Alternatively Council Tax recovery can continue with the current assistance offered to customers.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 Improved Council Tax and debt collection performance results in additional income for the Council. To provide additional assistance to customers in order to reduce the amount of individuals against whom recovery proceedings are taken, additional resource would need to be employed, although it is hoped that this would eventually lead to less resources needed in the Council Tax recovery team for post court recovery work. If everyone receiving reminders is to be telephoned and 2 staff employed were employed the annual cost would be approximately £55,000. It is suggested a pilot exercise is undertaken, using temporary resource with a maximum cost of £20,000. If the numbers of summonses do reduce then

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the cost income collected by the Council would reduce, but this is income that the Council should not have in its base budget.

## 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 steps taken by the Council in relation to debt management are proportionate and compatible with convention rights.

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

- 5.3 Overall resource levels will be similar and the recommendations if agreed do not seek to have an impact on staffing levels. Long-term staff may be employed earlier in the recovery process. Reducing the numbers of people against whom recovery action is undertaken may help reduce hardship and could help reduce poverty and crime.

## Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment in respect of the recommended changes to Council Tax recovery processes has been undertaken and no adverse impacts or significant issues have been found. Since some residents may have difficulties using the telephone or have communication problems, these residents will be offered home visits. Impact Assessments of the Debt Management and Fair Debt Policies have been undertaken previously. Adherence to the Policies enables mitigation of some potential impacts debt recovery could have. The collection of invoices for Home Care, Home Line and other social care debts from vulnerable adults is prescribed in the Miscellaneous Invoices Service Level Agreements and recovery profiles. Following stakeholder discussions the Debt Management Policy now includes some examples of persons that may be considered 'vulnerable' customers.

## Risk Management

- 5.5 The Revenues and Benefits Service maintains a risk register.

## **6. Consultees**

- 6.1 The Board Director Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None

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## **8. Appendices**

- 8.1 Appendix 1 – Collection Performance in 2013/14
- 8.2 Appendix 2 - The net value of payments to Swindon B.C. in 2013/14
- 8.2 Appendix 3 – The value of debts written off and the annual amounts due in 2013/14
- 8.3 Appendix 4 – Breakdown of Council Tax write off by year the debt was due
- 8.4 Appendix 5 – Debt Management Policy extract showing reasons for write offs

## **9. Key Decision/Decision in Forward Plan**

- 9.1 This is a key decision and is included in the Cabinet Work Programme / Forward Plan for July 2014.

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## Appendix 1

Summary of Swindon's Debt Collection Rates			
	2012/13	2013/14	Comments and Comparisons
Council Tax	97.9%	97.40%	The collection rate reduced following the introduction of the 'Local Council Tax Support scheme.' The amount of the reduction was better than predicted. The collection rates for other Unitary Authorities, who introduced similar Council Tax Support schemes, reduced by similar percentages.
Business Rates	97.8%	98.3%	A good increase in the collection rate for Businesses. For retention purposes the reduction in rates payments following successful appeals by businesses impacted the rates income for the Council.
Business Improvement (Town Centre)	93.1%	95.1%	A successful year in collecting BID charges saw the collection level achieve 2% above that in the previous year.
Housing	98.77%*	98.61%*	Slight reduction in collection, but collection higher than predicted following the introduction of the under-occupancy changes to Housing Benefits, which affected over 1,000 tenants.
Miscellaneous Number of debts paid in 60 days	94.9%	94.35%	A high level of collection maintained. The average for invoices paid in 90 days for other unitary authorities when previously benchmarked was 84%.
Overpaid Benefits	84.0%	87.4%	Improving on a very high level of collection.
Car Parking Penalty Charge Notices	73.0%	73.12%.	Collection rates have been maintained and are in line with rates for similar authorities.

\*Based on the previous best Value indicator used by local authorities

## Appendix 2

### Summary of cash collected 1<sup>st</sup> April 2013 – 31<sup>st</sup> March 2014

Debt Type	Cash £
Council Tax	£92,872,754
Non domestic Rates	£106,006,345*
Benefit Overpayments	£3,224,142
Car Parking Penalty Charge Notices	£756,400
Housing Rents	£47,836,814
Oracle Miscellaneous Invoices	£45,936,338
Total Cash	£296,632,793

\*Business Rate payments made in respect of debts due in 2013/14 only.

## Appendix 3

### Summary of Write Offs 1<sup>st</sup> April 2013 – 31<sup>st</sup> March 2014

Debt Type	Amount Written Off – Relates To All Years	Annual Charges Due
Council Tax	£885,976	£94,183,240
Non domestic Rates	£1,060,589	£107,413,996
Benefit Overpayments	£0*	£3,339,171
Car Parking Penalty Charge Notices	£211,661	£743,550**
Housing Rents	£146,367	£49,122,127
Oracle Miscellaneous Invoices	£279,266	£45,466,002
Total	£2,583,859	£300,268,086
Amounts written off as a percentage of the Annual Charges raised	0.86%	

\*A write off list of Overpaid Benefits with a value of £464,770 is currently being verified

\*\* Value of car parking penalty charge notices once 50% for prompt payment discount granted.

**Appendix 4: Council Tax Write Off By Year**

Year During Which Amount Fell Due	Amount Written Off
1993-2002	£9,310
2003/4	£10,914
2004/5	£18,967
2005/6	£22,707
2006/7	£33,266
2007/8	£67,216
2008/9	£147,807
2009/10	£325,934
2010/11	£228,850
2011/12	£16,939
2012/13	£4,066
2013/14	£0
Total	£885,976



## Appendix 5: Categories to be submitted for Write Off

Category	Requirement	Action
Claimant deceased	Insufficient funds in estate to discharge debt	Submit for Write Off
Claimant absconded	All attempts to trace debtor have failed. Including tracing agent (above £100). Including long-term imprisonment (36 months).	Submit for Write Off
Claimant in bankruptcy or liquidation or other insolvency proceedings	A claim against the debtor has been lodged with the administrators. No dividend is to be paid or the balance after the dividend is submitted.	Submit for Write Off
Debt cannot be proved (conflict of evidence)	An explanation should be given as to why recovery cannot be made.	Submit for Write Off
Ill Health & no means	Written evidence of one of the following criteria <ul style="list-style-type: none"> <li>• Terminal illness and limited means</li> <li>• Where payment would cause further ill health</li> <li>• Old age and frailty and no financial assistance</li> <li>• Severely mentally impaired and no financial assistance</li> <li>• Long term hospitalisation or residential care and no means left to pay</li> </ul>	Submit for Write Off
Undue hardship	Where the debtor can provide written evidence of genuine financial difficulty. Showing evidence of inability to pay even small instalments or that such payment will cause undue hardship.	Submit for Write Off
All recovery action appropriate to the debt has been taken and has not resulted in collection (All Avenues Exhausted)	Action in the Magistrates Court or County Court has failed to recover the debt. In the case of miscellaneous debts that would be subject to County Court action, external agents are used instead of court action, in order to avoid the council paying large court fees, which would be unlikely to be recovered.	Submit for Write Off

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